

**ORANGE COUNTY SHERIFF'S OFFICE
AND THE ORANGE COUNTY CORRECTIONAL FACILITY
RULES OF CONDUCT**

SECTION 1 – VIOLATION OF RULES.

Employees shall not commit any acts or omit any acts that constitute a violation of any of the rules, regulations, directives or orders of the Orange County Sheriff's Office, whether stated in these General Orders or elsewhere.

SECTION 2 – UNBECOMING CONDUCT OF AN EMPLOYEE.

Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Orange County Sheriff's Office. Conduct unbecoming an employee shall include that which brings the Orange County Sheriff's Office into disrepute or reflects discredit upon the employee as an employee of this office or that which impairs the operation or efficiency of this Office or employee.

SECTION 3 – IMMORAL CONDUCT.

Employees shall maintain a level of moral conduct in their personal and their business affairs which is in keeping with the highest standards of the law enforcement profession. All sworn employees shall not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement officers or causes the Orange County Sheriff's Office to be brought into disrepute.

SECTION 4 – CONFORMANCE TO LAWS.

Part 1 - Employees shall obey all laws of the United States of America and of any state and local jurisdiction in which the employee may be present.

Part 2 - A conviction of the violation of any law shall constitute prima facia evidence of a violation of this section.

Part 3 - An employee shall report any arrest upon themselves immediately to a Commissioned Officer of the Orange County Sheriff's Office. This shall include any offense except for minor traffic violations.

Part 4 – If an employee is involved in any incident on or off duty which may reflect discredit and/or disrepute upon the officer and/or the Sheriff's Office he or she will notify their supervisor and submit a memorandum within twenty-four (24) hours.

SECTION 5 – REPORTING FOR DUTY.

Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial Subpoenas shall constitute an order to report for duty under this section.

SECTION 6 – NEGLECT OF DUTY.

Employees shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty except as required in the performance of duty. They shall not engage in any activities or personal business that would cause them to neglect or be inattentive to duty.

SECTION 7 – FICTITIOUS ILLNESS OR INJURY REPORTS.

Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive any official of the Orange County Sheriff's Office as to the condition of their health.

SECTION 8 – SLEEPING ON DUTY.

Employees shall remain awake while on duty. If unable to do so, they shall so report to their supervisor who shall determine the proper course of action.

SECTION 9 – LEAVING DUTY POST.

Employees shall not leave their assigned duty posts during a tour of duty except when authorized by competent authority.

SECTION 10 – MEALS.

Employees may take a break, subject to immediate call at all times, for the purpose of having meals during their tours of duty, but only for such period of time, at such time and place, as established by procedures of the Orange County Sheriff's Office.

SECTION 11 – UNSATISFACTORY PERFORMANCE.

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the Orange County Sheriff's Office. Unsatisfactory performance may be demonstrated by:

- A. Lack of knowledge of the application of laws requiring to be enforced;
- B. An unwillingness or inability to perform assigned tasks;
- C. The failure to conform to work standards established for the employees rank, grade or position;
- D. The failure to take appropriate action on the occasion of a crime, disorder or other condition deserving the attention of a sworn employee;
- E. Absence without leave;
- F. Inaptitude;
- G. Inadaptability;
- H. Reluctance to perform their duties;
- I. Neglect of duties;
- J. Failure to assume responsibility or to exercise diligence or intelligence in performing their duties.

In addition to other incidents of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance;

1. Repeated poor evaluations, of a written record, or
2. Repeated infractions of rules, regulations, directives or orders of the Orange County Sheriff's Office or repeated written record of instances of dereliction of duty.
3. Failure to qualify annually, with issued firearms.

- K. The Deputy was the operator of a motor vehicle and their actions, which were deemed preventable, resulted in a motor vehicle accident and resulted in injury to a person and/or damage to any property. (Added 1/27/12 - GO#12-027).

SECTION 12 – EMPLOYMENT OUTSIDE THE ORANGE COUNTY SHERIFF’S OFFICE.

Employees may engage in off-duty employment, with the approval of the Sheriff, subject to the following limitations:

- A. Employees shall submit a written request for off-duty employment to the Sheriff, whose approval must be granted prior to engaging in such employment.
- B. Employees shall not engage in any employment or business involving the distribution of alcoholic beverages or any other occupation prohibited by law.
- C. Such employment shall not interfere with the operation of the Sheriff’s Office or be considered unethical by a person of competent authority.
- D. Approval may be denied or revoked where it appears that the outside employment might:
 - 1. Render the employee unavailable during an emergency,
 - 2. Physically or mentally exhaust the employee to the point that their performance can be affected,
 - 3. Require that any special consideration be given to scheduling of the employee’s regular duty hours, or,
 - 4. Bring the Office in to disrepute or impair the operation or efficiency of the agency or the officer.
- E. The Sheriff, or his designee, may revoke any authorization for employment in the best interest of the Office.

SECTION 13 – ALCOHOLIC BEVERAGES AND DRUGS UPON PREMISE REGULATED BY THE OFFICE OF THE SHERIFF.

Employees shall not store or bring into any designated post of the Orange County Sheriff’s Office or County owned facility or vehicle, any alcoholic beverages, controlled substances, narcotics or hallucinogens except where the above mentioned items are being held as evidence or otherwise expressly authorized by a competent authority, to further an investigation, or in performance of duty.

SECTION 14 – POSSESSION AND USE OF DRUGS.

Employees shall not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of the employee by a physician or dentist. When any of the above items are prescribed employees shall notify their superior officer.

SECTION 15 – USE OF ALCOHOL ON DUTY OR IN UNIFORM.

Part 1 – Employees shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and when acting under proper and specific orders from a command staff employee.

Part 2 – Employees shall not appear for duty, or be on duty while under the influence of an alcoholic beverage, nor shall they report for duty or be on duty with an odor of an alcoholic beverage on their breath. Employees shall not consume an alcoholic beverage of any type for a minimum of four (4) hours prior to scheduled duty for the Orange County Sheriff’s Office.

SECTION 16 – USE OF ALCOHOL OFF DUTY.

Employees, while off duty, shall refrain from consuming an alcoholic beverage to the extent that it results in the impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Orange County Sheriff's Office or renders the employee unfit to report for their regular or assigned tour of duty.

SECTION 17 – USE OF TOBACCO.

The use of tobacco (smoking or chewing) shall only be permitted in specific areas of premises under the care and control of the Orange County Sheriff's Office as stated in established policies or General Orders of this Office and as permitted by law. The use of any tobacco product (smoking or chewing) by any employee while in uniform and in public view is **PROHIBITED**. Employees are permitted to use tobacco products when they do not have to leave their assignment or post for the sole purpose of doing so. Smoking in Sheriff's Office and/or County owned vehicles as well as County owned buildings is strictly prohibited.

SECTION 18 – OBEYING ORDERS.

Part 1 – Employees shall promptly obey any lawful orders of a supervising employee. This will include orders relayed from a supervising employee by an employee of the same or lesser rank or title.

Part 2 – Employees of the Orange County Sheriff's Office are prohibited from engaging in any disrespectful, mutinous, insolent or abusive language or action, toward a supervising employee, whether on or off duty. (5/25/12)

SECTION 19 – ISSUANCE OF ORDERS.

Orders, written or oral, from any command employee or supervisor, to any subordinate in the Orange County Sheriff's Office shall be in clear, concise, understandable language, civil in tone, issued in pursuit of the official business of the Orange County Sheriff's Office, and in accordance with all legal requirements.

SECTION 20 – CONFLICTING OR ILLEGAL ORDERS.

Part 1 – Employees who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the supervising employee issuing the order of the conflict. If the supervising employee issuing the order does not alter or retract the conflicting order, the order shall stand. Employees shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

Part 2 – Employees shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees shall request the issuing employee to clarify the order or to confer with a higher authority employee.

SECTION 21 – GIFTS, GRATUITIES, BRIBES OR REWARDS.

Employees shall not solicit or accept from any person, business or organization any gift, including money, tangible personal property, food beverage, loan promise, service or entertainment for the benefit of the employee or the Orange County Sheriff's Office if it may reasonably be inferred that the person, business or organization:

- A. Seeks to influence action of an official nature or seeks to affect the performance or non performance of an official duty, or,
- B. Has an interest that may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

SECTION 22 – ABUSE OF POSITION.

Part 1 – Use of official position or identification.

- A. Employees shall not use their official position, official identification card or badges:
 - (1) for personal or financial gain,
 - (2) to obtain privileges not otherwise available to them except in the performance of duty, or
 - (3) to avoid consequences of illegal acts.
- B. Employees shall not lend to another person their identification card or badges or permit them to be photographed or reproduced without the approval of the Sheriff.

Part 2 – Employees shall not use the powers of their office or offer assistance in the pursuit of matters that are strictly private or civil in nature. They may exercise the powers of their office or offer assistance for those matters where they are required by law to so exercise their powers or where a breach of the peace has occurred or is imminent.

SECTION 23 – ENDORSEMENT AND REFERRALS.

Part 1 – Employees shall not recommend, solicit or suggest in any manner, except in the transaction of personal business the employment or procurement of a particular product, professional service or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of an ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, employees shall proceed in accordance with established procedures of the Orange County Sheriff’s Office.

Section 2 – Use of Name, Photograph or Title. Employees shall not authorize the use of their names, photographs or official title which identifies them as employees in connection with testimonials, or advertisements of any commodity or commercial enterprise, without the approval of the Sheriff.

SECTION 24 – IDENTIFICATION.

Sworn employees shall carry their badges and identification cards on their person at all times, except where impractical or, by doing so may endanger their safety or compromise an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on duty, when such request is reasonable.

SECTION 25 – CITIZENS COMPLAINTS.

Employees shall courteously and promptly record in writing any complaint made by a citizen against any employee of the Orange County Sheriff’s Office. Employees may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any employee or the Orange County Sheriff’s Office. Employees shall follow the established procedures of this Office for the processing of complaints.

SECTION 26 – COURTESY AND IMPARTIALITY:

Part 1 – Employees shall be courteous to the public, co-workers and any other person in the course of their duties. They shall be tactful in the performance of their duties and shall control their tempers. Employees shall exercise utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. Employees shall not use violent, profane or insolent language or gesture. They shall not verbally or otherwise express prejudice either on or off-duty concerning race, sex, age, religion, ethnic origin, sexual orientation or similar personal characteristics. Employees while on-duty shall not verbally or otherwise express disparaging comments or their personal opinions regarding politics, any elected official, any employee of the Sheriff’s Office, operations of the County or operations of the Sheriff’s Office. (5/25/12)

Part 2 – Employees, while being vigorous and unrelenting in performance of their duties must maintain a strictly impartial attitude toward all persons they come in contact with in their official capacity.

Part 3 – Employees shall not interfere in legitimate private interests and shall not interfere unnecessarily with the lawful business of any person, while conducting the business of the Orange County Sheriff’s Office. They shall maintain a neutral position with regard to the merits of a labor dispute, political protests, or other public demonstration, while acting in an official capacity.

SECTION 27 – REQUESTS FOR ASSISTANCE.

When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established procedures of the Orange County Sheriff’s Office.

SECTION 28 – ASSOCIATIONS.

Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment or who have a reputation in the community or the Orange County Sheriff’s Office for the present involvement in felonious or criminal behavior except as necessary to the performance of official duties.

SECTION 29 – VISITING PROHIBITED ESTABLISHMENTS.

Employees shall not knowingly visit, enter or frequent a house of prostitution, a gambling house, or establishment wherein laws of the United States, the State, or local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.

SECTION 30 – GAMBLING.

Employees shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders of a supervising employee.

SECTION 31 – PUBLIC STATEMENTS AND APPEARANCES.

Part 1 – Employees shall not publicly criticize or ridicule the Orange County Sheriff’s Office its policies or other employees by speech, writing or other expression , where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of this Office,

interferes with the maintenance of discipline, or is made with reckless disregard for the truth or falsity.

Part 2 – Employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents for any newspaper or periodical, release or divulge investigative information, or any other matter of the Orange County Sheriff’s Office while holding themselves out as representing the Sheriff’s Office in such matters without proper authority. Employees may lecture on official or other related subjects only with the prior approval of the Sheriff.

Part 3 – Employees of the Orange County Sheriff’s Office shall refrain from speaking with the news media about any matters relating to the Orange County Sheriff’s Office as this task will be handled by the Sheriff, the Public Information Officer or other person designated by the Sheriff.

SECTION 32 – PERSONAL APPEARANCE.

Part 1 – Employees on duty shall wear uniforms or other clothing in accordance with established procedures of the Orange County Sheriff’s Office.

Part 2 – Except when acting under proper and specific orders from a supervising employee, employees on duty shall maintain a well-groomed appearance and shall style their hair according to set guidelines:

- A. Sworn employees shall wear standard headgear when outside of a building or Orange County Sheriff’s Office vehicle or as designed for their specific detail or assignment.
- B. All non-sworn employees must wear their hair neat, clean and combed.
- C. Sideburns below the middle of the ear, beards and moustaches that protrude below the lower lip are prohibited, unless otherwise necessary for specific undercover assignments, or unless otherwise instructed by a competent authority.
- D. Jewelry:
 - 1. Only wedding bands, engagement rings, and wristwatches may be worn while on duty and in uniform. All other visible jewelry and adornments are prohibited.
 - 2. The Office will not accept responsibility or reimburse employees for damage incurred to jewelry while at work other than what is stipulated under the contractual bargaining agreement

SECTION 33 – POLITICAL ACTIVITY.

Part 1 – Employees are prohibited from using their official capacity to:

- A. Influence and/or interfere with any political party or affect the results of an election.
- B. Endorse or oppose a partisan candidate for public office in a political advertisement, broadcast or campaign literature.
- C. Otherwise engage in prohibited partisan activities on the federal, state, county or municipal level.

Part 2 – Employees are not prohibited from:

- A. The endorsement of a political candidate when such endorsement is done under the auspices of a certified bargaining unit or union entity.
- B. Acting in a manner that is covered by freedom of speech or other constitutional guarantees.

SECTION 34 – LABOR ACTIVITY.

Employees shall have the right to join labor organizations, but nothing shall compel the Sheriff or the County of Orange to recognize or to engage in collective bargaining with any such labor organization except as provided by law. Employees shall not engage in any strike. “Strike” includes the concerted failure to report for duty, willful absence from one’s position, unauthorized holidays, sickness unsubstantiated by a physician’s statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

SECTION 35 – PAYMENT OF DEBTS.

Employees shall not undertake any financial obligations, which they know or should know they will be unable to meet, and shall pay all just debts when due. Repeated instances of financial difficulty shall be cause for disciplinary action. Filing, for voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Employees shall not co-sign a note for any supervising employee.

SECTION 36 – RESIDENCY.

Employees shall reside within the jurisdiction served by the Orange County Sheriff’s Office, or adjoining counties. New employees shall reside within the jurisdiction or adjoining counties within six (6) months of their appointment. Employees are prohibited from residing in any other state.

SECTION 37 – TELEPHONE REQUIRED.

Employees shall have telephone(s) in their residence, and shall immediately report any changes of telephone number or addresses to their immediate supervising employee and to such persons as may be appropriate.

SECTION 38 – DISSEMINATION OF INFORMATION.

Part 1 – Employees shall treat the official business of the Orange County Sheriff’s Office as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established procedures of the Orange County Sheriff’s Office. Employees may remove or copy official records or reports from an official installation only in accordance with established procedures of the Orange County Sheriff’s Office. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

Part 2 – Employees shall not communicate, in any manner, directly or indirectly, any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment or which might enable them to dispose of or secrete evidence of unlawful activity, money, merchandise, or other property unlawfully obtained.

SECTION 39 – INTERVENTION.

Part 1 – Employees shall not interfere with cases being handled by other employees of the Orange County Sheriff’s or any other governmental office unless:

- A. Ordered to intervene by a supervising employee, or
- B. The intervening employee believes beyond a reasonable doubt that a manifest of injustice would result from failure to take immediate action.

Part 2 – Employees shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their supervising employee unless the exigencies of the situation require immediate law enforcement action.

SECTION 40 – SUBMISSION OF OFFICIAL REPORTS.

Part 1 – Employees shall submit all necessary reports on time and in accordance with established procedures of the Orange County Sheriff’s Office. Reports submitted by the employee shall be truthful and complete, and no employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information on any books, records or official documents of the Orange County Sheriff’s Office.

Part 2 – Employees shall not alter or request any other person to alter or withdraw any report, letter, request or other written communication, that is being sent up or down the chain of command. This paragraph shall not preclude the correction of grammatical errors. All such communications shall be forwarded without unnecessary delay. No employee shall advise, counsel, order or otherwise dissuade any other employee from making and submitting any lawful or proper report, whether on criminal or disciplinary matters.

SECTION 41 – PROCESSING PROPERTY AND EVIDENCE.

Property or evidence which has been discovered, gathered or received in connection with responsibilities of the Orange County Sheriff’s Office will be processed in accordance with established procedures of this office. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other official action, except in accordance with established procedures of the Orange County Sheriff’s Office.

SECTION 42 – ABUSE OF POWER.

Employees shall not make any false accusations of a criminal offense, a violation of the law or a violation of any traffic offense. Employees shall not use their position to intimidate, compel, induce, demand or otherwise request another to act in a manner which is violation of any law or statute.

SECTION 43 – USE OF OFFICIAL EQUIPMENT.

Employees shall utilize equipment only for it’s intended purpose, in accordance with established procedures of the Orange County Sheriff’s Office. All official equipment issued to employees shall be maintained in proper working order.

SECTION 44 – OPERATION OF OFFICIAL VEHICLES.

Employees shall operate official vehicles in a careful and prudent manner, and shall obey all traffic laws and all official orders pertaining to such operation. Loss or suspension of any privilege to operate a motor vehicle shall be reported to the employee's immediate supervising employee.

SECTION 45 – CARRYING OF FIREARMS.

Employees shall only carry approved firearms and ammunition in accordance with law and established procedures of the Orange County Sheriff's Office.

SECTION 46 – TRUTHFULNESS AND HONESTY.

Upon the order of the Sheriff, the Sheriff's designee, or any competent authority, employees shall truthfully answer all questions directly or indirectly related to the scope of employment and operations of the Orange County Sheriff's Office which may be asked of them.

SECTION 47 – TREATMENT OF PERSONS IN CUSTODY.

Employees shall not mistreat persons who are in their custody. Employees shall handle all persons in accordance with law and procedures of the Orange County Sheriff's Office.

SECTION 48 – USE OF FORCE.

Employees shall not use more force in any situation that is reasonably necessary under the circumstances. Employees shall use force in accordance with law and procedures of the Orange County Sheriff's Office. Any use of force shall be immediately reported to a competent authority.

SECTION 49 – USE AND HANDLING OF WEAPONS.

Employees shall not use or handle weapons in a careless or imprudent manner. Employees shall use weapons in accordance with law and procedures of the Orange County Sheriff's Office.

SECTION 50 – ARREST, SEARCH AND SEIZURE.

Sworn employees shall not make any arrest, search or seizure which they know or should know is not in accordance with law and procedures of the Orange County Sheriff's Office.

SECTION 51 – SEXUAL HARASSMENT PROHIBITED.

No employee shall subject another employee or candidate for employment to any unwanted physical contact of any kind. Unwelcome or unwanted sexual advance(s), request(s) for sexual favors, or other verbal or physical conduct of sexual nature made in the work place is strictly prohibited. Employees shall not use foul or obscene language or verbal or written abuse of a sexual nature. Employees shall not cause or be caused any sexually suggestive communiqué, be it spoken, written, recorded or electronically transmitted. Employees shall not display in the work place any demeaning, insulting, intimidating or sexually suggestive objects, pictures, calendars, graffiti, cartoons or images. Employees shall not engage in any other conduct or behavior deemed to be in violation of the Orange County Government Discrimination Policy and Discrimination Complaint

Procedure.

SECTION 52 – CORRESPONDENCE AND LETTERHEADS.

Employees shall not use official Orange County Sheriff’s Office letterhead for personal or unofficial correspondence, including commercially printed or computer generated letterhead. Employees may not personally design any letterhead to give the impression that such is an official letterhead.

SECTION 53 – RECORDING DEVICES PROHIBITED.

Personal recording devices such as tape recorders, audio and video, are prohibited, except as may be required pursuant to an employee’s official duties and as approved by competent authority.

SECTION 54 – INSUBORDINATION

Members shall not be insubordinate, either directly or passively, or show disrespect toward a superior officer.

SECTION 55 – LEAVE OF JURISDICTION

Employees, while on duty, shall not leave the jurisdiction of Orange County, unless authorized by their assignment, a supervisory officer or otherwise authorized by departmental orders.

SECTION 56 – OPINIONS ON FINES/PENALTIES

Employees shall not give opinions with regard to fines, penalties or terms of sentence to a violator, suspect or prisoner, except when acting in conformance with departmental orders.

SECTION 57 – WEAPONS DISCHARGE

Employees shall report the discharge of a weapon orally and immediately to a supervisory officer and in writing to the Sheriff without unnecessary delay.

**SECTION 58 – ADMINISTRATION OF BENEFITS UNDER SECTION 207C
GENERAL MUNICIPAL LAW (GML)**

All employees shall report all on-duty injuries immediately in most cases and no later than twenty-four (24) hours after the incident that resulted in the injury, except in those cases where the employee is physically incapable of making such a report. Such report shall be made verbally and in writing to a superior officer of Sergeant’s rank or above. Written reports, as directed by a competent authority, shall be submitted within twenty-four (24) hours of the incident that resulted in the injury in most cases and no later than twenty-four (24) hours from the verbal report of the injury, except in those cases where the employee is physically incapable of making the report.

(5/25/12)

SECTION 59 – GENERAL CLAUSE.

Part 1 – The Rules of Conduct are not meant to supercede any rules, regulations, policies, procedures, standards or laws governing the Orange County Sheriff’s Office. However, they do govern the conduct of all employees of the Orange County Sheriff’s Office.

Part 2 – Related definitions.

- A. For the purpose of this section and all related material and publications, an employee shall mean all persons employed by the Orange County Sheriff’s Office, both civilian and sworn.
- B. For the purpose of this section and all related material and publications, a sworn employee shall mean all persons duly appointed to the title of deputy sheriff and corrections officer for the Orange County Sheriff’s Office.
- C. For the purpose of this section and all related material and publications, a non sworn employee shall mean all civilian personnel by the Sheriff of Orange County.
- D. For the purpose of this section and all related material and publications, a supervising employee shall be any person of higher rank or title of the designated employee.
- E. For the purpose of this section and all related material and publications, a competent authority shall be a person holding the rank of sergeant or higher.

Supersedes: All previous written and verbal orders relative to the topic(s) of this section issued prior to _____.

Amends: All previous written and verbal orders relative to the topic(s) of this section issued prior to _____.

Effective Date: _____ Sheriff Carl E. DuBois _____