

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>RULES AND REGULATIONS</b>
<b>SUBJECT: Rules of Conduct</b>	<b>NUMBER: RR 1-2</b>
<b>EFFECTIVE DATE: July 1, 2021</b>	<b>REVIEW DATE: November 3, 2020</b>
<b>AMENDS/SUPERSEDES: RR 1-2 May 18, 2018</b>	<b>APPROVED:</b> _____  Sheriff
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39

40   **POLICY**

41  
42 The Sheriff and the public expect all personnel to maintain high standards of appearance and conduct.  
43 Deputy Sheriffs wield considerable power over citizens, power that is carefully set forth by state and  
44 federal law, and ultimately, by the Constitution and Bill of Rights. Our powers to arrest, seize property,  
45 and interfere, at times, with the lives of citizens constitute a public trust. As members, we can help ensure  
46 that we regard this trust as vital by exemplary performance that is tied to the Sheriff's commitment to our  
47 citizens and the community, as reflected in our mission statement.  
48

## 49 **PURPOSE**

50  
51 The purpose of this directive is to establish a Code of Conduct for members, which defines the Sheriff's  
52 expectation for on-duty and off-duty personal conduct and behavior.  
53

## 54 **MISSION STATEMENT**

55  
56 The York-Poquoson Sheriff's Office is dedicated:

- 57 • To protecting life and property, reducing crime, and serving the needs of citizens, by providing  
58 quality and efficient law enforcement services to our community, and by maintaining the public  
59 trust through professionalism and accountability.
- 60 • The Sheriff's Office strives to achieve this through the following divisional statements:
  - 61 ○ Administrative Services:
    - 62 ▪ To provide professional guidelines and training to increase the quality and efficiency of  
63 law enforcement operations and community programs.
  - 64
  - 65 ○ Civil/ Court Security:
    - 66 ▪ To protect judges, court officers and the public by courteously and professionally  
67 maintaining proactive levels of security, and striving diligently in all attempts to execute  
68 civil process.
  - 69
  - 70 ○ Community Services:
    - 71 ▪ To provide services and school security through crime prevention programs, DARE,  
72 school resource officers and community outreach programs.
  - 73
  - 74 ○ Investigations:
    - 75 ▪ To professionally and diligently investigate and apprehend those individuals committing  
76 crimes in York-Poquoson without partiality.
  - 77
  - 78 ○ Law Enforcement:
    - 79 ▪ Through vigilance, and response to calls for assistance, protect life and property and  
80 provide excellent customer service to our citizens and the community.

## 81 **DEFINITIONS**

- 82
- 83
- 84 • Moral turpitude
  - 85 ○ An intentional act or behavior displayed in words or actions which violates public morals or  
86 the common sense of the community involving but not limited to intent to defraud, intentional  
87 dishonesty for personal gain, lying, perjury, subornation of perjury, cheating, bribery,  
88 unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or  
89 excessive use of force.

90

- 91 • Good moral character
- 92 ○ The attributes of a prospective employee that enhance his or her value to the Sheriff's Office
- 93 and to public service, which include honesty, integrity, truthfulness, obedience to the oath of
- 94 office and the code of ethics, respect for authority, and respect for the rights of others
- 95

96 **CODE OF ETHICS**

- 97
- 98 • All deputy sheriffs shall display the integrity required by the Law Enforcement Code of Ethics:
- 99 ○ As a law enforcement officer, my fundamental duty is to serve the community; to safeguard
- 100 lives and property, to protect the innocent against deception, the weak against oppression or
- 101 intimidation, and the peaceful against violence or disorder; and to respect the constitutional
- 102 rights of all to liberty, equality, and justice.
- 103 ○ I will keep my private life unsullied as an example to all and will behave in a manner that
- 104 does not bring discredit to me or my agency.
- 105 ○ I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-
- 106 restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in
- 107 both my personal and official life, I will be exemplary in obeying the law and the regulations
- 108 of my department.
- 109 ○ Whatever I see or hear of a confidential nature, or that is confided to me in my official
- 110 capacity will be kept ever secret unless revelation is necessary in the performance of my duty.
- 111 ○ I will never act officiously or permit personal feelings, prejudices, political beliefs,
- 112 aspirations, animosities, or friendships to influence my decisions. With no compromise for
- 113 crime and with relentless prosecution of criminals, I will enforce the law courteously and
- 114 appropriately without fear or favor, malice, or ill will, never employing unnecessary force or
- 115 violence and never accepting gratuities.
- 116 ○ I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust
- 117 to be held so long as I am true to the ethics of police service. I will never engage in acts of
- 118 corruption or bribery, nor will I condone such acts by other law enforcement officers. I will
- 119 cooperate with all legally authorized agencies and their representatives in the pursuit of
- 120 justice.
- 121 ○ I know that I alone am responsible for my own standard of professional performance and will
- 122 take every reasonable opportunity to enhance and improve my level of knowledge and
- 123 competence.
- 124 ○ I will constantly strive to achieve these objectives and ideals, dedicating myself before God to
- 125 my chosen profession . . . law enforcement.
- 126

127 **GENERAL DUTIES**

- 128
- 129 • All deputy sheriffs shall, within jurisdictional limits:
- 130 ○ Prevent crime and preserve the peace
- 131 ○ Protect life and property
- 132 ○ Detect and arrest violators of the law, and enforce the laws of the United States,
- 133 Commonwealth of Virginia, and all local ordinances, according to the rules, regulations, and
- 134 general orders of the Sheriff's Office.
- 135 ○ Deputies must know that when they act under color of law, they are enforcing the law
- 136 according to statutes, written agency administrative guidance, county ordinances, common
- 137 usage, and custom.
- 138 ○ Deputies shall exhibit good moral character in the administration of their duties according to
- 139 agency rules and regulations and general orders.
- 140

- 141 • The Sheriff maintains the right to establish:
- 142 ○ Oral and written orders to govern and control the efficiency, effectiveness, and safe operation
- 143 of the Sheriff's Office.
- 144
- 145 • Management reserves the prerogative to:
- 146 ○ Discipline personnel for violations of the rules listed in this order. The decision to discipline
- 147 and the disciplinary action depend on the consequences of the employee's actions, the
- 148 employee's current and past performance, and the employee's length of service.
- 149
- 150 • All agency written and/or oral orders are performance measures, which address three components
- 151 of employee performance:
- 152 ○ Conduct,
- 153 ○ Behavior,
- 154 ○ Work proficiency.
- 155
- 156 • Obedience to laws and orders
- 157 ○ Authority
- 158     ▪ Members shall obey all federal and state laws, and ordinances of the County of York, or
- 159 other municipality in which the members may be present.
- 160     ▪ Members shall obey all lawful orders, written or oral, issued to them by competent
- 161 authority. The term "members" includes both sworn and non-sworn personnel.
- 162
- 163 • Violation of law
- 164 ○ Supervisors shall not knowingly or willfully issue any order in violation of:
- 165     ▪ Any law, ordinance.
- 166     ▪ Order of the Sheriff's Office.
- 167
- 168 • Lawful Orders
- 169 ○ Members shall promptly obey any lawful order of a supervisor, including any order relayed
- 170 on behalf of a supervisor by an employee of the same or lesser rank.
- 171
- 172 • Conflict of Orders
- 173 ○ If an employee receives two apparently lawful but conflicting orders the last order given shall
- 174 be followed unless the order is retracted or modified.
- 175 ○ If an employee receives conflicting orders, the employee shall inform the person giving the
- 176 last order of the conflict. The person giving the conflicting order shall then resolve the
- 177 conflict by either, retracting, modifying, or requesting the employee to comply with the latest
- 178 order.
- 179 ○ If the conflicting order is not altered or retracted, the employee shall not be held responsible
- 180 for disobedience of the first order.
- 181
- 182 • Obedience to orders
- 183 ○ No employee of the Sheriff's Office is required to obey any order which is contrary to the
- 184 laws of the United States, Commonwealth of Virginia, or ordinances of the County of York
- 185 or the City of Poquoson.
- 186 ○ However, a refusal to obey an order is the responsibility of the employee and he or she shall
- 187 be required to justify the action.
- 188
- 189 • Civil rights

- 190           ○ All members shall observe and respect the civil rights of citizens as the term "civil rights" is  
191           commonly understood. Respect for constitutionally protected rights is paramount.  
192
- 193       • False statements
- 194           ○ Members shall not knowingly lie, give misleading information, or falsify oral or written  
195           communications in any official report or in their actions when it is reasonable to expect that  
196           the information may be relied upon because of the employee's affiliation with the Sheriff's  
197           Office.  
198
- 199       • Enforcement while off-duty
- 200           ○ If a deputy sheriff, while off-duty, witnesses a violation of the law committed in his or her  
201           presence which, in the deputy's professional judgment, demands immediate attention, the  
202           deputy may make an arrest, providing that:
- 203               ▪ The violation of law was committed in the County of York or the City of Poquoson and;  
204               ▪ The deputy does not use his or her own personal vehicle to chase or pursue the violator,  
205               but observes all traffic laws applicable to citizens, and;  
206               ▪ He or she displays proper Sheriff's Office identification to the violator and announces his  
207               or her purpose, and;  
208               ▪ The deputy can make the arrest without jeopardizing his or her own safety, the safety of  
209               the violator, or the public.  
210               ▪ Deputies should especially consider their own safety when making off-duty arrests when  
211               they are not in possession of communications equipment, such as a portable radio or  
212               cellular telephone.  
213
- 214       • Disciplinary/personnel actions
- 215           ○ Disciplinary actions may include:
- 216               ▪ Counseling  
217               ▪ Remedial training  
218               ▪ Special Evaluations  
219               ▪ A oral warning/reprimand  
220               ▪ A written reprimand  
221               ▪ Probation  
222               ▪ Suspension with or without pay  
223               ▪ Transfer  
224               ▪ Reduction in pay  
225               ▪ Demotion  
226               ▪ Termination  
227               ▪ Decertification as a law enforcement officer.  
228
- 229           ○ When appropriate, disciplinary action may be taken for any of the following reasons:
- 230               ▪ Incompetent or inefficient performance;  
231               ▪ Dereliction of duty;  
232               ▪ Insubordination;  
233                 ❖ Insubordination consists of direct, tacit, or constructive refusal to do assigned work  
234                 or refusal to submit to a higher authority  
235
- 236               ▪ Discourteous treatment of the public or a fellow employee;  
237               ▪ Any act of omission or commission of similar nature, which discredits or injures the  
238               public;  
239               ▪ Mental or physical unfitness for the position that the employee holds;  
240               ▪ Conviction of a felony;

- 241           ▪ Conviction of a misdemeanor involving conduct amounting to moral turpitude or which
- 242           shocks the conscience of a reasonable person, or a pattern of misconduct as displayed by
- 243           series of misdemeanor convictions;
- 244           ▪ Conviction for an offense involving Domestic Violence;
- 245           ▪ Intentionally providing false information in an official capacity;
- 246           ▪ Failure to report to an appropriate Supervisor, when directed to do so;
- 247           ▪ Incompetence;
- 248           ▪ Misconduct/Violation of policies and procedures;
- 249           ▪ Inefficiency;
- 250           ▪ Neglect of duty;
- 251           ▪ Issues of moral turpitude;
- 252           ▪ Any other form of misconduct or negligence of which the employee has knowledge;
- 253           ▪ Use of excessive or inappropriate force;
- 254           ▪ Fail to render aid following the application of excessive or inappropriate force;
- 255           ▪ Failure to report the use of or suspected use of excessive or inappropriate force by
- 256           another law enforcement officer;
- 257           ▪ Failure of a supervisory employee to take corrective action regarding members under his
- 258           or her supervision who may be guilty of any form of neglect of duty or misconduct where
- 259           the supervisor knows or should have known of the dereliction.
- 260
- 261           ○ Examples of behavior specifically prohibited include:
- 262           ▪ Use of excessive force;
- 263           ▪ Use of alcoholic beverages on duty;
- 264           ▪ Drunkenness on-duty;
- 265           ▪ Use of illegal drugs or narcotics on or off duty;
- 266           ▪ Buying alcoholic beverages while in uniform or while on-duty (except as specifically
- 267           provided for in [GO 2-16 Drug Enforcement](#);
- 268           ▪ Releasing any information to a suspect or convicted person that would enable an escape
- 269           from custody or hamper an investigation;
- 270           ▪ Selling, trading, or buying chances or bets, or any other gambling while on-duty;
- 271           ▪ Recommending legal counsel or bondsmen to any person , when the deputy is the
- 272           arresting or investigating officer;
- 273           ▪ Use of harsh, profane, or obscene language toward any member of the Sheriff's Office or
- 274           to the public;
- 275           ▪ Sleeping on-duty;
- 276           ▪ Sexual conduct or activity, while on-duty;
- 277           ▪ Nothing in these rules and regulations limits the charges against members because the
- 278           alleged act or omission does not specifically appear in this manual, other order of the
- 279           Sheriff's Office, or in the laws or ordinances of which the Sheriff is responsible to
- 280           enforce.
- 281
- 282           ● General conduct
- 283           ○ Members shall display respect for their supervisors, subordinates, and associates.
- 284           ○ The Sheriff expects all members to display good moral character in on-duty and off-duty
- 285           contexts and to apply their judgment accordingly.
- 286           ○ When on-duty and in the presence of the public, supervisors shall be addressed or referred to
- 287           by rank.
- 288           ○ Members shall address their subordinates, associates, supervisors, or members of the general
- 289           public courteously and shall not use abusive, violent, insulting, or provoking language.
- 290           ○ Members shall at all times be civil and courteous. They shall maintain an even disposition
- 291           and remain calm, regardless of provocation, in executing their duties.

- 292 ○ Members shall not slander or speak detrimentally about the Sheriff, Sheriff's Office  
293 operations, staff, or any other county employee or official.
- 294 ○ Members shall always display absolute honesty.
- 295 ○ Members shall cooperate and coordinate their efforts with other members and law-  
296 enforcement agencies to ensure maximum effectiveness.
- 297 ○ Members shall restrict personal conversations or personal associations to an appropriate  
298 minimum while on-duty.
- 299 ○ A deputy sheriff shall not display cowardice in the line of duty or in any situation where the  
300 public or another deputy might be subjected to physical danger. Unless actually incapacitated  
301 them self, deputy sheriffs shall aid, assist, and protect fellow deputies in time of danger or  
302 under conditions where danger might be impending.
- 303 ○ Members shall not at any time use or attempt to use their official position, badge, or  
304 credentials for personal or financial gain or advantage.
- 305
- 306 ● Gifts, bribes, gratuities, rewards
- 307 ○ Members shall not solicit any gifts, gratuities, loans, or fees where there is any direct or  
308 indirect connection between the solicitation and their Sheriff's Office employment.
- 309 ○ Members shall not accept any gift, gratuity, or other thing of value, the acceptance of which  
310 might directly or indirectly influence any manner of official business, or which might  
311 adversely reflect on the Sheriff's Office or any employee.
- 312 ○ Members shall not accept any gift, gratuity, or reward in money, for services in the line of  
313 duty to the community, or to any person, business, or agency except as authorized by the  
314 Sheriff or by law.
- 315 ○ **Members found to have accepted bribes shall be dismissed with prejudice.**
- 316
- 317 ● Suggestions
- 318 ○ Members wishing to make suggestions for the improvement of the Sheriff's Office may make  
319 the suggestions orally or in writing through the chain of command to the Sheriff.
- 320 ○ Certain matters, such as those of a personal or confidential nature, may be brought directly to  
321 the Sheriff, when those matters are personal and not operational in nature.
- 322 ○ If the Sheriff deems appropriate, he may refer the employee through the chain of command to  
323 insure its proper and efficient functioning.
- 324
- 325 ● Grievances
- 326 ○ See [RR 1-10, Grievances](#)
- 327
- 328 ● Duty
- 329 ○ Members shall report for duty at the time and place specified by their assignment or orders  
330 and complete the number of hours on duty required by their assignment.
- 331 ○ While on-duty, members shall remain alert and awake, unencumbered by alcoholic  
332 beverages, prescription drugs, illegal narcotics, or conflicts arising from off-duty  
333 employment.
- 334 ○ While on-duty, deputies shall not engage in any activity or personal business that would  
335 cause them to neglect their duty.
- 336 ○ Deputy Sheriffs serve in order to protect lives, preserve the peace, enforce the laws of the  
337 state and county, and assist the public in any reasonable request.
- 338 ○ Deputy Sheriffs shall identify themselves to any person requesting a deputy's name, rank, and  
339 badge number.

- 340 ○ All deputy sheriffs shall maintain an active phone line. Deputies shall provide the
- 341 Emergency Communications Center and the Administrative Assistant III, via their immediate
- 342 supervisor, their current telephone number, address, and any changes thereto.
- 343 ○ All deputy sheriffs shall complete and submit all forms and reports required by the Sheriff
- 344 and the Code of Virginia at the end of each tour of duty unless approved by a supervisor to
- 345 carry such work over to a later date.
- 346 ○ Deputy Sheriffs shall not provide (CJIS protected) criminal justice information, unless
- 347 allowed by law or specific procedure.
- 348 ○ If injured, deputy sheriffs and all other members shall immediately notify their supervisor of
- 349 the injury, its circumstances, and complete all required paperwork.
- 350 ○ While on-duty, all patrol deputies shall constantly keep the dispatcher informed of their
- 351 whereabouts. To this end, patrol deputies shall keep their portable radios charged, turned on,
- 352 and in their immediate possession at all times.
- 353 ○ Deputy Sheriffs shall maintain a professional attitude and manner when communicating by
- 354 radio.
- 355 ○ Deputies shall communicate in plain language, and by approved signals and codes, abiding by
- 356 FCC requirements and the requirements of the agency.
- 357 ○ Deputy Sheriffs shall not loiter at the Sheriff's Office, courthouse, or in the Emergency
- 358 Communications Center, but shall use these locations for professional purposes only.
- 359 ○ Each deputy is responsible for the cleanliness and upkeep of all spaces used.
- 360 ○ Deputy Sheriffs shall use county vehicles for official use, unless specific approval is granted
- 361 by the Sheriff.
- 362 ○ Deputy Sheriff's may use their county vehicle off duty while traveling within or to the
- 363 county. During such use they must abide by the following:
- 364     ▪ Must be armed with a department issued weapon or off duty weapon that the deputy has
- 365     qualified with.
- 366     ▪ Must carry law enforcement credentials to include badge of authority.
- 367
- 368 ○ Deputy Sheriffs shall check the interiors of their county vehicles daily, and clean vehicles as
- 369 required. Deputies shall ensure that have their assigned vehicles are properly maintained and
- 370 washed as required.
- 371 ○ Deputy Sheriff's shall keep their financial affairs in good order and under control. Failure to
- 372 pay debts in a timely manner may be a cause for disciplinary action.
- 373 ○ No employee shall use his or her position with the Sheriff's Office for personal or monetary
- 374 gain.
- 375 ○ Members are permitted to make long distance telephone calls when necessary for official
- 376 purposes only.
- 377 ○ Deputy Sheriffs must carry Sheriff's Office identification and a valid driver's license while on
- 378 duty.
- 379
- 380 ● Leave
- 381 ○ Members shall not be absent from duty without first obtaining permission from their
- 382 supervisor.
- 383 ○ Members shall, in situations requiring emergency leave or sick leave, notify their supervisors
- 384 of the circumstances as soon as possible.
- 385 ○ A written doctor's excuse may be required at the discretion of the supervisor.
- 386 ○ Members must request leave from their supervisors in a timely manner.
- 387
- 388 ● Information
- 389 ○ Members shall not communicate to any person who is not an employee of the York-Poquoson
- 390 Sheriff's Office, any information concerning operations, activities, or matters of law-

- 391 enforcement business, the release of which is prohibited by law or which may have an  
392 adverse impact on the Sheriff's Office image, operations, or administration.
- 393 ○ Members shall keep all complaints, arrest information, or other official business confidential.  
394 This does not include disclosing relevant investigative information to other law enforcement  
395 agencies.
  - 396 ○ Members shall communicate promptly, information regarding tips on crimes or criminal  
397 activity or other relevant law enforcement information that may come into their possession.  
398 This information shall be passed to the deputy, investigator, or division supervisor  
399 responsible for the investigation. When in doubt as to the responsible party, the investigations  
400 supervisor shall be notified.
- 401 ● Public appearances and exercise of freedom of speech
    - 402 ○ The Sheriff wishes no interference with the First Amendment rights of any deputy.
    - 403 ○ The Sheriff can and will, however, authorize appearances or writings that represent the  
404 agency and may therefore restrict activities only where the employee may represent an  
405 agency view.
    - 406 ○ If an employee receives a request to make a public presentation or appearance representing  
407 the Sheriff's Office, or publish an article concerning his or her duties, the employee shall first  
408 contact his or her supervisor who will request permission from the specific division  
409 commander.
    - 410 ○ In cases when guidance is needed, division commanders, will first contact the Chief Deputy.
    - 411 ○ Members shall not unjustly criticize, ridicule, express hatred or contempt toward or otherwise  
412 defame the Sheriff, the Sheriff's Office, its policies, or members, when in doing so, might  
413 disrupt operations or adversely affect morale or create disharmony in the workplace. This  
414 measure of disharmony affects the supervisor's ability to maintain discipline.
    - 415
    - 416
  - 417 ● Use of alcohol
    - 418 ○ Members shall not drink any alcoholic beverage while on-duty.
    - 419 ○ Deputies involved in narcotic or undercover assignments, with the consent of their  
420 supervisor, may drink limited quantities while on-duty when necessary to accomplish their  
421 specific law-enforcement mission.
    - 422 ○ Alcohol use under this policy shall be monitored under immediate supervisory control.
    - 423 ○ Members shall not appear for regular duty, or be on regular duty, while under the influence of  
424 intoxicants to any degree whatsoever or with an odor of intoxicants on their breath (see [GO](#)  
425 [2-35, Alcohol Drug Testing](#))
    - 426 ○ In the event of an emergency recall, each deputy must determine fitness for duty if alcohol  
427 has been consumed.
      - 428 ■ A supervisor shall be consulted and asked to confirm or deny, as appropriate, the deputy's  
429 judgment in the matter.
      - 430 ■ No adverse actions will be taken if, in an emergency recall, the deputy believes him or  
431 herself to be incapacitated for duty, states such, or is informed of such by a supervisor  
432 before actually going on-duty.
    - 433 ○ Deputy Sheriffs shall not carry weapons when off-duty in situations that are inappropriate,  
434 particularly where the deputy becomes impaired from the consumption of alcoholic  
435 beverages.
    - 436
  - 437 ● Use of drugs
    - 438 ○ Members shall not use any drug, narcotic, or other substance, the use or possession of which  
439 is prohibited or controlled by federal or state law or regulation, while on or off-duty unless  
440 prescribed by a physician.

- 441           ○ Members using any prescribed drug or narcotic or any medicines that could possibly induce  
442           impairment of their performance shall notify their supervisor. (See [GO 2-35, Alcohol Drug](#)  
443           [Testing](#)).  
444
- 445       ● Use of tobacco
    - 446           ○ Deputies are prohibited from smoking, using tobacco in any form, or using electronic  
447           cigarettes while:
      - 448               ▪ In view of the public
      - 449               ▪ On calls-for-service
      - 450               ▪ Smoking at the York-Poquoson Sheriff's Office is restricted to a designated smoking area  
451
  - 452       ● Vehicles/Equipment
    - 453           ○ Members shall be responsible for the proper care and use of Sheriff's Office property and  
454           equipment assigned to or used by them and shall promptly report to their supervisors any  
455           loss, damage, destruction, or defect therein.
    - 456           ○ Members shall operate County vehicles and other equipment in such a manner as to avoid  
457           injury to persons or damage to property.
      - 458               ▪ Whenever a County law enforcement vehicle is involved in an accident, the operator shall  
459               notify a supervisor immediately.
      - 460               ▪ A supervisor or designee will investigate accidents involving deputy sheriff's vehicles  
461               with no injury or death reported.
      - 462               ▪ The State Police will investigate accidents involving death or injury (See [GO 2-20,](#)  
463               [Accident Investigation](#)).
    - 464
    - 465           ○ At the beginning of a tour of duty, members shall examine any vehicle assigned to them and  
466           report any operational deficiencies, damage, or defects to their supervisors.
    - 467           ○ Failure to report damage or defects creates the presumption that the employee inspected the  
468           vehicle and found no damage or defects. The employee, in this case, may be held responsible  
469           for the damage.
    - 470
  - 471       ● Part-time or off-duty employment
    - 472           ○ Before engaging in any outside employment or business activity, an employee shall obtain  
473           written approval of the Sheriff or his designee.
    - 474           ○ The employment shall not render the deputy unavailable during an emergency, or physically  
475           or mentally exhaust the deputy from performing his or her regular duty.
    - 476           ○ Employment shall not in any way conflict with the operations of the Sheriff's Office, impair  
477           its reputation, or compromise its law enforcement mission.
    - 478           ○ See [RR 1-11, Off Duty Employment](#)  
479
  - 480       ● Reporting arrests, court action, civil cases
    - 481           ○ Members shall immediately notify their supervisor if they have been:
      - 482               ▪ Arrested
      - 483               ▪ Subpoenaed to court, or have otherwise been involved in any legal proceedings except  
484               divorce
      - 485               ▪ Any employee arrested for, charged with, or convicted of any crime, or required to  
486               appear as a defendant in any criminal or civil proceedings except divorce or child custody  
487               cases, must also inform the Sheriff or Chief Deputy as soon as possible.  
488
    - 489           ○ Members do not have to report parking tickets or minor traffic offenses.
    - 490           ○ Members must report summonses or arrests for the following:

- 491           ▪ Traffic related felony
- 492           ▪ Misdemeanor traffic offense where a possible jail sentence may be imposed
- 493           ▪ Any traffic offense where a license suspension or revocation is imposed.
- 494           ▪ Failure to notify the Sheriff of the foregoing shall be cause for disciplinary action.
- 495
- 496           ○ Any employee of the Sheriff’s Office who becomes involved in any accident, incident, or
- 497           altercation, or any problem, which may come to the public attention, shall give oral
- 498           notification as soon as possible, and within 24-hours in writing to his supervisor.
- 499           ○ Supervisors shall forward relevant information through the chain of command as rapidly as
- 500           possible.
- 501           ○ Members shall avoid involvement in any civil disputes involving neighbors or acquaintances.
- 502           ○ Deputies shall not remove children from parental custody or property from citizens without a
- 503           court order or as prescribed by law.
- 504
- 505           ● Memberships
- 506           ○ No member of the Sheriff’s Office shall be a member of any organization which advocates:
- 507           ▪ The violent overthrow of the government of the United States, the Commonwealth of
- 508           Virginia, or any unit of local government
- 509           ▪ Participate in any organization which has a purpose, aim, objective, or any practices,
- 510           which are contrary to the obligations of a law enforcement officer under these rules and
- 511           regulations.
- 512
- 513           ● Money expenditures
- 514           ○ No employee shall incur any financial obligation on behalf of the Sheriff’s Office without
- 515           approval by proper authority.
- 516           ○ No employee shall imply or accept financial liability for loss or damage on behalf of the
- 517           County or the Sheriff’s Office.
- 518           ○ Any inquiries concerning financial liability will be referred to the county attorney.
- 519
- 520           ● Courtroom appearances
- 521           ○ Members shall appear in all courts upon receipt of a subpoena, unless excused by the party
- 522           issuing the subpoena.
- 523           ○ It is the employee’s responsibility to contact the courts, commonwealth attorney’s office, or
- 524           other party issuing the subpoena to make proper arrangements when personal conflicts occur.
- 525           ○ Members shall arrive at court in sufficient time to confer with the prosecutor and check the
- 526           docket, if necessary.
- 527           ○ If a member receives subpoenas requiring appearance in different courts on the same date and
- 528           time, he or she should honor the first subpoena received.
- 529           ○ If, however, one of the subpoenas was issued by a circuit court or higher court, it shall
- 530           receive precedence over the one issued by the lower court.
- 531           ○ In any event, the employee shall notify the lower court that they will not be attending, and
- 532           inform their supervisor of the conflict.
- 533           ○ A subpoena receives precedence over an order issued by a supervisor, unless given in an
- 534           emergency situation. However, the employee must notify his or her supervisor of the court
- 535           commitment.
- 536           ○ When testifying, members shall remain attentive, face the jury when giving testimony, and
- 537           speak in a clear, audible tone.
- 538           ○ Members shall respond to questions asked by the judge or attorneys and will not argue,
- 539           interject, or offer an emotionally-charged response to any remark or question.
- 540           ○ Each member shall be familiar with the laws of evidence and shall testify truthfully on any
- 541           matter.

- 542           ○ Deputies shall use their free time when waiting for their case to be called for preparation and  
543           review of their own case(s).  
544           ○ Deputies shall refrain from the use of electronic devices while in the courtroom unless such  
545           device is part of testimony or evidentiary  
546
- 547       ● Medical assistance
    - 548           ○ Deputy Sheriffs shall render within their scope of training, or cause to be rendered,  
549           emergency medical assistance to any injured person.
    - 550           ○ Prisoners claiming illness or injury shall receive prompt medical treatment.  
551
  - 552       ● Arrests of law-enforcement officers
    - 553           ○ Any deputy sheriff who arrests a sworn officer of another law enforcement agency shall  
554           immediately notify his or her own supervisor of the fact.
    - 555           ○ Deputies shall take whatever action is appropriate to the circumstances including issuance of  
556           summonses or making a physical arrest.
    - 557           ○ If a deputy sheriff has probable cause to arrest another deputy employed or sworn by this  
558           agency, or civilian employee of this agency, the arresting deputy shall first contact the on-  
559           duty supervisor or in his absence, the highest ranking available command officer, who shall  
560           notify the Chief Deputy.
      - 561           ▪ In most cases, an internal investigation (see [RR 1-9, Complaints-Internal Affairs](#)) will be  
562           initiated by the Sheriff or Chief Deputy prior to an arrest being made.  
563
    - 564           ○ If the decision to arrest is made, a warrant shall be obtained from an officer of the court as  
565           prescribed by law.
    - 566           ○ Some occasions may require a custodial arrest, in this case the on-duty supervisor will  
567           respond immediately to the scene.
    - 568           ○ In cases involving domestic violence (see [GO 2-32, Domestic Violence](#)).