


<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: May 18, 2018</b>	<b>REVIEW DATE: May 18, 2018</b>
<b>AMENDS/SUPERSEDES: RR 1-2 October 1, 2010</b>	<b>APPROVED:</b> _____  Sheriff
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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**

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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  
82 **DEFINITIONS**

- 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.
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- The Sheriff maintains the right to establish:
    - Oral and written orders to govern and control the efficiency, effectiveness, and safe operation of the Sheriff's Office.
  - Management reserves the prerogative to:
    - Discipline personnel for violations of the rules listed in this order. The decision to discipline and the disciplinary action depend on the consequences of the employee's actions, the employee's current and past performance, and the employee's length of service.
  - All agency written and/or oral orders are performance measures, which address three components of employee performance:
    - Conduct,
    - Behavior,
    - Work proficiency.
  - Obedience to laws and orders
    - Authority
      - Members shall obey all federal and state laws, and ordinances of the County of York, or other municipality in which the members may be present.
      - Members shall obey all lawful orders, written or oral, issued to them by competent authority. The term "members" includes both sworn and non-sworn personnel.
  - Violation of law
    - Supervisors shall not knowingly or willfully issue any order in violation of:
      - Any law, ordinance.
      - Order of the Sheriff's Office.
  - Lawful Orders
    - Members shall promptly obey any lawful order of a supervisor, including any order relayed on behalf of a supervisor by an employee of the same or lesser rank.
  - Conflict of Orders
    - If an employee receives two apparently lawful but conflicting orders the last order given shall be followed unless the order is retracted or modified.
    - If an employee receives conflicting orders, the employee shall inform the person giving the last order of the conflict. The person giving the conflicting order shall then resolve the conflict by either, retracting, modifying, or requesting the employee to comply with the latest order.
    - If the conflicting order is not altered or retracted, the employee shall not be held responsible for disobedience of the first order.
  - Obedience to orders
    - No employee of the Sheriff's Office is required to obey any order which is contrary to the laws of the United States, Commonwealth of Virginia, or ordinances of the County of York or the City of Poquoson.
    - However, a refusal to obey an order is the responsibility of the employee and he or she shall be required to justify the action.
  - 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
- 228           ○ When appropriate, disciplinary action may be taken for any of the following reasons:
- 229               ▪ Incompetent or inefficient performance  
230               ▪ Dereliction of duty  
231               ▪ Insubordination  
232                   ❖ Insubordination consists of direct, tacit, or constructive refusal to do assigned work  
233                   or refusal to submit to a higher authority  
234
- 235               ▪ Discourteous treatment of the public or a fellow employee  
236               ▪ Any act of omission or commission of similar nature, which discredits or injures the  
237               public  
238               ▪ Mental or physical unfitness for the position that the employee holds.

- 239           ▪ Conviction of a felony or misdemeanor involving conduct amounting to moral turpitude
- 240           or which shocks the conscience of a reasonable person, or a pattern of misconduct as
- 241           displayed by series of misdemeanor convictions.
- 242           ▪ Conviction for an offense involving Domestic Violence
- 243           ▪ Intentionally providing false information in an official capacity
- 244           ▪ Failure to report to an appropriate Supervisor:
- 245           ▪ Incompetence
- 246           ▪ Misconduct
- 247           ▪ Inefficiency
- 248           ▪ Neglect of duty
- 249           ▪ Issues of moral turpitude
- 250           ▪ Any other form of misconduct or negligence of which the employee has knowledge.
- 251
- 252           ○ Failure of a supervisory employee to take corrective action regarding members under his or
- 253           her supervision who may be guilty of any form of neglect of duty or misconduct where the
- 254           supervisor knows or should have known of the dereliction.
- 255
- 256           ○ Examples of behavior specifically prohibited include:
- 257           ▪ Use of alcoholic beverages on duty
- 258           ▪ Drunkenness on-duty.
- 259           ▪ Use of illegal drugs or narcotics.
- 260           ▪ Buying alcoholic beverages while in uniform or while on-duty (except as specifically
- 261           provided for in [GO 2-16 Drug Enforcement](#) page 2-16.7).
- 262           ▪ Releasing any information to a suspect or convicted person that would enable an escape
- 263           from custody or hamper an investigation.
- 264           ▪ Selling, trading, or buying chances or bets, or any other gambling while on-duty.
- 265           ▪ Recommending legal counsel or bondsmen to any person , when the deputy is the
- 266           arresting or investigating officer
- 267           ▪ Use of harsh, profane, or obscene language toward any member of the Sheriff’s Office or
- 268           to the public.
- 269           ▪ Sleeping on-duty.
- 270           ▪ Sexual conduct or activity, while on-duty.
- 271           ▪ Nothing in these rules and regulations limits the charges against members because the
- 272           alleged act or omission does not specifically appear in this manual, other order of the
- 273           Sheriff’s Office, or in the laws or ordinances of which the Sheriff is responsible to
- 274           enforce.
- 275
- 276           • General conduct
- 277           ○ Members shall display respect for their supervisors, subordinates, and associates.
- 278           ○ The Sheriff expects all members to display good moral character in on-duty and off-duty
- 279           contexts and to apply their judgment accordingly.
- 280           ○ When on-duty and in the presence of the public, supervisors shall be addressed or referred to
- 281           by rank.
- 282           ○ Members shall address their subordinates, associates, supervisors, or members of the general
- 283           public courteously and shall not use abusive, violent, insulting, or provoking language.
- 284           ○ Members shall at all times be civil and courteous. They shall maintain an even disposition
- 285           and remain calm, regardless of provocation, in executing their duties.
- 286           ○ Members shall not slander or speak detrimentally about the Sheriff, Sheriff’s Office
- 287           operations, staff, or any other county employee or official.
- 288           ○ Members shall always display absolute honesty.

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- Members shall cooperate and coordinate their efforts with other members and law-enforcement agencies to ensure maximum effectiveness.
  - Members shall restrict personal conversations or personal associations to an appropriate minimum while on-duty.
  - A deputy sheriff shall not display cowardice in the line of duty or in any situation where the public or another deputy might be subjected to physical danger. Unless actually incapacitated them self, deputy sheriffs shall aid, assist, and protect fellow deputies in time of danger or under conditions where danger might be impending.
  - Members shall not at any time use or attempt to use their official position, badge, or credentials for personal or financial gain or advantage.
  - Gifts, bribes, gratuities, rewards
    - Members shall not solicit any gifts, gratuities, loans, or fees where there is any direct or indirect connection between the solicitation and their Sheriff's Office employment.
    - Members shall not accept any gift, gratuity, or other thing of value, the acceptance of which might directly or indirectly influence any manner of official business, or which might adversely reflect on the Sheriff's Office or any employee.
    - Members shall not accept any gift, gratuity, or reward in money, for services in the line of duty to the community, or to any person, business, or agency except as authorized by the Sheriff or by law.
    - **Members found to have accepted bribes shall be dismissed with prejudice.**
  - Suggestions
    - Members wishing to make suggestions for the improvement of the Sheriff's Office may make the suggestions orally or in writing through the chain of command to the Sheriff.
    - Certain matters, such as those of a personal or confidential nature, may be brought directly to the Sheriff, when those matters are personal and not operational in nature.
    - If the Sheriff deems appropriate, he may refer the employee through the chain of command to insure its proper and efficient functioning.
  - Grievances
    - See [RR 1-10, Grievances](#)
  - Duty
    - Members shall report for duty at the time and place specified by their assignment or orders and complete the number of hours on duty required by their assignment.
    - While on-duty, members shall remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, illegal narcotics, or conflicts arising from off-duty employment.
    - While on-duty, deputies shall not engage in any activity or personal business that would cause them to neglect their duty.
    - Deputy Sheriffs serve in order to protect lives, preserve the peace, enforce the laws of the state and county, and assist the public in any reasonable request.
    - Deputy Sheriffs shall identify themselves to any person requesting a deputy's name, rank, and badge number.
    - All deputy sheriffs shall maintain an active phone line. Deputies shall provide the Emergency Communications Center and the Administrative Assistant III, via their immediate supervisor, their current telephone number, address, and any changes thereto.

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



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

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- Use of tobacco
    - Deputies are prohibited from smoking, using tobacco in any form, or using electronic cigarettes while:
      - In view of the public
      - On calls-for-service
      - Smoking at the York-Poquoson Sheriff's Office is restricted to a designated smoking area
  - Vehicles/Equipment
    - Members shall be responsible for the proper care and use of Sheriff's Office property and equipment assigned to or used by them and shall promptly report to their supervisors any loss, damage, destruction, or defect therein.
    - Members shall operate County vehicles and other equipment in such a manner as to avoid injury to persons or damage to property.
      - Whenever a County law enforcement vehicle is involved in an accident, the operator shall notify a supervisor immediately.
      - A supervisor or designee will investigate accidents involving deputy sheriff's vehicles with no injury or death reported.
      - The State Police will investigate accidents involving death or injury (See [GO 2-20, Accident Investigation](#)).
    - At the beginning of a tour of duty, members shall examine any vehicle assigned to them and report any operational deficiencies, damage, or defects to their supervisors.
    - Failure to report damage or defects creates the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, may be held responsible for the damage.
  - Part-time or off-duty employment
    - Before engaging in any outside employment or business activity, an employee shall obtain written approval of the Sheriff or his designee.
    - The employment shall not render the deputy unavailable during an emergency, or physically or mentally exhaust the deputy from performing his or her regular duty.
    - Employment shall not in any way conflict with the operations of the Sheriff's Office, impair its reputation, or compromise its law enforcement mission.
    - See [RR 1-11, Off Duty Employment](#)
  - Reporting arrests, court action, civil cases
    - Members shall immediately notify their supervisor if they have been:
      - Arrested
      - Subpoenaed to court, or have otherwise been involved in any legal proceedings except divorce
      - Any employee arrested for, charged with, or convicted of any crime, or required to appear as a defendant in any criminal or civil proceedings except divorce or child custody cases, must also inform the Sheriff or Chief Deputy as soon as possible.
    - Members do not have to report parking tickets or minor traffic offenses.
    - Members must report summonses or arrests for the following:
      - Traffic related felony
      - Misdemeanor traffic offense where a possible jail sentence may be imposed
      - Any traffic offense where a license suspension or revocation is imposed.

- 488           ▪ Failure to notify the Sheriff of the foregoing shall be cause for disciplinary action.  
489
- 490           ○ Any employee of the Sheriff's Office who becomes involved in any accident, incident, or  
491           altercation, or any problem, which may come to the public attention, shall give oral  
492           notification as soon as possible, and within 24-hours in writing to his supervisor.  
493           ○ Supervisors shall forward relevant information through the chain of command as rapidly as  
494           possible.  
495           ○ Members shall avoid involvement in any civil disputes involving neighbors or acquaintances.  
496           ○ Deputies shall not remove children from parental custody or property from citizens without a  
497           court order or as prescribed by law.  
498
- 499           ● Memberships
- 500           ○ No member of the Sheriff's Office shall be a member of any organization which advocates:  
501           ▪ The violent overthrow of the government of the United States, the Commonwealth of  
502           Virginia, or any unit of local government  
503           ▪ Participate in any organization which has a purpose, aim, objective, or any practices,  
504           which are contrary to the obligations of a law enforcement officer under these rules and  
505           regulations.  
506
- 507           ● Money expenditures
- 508           ○ No employee shall incur any financial obligation on behalf of the Sheriff's Office without  
509           approval by proper authority.  
510           ○ No employee shall imply or accept financial liability for loss or damage on behalf of the  
511           County or the Sheriff's Office.  
512           ○ Any inquiries concerning financial liability will be referred to the county attorney.  
513
- 514           ● Courtroom appearances
- 515           ○ Members shall appear in all courts upon receipt of a subpoena, unless excused by the party  
516           issuing the subpoena.  
517           ○ It is the employee's responsibility to contact the courts, commonwealth attorney's office, or  
518           other party issuing the subpoena to make proper arrangements when personal conflicts occur.  
519           ○ Members shall arrive at court in sufficient time to confer with the prosecutor and check the  
520           docket, if necessary.  
521           ○ If a member receives subpoenas requiring appearance in different courts on the same date and  
522           time, he or she should honor the first subpoena received.  
523           ○ If, however, one of the subpoenas was issued by a circuit court or higher court, it shall  
524           receive precedence over the one issued by the lower court.  
525           ○ In any event, the employee shall notify the lower court that they will not be attending, and  
526           inform their supervisor of the conflict.  
527           ○ A subpoena receives precedence over an order issued by a supervisor, unless given in an  
528           emergency situation. However, the employee must notify his or her supervisor of the court  
529           commitment.  
530           ○ When testifying, members shall remain attentive, face the jury when giving testimony, and  
531           speak in a clear, audible tone.  
532           ○ Members shall respond to questions asked by the judge or attorneys and will not argue,  
533           interject, or offer an emotionally-charged response to any remark or question.  
534           ○ Each member shall be familiar with the laws of evidence and shall testify truthfully on any  
535           matter.  
536           ○ Deputies shall use their free time when waiting for their case to be called for preparation and  
537           review of their own case(s).

- 538           ○ Deputies shall refrain from the use of electronic devices while in the courtroom unless such  
539           device is part of testimony or evidentiary  
540
- 541       • Medical assistance
- 542           ○ Deputy Sheriffs shall render within their scope of training, or cause to be rendered,  
543           emergency medical assistance to any injured person.  
544           ○ Prisoners claiming illness or injury shall receive prompt medical treatment.  
545
- 546       • Arrests of law-enforcement officers
- 547           ○ Any deputy sheriff who arrests a sworn officer of another law enforcement agency shall  
548           immediately notify his or her own supervisor of the fact.  
549           ○ Deputies shall take whatever action is appropriate to the circumstances including issuance of  
550           summons or making a physical arrest.  
551           ○ If a deputy sheriff has probable cause to arrest another deputy employed or sworn by this  
552           agency, or civilian employee of this agency, the arresting deputy shall first contact the on-  
553           duty supervisor or in his absence, the highest ranking available command officer, who shall  
554           notify the Chief Deputy.
- 555           ▪ In most cases, an internal investigation (see [RR 1-9, Complaints-Internal Affairs](#)) will be  
556           initiated by the Sheriff or Chief Deputy prior to an arrest being made.  
557
- 558           ○ If the decision to arrest is made, a warrant shall be obtained from an officer of the court as  
559           prescribed by law.  
560           ○ Some occasions may require a custodial arrest, in this case the on-duty supervisor will  
561           respond immediately to the scene.  
562           ○ In cases involving domestic violence (see [GO 2-32, Domestic Violence](#)).