



DOUGLAS COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURE

SECTION NO. 101.00

RULES AND REGULATIONS

POLICY NO.
101.01-101.58

TITLE: RULES AND REGULATIONS

EFFECTIVE DATE:
2/24/2012

REPLACES POLICY DATED:
4/26/2007

- 101.01 Douglas County Sheriff's Office employees shall not discriminate in our provision of services.
- 101.02 The rules and regulations for the Douglas County Sheriff's Office are promulgated by the Sheriff and take precedence over other regulatory directives.
- 101.03 The rules and regulations for the Douglas County Sheriff's Office are designed to promote efficiency, discipline and good public relations by setting out policies governing the conduct of every employee of the Sheriff's Office, both on and off duty.
- 101.04 The provisions of the rules and regulations shall apply to all employees of the Sheriff's Office.
- 101.05 Employees are required to establish and maintain a working knowledge of all laws and Douglas County resolutions in force in the State of Kansas, and the written rules and policies of the department and divisions thereof. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, rule or policy in question.
- 101.06 Violations of the rules and regulations, County personnel policy, and/or laws of the State of Kansas or the United States shall subject the offender to disciplinary action. This may take the form of a verbal or written reprimand, change of work assignment, extension of probation, reduction in rank, and/or suspension or discharge from employment. Action taken will depend on the degree of the offense, the record of the offender and the seriousness of the consequences of the violation.
- 101.07 Any employee who is arrested, comes under investigation for any criminal offense, receives a traffic citation, notice to appear in connection with a criminal proceeding in any jurisdiction or has the status of his/her driver's license changed, shall report the incident or receipt of notice to the Sheriff. A written report of the incident or notice must then be submitted to the Sheriff within 24 hours of the incident or receipt of notice or by the employee's next scheduled work period, whichever is least in time. In the event the employee is on vacation, the report is due immediately on return to duty.
- 101.08 Any employee involved in a situation while off-duty which results in a contact with a law enforcement agency either as a victim, witness, reporting party or suspect shall notify the Sheriff within 24 hours following the incident. The Sheriff will advise the employee if a written report is required.
- 101.09 Any employee who becomes involved in a civil lawsuit or as a debtor in a bankruptcy proceeding shall report this information to the Sheriff in the form of a written report within 5 days of the involvement or by the employee's next scheduled work period, whichever is least in time.

- 101.10 Employees shall be familiar with and abide by the Sheriff's Office Code of Ethics.
- 101.11 Within the County of Douglas, deputies shall, at all times, take appropriate action to:
- A. Protect life and property.
 - B. Preserve the peace.
 - C. Prevent crime.
 - D. Detect and arrest violators of the law.
 - E. Enforce all federal, state and local laws and county ordinances coming within departmental jurisdiction.
- 101.12 The ranking supervisor at the scene of any incident shall be in charge and responsible for the proper conclusion of that incident. In the absence of a supervisor, the senior deputy present shall be in charge and responsible for the handling of the incident. The supervisor or senior deputy shall remain at the scene until such time as the incident is under control, is being properly handled in accordance with existing policies, and sufficient instruction has been issued to result in the proper conclusion of that incident or has been relieved of duty.
- 101.13 No expenditure of money shall be made or liability incurred in the name of Douglas County or the Sheriff's Office unless authorized by the Douglas County Sheriff or designee.
- 101.14 Deputies shall, at all times, respond to the lawful orders of superior officers and other proper authorities, as well as calls for assistance from citizens. The administrative delegation for the enforcement of certain laws and ordinances to particular divisions of the department does not relieve deputies or other divisions from the responsibility of taking prompt, effective action when the occasion so requires. Deputies assigned to special duty are not relieved from taking enforcement action outside the scope of their specialized assignment when necessary. All deputies shall perform their specialized assignment when necessary. All deputies shall perform their duties as required by law, departmental rule, policies or by order of a superior officer.
- 101.15 Failure or deliberate refusal of any employee to obey a lawful order given by a superior shall be considered insubordination.
- 101.16 Employees shall treat superiors, subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another. When on duty, in the presence of other employees of the department or the public, employees should be referred to by rank or title.
- 101.17 Employees shall not publicly criticize or ridicule the department, its policies or other employees by talking, writing, expressing in any manner which:
- A. Is defamatory.
 - B. Is obscene.
 - C. Is unlawful.
 - D. Tends to impair the operation of the department by interfering with its efficiency, with the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.

- 101.18 Employees shall not under any circumstances solicit any gift, gratuity, loan or fee, where there is any direct or indirect connection between the solicitation and their departmental employment, except as provided by law and approved by the Sheriff.
- 101.19 Employees shall not accept, either directly or indirectly, any gift, gratuity, reward, loan, fee or any other thing of value arising from or offered because of employment or any activity connected with said employment.
- 101.20 Employees cannot buy anything of value from or sell anything of value to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to their attention through their employment with the department, nor can they act as an intermediary in the payment of a reward for the return of stolen property, without written authorization from the Sheriff.
- 101.21 Debts, incurrence and payment:
- A. Employees shall not solicit other employees to cosign or endorse any promissory note.
 - B. Employees shall pay all just debts and legal liabilities incurred by them.
- 101.22 Crisis-Incident Debriefing:
- A. The Sheriff's Office may make available a Crisis-Incident Debriefing Team at the request of any staff member.
 - B. The Sheriff or his designee may call for a debriefing and attendance may be required as deemed necessary.
 - C. Douglas County has available the Employee Assistance Plan for those who are need of emotional, psychological or counseling help for personal or professional crisis.
 - D. The Sheriff's Office has an appointed agency Chaplain available to staff in need of assistance.
- 101.23 Employees shall not bring children with them to work without first obtaining permission from the Sheriff. This is not to imply that children are not welcome to visit the office.
- 101.24 Blood Borne Pathogens Policy:
- A. Douglas County has developed an occupational exposure control policy. Sheriff's Office personnel are to report any incidents where exposure may have occurred to their supervisor. The supervisor will then notify the Sheriff or his designee.
 - B. Personal protective gear packets are to be in every Sheriff's Office vehicle and in the Jail and to be utilized as necessary.
- 101.25 Political Activity:
- A. Sheriff's Office personnel are free to support candidates as they choose; however, Sheriff's Office personnel are prohibited from political campaigning while on duty.
 - B. At no time will Sheriff's Office vehicles, equipment, and/or uniforms be utilized for any political purpose.
- 101.26 Employees may solicit nominal amounts for gifts for retiring fellow employees or for special occasions with permission of the Sheriff.

- 101.27 Any gratuity paid or sent to any employee of the office shall be promptly reported to the Sheriff.
- 101.28 All employees of the department shall remain alert, observant and occupied with assigned business during their tour of duty. Employees are to refrain from engaging other employees in non-work related topics for extended periods of time. This practice prohibits employees from completing assigned tasks. Employees are not to spend extended periods of time away from their primary work assignment.
- 101.29 Employees shall render full honors to the United States Flag and National Anthem at appropriate times.
- 101.30 It shall be the responsibility of any employee who cannot report to duty due to illness to notify his/her supervisor a minimum of one hour prior to the report time. The employee must give a telephone number and address where he/she can be located during his/her normal tour of duty.
- 101.31 Any employee wishing to work off-duty will fill out an Off-Duty Employment Request Form. The request will then be channeled through the chain of command with the Sheriff having the final approval. Employees may not work at any outside or extra duty employment on the same calendar date that they fail to report for duty due to illness or injury.
- 101.32 No employee shall be absent without leave. Absent without leave shall mean either a failure to Report for duty at the time and place of duty, or the leaving of a place of duty or assignment without proper authorization.
- 101.33 Employees shall not be intoxicated while on duty. While off duty, employees shall not conduct themselves in any manner that would bring discredit upon themselves or the department.
- 101.34 All intoxicating liquor brought in to departmental premises in the course of an investigation will be entered into evidence per established Sheriff's Office policy and procedures. It shall be properly identified and stored according to policy.
- 101.35 No officer shall purchase, possess, be under the influence of or drink intoxicants while on or off duty in uniform.
- 101.36 No employee of the department shall engage in any form of gambling or card playing in the locker rooms, squad rooms or other Sheriff's Office facilities.
- 101.37 No employee shall smoke or chew tobacco while making personal contacts with citizens in the performance of their duties in homes, offices, places of business, public places or on the public street.
- 101.38 The hours of all employees shall be regulated by the Sheriff, who has the authority to call any employee to return to duty, regardless of the hours assigned to that employee.
- 101.39 Employees shall furnish the department with a telephone number through which they may be reached in the event of an emergency. Additionally, all employees shall report any changes in address or telephone number to their supervisor within 24 hours of such change. The supervisor will then forward all address or telephone number changes to the Sheriff or his designee.
- 101.40 When employees will not be available at their listed telephone number and address for an emergency call for more than 48 hours, they shall notify their supervisors.

- 101.41 Employees of the department shall be present and available to testify in any court when officially notified to appear. In criminal cases out of the county and in all civil cases, employees shall respond to a legal subpoena only.
- 101.42 Dereliction of duty on the part of any employee of the department, detrimental to the proper performance of the functions of the department is cause for disciplinary action. The following subsections constitute dereliction of duty including, but are not limited to:
- A. Failure of supervisors, commanders or employees to take immediate action when a violation of rules and regulations comes to their attention.
 - B. Failure to deliver to evidence, all property found by, confiscated by or relinquished to any employee of this department without undue delay, and in any event, before their tour of duty has ended.
 - C. Failure to place evidence in its officially designated place for preservation and storage.
 - D. Failure to give name and employee or badge number of any person upon request.
 - E. To be under the influence of drugs or to be a habitual user of any drugs when such drugs are not prescribed by a physician or dentist.
 - F. Unnecessary violence toward any person.
 - G. Disrespect shown to a supervisor, commanding officer or subordinate.
 - H. Use of indecent, profane, discriminatory, inflammatory, abrasive or harsh language.
 - I. To accept, agree to accept or solicit a bribe. A bribe shall be defined as gift, money, anything of value, testimonial, appointment or personal advantage or the promise or solicitation of same for the purpose of obtaining special privileges or personal gain by the donor or other person.
 - J. Cowardliness or failure to perform assigned duties because of danger.
- 101.43 Employees shall not communicate in any manner, either directly or indirectly, any information which may assist suspects of criminal acts to escape arrest or punishment.
- 101.44 Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as a result of assigned duties.
- 101.45 Employees of the department shall not act as bailers for any person in custody when a fee, gratuity or reward is solicited or accepted.
- 101.46 No employee shall investigate any criminal act committed against them or any member of their family.
- 101.47 No employee shall willfully misrepresent any matter, sign any false statement or report, perjure him/herself or give false testimony before any court, grand jury, board, commission, official hearing or departmental hearing.
- 101.48 No employee shall procure appointment in the department by means of willful misrepresentation.

- 101.49 No employee shall reveal any confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.
- 101.50 No employee of this department shall make known any information concerning the progress of an investigation to any person not authorized to receive it.
- 101.51 Any employee obtaining, receiving or having knowledge of any criminal act or information of any criminal activity shall immediately report the information to the appropriate division or their Sheriff's Office supervisor
- 101.52 No employee shall release any official report, record, arrest report, prosecution report, criminal history file, mug shot picture or other record or report, to any person or agency which does not have a criminal justice function, unless required by Kansas law, ordered by a lawful subpoena or approved by a division supervisor.
- 101.53 No employee shall give any lawyer, bondsman or the agent of either or any other unauthorized person information regarding prisoners and confinement, property in custody, reports or records of the department unless it is mandated by Kansas law.
- 101.54 Deputies shall respond without delay to all calls for assistance from citizens. All calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no member shall fail to answer any call for service directed to him/her.
- 101.55 No employee shall conduct him/herself in any manner, which could be construed to be discriminatory, prejudicial or demeaning to any person based on race, sex, age, ethnic group, religion or national origin.
- 101.56 No person shall arrest any person or search any premise or person except with a warrant of arrest, a search warrant or where such arrest or search is authorized without a warrant under the laws of the State of Kansas or the United States.
- 101.57 All employees shall protect the rights of any person held in custody and no employee shall verbally abuse or use any unnecessary violence against any person.
- 101.58 All employees shall reside within 45 minutes of their assignment. New employees will have six months, following the end of their probation, to establish this residence requirement.