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| SCHUYLER COUNTY SHERIFF'S OFFICE GENERAL ORDERS | |
| DATE: 07/23/2020 | GENERAL ORDER #100 |
| SUBJECT: RULES OF CONDUCT | |
| AUTHORIZATION: SHERIFF WILLIAM E. YESSMAN | |

OBJECTIVE: TO PROVIDE A GENERAL GUIDE TO THE PROFESSIONAL BEHAVIOR EXPECTED OF THE MEMBERS/EMPLOYEES OF THE SCHUYLER COUNTY SHERIFF'S OFFICE.

POLICY: Rules of conduct set forth shall apply equally to all members/employees of the Schuyler County Sheriff's Office, including part time members/employees, except in those instances where a clear distinction of applicability is made. It shall be the responsibility of supervisory personnel to certify that all in their command understands the policies and procedures. The Sheriff reserves the right to amend the Rules of Conduct and any applicable directive at any time, with written notice to all members/employees.

DETAILS:

I. Orders and Discipline

1.1 Obedience to laws, ordinances, rules and regulations.

Members and employees of the Office of Sheriff shall obey the laws of the State of New York, laws and ordinances enforced in the County of Schuyler, all rules, regulations, general orders and authoritative instructions of the Schuyler County Sheriff's Office. In order to sustain any allegation of any violation of a law or ordinance, rule or regulation, as a basis for a charge under this section, it is not required or necessary that a formal criminal complaint be filed or sustained, but only that the facts exist which would constitute a violation of the law or ordinance, rules or regulation in question.

1.2 Familiarity with laws, ordinances, rules and regulations.

Members and employees of the Schuyler County Sheriff's Office shall study and become familiar with the rules and regulations, general orders, directives and policies of this Office, New York State and Federal Laws, and any Town and Village Ordinances that affect their duties.

Returning from absence

Members and employees returning to duty from any leave shall acquaint themselves with all amendments, additions, orders and other authoritative instructions that may have been issued in their absence.

Unfamiliarity no defense

In the event of a breach of discipline, unfamiliarity with or ignorance of rules and regulations, general orders, directives or policies shall not constitute a defense.

Making changes as directed

It shall be the personal responsibility of every member and employee to promptly make all directed changes in any manual, text, reference book or copy issued by the Sheriff's Office.

1.3 **Obedience to orders.**

Each member and employee shall promptly and obediently comply with lawful orders. Non-compliance shall be considered insubordination.

Detailed outside of Schuyler County – Obedience to Orders.

When officially detailed outside of Schuyler County, members and employees shall carry out lawful orders and directives as may be given by competent authority.

1.4 **Issuance of Orders.**

Orders, written or oral, from any superior officer to any subordinate in the department shall be in clear, understandable language, civil in tongue and issued in pursuit of departmental business and in accordance with legal requirements.

1.5 **Conflict of Orders.**

Members and employees of the Schuyler County Sheriff's Office who are given any instruction or order which conflicts with any previous instruction or order they have received shall call this fact to the attention of the person issuing the second order. If so instructed or directed, the latter order shall be obeyed. Previous orders or instructions shall be countermanded only when necessary for the good of the Office. The superior officer issuing the countermanding order shall be held responsible for justifying his/her actions.

1.6 **Causes for dismissal.**

Members and employees of the Sheriff's Office shall hold their positions during good behavior and efficient service, but may be removed under conditions as set forth in existing laws, rules, regulations and general orders of the department.

Penalties

A member/employee of the Schuyler County Sheriff's Office found to be in violation of one or more of the provisions of the General Orders may be subjected to one or more of the following actions:

- a. Oral or written reprimand.
- b. Reduction of leave.
- c. Suspension with or without pay.
- d. Demotion in rank.
- e. Dismissal from employment.

Separation by the Sheriff is warranted for incompetent, inept or inefficient performance of duty. Repeated disciplinary actions, even for minor infractions, will be considered prima facie evidence of unsuitability for employment in the Schuyler County Sheriff's Office.

1.7 **Complaints against members/employees.**

Complaints against members or employees of the Schuyler County Sheriff's Office shall be thoroughly investigated as quickly as possible in accordance with current directives.

1.8 **Insubordination.**

Insubordination by members or employees is expressly prohibited.

1.9 **Chain of Command.**

Members and employees shall be knowledgeable in the chain of supervisory command within each member/employee's organizational structure. When necessary or by current directive, employee/members shall make requests for information, guidance or to discuss departmental matters to the next superior officer in their organizational chain. If such superior officer is not available, the next higher-ranking superior officer shall be utilized until such information/guidance is received. At no time shall an immediate superior officer in the organizational chain be circumvented when such officer is available to the employee/member without the express permission of such officer. After exhausting the chain of command a member/employee may request a meeting with the

Sheriff. The following is the chain of command for the Schuyler County Sheriff's Office as it applies in the various components:

1. Road Patrol Division
 - a. Sheriff
 - b. Undersheriff
 - c. Lieutenant
 - d. Sergeant
 - e. Deputy

2. Corrections Division
 - a. Sheriff
 - b. Undersheriff
 - c. Lieutenant
 - d. Jail Administrator
 - e. Jail Sergeant
 - f. Corrections Officer

3. Criminal Investigation Division
 - a. Sheriff
 - b. Undersheriff
 - c. Lt./Investigator
 - d. Sgt.

4. Communications
 - a. Sheriff
 - b. Undersheriff
 - c. Lieutenant
 - d. Corrections Sgt.
 - e. Corrections Officer
 - f. Dispatcher

II. Performance of and Attention to Duty

2.1 General Duties.

Members and officers shall, at all times and within the limits of their authority, protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law and enforce those laws of the United States, the State of New York, the County of Schuyler and the ordinances of the towns and villages within Schuyler County in which the Sheriff has jurisdiction.

2.2 Respond when directed.

Members and employees of the Schuyler County Sheriff's Office shall immediately respond as directed upon notice from competent authority that his/her services are required.

2.3 Reporting for duty.

Each member and employee shall, unless otherwise directed, present themselves, in authorized uniform / civilian clothing, for duty at the time and place specified by their assignment. They shall complete the number of hours on duty as required by their assignment.

2.4 Absence from duty.

Members and employees shall not, under any circumstances, be absent from duty without first obtaining permission through their supervisory chain of command, or in accordance with current directives and/or contractual agreements. The utilization of sick time accruals for the purposes of extending days off or obtaining day(s) off after the refusal of a request for such similar days off is prohibited. The Sheriff may verify the validity of any sick leave absences not conforming to current directives and/or contractual agreements.

2.5 Action required regardless of assignment.

Because a member or officer of the Schuyler County Sheriff's Office is detailed to special duty, this does not relieve him/her of the responsibility of taking proper law enforcement actions within the limits of their authority as may be necessary when the occasion arises, even though such occasion may be outside the specific area of his/her assignment. An exception to this rule is in those areas where a member is assigned a undercover assignment and his/her action would seriously impair the success of the undercover operation. The case of good judgment in these circumstances is imperative.

2.6 Cooperation/Coordination.

Members and officers shall, at all times, coordinate their efforts with other persons of the department so that their teamwork may ensure maximum achievement and continuity of purpose in attaining the objectives of the Sheriff's Office. All personnel are charged with the responsibility of fostering and maintaining a high degree of cooperation within the organization.

2.7 Seeking information regarding Duties.

Members and employees who are in doubt as to the nature of or detail of their assignment shall immediately seek information from their immediate superior.

2.8 Inspecting Area(s) of Assignment.

Each member and employee shall inspect his/her area(s) of assignment as soon as possible and note any condition requiring attention. Disciplinary action may be instated against any member/employee who negligently fails to discover, report and/or take action as required in connection with any act or condition. Disciplinary action may also be taken if the employee/member fails to report and take whatever action is required or direct, by written directives.

2.9 Leaving Area of Assignment.

Members shall not, under any circumstances, leave the geographic area of his/her assignment unless specifically dispatched by communications personnel or authorized by a superior officer, and then only on official departmental business. In no event shall on-duty personnel leave the county limits except when engaged in official departmental business as authorized by their superior or in close pursuit of a violator of the law. Mutual aid calls from surrounding geographic counties may be authorized by a superior officer with notification of such to Communications personnel. Employees shall not, under any circumstances, leave the area of his/her assignment unless specifically authorized by a superior or ranking officer or through current directive and then only on official business.

2.10 Attitude / Impartiality.

Members, while being vigorous and unrelenting in the enforcement of the law, and employees of the Sheriff's office, must maintain a strictly impartial attitude towards complainants, violators, prisoners, and the general public.

2.11 Courtesy.

Every member or employee of the Sheriff's Office shall perform his/her duties in an efficient, courteous, civil and orderly manner using patience and good judgment at all times. They shall refrain from harsh, profane or insolent language. The use of racially offensive clichés', language, remarks, gestures or printed material

expressing same is strictly prohibited. Member/employees shall not use, utter or express any threatening or uncomplimentary terms of speech which defame or demean the nationality, culture, creed or race of any individual.

2.12 Assistance to Fellow Members/Employees.

No members or employee shall fail to aid, assist and protect their fellow members or employees to the fullest extent of his/her capabilities in a time of need and in accordance with established procedures.

2.13 Assistance to Citizens.

Members and employees shall render all possible assistance to citizens in accordance with established policy and procedure.

2.14 Medical Attention to Ill Persons.

Each member and employee shall see that any injured or ill persons are given the opportunity for medical attention.

2.15 Serving Warrants/Subpoena/Family Court or other Papers.

Members and officers shall serve promptly any and all warrants, subpoenas, family court summons or any other judicial paper assigned them for service.

2.16 Arrests in Conformity with the Law.

All members shall make arrests in conformity with the laws of arrest of the State of New York.

2.17 Disposition of Arrested Persons.

All members and officers shall follow through on all arrested persons who are taken into custody or received by them as prescribed by established procedure unless otherwise directed by a superior officer, or when medical attention is required.

2.18 Court Appearances.

Members and employees of the Sheriff's office when appearing before any authorized investigating body, judicial tribunal, hearing board, or person(s) authorized to take testimony, shall attend punctually and all members/employees, when testifying in court, shall dress in accordance with current directives. No person shall receive compensation or re-numeration from any person other than the County of Schuyler when such appearance was a direct result of their official capacity as an employee/member of the Sheriff's Office. Any such compensation/re-numeration shall be surrendered to the Sheriff for deposit in the County General Fund.

2.19 Non-Appearance.

Any member or employee requested to appear to testify and fails to do so without a valid excuse is guilty of neglect of duty.

2.20 Refusal to Testify.

No member or employee, when appearing before any duly authorized investigating body, judicial tribunal, hearing board or persons authorized to take testimony shall refuse to testify unless such testimony is in violation of the member/employee's constitutional rights. Refusal to testify on any other grounds except as indicated shall be neglect of duty.

2.21 Activity Sheets/Optional Notebooks.

Members shall, at all times and while on duty, have with them their red book or an official activity sheet(s) as established by current directive. Members shall duly enter all required information relative to the discharge of their duties and in accordance with current policy. Certain investigative members may utilize an optional notebook to be used in accordance with current directives. All such activity shall contain only police business and shall be subject to inspection by superior officers.

2.22 Loitering, Sleeping, Loafing on Duty.

No member or employee shall unduly loiter, sleep or loaf while on duty or in any manner shirk his/her responsibilities in the performance of his/her duties or assignment.

2.23 Conducting Personal Business on Duty.

Members and officers shall not conduct any personal business with solicitors, collectors or salesmen while on duty unless when expressly permitted to do so by a superior officer. Members/employees shall not devote any of their on-duty time to the pursuit of any private business, or nonofficial enterprise unless expressly authorized to do so by a superior officer.

2.24 Reading on Duty.

All members and employees shall not unnecessarily read newspapers, periodicals or books while on duty unless expressly permitted to do so by a superior officer. This rule does not apply to any material directly related to their official capacity and/or field of expertise. These types of publications may be read or studied as long as they do not interfere with the performance of their assigned duties or diminish their professional image with the public.

2.25 Games/Recreational Activity.

No member or employee shall engage in any recreational activity or game of chance while on duty except upon instruction from a competent authority.

2.26 Concealing Self on Duty.

No member or employee shall conceal themselves while on duty except for some law enforcement purpose or upon instruction by a superior officer.

2.27 Meal/Break Periods.

No member or employee assigned and paid for a forty hour work week shall secure uninterrupted meal or break periods without the express permission of a command officer. All members/officers shall maintain communications and/or contact with the Sheriff's Office for the purposes of receiving complaints or assignments.

2.28 Loitering in a Public Place.

Members and employees, while on duty, shall not loiter about or congregate in any restaurant or other public place unless in the performance of his/her official duties or assignment. This restriction applies to off duty members/officers if such are in uniform.

2.29 Superior Officers Addressed by Rank.

All members and employees, while on duty and particularly in the presence of the public, shall not address superior officers by anything other than their rank. At no time while in the presence of the public, shall superior officers be addressed by first names or nicknames.

2.30 Saluting Uniformed Superior Officers.

Uniformed member/officers shall salute all uniformed officers the rank of Lieutenant and above when in the presence of the public. Members/officers may salute the Sheriff or Undersheriff at any time when in the presence of the public.

2.31 Neglect of Duty.

Employee/Members must give suitable attention to the performance of their assigned required tasks/duties. Employee/Members must take appropriate action on the occasion of a crime, disorder or any other act or condition which requires police, correctional or organizational attention.

III. Performance of and Attention to Duty

3.1 Refer to the Law Enforcement Code of Ethics.

3.2 Use of Badge/Id/Position for personal gain.

Members and employees of the Schuyler County Sheriff's Office shall not at any time use or attempt to use their official position, badge or credentials for personal gain or advantage.

3.3 Using photographs for commercial purposes.

No member or employee of the Sheriff's office shall, without the written permission of the Sheriff or Undersheriff, permit their photograph or name to be used to endorse any product or service which, in any way, is connected with law enforcement. They shall not, without the permission of the Sheriff or Undersheriff, allow their names or photographs to be used in any commercial which alludes to their employment with the Sheriff's office.

3.4 Soliciting Gifts/Gratuities.

Members and employees shall not solicit or accept gifts, gratuities, loans or fees when there is any direct or indirect connection between the solicitation and/or acceptance and the member/employee's employment with the Sheriff's Office, or when such would be reasonable inferred.

3.5 Soliciting Free Admission.

Members and employees shall not solicit free admissions to theaters or other places of amusement for themselves or others except in the official course of duty.

3.6 Soliciting/Testing Merchandise.

Members and employees shall not solicit from manufacturers or manufacturer representative/vendors any merchandise for the purposes of 'testing' such merchandise without the express permission of the Sheriff or Undersheriff.

3.7 Interference with Private Interests.

Members and employees shall not interfere with legitimate private Interests.

3.8 No connection in liquor and/or gambling establishments.

Members and employees of the Sheriff's Office shall not operate or be connected with, in any way directly or indirectly, any place of business where alcoholic beverages are manufactured or offered for sale as the primary, business. Employees or members shall not be connected with, in any way directly or indirectly, any place in which gambling is conducted. Members and officers are prohibited from selling or serving alcoholic beverages at any time except in those cases where a member/officer is assigned in an undercover capacity. Members and officers are prohibited from holding a liquor license or having a financial interest in any business holding a liquor license.

3.9 Recommending Attorneys, etc.

Members and employees will not solicit, suggest, recommend, advise or counsel the engagement or retention of any specific attorney or legal firm, any bail bondsman or company, any tow service or garage, or any other person or firm for the purposes of providing aid to any person as a result of law enforcement business. EXCEPTION: This prohibition shall not apply to members or employees in those situations involving a relative of a member or employee of the Sheriff's Office.

3.10 Withdrawing Charges.

No member or employee of the Sheriff's Office shall withdraw charges for any offense committed against his/her person or property while engaged in his/her duties as a police or correction officer unless approved by the Sheriff or Undersheriff.

3.11 Communicating Information/assisting to aid evasion.

Members and employees shall not communicate any information or assist in any manner that may enable persons to evade arrest and punishment or enable them to dispose of or secrete any goods or other valuable things, stolen or embezzled.

3.12 Civil Cases.

Members and employees will not use the powers of their office or assist in the pursuit of matters that are strictly private or civil in nature except in those matters where they are required to do so by law to exercise their powers or where a breach of peace has occurred or is imminent.

3.13 Using influence of office for political purposes.

Members and employees shall not use the influence of their office or position for political purposes. Members and employees shall not solicit or make contributions directly or indirectly to any organization when there is any direct or indirect connection between the solicitation/contribution and the member/employee's employment with the Sheriff's Office, or when such would be reasonable inferred.

IV. General Conduct

4.1 Conduct to not discredit office of the Sheriff.

Members and employees shall so conduct themselves in both their private and professional lives so as to not bring discredit upon the Office of Sheriff or any of its members or employees.

4.2 Moral conduct/association with criminals.

Members and employees shall maintain a level of moral conduct in their personal and business affairs that is in keeping with the standards of the law enforcement profession. Member and employees shall not participate in any incident that tends to impair their ability to perform their duties or to cause the Sheriff's Office to be brought into disrepute. Members and employees shall not associate, fraternize or have a relationship with persons known to have been convicted of any misdemeanor or felony under the laws of this state or any similar conviction under the laws of any other state or under federal law. EXCEPTION: 1.) A conviction under this rule shall not mean a conviction of any offense under the Vehicle & Traffic Law or a violation of an ordinance of any political subdivision of the State of New York. 2.) A spouse or other family member as defined in the current labor contract who is convicted of any misdemeanor or felony. However, if the *conviction* occurs while during the employee/member's employment, the Sheriff shall be notified immediately. Members and employees shall not cause to make or intentionally receive any communications between themselves and any inmate who is incarcerated in any correctional facility.

4.3 Truthfulness.

Members and employees are required to be truthful in speech and/or writing whether under oath or not.

4.4 Gossip.

Members and employees shall not gossip.

4.5 Debts.

Members and employees shall pay all just debts and legal liabilities incurred upon them. No member or employee shall sell or assign his/her salary or incur or contract any debts or liabilities that he/she is unwilling or unable to pay.

4.6 Accepting Rewards.

Members and employees shall not accept any reward or fee for, or as a result of, any service rendered in the line of duty without first obtaining the permission of the Sheriff or Undersheriff.

4.7 Accepting compensation for damages.

Members and employees shall not seek, sue for, or solicit, nor shall they accept from any person or agency any money or other compensation for damages and/or expenses incurred by them in the line of duty for which the member has received sick pay or reimbursement for damages without prior notification to the Sheriff or Undersheriff and the County Attorney.

4.8 Discussing Evidence.

Members and employees shall not discuss evidence in any official proceeding arising out of their employment with any non-police person or individual not an official member of the Sheriff's Office except in the presence of or with the knowledge of the member/employee's superior officer or a command officer. This shall not apply to any attorney representing the people of the State of New York or United States and is serving in such official capacity.

4.9 Confidential Information.

Any confidential information received by any member/employee of the Sheriff's Office regarding criminals, stolen property, police reports, etc. shall be treated as strictly confidential. The informant's name shall not be divulged without his/her consent.

4.10 Divulging police information.

Members and employees shall not divulge law enforcement information to which they have access or which may come to their attention, nor shall they make any information contained in departmental records

available to anyone except where such is provided by law and/or written directive.

4.11 **Membership and organizations.**

Members and employees shall not join or be a member in any organization or society whose objective or purpose, either directly or indirectly, would adversely affect the discipline or conduct of members/employees. No member or officer shall knowingly be connected with or be a member of any subversive organization except in the line of duty and with the knowledge and consent of the Sheriff or Undersheriff.

4.12 **Speeches, Statements, etc.**

Members and employees shall not address public gatherings nor release for publication any written material or photographs concerning the operation or administration of the Sheriff's Office unless authorized by the Sheriff or Undersheriff. Any stories, speeches, addresses, statements, articles relating to work activities and/or policies of the Sheriff's office or of any of its personnel, delivered written or released by any member/employee, shall be approved by the Sheriff or Undersheriff. This section shall not pertain to testimony as required by law.

4.13 **Correspondence, Letterheads.**

The Sheriff or Undersheriff shall issue all correspondence leaving the Sheriff's Office only with the signature of the Sheriff or the Undersheriff, or as authorized under the names of the Sheriff or Undersheriff. Members and employees shall place their I.D. numbers on the face of each official envelope being sent out in the area below the return address so that letters returned might be directed to the sending member/employee. Members/employees shall not use official letterhead for unofficial correspondence.

4.14 **Personal and business cards.**

Except as authorized by the Sheriff or Undersheriff, no member/employee shall order and/or issue personal or business cards bearing the name of the Sheriff's office, the official insignia of the office or the employee's affiliation and/or rank.

4.15 **Expenditure of departmental funds.**

There shall be no expenditure of money for financial obligations incurred in the name of the Sheriff's office by any member/employee without the

express permission of the Sheriff or Undersheriff except as set forth in current directive for purchase orders and/or command officer approval.

4.16 Use of force (subject management).

Members and officers shall not use unlawful force upon the person of another.

4.17 Firearms.

All members and authorized officers issued an approved firearm shall carry it, fully loaded and in such a manner as described in current departmental policy. Approved firearms are those designated as such by departmental directive and/or policy. Those who have received permission and have successfully demonstrated their proficiency to carry such departmental firearm shall not discharge such firearm at a human being except as prescribed and authorized by law and current directives. Members and authorized officer shall not, at any time, display their weapon outside of its holster or draw them in public except as authorized by law or current directives.

4.18 Signing applications for pistol permits.

All members/employees are forbidden from signing applications for pistol permits as character references.

4.19 Possession of alcoholic beverages/drugs.

Members/employees shall not bring any intoxicating beverages, illegal drugs or narcotics into the Sheriff's Office or in an official county vehicle, except that which has been secured as evidence, contraband or as found property.

4.20 Use of alcoholic beverages.

Members and employees of the Sheriff's office, unless in the performance of official business, shall not drink or purchase alcoholic beverages on duty. No members or officers who are off duty and in uniform or any part thereof, shall drink alcoholic beverages in public. Members or employees while on or off duty shall not drink alcoholic beverages to an extent which renders them unfit to perform or report for duty or to which in the commission of an act might tend to bring discredit upon the Sheriff's office.

4.21 Use of illegal drugs or narcotics.

No member or employee shall use any illegal drug or narcotic whether on or off duty.

4.22 **Use of tobacco.**

Members and employees shall not chew tobacco or smoke while dealing with the public or at anytime such is deemed unlawful by state or local ordinance or rule. When smoking is permissible, it shall be done in such a manner that would not adversely affect the professional image of the Sheriff's Office.

4.23 **Timepiece required.**

It shall be the personal responsibility of members and officers to equip themselves with a suitable timepiece, reasonably accurate, and to carry such with them at all times they are on duty.

4.24 **Departmental Property and Equipment.**

All members and employees shall be held liable for the proper use and care of departmental property and equipment assigned to be used by them. Any member or employee who resigns, retires or is dismissed shall surrender all issued equipment to the Sheriff's office upon completion of the last day of active duty and receive a receipt for such. Any member or employee who cannot produce issued departmental property or equipment issued to them shall be held liable for replacement cost(s). In the case of death, the member/employee's commanding officer will be responsible for obtaining and returning all departmental property within ten (10) days after internment.

4.25 **Found, recovered property.**

All property found, confiscated, recovered or which comes into the possession of Sheriff's office members/employees will be turned over immediately as property/evidence in accordance with current directives.

4.26 **Uniforms.**

All members/officers whose assignment requires them to wear a uniform of the office of Schuyler County Sheriff shall wear such uniform and accessories as prescribed by current directive.

4.27 **Military courtesy.**

All members and employees shall conduct themselves in accordance with current directives pertaining to military courtesy.

4.28 **Outside employment.**

Members and employees may engage in outside employment subject to the approval of the Sheriff or Undersheriff and in accordance with the law and current directives.

4.29 **Sick Leave.**

Members and employees on sick leave shall not leave their place of residence except to obtain medication, visit a doctor or, if the member/employee is utilizing sick leave for a family member, to travel to and from the home of the family member. This regulation only pertains to the time period that the employee/member would be on duty.

4.30 **Character Witnesses.**

No member or employee shall testify as a character witness at any trial, hearing or investigation for either the accused or the complainant without the express permission of the Sheriff or Undersheriff.

4.31 **Radio communications procedures.**

Members and employees shall conform to and comply with all current directives as to the proper method of communicating via radio, paging or utilizing a cellular telephone.

4.32 **Contraband.**

Members and employees shall not deliver or cause to be delivered any article which may jeopardize the safety, security and good order of the Schuyler County Correctional Facility or impair the moral and/or physical welfare of its residents and/or staff or hamper the focus of a project which is prohibited by the rules and regulations governing the correctional facility.

V. Reports

5.1 Altering or requesting alterations of reports.

Members and employees of the Sheriff's Office shall not alter or request any other person to alter or withdraw any report, letter or other written communication that is not being sent up or down the chain of command. This shall not preclude the correction of grammatical errors. All communication shall be forwarded without delay. No member/employee shall advise, counsel, order or otherwise dissuade any other member/employee from making and submitting any lawful or proper report whether on criminal or disciplinary matters.

5.2 False reports.

Members and employees shall not falsely make or submit any type of official report or knowingly enter or caused to be entered any inaccurate, false or improper information in the official records of the Sheriff's Office.

5.3 Reporting infractions and violations.

All members and employees of the Sheriff's office shall report all infractions and/or violations through their chain of command. If such infraction and/or violation involves the next superior officer in such chain of command, the next higher rank shall be informed.

5.4 Reporting vice/criminal activity.

Members and employees shall report to their commanding officer all alleged suspected places of gambling, vice or any other disorderly or illegal criminal activity he/she may be made aware of. It is not necessary to prove that such activities actually exist prior to reporting same.

5.5 Reporting suspicious persons or vehicles.

All members and employees are to take note of and report to their superior officers all suspicious persons or vehicles that they may observe and report the same to the dispatcher if he/she feels the need for further immediate police action.

5.6 Reporting unauthorized gifts, gratuities, etc.

Should any unauthorized or unlawful gifts, gratuities, loans or fees come into the possession of any member or employee, it shall be reported immediately to the Sheriff or Undersheriff together with a written explanation of the circumstances connected therewith.

5.7 Reporting Testimony for defense.

Any member or employee who is requested to testify, or who is subpoenaed to testify or who expects that he or she will be called upon to testify, or otherwise intends to testify on behalf of the defense or against any governmental agency in any criminal matter shall immediately notify his/her commanding officer of such request and provide such with a copy of said request and/or subpoena prior to testifying.

5.8 Reporting information regarding crime.

Members and employees shall promptly communicate to their superior officers all information on crimes of criminal activity or other important happenings of which they have knowledge.

5.9 Reporting arrests and court actions.

All members and employees of the Sheriff's office shall immediately report to their commanding officer any arrests, including traffic infractions, or court actions instituted against them.

5.10 Report of address and telephone numbers.

All employees/members shall abide by the residency requirements of the Schuyler County Civil Service Commission in accordance with current laws and directives. All personnel shall record with the Sheriff's Office their correct residence address, their telephone number and/or an emergency telephone number. Unlisted telephone numbers shall be listed with the Sheriff's Office, but such numbers shall be restricted to departmental use only. Notifications of any change in residence or telephone numbers shall be made to the Sheriff's Office within 24 hours of such change.