



1305.00 PERSONNEL, DUTIES AND RESPONSIBILITIES

Responsible Officer:	EVP-COO UC Operations
Responsible Office:	Systemwide Community Safety
Issuance Date:	[The date of issuance by the President]
Effective Date:	[The date that the Policy is first enforceable]
Scope:	The policies and procedures contained within constitute a directive for members of the University of California Police Department (UCPD). They are created to provide direction and guidance to the members of the UCPD and provide the framework of coordination for the protection of the population and resources of the University of California.

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I. POLICY SUMMARY

The Systemwide UCPD Personnel, Duties and Responsibilities Policy guides UCPD employee conduct, ethics, confidentiality, and responsibilities. The policy calls for professionalism both on and off duty for sworn police officers. Employees are expected to treat all people with respect, avoid discrimination or bias of any kind, and maintain civility in every interaction. Misuse of position, acceptance of gifts or favors, or any action that could compromise trust in law enforcement is strictly prohibited. Confidential

information, evidence, or records must be safeguarded and shared only in accordance with law and policy. Employees must maintain readiness, punctuality, and communication.

This policy defines the professional and ethical expectations for all UCPD employees. It underscores that UCPD and staff are entrusted with protecting our community and are expected to uphold the highest standards of conduct, integrity, and accountability.

II. POLICY TEXT

ETHICAL RESPONSIBILITIES

1305.1 Inappropriate Conduct. Any conduct which interferes with police operations, even though it is not specifically addressed in this manual, may result in corrective action or dismissal.

1305.1.1 Ethical Responsibilities. The following shall be the ethical responsibilities of all personnel:

- (a) Employees shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon the University or the department.
- (b) Employees acting in a law enforcement capacity, whether on or off duty, shall conduct themselves in a professional manner and shall be civil, orderly and courteous in their conduct and behavior toward the public and each other.
- (c) Employees shall treat their fellow employees and associates with respect and when on duty, officers should be referred to by rank.
- (d) Employees shall not speak disparagingly of any person or group on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (pregnancy includes pregnancy, childbirth and medical conditions related to pregnancy and childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994) (Service in the uniformed services includes membership, application for membership, performance of service, application for service or obligation for service in the uniformed services).
- (e) Employees shall refrain from using profane, insolent or disrespectful language.
- (f) No employee shall convert to their own use, or have any claim upon, any found or recovered property or evidence held for disposition by the department, unless they are the legal owners of same.
- (g) Employees shall not use their positions with the department to influence or to intimidate persons in any civil or criminal action.
- (h) Employees shall not use their positions with the department for personal gain or advantage.

1305.1.2 Gratuities. Police employees shall neither solicit nor accept rewards, presents, gratuities, nor any form of compensation which could in any manner be considered related to their employment, other than that paid by the University or in accordance with University policy. Should any award, gratuity, present, or unauthorized compensation come into an employee's possession, it shall immediately be forwarded to the Chief of Police with a written report describing all circumstances

1305.1.3 Discounts. Except as expressly permitted by University policies, employees shall not use any form of official identification or their official position to solicit or obtain special privileges for themselves or others, including free admission, discounts or other favored treatment. An employee may use the badge or other official identification to obtain admission to any public event when carrying out an official duty. Should admission be refused, the employee shall pay the required fee and file a report describing the circumstances and requesting reimbursement.

1305.1.4 Endorsements. Employees shall not permit the use of their official position with the department for advertising purposes, or by testimonial, recommendation, or other means participate in any advertising scheme or enterprise related to or based upon their employment, without prior approval of the Chief of Police.

1305.1.5 Code of Ethics. All sworn personnel shall adhere to the principles of the Law Enforcement Code of Ethics (See Appendix A-1)

CONFIDENTIAL INFORMATION

1305.2 Except in the performance of their duties, employees shall not reveal any information concerning confidential matters brought to their attention or reveal any information of a confidential nature pertaining to matters under investigation by the department or any other criminal justice agencies.

1305.2.1 Withholding Information. Employees receiving or processing information regarding a criminal offense or case shall not withhold such information, but shall report such information in accordance with existing law and University Police procedures.

1305.2.2 Disclosing Information. Employees shall not disclose any confidential information acquired in the course of their employment nor any information from the files or the records of the department nor from any criminal justice information system to any person or institution, unless it is appropriate to do so in furtherance of the department's official mission and consistent with law.

1305.2.3 Interfering with Legal Processes. Employees shall not reveal any information which may enable anyone to: (a) Evade detection, arrest or prosecution; (b) Destroy evidence; (c) Destroy or conceal contraband or stolen property.

1305.2.4 Releasing Records, Reports. University police records and reports shall be released or exhibited only in accordance with existing law, and University, campus and department policies.

FALSE REPORTS

1305.3 Employees shall not knowingly make a false report, either oral or written.

COMPROMISING CRIMINAL CASES

1305.4 Employees shall not use their official position to make any arrangement for any person to avoid prosecution, nor to have any legal process dismissed, reduced, voided or removed from official records, unless such actions are in keeping with official departmental procedures.

NEWS MEDIA

1305.5 In accordance with department policy, employees shall make every effort to cooperate and assist members of the news media, using care to ensure that any release of information is not detrimental to the conduct of police operations. Release of information shall be governed by existing law and department policy. Disputes that arise shall be referred to a ranking employee.

COURT APPEARANCE, TESTIFYING

506. While testifying, employees shall avoid any display of bias, prejudice, anger or other inappropriate behavior.

1305.6.1 Court Appearance, Punctuality. Employees required to be in court shall be prompt in attendance and shall remain until excused by responsible authority.

1305.6.2 Court Appearance, Appropriate Attire. Employees required to appear in court shall be neat in appearance and appropriately attired.

SPEAKING ENGAGEMENTS

1305.7 Except as provided in section 505, an employee shall obtain approval from the Chief of Police or designee before speaking publicly as an official representative of the department.

CIVIL PROCEEDINGS

1305.8 Sworn personnel shall be governed by this section in civil proceedings.

- (a) Employees on duty or in uniform shall not serve civil papers except in accordance with department policy.
- (b) A civil action related to any event arising out of an employee's official duties may be instituted. Upon such action the employee shall notify the Chief of Police in writing.
- (c) Witness fees or other compensation for appearing in civil or criminal court in any matter arising out of an employee's employment shall not be accepted except in accordance with University policy.

ALCOHOL, DRUGS, NARCOTICS

1305.9 No employee shall consume any alcoholic beverage or any behavioral modification substance while on duty, without the specific approval of the Chief of Police. Unless required by the scope of their employment, no employee shall knowingly possess any illegal substance. No employee shall ingest any illegal substance unless exigent circumstances exist such that the employee believed their life would be endangered if they refused.

1305.9.1 Alcohol, In Uniform. No employee shall consume any alcoholic beverage or other behavioral modification substance while in uniform, nor while wearing any recognizable part of the uniform.

1305.9.2 Alcohol, Reporting for Duty. No employee shall report for a duty assignment under the influence of alcohol or any other behavioral modification substance, nor when the odor or other evidence of the prior consumption of an alcoholic beverage is discernible.

1305.9.3 Alcohol, Drugs, Narcotics - Off Duty. No employee while off duty shall abuse any substance affecting or modifying behavior, such as alcohol, marijuana, prescription drugs or narcotics, to the extent that it renders the employee unfit to report for the next scheduled duty assignment.

1305.9.4 Alcohol, Department Premises. Neither behavioral modification substances (prescription drugs excepted) nor alcoholic beverages are to be brought to nor stored upon the premises of the department by any employee except as required by an assignment or as specifically authorized by the Chief of Police.

DRUGS/MEDICATIONS

1305.10 Whenever an employee has taken medication that affects behavior or causes drowsiness, the employee shall advise an immediate supervisor who shall determine the appropriateness of the employee's reporting for or continuing with a duty assignment.

TOBACCO PRODUCTS, GENERALLY

1305.11 Employees shall be governed by courtesy, common sense and good manners while using tobacco products. Employees shall also comply with campus and department policies on smoking and tobacco usage.

GENERAL RESPONSIBILITIES

1305.12 While on duty, employees shall devote their entire time and energies to the performance of the duties and responsibilities of the rank, or position to which they are assigned. In addition, employees shall be governed by the following general responsibilities:

1305.12.1 Providing Information. Employees shall assist whenever possible with requests by citizens for public information. They shall direct such persons to the nearest location where information may be obtained if unable to furnish it themselves.

1305.12.2 Police Identification. (a) Officers in uniform shall identify themselves by displaying their badge and nametag at all times unless specifically authorized to remove the badge by a ranking officer. (b) Employees shall identify themselves by giving their names and/or showing their official credentials upon request, except in exigent circumstances or when such action is likely to jeopardize the successful completion of a police assignment.

1305.12.3 Cooperation with Public Agencies. Employees shall cooperate with all law enforcement and governmental agencies and give such aid and information as the organization may be entitled to receive consistent with these procedures and existing law.

1305.12.4 Adherence to Department Schedules. Employees shall report for duty punctually and as scheduled unless excused by a ranking employee/supervisor. They shall report for assignment attired and equipped as required by department policy. Employees shall report in person to a ranking employee at the end of a tour of duty or work day, unless an exception is authorized. Employees assigned to a specific location on department premises may be excluded from this requirement.

1305.12.5 Maintaining Communications, On Duty-On Call. Employees on duty, or officially on call, shall be directly available by normal means of communication or shall keep their office, headquarters, unit or ranking employee informed of the means by which they may be reached when not immediately available.

1305.12.6 Emergencies, Off-Duty Response. Employees are subject to being called to duty in emergencies and shall report in compliance with directions given to them by authorized personnel of the department. It shall be the responsibility of an off-duty employee who cannot be notified to contact the department as soon as practicable upon becoming aware of a major incident within the jurisdiction of the department.

1305.12.7 Address, Phone Number--Reporting Changes. Sworn personnel shall maintain a personal telephone and provide that number to the department. All employees shall report any change of their personal telephone number, residence location (address) and mailing address to their supervisors as soon as possible, and in no event later than one working day after the change becomes effective.

1305.12.8 Bulletin Boards. Bulletin boards shall be maintained in conformance with department policy, University and legal requirements

1305.12.9 Outside Employment-Approval Required. Sworn personnel shall not engage in any business or be employed outside the department without prior approval of the Chief of Police.

1305.12.10 Incurring Expense to University. Employees shall not incur any expense or liability to the University without the approval of a supervisor, except in emergencies. Such exceptions shall be appropriately documented.

1305.12.11 California Drivers License. Sworn personnel, employees driving department vehicles, and other employees designated by the Chief of Police shall possess a valid California Drivers License of the appropriate class while on duty. Employees shall immediately report any changes in status to their Drivers License to their supervisor.

1305.12.12 Impaired Physical Condition. If any employee has or develops a physical and/or psychological condition that impairs their ability to do their job, they shall report this to their supervisor as soon as possible if on duty, or before they begin their next work shift, if off duty.

1305.12.13 Law Enforcement Contact. If any employee, whether on duty or off duty, is the subject of an enforcement contact by another law enforcement agency that employee shall report such contact to their supervisor as soon as possible. This is intended to require reporting of any such contact but particularly contacts relating to domestic situations. It shall include contacts where the employee was the subject of questioning as well as detention, citation or arrest. Reporting is not required for contacts, while off duty, for vehicle code infractions resulting from the employee's operation of a vehicle.

Any employee served with or becoming the subject of a restraining or protective order shall also immediately inform their supervisor of such action.

An employee shall immediately inform their supervisor of any conviction for any criminal offense or vehicle code violation affecting the status of their driver license

III. COMPLIANCE / RESPONSIBILITIES

Each Chief of Police has the responsibility to adopt and publish policies and procedures for the assistance and guidance of the members of their individual campus police departments. Policies and Procedures for campus police departments issued by authority of the Chief of Police shall have the same authority as these Policies.

Local regulations, including General and Special Orders, Procedural Memoranda and instructions may be written more restrictively than Policies Applying to University of California Police Department, however they may not be written to supplant or diminish the Policies and Procedures contained within this Systemwide document.

IV. RELATED INFORMATION

Not applicable.

V. FREQUENTLY ASKED QUESTIONS

Not applicable.

VI. REVISION HISTORY

January 2, 2026: Revised for formatting. This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

January 7, 2011: Revised

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