



## LAMOILLE COUNTY SHERIFF'S DEPARTMENT

<b>POLICY:</b> Code of Conduct	<b>Related Policies</b>
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Date Implemented: <b>03-03-2022</b>	Review Date: <b>04-13-2023, 04-16-2024</b>
Sheriff Approved:	

### Code of Conduct

#### I. Policy:

The Lamoille County Sheriff's Department requires its personnel to maintain high standards of appearance and conduct. The public similarly expects such high standards. Sheriff's deputies wield considerable power over the citizens, power that is carefully circumscribed by state and federal law, and, ultimately, by the Constitution and Bill of Rights. Our Powers to arrest, seize property, and interfere, at times, with the lives of citizens constitute a public trust. We can help insure that we regard this trust as vital by consistent and reasonable performance of our jobs.

#### II. Purpose:

To define expectations of conduct for members of the Lamoille County Sheriff's Department.

### III. Procedures:

- A. All deputies of the department will attempt within jurisdictional limits, to prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law, and enforce the laws of the United States, the State of Vermont, and all local ordinances, in accordance with the rules, regulations, policies, procedures, and orders of the jurisdiction and the department.
- B. Employees of the department will obey all federal, state and local laws. Employees will obey all rules, regulations, directives, and orders as may be issued by the department. The term "employee" includes both sworn and non-sworn personnel.

### IV. Definitions

- 1. Authority- Employees of the department will obey all lawful orders issued to them by lawful authority.
- 2. Violation of Law- Supervisory deputies of the department will not knowingly or willfully issue any order in violation of any law or ordinance or of any rule, regulation, general or special order of the department.
- 3. Conflict of Orders- To permit effective supervision, direction, and control, employees should promptly obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of equal or lesser rank.
  - (a) In the event an employee is given two apparently lawful but different orders that may be in conflict, the last order given should be complied with unless the order is retracted or modified.
  - (b) In the event an employee receives conflicting orders, the employee should speak directly with an L.C.S.D. Supervisor for clarification.
- 4. Obedience to Orders- No employee of the department is required to obey any order, which is contrary to the laws of the United States, State of Vermont or local ordinances. However, such refusal to obey is the responsibility of the employee and they will be required to justify their action.

5. Arrests of Deputies- A deputy who arrests a member of the L.C.S.D., or a member of another law enforcement agency shall immediately notify his own supervisor of the fact. The Sheriff or the Sheriff's designee shall also be advised of such an arrest. Deputies must take whatever action is appropriate under the circumstances, including issuance of citations or making an in-custodial arrest.
6. Untruthfulness, or False Statements- in the course of criminal investigations, in law enforcement agencies' internal affairs, in Council investigations, in matters before a tribunal, and in the preparation, administration, or taking of any official examination conducted by a law enforcement agency of the Council.
7. Off-Duty Enforcement - Generally it is the policy not to become involved in law enforcement duties while off-duty. Discretion will have to be relied on heavily in this area, as there are certain circumstances where witnessed events or "duty to act" incidents are life endangering and/or life threatening, such as crimes in progress - - i.e. assaults, burglaries, robberies, fellow officers in need of assistance or aid, etc., which cannot be overlooked. However, this should be the exception and not the rule.
8. Bribes- Employees of the department found to have accepted bribes shall be dismissed.
9. Medical Assistance- Deputies shall attempt to render medical assistance to an injured person. (Duty to act)

V. Personal actions.

1. Examples of behavior specifically prohibited include:
  - (a) Use of alcoholic beverages on-duty.
  - (b) Use of illegal drugs or narcotics.
  - (c) Buying alcoholic beverages while on duty. (Except in authorized law enforcement operations).
  - (d) Releasing any information to a suspect or convicted person that would enable an escape from custody or hamper an investigation.

- (e) Publicly criticizing supervisors, or other department personnel, sworn or civilian.
- (f) Use of discriminatory or offensive language.
- (g) Sleeping on-duty.
- (h) Engaging in sexual activities while on-duty.
- (i) Misuse of department property.

## **VI. General Conduct**

1. Employees of the department will display respect for supervisory deputies, subordinates, and associates.
2. Employees of the department will address their subordinates, associates, supervisors or members of the general public courteously, and will not use abusive, violent, insulting or provoking language, which could be deemed insulting to any person or group by reason of their racial or ethnic background or gender.
3. Employees of the department will strive to be civil and courteous.
4. Employees of the department will always display absolute honesty.
5. Employees of the department will cooperate and coordinate their efforts with other employees to insure maximum effectiveness. This high degree of cooperation and coordination will extend to other law enforcement organizations and government agencies.
6. Unless actually incapacitated themselves, deputies will aid, assist, and protect the public and fellow deputies in time of danger or under conditions where danger might reasonably be impending. (Duty to act)
7. Employees of the department will not use or attempt to use their official position, badge or credentials for personal or financial gain or advantage.

**VII. Gifts, gratuities, rewards**

1. Employees will not accept any gift, gratuity or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of the employee or any other employee.

**VIII. Part-time or Off-regular duty Employment, Full-time Employees.**

1. Before engaging in any outside employment or business activity, an employee shall submit a request for permit of off-duty employment to the Sheriff for final approval.
2. Off regular duty law enforcement activities of employees are subject to the following regulations:
  - (a) The employment shall not render the deputy unavailable during an emergency, or physically or mentally exhaust the deputy to the point that his/her performance on duty will be affected.
  - (b) Employment shall not in any way conflict with the objectives of the department, impair its reputation, or compromise law enforcement authority.
  - (c) The department uniform shall not be worn nor department equipment used, unless so authorized by the Sheriff.
  - (d) Each employee while engaged in off-regular duty employment shall conduct themselves in accordance with department standards and is considered under department supervision.
  - (e) A member or employee, at the discretion of the commanding officer may be called on-duty at any time irrespective of his off-duty employment.

**The decision of the Sheriff to issue or deny a permit to work outside the department is final.**

**VIII. Memberships**

No member of the department shall be a member of any organization, which advocates the violent overthrow of the government of the United States, the State of Vermont, or any unit of local government, or participate in any

organization, which will prevent the deputy from functioning under these rules and regulations.