

UW Whitewater Police



Expectations of Conduct

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I. Purpose

The Purpose of this General Order is to establish and maintain uniform expectations of conduct governing the members of the UW-Whitewater Police Department (UWWPD).

II. Policy

It is the policy of UWWPD that each member of this Department complies with all expectations of conduct both on and off-duty. Any accusation of a violation of the expectations of conduct is subject to investigation or inquiry. In all cases the ideal of progressive discipline will be adhered to. It is recognized that individual fact and circumstances must be weighed in every situation and that absolutes are not always appropriate.

The position of Police Officer is a responsible professional public safety position with full executive law enforcement authority. Individuals working in this capacity protect the safety and security of persons, property, equipment and facilities, and protect and preserve individual civil rights, act as an example of conduct for the community and represent the professionalism of UWWPD. Police personnel enforce all applicable federal, state and local laws, rules, regulations and university policies and procedures.

Police officers are specifically entrusted with a greater degree of authority including the ability to exercise deadly force based upon their own perception of a situation. With this greater degree of authority comes a higher degree of expectation of personal conduct. Therefore, actions which may be allowable for a non-sworn employee are not necessarily allowable for a sworn officer and officers must govern their personal actions with that knowledge

III. Procedure

A. The attached University of Wisconsin System Work Rules is considered a guideline for both on and off-duty conduct for the members of this Department. It is incumbent upon the members of the Department to read, understand, and to maintain a copy of the Work Rules. The Work Rules establish expectations of conduct for members of this organization both on and off-duty. Please see Attachment A. University of Wisconsin System Classified Employees Work Rules.

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1. While the language within the Work Rules may delineate specific on-duty actions, members of the Department must be cognizant of those actions which could not be condoned on or off-duty.
 2. For example, *IV Personal Actions and Appearance, E. Use of alcoholic beverages or illegal drugs during working hours*, members of this Department could not be involved in the usage of illegal drugs at any time.
- B. Additional work rules have also been established to meet special requirements of the Department. These work rules are as follows:
1. Employees shall maintain a high level of moral conduct in their personal and business affairs and shall act, both on and off duty, in a manner that reflects favorably upon the Department.
 2. Conduct unbecoming an employee shall include behavior that brings the Department into disrepute or reflects poorly upon the employee or the Department.
 3. Employees shall obey all applicable oaths of office and codes of ethics.
 4. Employees shall not commit or omit any acts that constitute a violation of any Departmental or University rule, regulation, policy, procedure, directive, or order.
 5. Employees shall not consume intoxicating beverages while on duty. Employees shall not report for duty, or be on-duty, while under the influence of intoxicants to any degree whatsoever.
 6. Employees shall report to their supervisor any known adverse side effects of prescription drugs that they are taking that directly affect ability to safely operate a vehicle, firearm or any other issued weapon.
 7. Acceptance of cash or any other item, given to an employee for the purpose of compromising an employee's position, is not permitted.

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Attachment A. Classified Employees Work Rules

Recent collective bargaining agreements with several employee associations provide that the employer establish reasonable work rules defined as and limited to "rules promulgated by the employer within its discretion which regulate the personal conduct of employees." The following work rules relating to personal conduct are issued by the University of Wisconsin System as part of its responsibility under law to inform all classified employees of personal conduct considered unacceptable as a University of Wisconsin employee. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. Engaging in one or more of the following forms of prohibited conduct by a classified employee of the University of Wisconsin System may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or the number of infractions, pursuant to s. 230.34, Wis. Stats. and Wis. Adm. Code section ER 46, or pursuant to existing collective bargaining agreements.

PROHIBITED CONDUCT

I. WORK PERFORMANCE

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- B. Loafing, loitering, sleeping or engaging in unauthorized personal business.
- C. Unauthorized disclosure of confidential information or records.
- D. Falsifying records or giving false information to other state agencies or to employees responsible for recordkeeping.
- E. Failure to provide accurate and complete information whenever such information is required by an authorized person.
- F. Failure to comply with health, safety and sanitation requirements, rules and regulations.
- G. Negligence in performance of assigned duties

II. ATTENDANCE AND PUNCTUALITY

- A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- B. Unexcused or excessive absenteeism.
- C. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
- D. Failure to notify the supervisor promptly of unanticipated absence or tardiness

III. USE OF PROPERTY

- A. Unauthorized or improper use of University property or equipment including vehicles, telephone or mail service.
- B. Unauthorized possession or removal of University or another person's private property.
- C. Unauthorized posting or removing of notices or signs from bulletin boards.

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- D. Unauthorized use, lending, borrowing or duplicating of University keys.
- E. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

IV. PERSONAL ACTIONS AND APPEARANCE

- A. Threatening, attempting, or doing bodily harm to another person.
- B. Threatening, intimidating, interfering with, or using abusive language towards others.
- C. Unauthorized possession of weapons.
- D. Making false or malicious statements concerning other employees, supervisors, students or the University.
- E. Use of alcoholic beverages or illegal drugs during working hours.
- F. Reporting for work under the influence of alcoholic beverages or illegal drugs.
- G. Unauthorized solicitation for any purpose.
- H. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- I. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- J. Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require. Questions regarding the above work rules can be directed to your Human Resources Representative.