

2002

## Rules of Conduct 2002

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## **C.1: RULES OF CONDUCT.**

### **1. Compliance with Rules of Conduct:**

Each Officer must make every reasonable effort to comply with these and other applicable rules or regulations of the Safety and Security Office. Failure to do so may lead to disciplinary action.

### **2. Code of Social Responsibility:**

The environment on a College Campus differs from that of any other community and thus it is important that the officers be aware of the College Policies. Each Officer must read and understand the "Code of Social Responsibility" as found in the "**Scot's Key**." This will familiarize the officer with the rules, regulations and policies governing the student body.

### **3. Obeying Lawful Orders:**

All members of the Safety and Security Office shall promptly obey all instructions and orders issued by a supervisor or a recognized higher authority, however transmitted or received.

### **4. Operate and Perform within the Law, Rules and Regulations:**

An officer shall obey all campus regulations, municipal ordinances and all State and Federal Laws, and no supervisor shall issue orders contrary to such laws or which will obviously result to illegal action by a subordinate, except where necessary the effect the saving of human life.

### **5. Contact with the Public:**

Any member of the Safety and Security Office in contact with the public shall conduct him/herself with dignity, courtesy and efficiency. The Safety and Security Office's Mission statement must be adhered to when interacting with the public. As a customer service base operation we must maintain the highest level of service to the College Community.

### **6. Use of Expletives:**

No member of the Safety and Security Office is allowed to use uncivil, harsh, profane or vulgar language while on duty; even under provocation.

**7. Absence without Leave.**

Safety and Security Officers shall not be absent from duty without properly authorized leave. See sections concerning use of sick, personal and vacation time for further information.

**8. Punctuality:**

Safety and Security Officers must show up for work at least 5 (five) minutes before their scheduled shifts. Failure to do so will have the officer recorded as being late to work.

**9. Association with Criminals:**

A member shall not knowingly associate or have any dealings with criminals, or persons engaged in unlawful activities except when necessary in the official performance of duty.

**10. Gender Conduct:**

A member shall not engage in any illegal, immoral or indecent conduct nor in any normally legitimate act which, when performed in view with the public, would tend to reflect discredit upon the Department of Safety and Security.

**11. Soliciting:**

A member shall not, under color of office or by reference to the Department of Safety and Security, solicit services or anything of value, intrinsic or otherwise, from anyone, whether for charities, the member's personal gain or other purposes.

**12. Gratuities:**

A member shall not accept awards, gratuities or any article of value as payment for favors or services rendered in connection with his / her official duties or for other purposes, unless approved in advance by the Director of Safety and Security.

**13. Truthfulness and Confidentiality:**

A member shall be honest and truthful at all times. A polite declination to comment shall be used in those cases where a member should not divulge confidential or critical information.

**14. Cowardice:**

A member shall not display cowardice in the line of duty in any situation where the public might be subjected to physical danger.



**15. Maintaining Alertness:**

A member shall be alert throughout his / her tour of duty and shall prepare him / herself by obtaining adequate rest and sleep prior to reporting for duty. A member shall not sleep while on duty.

**16. Fitness for Duty:**

A member shall not use his / her off-duty time in any manner that renders him / her unfit for the proper and efficient performance of assigned duties.

**17. Confidentiality:**

A member shall treat as confidential the official business of the department. He / she shall not impart it to anyone except those for whom it is intended, or as directed by the appropriate supervisory officer, or under the due process of law.

**18. Use of Intoxicants:**

- a) A member, when off duty, is forbidden to use intoxicants to a degree or in such a manner as to discredit the department, or to cause him / her to be unfit for duty under emergency circumstances or as otherwise provided for this manual.
- b) A member shall not consume intoxicating beverages or other intoxicants while in uniform.
- c) A member shall not report for duty under the influence of intoxicants or narcotics or with the odor of intoxicants on his / her breath. Either condition shall cause the member to be considered unfit for duty. Supervisors shall not assign to duty any member in an unfit condition due to the use of intoxicants, and shall immediately relieve of duty any member found on duty in such unfit condition, with appropriate notification to the Director of Safety and Security made immediately.
- d) Security employees shall not consume any alcoholic beverage prior to reporting for duty, so that the beverage is noticeable to the smell, or to an extent which affects the behavior of the employee in any way. Any indication of the consumption of alcoholic beverage, when or prior to reporting for duty, will be cause for immediate suspension.

**19. Use of Drugs:**

A member shall not use any narcotic, hallucinatory, stimulating or dangerous drug while on duty, unless prescribed by a physician for illness or injury. He / she shall not become addicted to any drug.

**20. Smoking:**

While on duty, Safety and Security employees shall not smoke while conducting interviews, transacting business, conversing with members of the campus community and visitors or under similar conditions where smoking may be detrimental to good conduct, appearance or procedure. Smoking is also prohibited in the security vehicles.

**21. Cleanliness:**

A member shall maintain good personal habits of cleanliness and hygiene.

**22. Care of Equipment:**

An officer shall inspect, safeguard and properly maintain all department property or equipment entrusted in his/her care, and shall avoid wasteful, careless or hazardous use of such equipment or supplies.

**23. Return of Equipment:**

A Safety and Security Office employee must return immediately all property, equipment, uniforms and supplies to the department upon termination of employment, suspension, if so ordered by the Director of Safety and Security, long term leave of absence, if so ordered by the Director of Safety and Security or his designate.

**24. False Representation:**

A Safety and Security employee shall not use another's badge number or other official credentials, thereby falsely representing him/herself to others without the express, written permission of the Director of Safety and Security, in compliance with College policy. An employee shall not knowingly permit any person not duly appointed to or by the department to use a department badge or official credentials at any time.

**25. False Reports:**

A Security employee shall not knowingly make a false report, either oral or written.



**26. Devotion to Duty:**

Safety and Security employees, while on duty, shall devote their entire time and energy to the duties and responsibilities of the position to which they are charged, either permanently or temporarily, as specified by statutes, regulations, departmental orders and instructions from the Director of Safety and Security.

**27. Alertness:**

Safety and Security employees shall remain awake and alert while on duty. If unable to do so, the employee must find a suitable replace for the duration of their shift. If the employee is unable to find a replacement the Director of Safety and Security or designate must be contacted immediately. It shall be considered neglect of duty for an employee to be found sleeping while on duty.

**28. Identifying Self:**

Safety and Security employees on official business shall, upon request, identify themselves immediately by giving their name and displaying their badge or official credentials, unless such action might jeopardize the successful completion of assignments. Should a request be made, the employee must notify the Director of Safety and Security in writing shortly after such a request is made with all of the necessary details of the incident.

**29. Engaging in Private Business:**

Safety and Security employees shall not engage in any business or enterprise which interferes with the proper discharge of his/her duties, and shall not engage in any business or enterprise which is illegal. Any employee that has a job outside of their position with the Safety and Security Department must notify the Director of Safety and Security in writing.

**30. Court Action, Personal Liability:**

A Security employee must make an immediate report to the Director of Security of any court action instituted against him/her and shall report before hand any civil action arising from injury sustained while on duty, which she/he proposes to institute against another person.

**31. Telephone Service, Address Notification:**

Safety and Security Department employees shall maintain telephone service at his/her living quarters to permit ready contact with him/her concerning regular and emergency duties. Any change in telephone numbers shall be reported in writing to the Director of security within 24 hours. Any change of address shall be reported to the Director of Safety and Security in writing within 24 hours.

**32. Telephone Usage:**

The Safety and Security Office telephone in the communication center is to be used for security business only. At no time are personal calls to be made using this phone. Safety and Security employees, while on duty, should limit any personal call to no more than five (5) minutes. It is important to keep lines clear for safety and security business. Personal long distance calls must not be charged to the College.

**33. Involvement in Motor Vehicle Accident (on or off duty):**

A Safety and Security employee involved in a motor vehicle accident shall report such circumstances to the Director as quickly as possible.

**34. Availability and Emergency Reporting:**

Employees on duty, or when officially on call, shall be directly available by normal means of communication. Should an emergency situation arise on the campus each member of the department must make themselves available as soon as possible to assist. Information should be given to the Director of Safety and Security if there arises a problem as far as availability.