



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 101.1

PAGE: 1 of 1

UPDATED: 8/30/2009

REVIEWED: 8/28/2009

CHAPTER: Administration, Organization, and Management

SUBJECT: Staff Operate Office According to Laws and Regulations; Responsible to the Sheriff

POLICY:

It is the policy of the Orleans Parish Sheriff (hereinafter referred to as "Sheriff") to operate from the existence of constitutional or legislative statutes.

The chiefs, wardens and directors of departments (hereinafter referred to as the "Sheriff's Staff") are directly accountable to the Sheriff and will ensure that the day to day administrative practices of the jail comply with:

- A. The Constitutions of Louisiana and the United States.
- B. The laws of the State of Louisiana, the United States and the City of New Orleans.
- C. Louisiana jail standards.
- D. All court rulings.

PURPOSE:

It is necessary that correctional facilities have statutes that define clearly the mission and basic goals of a facility as they provide the legal framework within which the facility operates.

PROCEDURE:

- The Sheriff's Staff will keep themselves up to date on changing laws, standards and court rulings pertaining to administrative practices, and they will ensure compliance with these laws, standards and court rulings.
- The Sheriff's Staff will submit written recommendations for needed changes in administrative policies to the Sheriff.
- The Sheriff's Staff will ensure that all jail personnel are cognizant of applicable statutes that affect administrative policies and procedures for their respective operations.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 101.10

PAGE: 1 of 1

UPDATED: 8/30/2009

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CHAPTER: Administration, Organization, and Management

SUBJECT: Compliance with Departmental Policies and Procedures

POLICY:

It is the policy of the Orleans Parish Sheriff's Office to establish and maintain a compliance process.

PURPOSE:

To ensure that all Orleans Parish Sheriff's Office operations comply with departmental policies and procedures and divisional post orders and to facilitate operational improvements through continual and intensive analysis and review of all aspects of departmental operations.

PROCEDURE:

A. The Sheriff or his designee shall serve as chairperson of a representative committee of ranking employees who shall meet on a regular basis to discuss and guide the compliance and accountability process. This committee shall evaluate and develop methods of measuring compliance with departmental policies and procedures and ensure that the process runs smoothly.

B. Facility wardens and division commanders shall submit their respective post orders to the Chief of Security for review annually.



ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 101.2	PAGE: 1 of 3
	UPDATED: 8/30/2009	REVIEWED: 8/28/2009
CHAPTER: Administration, Organization, and Management		
SUBJECT: Standards of Conduct		

POLICY:

It is the policy of the Orleans Parish Sheriff's Office to protect the rights of employees and enforce high standards of professional conduct.

PURPOSE:

To describe the procedures that will be used to ensure that employees are aware of the basic expectations for their conduct.

PROCEDURE:

While satisfactory employee adherence to a code of conduct is primarily the employee's responsibility, training and supervision are an important part of meeting those expectations. As part of the overall program, employees may expect supervisory staff to do the following:

- adhere to all provisions of the Code of Conduct
- provide employees with training related to the specific duties of the positions, as deemed appropriate by the Orleans Parish Sheriff's Office
- reinforce employee strengths and alert employees to performance deficiencies to assist them in improving their performance
- take disciplinary action for infractions of this policy.

A. Specific Requirements

In addition to performance issues and objectives, all employees will conduct themselves according to the Standards of Professional Conduct, listed below. Employees who fail to correct individual deficiencies or who violate these standards will be subject to corrective action, which ranges from a warning to termination and may, if circumstances warrant, include referral to appropriate authorities for prosecution.

The Orleans Parish Sheriff's Office subscribes to a professional code of ethics and expects its employees to follow the ethical standards embodied therein. The OPSO's Standards of Professional Conduct include, but are not limited to, compliance with the following elements:

- all OPSO policies, procedures, and directives
- restrictions on any employee using his or her official position to gain any personal advantage, or advantage for another, in any improper or unauthorized manner or engaging in conduct that constitutes or gives rise to the appearance of a conflict of interest
- restrictions on the possession of firearms
- a prohibition on the use of abusive or obscene language, threats, and coercion
- restrictions on the use of force. Offenders will not be subjected to sexual, emotional, or physical abuse or the use of unnecessary levels of force
- enforcement of an attitude of respect for and protection of offenders' rights



ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 101.2	PAGE: 2 of 3
	UPDATED: 8/30/2009	REVIEWED: 8/28/2009
CHAPTER: Administration, Organization, and Management		
SUBJECT: Standards of Conduct		

- adherence to requirements for timely attendance
- respect for property rights and a prohibition on the authorized use, theft, misuse, or waste of property belonging to OPSO, an offender, an employee, or a visitor
- assurance of safety and security as a part of effective job performance. Employees will remain alert and will be aware of and responsive to their surroundings while on duty. Acts that jeopardize the security of a facility or the health, safety, or welfare of inmates, staff, or visitors, and acts that are unresponsive to inmate needs are prohibited.
- remaining on assigned posts. Employees will obtain proper authorization before leaving a work post or the jail itself.
- cooperation in investigations conducted by the OPSO or other law enforcement officials
- facilitation of factual accounting and record-keeping; this prohibits falsification, unauthorized alteration, or destruction of documents, log books, and other records, including job applications
- maintenance of professional deportment at all times; employees will refrain from engaging in unprofessional or illegal behavior that could in any manner reflect negatively on the OPSO, both on and off duty
- proper use of all leave categories
- safe use of motor vehicles while on duty
- working overtime as required
- adherence to appropriate dress standards

B. Supervision of Family Members

Jail employees will not be employed in positions that place them under the direct supervision of their spouse, cohabitant, parent, child, or sibling, or their spouse's parent, child, or sibling, or any of their family members.

If one employee marries another or if two employees are romantically involved, both may retain their positions provided one is not under the direct or indirect supervision of the other and that neither occupies a position of influence over the other's employment, promotion, salary administration, or other related management consideration.

Similar principles will apply to the supervision of contract employees and the awarding, or advocating the awarding, of a contract to related parties as noted above outside established parish procedures.

C. Reporting Code Violations

Every employee must promptly report to supervisors any policy violations or breaches of professional conduct by staff.



ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 101.2	PAGE: 3 of 3
	UPDATED: 8/30/2009	REVIEWED: 8/28/2009
CHAPTER: Administration, Organization, and Management		
SUBJECT: Standards of Conduct		

D. Code of Ethics

- I.** Members will respect and protect the civil and legal rights of all individuals.
- II.** Members will treat every professional situation with concern for the person's welfare and with no intent of personal gain.
- III.** Relationships with colleagues will be such that they promote mutual respect within the profession and improve the quality of service.
- IV.** Public criticisms of colleagues or their agencies will be made only when warranted, verifiable and constructive in purpose.
- V.** Members will respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.
- VI.** Subject to the individual's right to privacy, members will honor the public's right to know and will share information with the public to the extent permitted by law and by the policy and procedures of the Sheriff's Office.
- VII.** Members will respect and protect the right of the public to be safeguarded from criminal activity.
- VIII.** Members will not use their positions to secure personal privileges or advantages.
- IX.** Members will not, while acting in an official capacity, allow personal interest to impair objectivity in the performance of duty.
- X.** No member will enter into any activity or agreement, formal or informal, which presents a conflict of interest or is inconsistent with the conscientious performance of his or her duties.
- XI.** No member will accept any gift, service or favor that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of his or her professional duties.
- XII.** Members shall not make statements or take positions on behalf of the Orleans Parish Sheriff's Office without authorization.
- XIII.** Each member will report to the appropriate authority any corrupt or unethical behavior where there is sufficient cause to initiate a review.
- XIV.** Members will not discriminate against any individual because of race, gender, creed, national origin, religious affiliation, age, sexual orientation or any other type of prohibited discrimination. Members shall refrain from any behavior or actions that may be construed or interpreted as sexual harassment.
- XVI.** Members will preserve the integrity of private information; they will neither seek data on individuals beyond that needed to perform their responsibilities, nor reveal non-public data unless expressly authorized to do so.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.15

PAGE: 1 of 2

UPDATED: 08/23/2010

REVIEWED: 9/11/2009

CHAPTER: Human Resources

SUBJECT: Drug-Free Workplace

POLICY:

It is the policy of the Orleans Parish Sheriff's Office to promote a drug and alcohol free workplace, and to ensure that appropriate penalties are administered to employees who violate the provisions of this policy.

PURPOSE:

To promote a safe and productive working environment.

PROCEDURE:

- A. The use of dangerous drugs or alcohol, or the abuse of prescription or over-the-counter medication while on duty will not be tolerated, and will result in disciplinary action as defined in 301.2 of the Orleans Parish Sheriff's Office Policy and Procedures Manual.
- B. Any employee convicted of the use, possession, manufacture, distribution, or sale of controlled dangerous substances will be subject to disciplinary action up to and including termination.
- C. A supervisor who suspects an employee is impaired by alcohol, prescription medications, over-the-counter medications, or controlled dangerous substances must implement disciplinary proceedings pursuant with departmental policies and may request that the employee submit to a voluntary drug and/or alcohol test as described in 301.2.
- D. Any employee who believes that he/she is impaired because of the use of an over-the-counter medication or a drug prescribed by a physician must immediately inform his/her immediate supervisor.
- E. It is the employee's responsibility to notify his/her supervisor if the employee is taking any medication which may adversely affect the employee's ability to perform the essential functions of his/her job.
- F. An employee who reports for duty under the influence of dangerous drugs (prescription, over-the-counter, and/or illicit substances) and/or alcohol will be subject to disciplinary action up to and including termination (refer to 301.2).
- G. Random drug testing shall occur periodically at the Sheriff's and/or Ranking Officer's discretion.
- H. Post-Accident Testing:

As soon as practicable following an accident in a departmental vehicle (any departmental vehicle including cars, trucks, buses, forklifts, golf carts, etc), the Department shall test each employee for alcohol, drugs and controlled substances whose performance could have contributed to the accident. An employee who fails



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.15

PAGE: 2 of 2

UPDATED: 08/23/2010

REVIEWED: 9/11/2009

CHAPTER: Human Resources

SUBJECT: Drug-Free Workplace

to remain readily available for testing may be deemed to have refused to submit to testing. However, an employee who leaves the scene of the accident may continue to be considered readily available for testing if:

1. The employee notifies the Department of his or her location.
2. The employee left the scene to obtain necessary medical care (for himself, herself, or others).
3. The employee left the scene to obtain assistance in responding to the accident.

Testing will be conducted at the OPSO Human Resources Division, Tulane Medical Center, or other hospital (if employee was transported for injuries sustained in the accident). The OPSO deputy assigned to investigate the accident (in most cases an investigator from the Special Operations Division) shall be responsible for transporting the employee involved in the accident to the OPSO Human Resources Division for drug/ alcohol testing unless the employee requires medical attention and is transported to an area hospital. In such cases, the test administrator will report to the hospital, to which the employee was transported for treatment, to conduct the test.



ORLEANS PARISH
SHERIFF'S OFFICE

INDEX#: 301.2

PAGE: 1 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

POLICY:

It is the policy of the Orleans Parish Sheriff's Office to have a procedure for discipline of employees.

All employees of the Orleans Parish Sheriff serve at the pleasure of the Sheriff and are considered at-will employees without a fixed term of employment and are subject to termination by the Sheriff with or without cause at any time at the Sheriff's discretion. No provisions contained in this policy, any employee manual or elsewhere, including but not limited to expiration dates on commissions or provisions regarding suspension, dismissal or other disciplinary action with respect to an employee, shall be construed in any manner to restrict, modify, or abrogate in any way the Sheriff's right to terminate any employee at will at any time with or without cause at the Sheriff's discretion. Nor should they be construed to constitute in any manner an entitlement to continued employment for any specific or fixed period of time or to establish any liberty interest in or contractual or property right to employment of any kind whatsoever, including but not limited to the right to be dismissed only for cause. The administrative procedures set forth in this policy are intended to aid in the efficient operation of the Sheriff's Office. These rules are not considered or intended to include all situations where disciplinary action may be required and are not considered or intended to limit the Sheriff's authority to discipline or discharge employees.

PURPOSE:

To ensure compliance with Office policies, procedures, rules and regulations while protecting the rights of employees.

PROCEDURE:

When a supervisor observes a violation of OPSO rules and regulations, it is his or her duty to take appropriate disciplinary action. When an incident is observed by a non-supervisory employee and reported to his/her immediate supervisor, the supervisor should first question the employee to establish foundation. If the supervisor observes or is informed of a potential violation, he/she should, after appropriate investigation, complete the INCIDENT/DISCIPLINARY REPORT. If necessary, the supervisor will take written statements from witnesses and/or the accused.

The supervisor is required to record the employee's employee number, present assignment, and a description of the incident. The supervisor will list the violations observed by or reported to him/her and provide a brief description of the incident. Any witnesses observing the violation should be listed.

Once the details of the incident are recorded, the supervisor must review this information and respond in one of the following ways:



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 2 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

1. UNFOUNDED (allegation is false)
2. EXONERATED (incident occurred but action did not constitute a violation)
3. NOT SUSTAINED (insufficient evidence to prove or disprove allegation)
4. REFERRED TO IAD or SOD (for further investigation)
5. SUSTAINED (allegation is supported by evidence)

The supervisor shall review the employee's disciplinary history. If the result of the supervisor's review is "SUSTAINED", the supervisor shall take one of the following actions:

1. Counseled
2. Reprimanded
3. Suspension recommended ___ days: refer to Disciplinary Board
4. No recommendation: refer to Disciplinary Board
5. Immediate Suspension: refer to Disciplinary Board

Immediate suspensions shall be issued if the employee's continued presence poses a threat to the safety, security, or welfare of the offenders, staff, visitors, or the Jail or for any reason the supervisor deems appropriate. The Chair of the Disciplinary Review Board should schedule a disciplinary hearing as soon as possible after an Immediate Suspension.

Supplemental to an immediate or recommended suspension, the supervisor may recommend termination, demotion, or arrest. If arrest is recommended, IAD or SOD should be summoned to the scene if possible or a copy of the report should be forwarded to IAD or SOD. If termination or demotion is recommended, the Disciplinary Board must review the case and make a recommendation to the Sheriff.

Once the supervisor chooses an action, he/she must print, sign, and date the INCIDENT/DISCIPLINARY REPORT.

The supervisor shall explain these options to the accused. The decision of the accused is recorded on the INCIDENT/DISCIPLINARY REPORT along with his/her signature. In situations where a Facility Commander observes a violation of an employee who is not under his/her direct supervision, the Facility Commander should carry out all regular disciplinary procedures described above, with the exception of an Immediate Suspension, in which case the employee's immediate supervisor should be consulted. If there is a disagreement between a Facility Commander and the employee's immediate supervisor regarding the necessity of an Immediate Suspension, the issue will be resolved by the Sheriff or his designee. In situations where a Facility Commander must write up an employee under another supervisor's command for "dereliction of duty", a statement should immediately be taken from his/her immediate supervisor.

Citizen's complaints against Orleans Parish Sheriff's Office employees will be investigated by the Warden of the facility or the Division Commander of the Division to which the employee is assigned. If the investigation cannot be handled by the Warden, it will be turned over to Internal Affairs Division (IAD). Any complaint involving physical injury or use of force shall be referred directly to Internal Affairs.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 3 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

DISCIPLINARY HEARINGS AND PENALTIES:

This directive establishes a procedure for a disciplinary hearing on a sustained complaint and for the administration of a penalty if an employee is found to be in violation.

DISCIPLINARY HEARINGS: General

1. There be no penalty or threat of penalty for a law enforcement officer to exercise his/her rights under Chapter 2531 of Title 40 of the Louisiana Revised Statutes of 1950, "Rights of Law Enforcement Officers While Under Investigation".
2. A disciplinary hearing shall be held on any sustained complaint. The hearing shall serve four (4) purposes:
 - a. to determine the validity of the investigation;
 - b. to recommend a disposition;
 - c. to allow the accused an opportunity to present mitigating circumstances; and
 - d. to recommend a penalty, if the investigation is validated.
3. The forums used to conduct a disciplinary hearing are the Warden/Commander's Hearing, the Chief's Hearing, the Chief's Committee, and the Sheriff's Hearing.

WARDEN/COMMANDER'S HEARING

1. With the approval of the Sheriff, a Warden/Commander may conduct a disciplinary hearing when:
 - a. the violation is administrative; and
 - b. the accused employee's classification is subordinate to the Warden's/Commander's classification; and
 - c. the Warden/Commander did not serve as investigator on the case being heard.

CHIEF'S HEARING

1. With the approval of the Sheriff, a Chief may hold a disciplinary hearing for any employee within his/her respective Department unless the Chief served as an investigator on the case being heard.

CHIEF'S COMMITTEE HEARING

1. The Sheriff may appoint a Chief's Committee, composed of the Office's Chiefs, to hear any case.
 - a. majority vote shall guide all of the committee's recommendations; and
 - b. only those committee members who voted to sustain a case, which was recommended to be sustained by majority vote, shall vote on the penalty recommendation in that case; and
 - c. the accused employee's Chief shall chair the Chief's Committee Hearing.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 4 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

SHERIFF'S HEARING

1. The Sheriff may hear any disciplinary case.

SELECTION AND SCHEDULING OF HEARING FORUM

1. Upon the Sheriff's final approval of a sustained investigation, the Sheriff, through the Commander of the Internal Affairs Division (I.A. D.), shall choose a forum for the disciplinary hearing.
2. If the Sheriff recommends a Warden's/Commander's Hearing or Chief's Hearing, I.A.D. shall notify the accused employee's Warden/Commander, who shall be responsible for scheduling the hearing within the time period specified by I.A.D., and the preparation and delivery of the Hearing Notification (Appendix A) and any required administrative subpoenas.
3. If the Sheriff recommends a Chief's Committee Hearing, I.A.D. shall forward the Investigative packet to the accused employee's Chief, who will schedule a hearing time, date, and place. The accused employee's Chief will ensure all administrative subpoenas are issued.
4. In any case investigated by I.A.D. personnel, the I.A.D. investigator shall be responsible for completing the information on page one of the Hearing Notification Form. The form shall be forwarded by I.A.D. to the hearing officer(s) along with the investigative case package.
5. If the Sheriff chooses a Warden's/Commander's Hearing, the accused employee shall have the option to request another forum. Upon receipt of the Hearing Notification Form, the accused shall submit a interoffice correspondence through his/her chain of command, to the Commander of the I.A.D., specifying the reason he/she objects to a Warden's/Commander's Hearing and his/her preference of forum. This request shall be delivered to and must be received by I.A.D. no later than four (4) working days prior to the hearing date. I.A.D. shall review the accused employee's request and shall present the request to the Sheriff for his consideration. I.A.D. shall notify the accused through his/her Chief of the final decision.
6. If the Sheriff recommends a Sheriff's Hearing, I.A.D. shall be responsible for scheduling the hearing, preparing the Hearing Notification Form, and any administrative subpoenas. I.A.D. shall deliver the Hearing Notification Form and administrative subpoenas to the accused employee's Warden/Commander for delivery to the accused.
7. The hearing shall be held prior to the date specified by I.A.D.. In the event that the hearing cannot be held by the specified date due to extenuating circumstances, the Hearing Officer shall notify I.A.D. through the chain of command, via an interoffice correspondence, of the reason for the delay and expected date of the hearing.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 5 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

HEARING NOTIFICATION AND APPEARANCE AT THE HEARING

1. The Hearing Notification Form shall be utilized to formally notify the accused employee of the following:
 - a. that a hearing will be conducted; and
 - b. the time, date, and location of the hearing; and
 - c. the identity of the hearing officer; and
 - d. the nature of the violation(s); and
 - e. a synopsis of the incident which was sustained by the investigator, addressing each violation.
2. The Hearing Notification shall be issued to and signed by the accused employee at least five (5) calendar days prior to the date of the hearing. The photocopy shall be maintained in the original case file. A photocopy is to be issued to the employee. Upon completion of the disciplinary hearing, the hearing officer shall forward to I.A.D., through the chain of command, the original Hearing Notification Form and any other hearing materials. I.A.D. shall maintain the Hearing Notification Form in the permanent case file.
3. The case investigator shall appear at the disciplinary hearing under administrative subpoena. The investigator shall be subpoenaed at least five (5) calendar days prior to the date of the hearing.
4. The Division, Section, or Unit level commander of the accused employee shall appear at any disciplinary hearing involving any subordinate under his/her command.
5. The Division, Section, or Unit level commander shall ensure that any subordinate who appears for a disciplinary hearing is, for payroll purposes, shall be carried "regular working" for the term of the hearing. The entry shall reflect the I.A.D. control number in the "Remarks" section.
6. An employee who fails to appear after being properly notified may be subject to disciplinary action.

CONDUCT OF HEARING

1. The hearing officer shall allow the accused employee to respond to any allegation against him/her, consider any mitigating or extenuating circumstance, and shall conduct the hearing according to the below guidelines.
 - a. **PRE-HEARING:**

The accused employee shall have the right to have legal counsel or other representative, or both, present at the disciplinary hearing in the capacity of an observer to the proceedings. The accused may request permission from the hearing officer to call other witnesses to testify on his/her behalf. Approval to call witness to testify is not automatic. The hearing officer must decide whether to allow witness testimony and may grant approval on a case-by-case basis.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 6 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

b. **OPENING:**

The hearing shall be audio taped. Standard size cassette tapes shall be utilized. The hearing officer shall state the time, date, place, and identity of all those present at the disciplinary hearing, and the type of hearing being conducted. The hearing officer shall, utilizing the Hearing Notification Form, read into the record the circumstances of the misconduct and the sustained violation(s) alleged to have been committed.

c. **BODY:**

The body of the hearing shall include an opportunity for the accused employee to respond to the allegations against him/her and may include questions from the hearing officer or designee.

d. **CONCLUSION:**

At the conclusion of the hearing, after due consideration, the hearing officer shall verbalize to the accused employee his recommended disposition and penalty on each allegation. The recommendation on each allegation shall be chosen from one of the following: "UNFOUNDED", "EXONERATED", "NOT SUSTAINED", "SUSTAINED", or "DUPLICATE". At the conclusion of the hearing, the hearing officer shall state the date and time the hearing is concluded.

HEARING DISPOSITION AND PENALTY RECOMMENDATION

1. If the hearing officer finds any allegation "SUSTAINED", the hearing officer shall recommend an appropriate penalty for each sustained violation in accordance with the guidelines set forth in Appendix "C" of this section.
2. The Chief or Sheriff's Disciplinary Committee may recommend any penalty including dismissal. A Warden's/Commander's Hearing may recommend any penalty up to a thirty (30) day suspension.
3. The hearing officer shall inform the accused employee of the recommended disposition and recommended penalty (if sustained) and also inform the accused that the Sheriff is the final authority in any disciplinary action, and that the recommended action is not official until the accused employee receives a disciplinary letter from the Sheriff.
4. If the hearing officer believes the investigation should be re-investigated because of omissions or errors, he/she may:
 - a. continue the conclusion of the hearing to another date; and
 - b. return the investigation to I.A.D., attaching a cover interoffice correspondence addressed to the Sheriff specifying the reason for the return and requesting a supplemental investigation.
5. A supplemental investigative report submitted as a result of the request for re-investigation by a hearing officer shall be identified as a "Supplemental Investigation". The original report shall not be altered.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 7 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

6. The hearing officer shall document the disposition and penalty recommendation on the Hearing Disposition Form, Appendix "B".
 - a. The hearing officer shall record a separate disposition for each violation.
 - b. If any additional violation has been recommended SUSTAINED by the hearing officer, a interoffice correspondence articulating how the additional violation occurred shall be attached, and made a page of, the Hearing Disposition Form.
 - c. The hearing officer shall record a separate penalty for each violation (and not a cumulative penalty for the case).
 - d. If the penalty is a suspension, the hearing officer shall indicate that the suspension time involves "working days" (example: ten working days).
 - e. Should the penalty include a fine, the hearing officer shall record in the "Remarks" section the exact amount of any monetary fine assessed, and how that amount was determined.
 - f. Should the penalty include a prohibition on working paid off-duty details, the hearing officer shall record the number of calendar days during which the employee is prohibited from working details.
 - g. Should the penalty include any other restriction, such as a loss of a "take-home" vehicle or other such privilege, the hearing officer shall record the number of days the property or privilege is restricted.
 - h. Should the penalty include any remedial or other training, the type of training, and the person responsible to coordinate and schedule the employee for the training shall be specified in the "Comments" section.
7. The Sheriff may approve, disapprove, or change any recommended disposition or penalty. Only the Sheriff has the authority to impose disciplinary action.

SUBMISSION OF HEARING PACKET

1. The hearing officer shall forward the original Hearing Notification Form, the original Hearing Disposition Form, the audio tape of the hearing, the investigative report, and any other related materials through the hearing officer's chain of command to I.A.D..
 - a. The accused employee's Warden/Commander shall have approval authority for the Warden's/Commander's Hearing recommended disposition and recommended penalty. Upon receipt of the hearing records, the Division Commander shall review the recommended disposition and penalty, approve the recommended disposition and penalty, or recommend a different disposition and/or penalty.
 - b. If the Division Commander recommends a different disposition and/or penalty, he/she shall explain, in detail in the "Comments" section of the Hearing Disposition Form or on a interoffice correspondence, why a new disposition and/or penalty is recommended.
 - c. Upon receipt of the Sheriff's decision regarding a penalty, I.A.D. shall prepare a disciplinary letter. The disciplinary letter shall include the following:
 - a. a statement citing the reason for the disciplinary action;
 - b. the effective week of the action, or date of dismissal;
 - c. a statement of the status of fringe and retirement benefits after dismissal;



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 8 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

- d. a statement as to what documentation shall be retained in the employee's personnel file relative to discipline and/or dismissal.
2. I.A.D. shall notify the accused employee's Division Commander when the disciplinary letter is ready to be issued to the employee. I.A.D. shall establish a time limit for the employee to appear at the I.A.D. office to receive his/her letter. The Division Commander shall establish sufficient procedures to ensure that the employee is instructed to appear at the I.A.D. office to receive his/her disciplinary letter and sign a receipt. The Division Commander shall ensure I.A.D. is notified in writing if an employee is unable to appear for his/her disciplinary letter within the specified time frame.
3. When there is no Division Commander in the accused employee's chain of command, the Sheriff may assign the appropriate supervisor to assume the responsibilities of the Division Commander.

RESPONSIBILITIES: INTERNAL AFFAIRS DIVISION (I.A.D.)

1. I.A.D. shall review all investigative reports submitted in disciplinary matters.
2. I.A.D. shall forward a copy of the investigative case file, along with the accused employee's disciplinary record, to the designated hearing officer for consideration in the penalty phase of the hearing.
3. The Commander of I.A.D. shall coordinate all forms of Disciplinary Hearings, and assign an employee from I.A.D. to attend all Disciplinary Hearings, except Warden's/Commander's Hearings.
4. I.A.D. shall maintain a record of every disciplinary hearing and shall be responsible for the audio taping of the hearing. Warden's/Commander's Hearings shall be audio recorded by the hearing officer. The audio tape shall be forwarded to I.A.D. for filing. I.A.D. shall maintain, for ten (10) years, the files of all disciplinary hearings.
5. I.A.D. shall review each recommended disposition and penalty resulting from a disciplinary hearing to ensure the disposition is appropriate and the recommended penalty is in compliance with the established penalty schedule. I.A.D. shall be responsible for forwarding final recommendations to the Sheriff for approval.
6. I.A.D. shall prepare the disciplinary letter from the Sheriff which finalizes the disposition of the complaint and the penalty. The accused employee shall then be notified through the office of his/her Division Commander to appear at the I.A.D. office to receive and sign a receipt for his/her disciplinary letter.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 9 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

7. I.A.D. shall record the disposition of investigations in the I.A.D. files and make the appropriate files available for viewing by the accused employee, as specified by the mandates of the Rights of Law Enforcement Officers While Under Investigation (in accordance with LA R.S. 40:2533) and the Public Records Law.
8. I.A.D. shall inform the complainant in writing of the final disposition of the complaint which he/she initiated.
9. I.A.D. shall monitor the departmental disciplinary process and recommend revisions to the Sheriff.

INSTRUCTIONS FOR COMPLETION OF HEARING NOTIFICATION FORM

1. **Type of Hearing:** Place a check (√) in the appropriate block to designate the type of hearing.
2. **Date:** Record the date the Hearing Notification Form is completed.
3. **I.A.D. Control Number:** Record the I.A.D. control number for the case being scheduled for hearing.
4. **To:** Record the rank, name, SSN, and assignment of the accused employee for whom the hearing is being scheduled.
5. **From:** Record the rank and name of the person who will conduct the hearing.
6. **Synopsis Paragraph:** Record the rank, name, and assignment of the accused employee; the date and time of the incident; the location of the incident; and a brief, concise synopsis of the incident, specifying each act or behavior by the employee which constituted a sustained violation as documented in the recommendations section of the investigative report.
7. **Listing of Violations:** List each rule violation recommended as sustained in the recommendations section of the investigative report. *Cite each Departmental Rule allegedly violated by both number and nomenclature. After each Rule, make reference to the particular departmental regulation, order, or procedure.*
8. **Instructions for Appearance:** Record the date/time of the hearing, the location the hearing will be held, and the name/assignment of the person who will conduct the hearing.

INSTRUCTIONS FOR COMPLETION OF THE HEARING DISPOSITION FORM

1. **Type of Hearing:** Place a check (√) in the appropriate block to designate the type of hearing.
2. **Date:** Record the date the Hearing Disposition Form is completed.
3. **I.A.D. Control Number:** Record the I.A.D. control number for the case heard.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

PAGE: 10 of 10

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

4. **From:** Record the rank and name of the person who conducted the hearing.
5. **Opening Paragraph:** Record the date the disciplinary hearing was held, and the rank/name/SSN/assignment of the accused employee.
6. **Violation Name and Recommended Disposition:** List each Rule violation recommended as sustained in the recommendations section of the investigative report. *Cite each Departmental Rule allegedly violated by both number and nomenclature. After each Rule, make reference to the particular departmental regulation, order, or procedure.* Next to each cited rule, state the recommended disposition of the rule.
7. **Violation Name and Recommended Penalty:** List each rule violation recommended as sustained by the hearing officer. Next to each cited sustained rule, stated recommended penalty per violation.
8. **Comments:** Record any appropriate comments relative to the disposition or penalty.
9. **Signature(s) of Hearing Officer(s):** All persons who conducted the hearing shall place their signature and the date signed.
10. **Concur/Do Not Concur (Division Commander):** To be signed and dated by the Division Commander of the accused employee.

PENALTY SCHEDULE (SEE APPENDIX C)



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

APPENDIX A—Page 1/2

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

DISCIPLINARY HEARING NOTIFICATION

- SHERIFF
 DIVISION COMMANDER
 WARDEN'S/COMMANDER'S COMMITTEE
 CHIEF

DATE: _____

I.A.D. CONTROL #: _____

TO: <Rank/Name/SSN/Assignment>

FROM: <Rank and Name of Hearing Officer>

An investigation conducted by <Rank/Name/Assignment> has revealed that on or about <Date/Time> while at <Location> you allegedly <Synopsis of Incident>:

Such conduct is a violation of:

Rule #, Para.# (number of regulation/order/law)	Rule Name



ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.2	APPENDIX A—Page 2/2
	UPDATED: 9/23/2009	REVIEWED: 8/28/2009
CHAPTER: Human Resources		
SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties		

I.A.D. CONTROL #: _____

You are hereby instructed to appear in the uniform of the day, or coat and tie or appropriate dress for female employees, UNARMED, on **<Date/Time>** at **<Location>** for a Disciplinary Hearing before **<Name of Hearing Officer/Assignment>**. At that time you will be afforded an opportunity to present any mitigating circumstance, justification, or explanation you may have to offer. You may also have legal counsel or other representative, or both, present at the disciplinary hearing in the capacity of an observer to the proceedings.

Signature of Hearing Officer: _____ Date: _____

Signature of Employee: _____ Date: _____

INSTRUCTIONS: Appendix "A" shall be completed by the Hearing Officer or designee. It shall be used to formally notify the accused employee, (1) that a disciplinary hearing will be conducted; (2) the date, time, and location of the hearing; (3) the identity of the Hearing Officer; (4) the nature of the violation(s); and (5) a synopsis of the incident upon which the allegation(s) was based.

APPENDIX "A" SHALL BE ISSUED TO AND SIGNED FOR BY THE ACCUSED EMPLOYEE AT LEAST FIVE (5) CALENDAR DAYS PRIOR TO THE DATE OF THE HEARING.

ORIGINAL: Employee
PHOTOCOPY: I.A.D. Investigative Report File



ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.2	APPENDIX B—Page 1/2
	UPDATED: 9/23/2009	REVIEWED: 8/28/2009
CHAPTER: Human Resources		
SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties		

DISCIPLINARY HEARING DISPOSITION

- SHERIFF
 DIVISION COMMANDER
 WARDEN'S/COMMANDER'S COMMITTEE
 CHIEF

DATE: _____
 I.A.D. CONTROL #: _____

TO: Marlin N. Gusman, Sheriff

FROM: <Name of Hearing Officer and Assignment>

On **<Date>**, a Disciplinary Hearing was held on the above referenced I.A.D. case. As the Hearing Officer, I reviewed the charge(s) against **<Rank/Name/SSN/Assignment>**.

After consideration of the evidence presented, it is my opinion that the charge(s) should be classified as follows:

Check (✓) if **additional** sustained violation (s) (ASV)

<u>RULE NUMBER & NAME</u>	ASV	<u>DISPOSITION</u>
1. _____	<input type="checkbox"/>	_____
2. _____	<input type="checkbox"/>	_____
3. _____	<input type="checkbox"/>	_____
4. _____	<input type="checkbox"/>	_____
5. _____	<input type="checkbox"/>	_____
6. _____	<input type="checkbox"/>	_____

As a result, it is my/our recommendation that **<accused employee's name>** should:

(Check (✓) One):
 not to be disciplined
 to be disciplined
as follows:

<u>RULE NUMBER & NAME</u>	<u>PENALTY</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

COMMENTS (optional):



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

APPENDIX B—Page 2/2

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

***IF AN ADDITIONAL SUSTAINED VIOLATION(S) IS RECOMMENDED, A INTEROFFICE COORE-SPONDENCE ARTICULATING HOW THE ADDITIONAL VIOLATION(S) WAS DETERMINED SHALL BE ATTACHED, AND MADE A PAGE OF THIS FORM.**

SIGNATURE(S) OF HEARING OFFICER(S) _____ DATE: _____

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

CONCUR/DO NOT CONCUR

_____ Date: _____

Signature of Division Commander

COMMENTS:

CONCUR/DO NOT CONCUR

_____ Date: _____

Marlin N. Gusman, Sheriff

COMMENTS:

INSTRUCTIONS: The Hearing Officer shall be responsible for forwarding to I.A.D., via appropriate chain of command, both the *original* Hearing Notification Form and the *original* Hearing Disposition Form, along with the entire investigative report.

Original: I.A.D. Investigative Report File



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

APPENDIX C—Page 1/2

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

PENALTY SCHEDULE

1. This Penalty Schedule is intended as a guide to be used by management in determining the appropriate discipline to impose by type of violation committed.
2. In determining disciplinary action, it is recognized that a similar penalty should be imposed for a similar violation. However, equal treatment does not necessitate that a penalty be exactly the same. The following, non-inclusive factors, if applicable to the case, should be considered, especially when considering a more severe disciplinary action, such as a lengthy suspension and/or demotion:
 - a. the nature and seriousness of the violation and its relationship to the employee's duties and responsibilities;
 - b. whether the violation was intentional, technical, inadvertent, or committed for personal gain;
 - c. whether the employee is in supervisory or leadership role;
 - d. the employee's past disciplinary and work record;
 - e. the effect of the violation upon management's confidence in the employee's future job performance;
 - f. the consistency of the penalty with those imposed upon other employees for a similar offense and with this penalty schedule.
3. A demotion, fine, loss of paid detail privilege, take-home car privilege, or other privilege is an option as a substitution for or in addition to any other penalty.
4. Any penalty recommendation is subject to final approval by the Sheriff.
5. **FIRST OFFENSE:** The SUSTAINED violation of any Rule(s) within a twelve (12) month period from the date of the occurrence of the current violation.

SECOND OFFENSE: The second SUSTAINED violation of the same Rule(s) within a twenty-four (24) month period from the date of occurrence of the current violation.

THIRD OFFENSE: The third SUSTAINED violation of the same Rule(s) within a thirty-six (36) month period from the date of occurrence of the current violation. The penalty shall also apply to fourth or subsequent violations in a thirty-six (36) month period.

6. **CATEGORIES OF SERIOUSNESS:**

Category 1 (Minor)

- A. Does not affect the rights or liberties of another;
- B. Involves only an administrative investigation or violation; and/or
- C. Does not affect job performance.

Category 2 (Moderate)

- A. May affect the rights or liberties of another;
- B. Involves only an administrative investigation or violation; and/or
- C. May affect job performance.



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.2

APPENDIX C—Page 2/2

UPDATED: 9/23/2009

REVIEWED: 8/28/2009

CHAPTER: Human Resources

SUBJECT: Employee Disciplinary Rules & Procedures/Disciplinary Hearings and Penalties

Category 3 (Major):

- A. May affect the rights or liberties of another;
- B. May affect job performance; and/or
- C. Involves a serious administrative or criminal violation.

7. Legend:

CAT: Category

R: Reprimand

D: Dismissal

Numbers: Number of suspension days (working days)



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.6

PAGE: 1 of 2

UPDATED: 11/06/2009

REVIEWED: 9/11/2009

CHAPTER: Human Resources

SUBJECT: Employee Qualifications and Screening

POLICY:

The Orleans Parish Sheriff's Office shall establish qualifications for each position appropriate to the tasks required and establish hiring procedures to ensure that all employees meet those qualifications.

PURPOSE:

To ensure that all employees have the skills necessary to perform their functions.

PROCEDURE:

Potential applicants for employment shall undergo the following pre-employment procedures:

1. Application: Applicants shall complete an employment application in full. There are two methods to obtain and complete the employment application. First, an applicant can come to the Human resources Division and complete the application on a computer terminal designated for this purpose. Second, an applicant may download the application from the OPSO website, complete it, and then mail it to the Human Resources Division.
2. Application Screening: The applicant investigator will screen all applications for any gaps in employment dates and then check all references and prior employment histories.
3. Background Check: The applicant investigator will coordinate with the OPSO Communications Division to have all applicants run through various criminal history databases (i.e., MOTIONS, ARMS, ICJIS, etc.) to check for prior felony convictions, extensive arrest histories, and warrants.
4. Written Test: Potential candidates will be asked to report to the Human Resources Division and take two computerized tests: Reading Comprehension and Self Assessment.
5. Psychological Test: This test is administered by a contract firm. This test is given to the applicant to ensure that the applicant is psychologically fit for employment with the OP-CSO.
6. Final Interview: The applicant will be asked to report to the Human Resources Division for a final interview with the Director of Human Resources.
7. Offer of Employment: If the applicant meets the requirements in the final interview with the HR Director, the applicant will sign an offer of employment sheet explaining his/her duties, including hours of employment, compensation rate, and benefits.
8. New Employee Processing: The steps in this process are as follows:
 - Completion of employment paperwork.
 - Fingerprinting.
 - Pre-employment drug test.
 - Uniform requirements.
 - Creating employee ID.
 - Payroll processing.
 - Benefits processing.
 - HR Orientation (This will be conducted by the Director of Human Resources and will consist of an explanation of policies and procedures, leave requirements, uniform requirements, and an explanation of all items in the Employee Handbook).



**ORLEANS PARISH
SHERIFF'S OFFICE**

INDEX#: 301.6

PAGE: 2 of 2

UPDATED: 11/06/2009

REVIEWED: 9/11/2009

CHAPTER: Human Resources

SUBJECT: Employee Qualifications and Screening

- The new employee will then report to the Human Resources Division at 07:00 hours on his/her first day of Orientation. All new employees are taken to the Sidney Zaffuto Training Facility by a member of the Human Resources Division.

Rule #	Title	Cat.	1 st Offense	2 nd Offense	3 rd Offense
RULE 200 MORAL CONDUCT					
201	ADHERENCE TO LAW Employees shall act in accordance with the constitutions, statutes, ordinances, administrative regulations, and the official interpretations thereof, of the United States, the State of Louisiana, and the City of New Orleans, but when in another jurisdiction shall obey the applicable laws. Neither ignorance of the law, its interpretations, nor failure to be physically arrested and charged, shall be regarded as a valid defense against the requirements of this rule. Convictions for any of the following offenses may result in a recommendation for termination by the disciplinary board.				
	<u>TRAFFIC</u> ON DUTY/OFF DUTY (OPSO VEHICLE)	1 2 3	R-5 1-10 1-20	1-10 1-20 1-D	10-D 10-D 10-D
	ON DUTY/OFF DUTY (PRIVATE VEHICLE)	1 2 3	R-5 1-10 1-20	1-10 1-20 1-D	10-D 10-D 10-D
	<u>DWI</u> ON DUTY (OPSO VEHICLE) OFF DUTY (OPSO VEHICLE) ON DUTY (PRIVATE VEHICLE) OFF DUTY (PRIVATE VEHICLE)		D 60-D 30-D R-30	 90-D D 30-D	 D D D
	<u>MUNICIPAL</u> ON DUTY		5-D	10-D	D
	OFF DUTY COLOR OF LAW PERSONAL		5-D R-D	10-D 5-D	D 30-D
	<u>STATE MISDEMEANOR</u> ON DUTY		30-D	60-D	D
	OFF DUTY COLOR OF LAW PERSONAL		30-D 10-D	60-D 30-D	D D
	<u>STATE FELONY</u> ON DUTY/OFF DUTY		D		
	<u>FEDERAL MISDEMEANOR</u> ON DUTY/OFF DUTY		30-D	60-D	D
	<u>FEDERAL FELONY</u> ON DUTY/OFF DUTY		D		
202	COURTESY Employees shall be courteous, civil, and respectful in their conduct toward all persons. The use of profane, vulgar or discourteous gestures or language to or in the presence of any citizen is prohibited. The use of profane, vulgar or discourteous gestures or language, either verbal or written, by one employee to another employee is prohibited.				
	ON DUTY/OFF DUTY – COLOR OF LAW		R-10	10-30	30-D

203	TRUTHFULNESS A member of the Orleans Parish Sheriff's Office shall be truthful in his/her conduct towards all persons.				
	ON DUTY/OFF DUTY	1	3-10	10-D	60-D
		2	10-D	30-D	90-D
		3	30-D	60-D	D
204	DISCRIMINATION Employees shall not discriminate against or show partiality to any person because of racial, ethnic, religious, political, sexual, or personal prejudice.				
	ON DUTY/OFF DUTY – COLOR OF LAW	1	R-10	10-30	30-D
		2	10-30	30-D	60-D
		3	30-D	60-D	D
205	INTIMIDATION An employee shall not use or direct unjustifiable verbal abuse, threats, or intimidation against any person.				
	ON DUTY/OFF DUTY – COLOR OF LAW	1	R-10	10-30	30-D
206	UNAUTHORIZED FORCE/PHYSICAL INTIMIDATION Employees shall not use or direct unjustifiable physical abuse, violence, force, or intimidation against any person.				
	ON DUTY/OFF DUTY – COLOR OF LAW	1	R-15	10-30	30-D
		2	10-30	30-D	60-D
		3	30-D	60-D	D
207	COURAGE An employee shall act with courage and confidence and shall not fail to perform any duty because of the danger involved, but shall, however, exercise due care for the safety of his/her person and that of others, and the security of property commensurate with the circumstances.				
	ON DUTY/OFF DUTY – COLOR OF LAW		3-10	10-D	D
208	MORAL CONDUCT A member of the Orleans Parish Sheriff's Office shall not indulge in lewd, obscene or immoral conduct.				
	ON DUTY/OFF DUTY – COLOR OF LAW	1	3-10	10-D	60-D
		2	10-D	30-D	90-D
		3	30-D	60-D	D
209	INDEBTEDNESS A member of the Orleans Parish Sheriff's Office shall not neglect or refuse to timely and honourably discharge indebtedness and just liabilities.				
	ON DUTY/OFF DUTY		R-5	1-10	10-D
210	PROHIBITED DISCUSSIONS A member of the Orleans Parish Sheriff's Office shall not discuss religion, politics, racial or ethnic problems, or the marital/relationship situation of another member, while on duty or in an official capacity.				
	ON DUTY		R-5	1-10	10-D
RULE 300 - PROFESSIONAL CONDUCT					
301	PROFESSIONALISM Employees shall conduct themselves in a professional manner with the utmost concern for the dignity of the individual with whom they are interacting while on duty and off duty. Employees shall not unnecessarily inconvenience or demean any individual or otherwise act in a manner which brings discredit to the employee or the Sheriff's Office.				
	ON DUTY		R-10	3-30	30-D
	OFF DUTY				
	UNDER COLOR OF LAW		R-10	3-30	30-D
	PERSONAL		R-5	3-30	30-D
302	ABUSE OF POSITION Members shall not use their position, official identification cards or badges for personal or				

	financial gain, for obtaining privileges, or for avoiding consequences of illegal acts. Employees shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Sheriff.				
	ON DUTY/OFF DUTY	1	R-30	10-60	60-D
		2	10-D	30-D	90-D
		3	30-D	60-D	D
303	NEATNESS AND ATTIRE Employees shall, except under circumstances which are duty related, be neat and clean in person and dress, and shall be attired and equipped according to Office Procedures or instructions from a supervisor. Hair and moustaches shall be trimmed according to Departmental Policies and Procedures.				
	ON DUTY		R-3	3-10	10-D
304	ACCEPTING, GIVING ANYTHING OF VALUE Members in official capacity as employee(s) of the Orleans Sheriff's Office, shall not solicit or accept from <u>any</u> person(s), business(es), or organizations(s) any gift, donation, goods, money, property (tangible, intangible, real or personal), loan, promise, service, or entertainment for the benefit of the employee(s) or the Department without the expressed <u>written</u> approval of the Sheriff. Requests for such approval shall be forwarded to the Sheriff through the employee's chain of command using Interoffice Correspondence. Under no circumstances shall a gift, donation, goods, money, property (tangible, intangible, real or personal), loan, promise, service, or entertainment be solicited or accepted by the Office or its members if it may reasonably be inferred that the person, business, or organization: a. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty, or b. Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.				
	ON DUTY/OFF DUTY		5-20	15-45	45-D
305	REFERRALS Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of an ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established Office procedures.				
	ON DUTY/OFF DUTY – COLOR OF LAW	1	R-60	30-D	60-D
		2	30-D	60-D	D
		3	60-D	90-D	D
306	COMMERCIAL ENDORSEMENT Employees shall not permit or authorize the use of their names, photographs, or official titles which identify them as employees, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Sheriff.				
	ON DUTY/OFF DUTY		R-20	15-60	60-D
307	USE OF DRUGS/SUBSTANCE ABUSE TESTING OPSO employees shall not take any of the narcotic drugs defined under Title 40 of the Louisiana Revised Statutes, unless prescribed for them by a licensed medical practitioner. Employees are prohibited from reporting to duty under the influence of any drug, medication (prescription and/or non-prescription) or other substance which would impair their normal sensory and/or motor body functions.				
	ON DUTY/OFF DUTY		D		
308	USE OF ALCOHOL – ON DUTY Members shall not drink intoxicating beverages while on duty except in the performance of duty while conducting an official investigation and while acting under proper and specific orders from a superior officer. Members shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.				

	ON DUTY	1	3-30	30-D	D
		2	30-D	60-D	D
		3	60-D	D	
309	USE OF ALCOHOL / OFF DUTY Employees while off-duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, obnoxious or offensive behavior which would discredit them, the Department, or render the employees unfit to report for their next regular tour of duty. Commissioned employees of the Orleans Parish Sheriff's Office shall refrain from carrying a firearm while consuming alcohol or while under its influence.				
	OFF DUTY	1	R-10	5-30	30-D
		2	5-30	30-D	60-D
		3	30-D	60-D	D
310	ALCOHOL INFLUENCE TEST Any employee in violation of the rules pertaining to the use of alcohol on-duty and off-duty shall submit to an alcohol influence test, as ordered by a supervisor. Under orders from the Sheriff, or the Sheriff's designee, an employee shall submit to other appropriate tests, such as saliva, and/or blood test, and/or breathalyzer test.				
	ON DUTY		90-D	D	
	OFF DUTY		30-D	90-D	D
311	USE OF TOBACCO Members, when in uniform, may use tobacco as long as they are not in formation for inspection, they do not have to leave their assignment or post for the sole purpose of doing so, or they are not engaged in traffic direction and control. When employees are in direct contact with the public, they shall first obtain permission to use tobacco from the public with whom they are in direct contact. Tobacco may only be used where permitted by law. OPSO facilities have designated areas for the use of tobacco as stipulated in Departmental Policies and Procedures.				
	ON DUTY		R-5	3-20	20-D
312	SEEKING THE RELEASE OF PRISONERS A member of the Orleans Parish Sheriff's Office shall not participate in any way in the securing of the release or discharge from custody of any arrested person by any illegal and/or unethical means. This prohibition includes becoming surety for, or soliciting the release or discharge of an arrested person, but is inapplicable in those cases where such release or discharge occurs as a result of the performance of duty.				
	ON DUTY/OFF DUTY		R-30	10-60	60-D
313	COMPROMISES BETWEEN PARTIES A member of the Orleans Parish Sheriff's Office shall neither participate in nor suggest a compromise between persons where one of those persons has an interest in or has suffered damage or jeopardy as a result of a matter or incident presently under investigation.				
	ON DUTY/OFF DUTY		R-30	10-60	60-D
314	OBLIGATION IN GENERAL A member of the Orleans Parish Sheriff's Office shall be familiar with all Directives, Rules, and Regulations issued by the Sheriff, penal laws affecting the operation of the Parish Prison and endeavour to prevent the violation thereof and act in accordance with the provisions of this Rule and instructions from proper authority.				
	ON DUTY		R-30	10-60	60-D
315	COOPERATION A member of the Orleans Parish Sheriff's Office shall promptly cooperate with other members in the performance of their duty, and with all persons in carrying out the provisions of this Rule and all other Departmental Rules and Regulations.				
	ON DUTY		R-30	10-30	30-D
RULE 400 - PERFORMANCE OF DUTY					
401	REPORTING FOR DUTY A member shall promptly report for duty at the time and place required by assignment or orders, but in the event of inability to perform or to begin punctually, he/she shall notify his/her warden/commanding officer or a member of his/her unit authorized to receive such information				

	before the designated time for commencement.				
	ON DUTY		1-10	10-30	30-D
402	INSTRUCTIONS FROM AUTHORITATIVE SOURCE An employee shall professionally, promptly, and fully abide by or execute instructions issued from any authoritative source. If the instructions are reasonably believed to be in conflict with the Rules and Procedures of the Department or other issued instructions, this fact shall respectfully be made known to the issuing authority. If the issuing authority elects to insist upon execution of the instructions which are reasonably believed to be in conflict with Department Rules and Procedures, then the member receiving the instructions shall have the right to request and is entitled to receive, IMMEDIATELY , said instructions in writing, except in cases of emergency as determined by the supervisor. The issuing authority shall be held responsible should any conflict materialize; however, no instructions shall be issued or executed which are in violation of the law.				
	ON DUTY/OFF DUTY	1 2 3	R-3 3-10 10-D	1-10 10-D 60-D	10-D 30-D D
403	DEVOTING ENTIRE TIME TO DUTY Members shall not read, play games, watch television or movies, or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.				
	ON DUTY	1 2 3	R-3 3-10 10-D	3-10 10-D 30-D	10-D 20-D D
404A	NEGLECT OF DUTY <u>GENERAL</u> Each member, because of his grade and assignment, is required to perform certain duties and assume certain responsibilities. A member's failure to properly function in either or both of these areas constitutes a neglect of duty.				
	ON DUTY/OFF DUTY – COLOR OF LAW	1 2 3	R-5 3-15 15-D	3-15 15-D 60-D	30-D 60-D D
404B	<u>SUPERVISORY RESPONSIBILITY</u> A member with supervisory responsibility shall be in neglect of duty whenever he fails to properly supervise subordinates, or when his actions in matters relating to discipline fails to conform with the dictates of Departmental Rules and Regulations. No superior officer has the right or authority to excuse a member from the performance of duty imposed by law.				
	ON DUTY/OFF DUTY – COLOR OF LAW		R-30	30-D	D
404C	<u>ENUMERATED ACTS/OMISSIONS</u> The following acts or omissions to act, although not exhaustive, are considered neglect of duty: 1. Failing to take appropriate and necessary law enforcement action; 2. Failing to respond to all assignments promptly and failing to report dispositions of assignments to the supervisor immediately upon completion; 3. Failing to advise the supervisor on each occasion of his absence from the assigned post and the reason therefore; and failing to report his return to his assigned post; 4. Failing to make a written report when such is indicated; 5. Unauthorized sleeping on duty; 6. Failing to comply with instructions, oral or written, from any authoritative source; 7. Failing to take necessary actions so as to insure that a prisoner shall not escape as a result of carelessness or neglect; 8. Failing to thoroughly search for, collect, preserve, and identify evidence in an arrest or investigative situation; 9. Failing to insure that the health, welfare, and property of a prisoner is properly maintained				

	<p>while in individual custody;</p> <p>10. Failing to properly care for vehicles and other equipment used wherein damage results from carelessness or neglect;</p> <p>11. Failing to take appropriate action as to illegal activity, including violations of inmate rules and regulations, and/or make a written report of the same to superior officer;</p> <p>12. Failing to keep his commanding officer informed of his activities while on duty. This will usually be accomplished through the submission of daily reports. However, a supervisor has wide discretion as to the manner in which he has subordinates report on their activities and may only require verbal reports. A member shall immediately communicate to his supervisor information or special knowledge he may learn or develop while on duty or as a result of his position as a member of the Orleans Parish Sheriff's Office. If the information or special knowledge is regarded as having questionable significance, the member will advise his supervisor who will then decide whether such information or special knowledge shall be brought to the attention of the Sheriff, Chief Deputy or the Warden;</p> <p>13. A member of the Orleans Parish Sheriff's Office who is temporarily assigned to perform the duties of another member shall have the authority and the responsibilities of the other member, but shall not vary any instructions issued by that other member unless required by circumstances.</p>				
	ON DUTY/OFF DUTY – COLOR OF LAW	1 2 3	R-5 3-15 15-D	3-15 15-D 60-D	30-D 60-D D
405	CEASING TO PERFORM BEFORE END OF TOUR OF DUTY A member of the Orleans Parish Sheriff's Office shall not cease to perform before the end of his period of duty without prior approval of his commanding officer.				
	ON DUTY		R-20	30-D	60-D
406	LEAVING ASSIGNED AREA Members shall remain within the boundaries of their assignment except when specifically authorized by their supervisor.				
	ON DUTY		R-10	5-30	30-D
407	HOURS OF DUTY Members of the Office shall have, as scheduled, regular hours assigned to them for active duty each day, and when not on active duty, shall be considered <u>OFF-DUTY</u> . The fact that members may be technically <u>OFF-DUTY</u> shall not relieve them from the responsibility of taking the required police action on any <u>SERIOUS</u> police matter (where life is in jeopardy) coming to their attention at any time. During <u>OFF-DUTY</u> hours a member shall carry his official ID card and may carry his authorized weapon, except when engaged in athletic activities or consuming alcohol. Employees shall be subject to a call for duty by order of a superior officer at any time.				
	ON DUTY/OFF DUTY		R-30	10-45	45-D
408	SAFEKEEPING OF VALUABLES BY SHERIFF'S OFFICE Members of the Office shall not accept valuables for safekeeping from individuals who merely desire to check them in for that purpose. This does not apply to valuables that have been received as evidence or property in connection with an investigation, or property which is found and turned over to the Sheriff's Office by arrestees.				
	ON DUTY/OFF DUTY		R-3	3-10	30-D
409	ESCORT FOR VALUABLES OR MONEY Members of the Office on duty shall not furnish escort services for transporting of money or valuables unless authorized by a Supervisor or as part of an authorized/approved paid detail.				
	ON DUTY/OFF DUTY – PAID DETAIL		R-3	3-10	60-D
410	REPORTING CHANGES IN ONE'S PERSONAL STATUS A member of the Orleans Parish Sheriff's Office shall immediately report to his commanding officer and the Human Resources Division any change in address, telephone number or marital or dependency status.				
	ON DUTY		R-3	3-10	10-D
RULE 500 – RESTRICTED ACTIVITIES					

501	SICK LEAVE, WORKER'S COMPENSATION, AND INJURY REPORTING Members of the Orleans Parish Sheriff's Office shall abide by all rules, directives, and regulations pertaining to sick leave, worker's compensation, and injury reporting as stipulated in the OPSO Policy and Procedures Manual.		R-30	30-D	60-D
	ON DUTY/OFF DUTY				
502	ASSOCIATIONS Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of family relationships of members.		5-30	30-D	60-D
	ON DUTY/OFF DUTY				
503	VISITING PROHIBITED ESTABLISHMENTS Employees shall not knowingly visit, enter or frequent a house of prostitution or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.		R-30	30-D	60-D
	ON DUTY/OFF DUTY				
504	SUBVERSIVE ACTIVITIES An employee shall not commit, attempt to commit, or aid in the commission or advocate, abet, advise, or teach by any means any person to commit, attempt to commit, or aid in the commission of any act intended to overthrow, destroy, or assist in the overthrow or destruction of the constitutional form of the government of the United States, any State, or any political subdivision thereof, by revolution, force, violence, or other unlawful means. An employee shall not be allied with any group of persons whose individual or collective actions or purpose of action is prohibited by this rule, except in the performance of duty as directed by the Sheriff.		30-D	60-D	D
	ON DUTY/OFF DUTY				
505	LABOR ACTIVITY A .Employees shall have the right to join labor organizations, but nothing shall compel the Office to recognize or to engage in collective bargaining with any such labor organizations except as provided by law. B. Employees shall not engage in any strike or other concerted effort to adversely affect Office productivity. "Strike" includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.		R-30	30-D	60-D
	ON DUTY/OFF DUTY				
506	ACTING IN CIVIL MATTERS Employees shall not give legal advice or express a legal opinion in civil matters beyond that which is necessary to prevent a breach of the peace or violation of law, but shall instead suggest that inquirer seek such information from another source of the inquirer's choosing.		R-10	10-30	30-D
	ON DUTY/OFF DUTY				
507	ACTING IMPARTIALLY Employees shall take no action in a matter normally within the scope of their duties to which they are an interested or involved party, or make arrests in controversies arising between their relatives; nor make any arrests in their own quarrels, or between themselves and their relatives, friends and/or neighbors, except to prevent injury to another, or when a felony has been committed. Such circumstances shall be called to the attention of a supervisor who shall take the required action. Employees may detain any offender until intervention of proper authority. Commissioned deputies of the Orleans Parish Sheriff's Office shall only affect arrests within the jurisdiction of Orleans Parish.		R-30	30-D	60-D
	ON DUTY/OFF DUTY				
508	CIVIL SUITS BY MEMBER Employees involved in civil litigation as a consequence of the proper execution of their duties				

	shall notify the Sheriff via an Office Interoffice Correspondence. The member shall attach all documents pertaining to the civil suit to the correspondence and hand delivers this packet to the office of the Sheriff. Employees shall also notify the Sheriff in writing as to the existence of civil suits or actions where the member is involved as a plaintiff, defendant, or witness arising out of the performance of his duty, or his role as a deputy. When appearing as a plaintiff, defendant, or witness in any civil litigation, the member shall not be attired in his Office uniform, except when the employee is appearing as a representative of the Orleans Parish Sheriff's Office.				
	ON DUTY/OFF DUTY		R-10	3-30	30-D
509	CRIMINAL PROCEEDING AGAINST MEMBER An employee shall immediately report in writing to the Sheriff all information concerning any arrest or court action instituted against him/her in any criminal case. When required to testify in any court action instituted against him/her in any criminal case, the member shall not appear attired in his Office uniform. This article shall not be interpreted so as to apply to criminal proceedings arising out of the performance of the member's duty.				
	ON DUTY/OFF DUTY		R-30	30-D	60-D
510	TESTIFYING ON BEHALF OF DEFENDANTS (Criminal or Civil Proceedings) Employees of the Office, when testifying on behalf of any defendant(s) in any criminal case, civil proceeding, or civil administration hearing (i.e., including but not limited to: liquor license revocation, driver's license revocation), where the State of Louisiana, City of New Orleans or the Orleans Parish Sheriff's Office is a prosecutor, plaintiff, or defendant, shall notify the prosecuting or plaintiff's attorney and the Sheriff, through their chain of command, that they will be testifying, before appearing in the defendant's behalf. Any employee testifying in a criminal case outside the Parish of Orleans shall notify the Sheriff, through their chain of command, prior to the trial date. Employees testifying on behalf of the defendant(s), other than the City of New Orleans, in any criminal or civil proceeding not arising out of the proper performance of their duties, shall not be attired in their departmental uniform.				
	ON DUTY/OFF DUTY	1	R-5	5-10	10-D
		2	5-D	10-D	60-D
		3	60-D	D	
511	INTERFERING WITH INVESTIGATIONS An employee shall not divulge official information to any other person or agency which he knows or should know would possibly impede, obstruct or otherwise comprise any criminal or administrative investigation being conducted by Employees of this Office or by a member of any other local, State or Federal investigative organization or law enforcement agency. Such prohibited activity shall include, but not be limited to, the release, disclosure or communications by any means, of any information to any suspect in an investigation or to any unauthorized person, which would tend to identify any officers acting in an undercover capacity, the identity of confidential sources, informers, or witnesses and any investigative methods and techniques utilized in a particular investigation. Such prohibited activity shall also include the release, disclosure or communication of descriptions of any vehicles or specialized equipment utilized in any investigation, suspects in or targets of any particular investigation, the existence of or description of any evidence or possible evidence, or any official data, computerized or conventional, either directly or indirectly related to or resulting from any criminal or administrative investigation. It is understood that it will routinely be necessary to share such investigative information with members of other investigative or law enforcement agencies. Prior to the disclosure of such information or data to any person authorized by law and departmental policy to receive such data, the employee shall obtain the expressed authorization of his commanding officer.				
	ON DUTY/OFF DUTY	1	R-10	10-20	20-D
		2	10-D	20-D	60-D

		3	60-D	D	
512	UNDERCOVER INVESTIGATIONS Employees shall not, in the course of their official duties, engage in any undercover or covert activities without the prior written authorization of their respective Division Commander. The prior written authorization of the Sheriff shall be required in all undercover or covert activities in which employees are required or intend to engage in corrupt practices, including but not limited to, accepting bribes, the purchase of or possession of any controlled dangerous substance, or direct or indirect involvement in any crime of violence. Physical surveillance of a suspect or target of any official investigation or activities of confidential informers shall not be considered undercover or covert activities for the purpose of this rule.				
	ON DUTY/OFF DUTY		30-D	D	
513	REWARDS/AWARDS Only upon written request and approval from the Sheriff, in each specific case, shall an employee be allowed to accept any reward resulting from or connected in any way with his performance or responsibilities as a Deputy Sheriff. Request for such approval shall be forwarded to the Sheriff through the member's unit chain of command in an interoffice correspondence.				
	ON DUTY/OFF DUTY		R-10	3-30	30-D
514	ITEMS NOT TO BE CARRIED DURING A TOUR OF DUTY/PAID DETAIL Members of the Orleans Parish Sheriff's Office shall not carry or use brass knuckles, weighted gloves, any electronic restraint devices (Tazers, ERB, etc.), or any other weapon or instrumentality considered as illegal in the performance of these duties unless authorized by the Department.				
	ON DUTY/PAID DETAIL	1	R-10	5-30	30-D
		2	5-30	30-D	60-D
		3	30-D	60-D	D
515	COMPULSORY ATTENDANCE A member of the Orleans Parish Sheriff's Office shall obey a legal notice to appear before any duly authorized person or body and shall make such other appearances as directed by a supervisory officer. He shall timely appear and be prepared to testify with respect to such information as he may be called upon to give. Unless otherwise directed by a supervisory officer, a member may appear in uniform or civilian clothes, provided however, that a member electing to appear in civilian clothes shall be neatly attired in coat and tie or appropriate clothing for female officers.				
	ON DUTY/OFF DUTY		R-10	3-30	30-D
516	EXPRESSING OPINION OR GIVING ADVICE A member of the Orleans Parish Sheriff's Office shall not give legal advice, or express an opinion in any matter which is normally within the province of a professional or expert in such matters, to any person not a member, beyond that which is necessary to explain his official action; but shall instead suggest that the inquirer seek such information from another source.				
	ON DUTY		R-10	3-30	30-D
517	OUTSIDE EMPLOYMENT A member of the Orleans Parish Sheriff's Office shall not engage in outside employment or any business venture that may adversely affect the image of the Department or may be construed as a conflict of interest. In no case shall a member permit such outside employment or business venture to interfere with his official obligations as a member of the Orleans Parish Sheriff's Office.				
	ON DUTY/OFF DUTY		R-D	R-D	R-D
RULE 600 – OFFICIAL INFORMATION					
601	SECURITY OF OPERATIONS/RECORDS A member shall not impart to any person or remove from any files the content of any record or report, except as provided by law. The operations of the Orleans Parish Sheriff's Office shall be conducted in a confidential manner, that is a member shall limit disclosures or discussions of departmental rules, regulations, procedures, policies, actions, functions, records, and instructions to other department members and only when such disclosure or discussion meets the				

	requirements of assisting other department members in the performance of their duty. A member shall also discuss or disclose those matters just enumerated with third parties or department members not in the performance of their duty only when directed by a superior officer, or when directed by a court of competent jurisdiction.				
	ON DUTY/OFF DUTY	1 2 3	3-5 5-20 20-D	5-15 15-D 60-D	
602	FALSE OR INACCURATE REPORTS A member shall not knowingly make, or cause or allow to be made, a false or inaccurate oral or written record or report of an official nature, or intentionally withhold material matter from such report or statement.				
	ON DUTY/OFF DUTY	1 2 3	R-10 10-20 20-D	10-20 20-D 60-D	
603	PUBLIC STATEMENTS AND APPEARANCES Members shall not publicly criticize or ridicule the Office, its policies, or other Employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Office, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. Members shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Office while holding themselves not as having an official capacity in such matters without official sanction or proper authority. Members may lecture on "sheriff/police" or other related subjects only with the prior approval of the Sheriff.				
	ON DUTY/OFF DUTY		R-30	30-D	60-D
604	CITIZENS REPORT COMPLAINT Citizens applying to members for assistance or advice, or for the purpose of entering a report or a complaint, shall be given every possible consideration consistent with the circumstances. This is a duty incumbent on the deputy being contacted, and he/she shall not refer citizens to another deputy or Division unless circumstances necessitate such action.				
	ON DUTY/OFF DUTY		R-10	3-30	30-D
605	INFORMANTS A member shall not be compelled to reveal the identity of a confidential informant except when required by the Sheriff.				
	ON DUTY/OFF DUTY		D		
606	CONFIDENTIALITY OF INTERNAL INVESTIGATIONS All files concerning Office administrative reports and investigations shall be confidential.				
	ON DUTY/OFF DUTY		3-30	30-D	D
RULE 700 – DEPARTMENTAL PROPERTY					
701	USE OF DEPARTMENTAL PROPERTY Members shall use Departmental property only for the purpose for which it is intended and in accordance with Departmental policy, rules, procedures, and orders. Members shall exercise care in the use of all Departmental property and equipment and shall promptly report any theft, loss, or damage of Departmental property. Lost/damaged departmental property resulting from a member's negligence shall result in disciplinary action. The member may also be required to reimburse the Department for any such losses.				
	ON DUTY/OFF DUTY		R-10	5-30	30-D
702	AUTHORIZED OPERATOR OF DEPARTMENTAL PROPERTY Only licensed members who are authorized by their supervisor shall operate Sheriff's Department vehicles.				
	ON DUTY/OFF DUTY		R-10	5-15	15-D
703	CLEANLINESS OF DEPARTMENTAL VEHICLE Members assigned to operate Sheriff's Department vehicles shall be responsible for the				

	cleanliness of such vehicles during their tour of duty.				
	ON DUTY/OFF DUTY		R-3	3-10	10-D
704	USE OF EMERGENCY EQUIPMENT Members shall not sound the siren or activate the blue light or other emergency devices unless responding to an emergency assignment or when required in the actual and proper performance of a law enforcement duty or when so directed by the Communications Division or a superior officer.				
	ON DUTY/OFF DUTY		R-3	3-10	30-D
705	STATEMENT OF RESPONSIBILITY Members who become involved in an accident (while operating a Departmental vehicle) shall make no statement as to responsibility and shall not advise other parties involved that the Sheriff's Office will pay for the damages resulting from said accident even through they may be at fault.				
	ON DUTY/OFF DUTY		R-30	30-D	60-D
706	OFFICE POLICY AND PROCEDURES MANUAL Members shall be personally responsible for maintaining and updating their individual copies of the Departmental Policy and Procedures Manual.				
	ON DUTY/OFF DUTY		R-3	1-5	5-D
707	SURRENDERING DEPARTMENTAL PROPERTY When a member resigns, is discharged, or ordered by his Commanding Officer, he shall surrender all Department owned property and equipment.				
	ON DUTY/OFF DUTY		R-3	1-5	5-D
708	CARE, POSSESSION AND USE OF FIREARMS A member of the Orleans Parish Sheriff's Office shall use the utmost care in handling and safeguarding firearms and explosives. A commissioned member of the Sheriff's Office shall be responsible for the security of his service weapon or other authorized firearms possessed by him and shall comply with all laws of the City of New Orleans, the State of Louisiana, and the Federal government in connection with firearms. A commissioned member who discharges a firearm except at an authorized range shall promptly notify his supervisory officer and the supervisory officer shall make an immediate investigation of the cause and the effect of such discharging of the weapon and submit a written report regarding the investigation. This report will be separate from that filed by the investigating agency and the weapons officer. Commissioned members who are off duty and plan to engage in activities of a recreational nature which involve the consumption of alcoholic beverages shall either leave their weapon at home or lock the weapon in a safe place prior to commencing such activities. Commissioned members are prohibited from entering establishments which are outlets for alcoholic beverages while in uniform and/or armed with a weapon unless they are on approved/authorized official business for the Sheriff's Office or unless authorized permission has been in advance to do so.				
	ON DUTY/OFF DUTY/PAID DETAIL		5-D	10-D	D