

## **GENERAL RULES OF CONDUCT**

~~This order outlines the general rules of conduct for officers and non-sworn employees of the Department.~~

## **GENERAL RULES OF CONDUCT**

### **2.01.01 PURPOSE**

The San Francisco Police Department stands for Safety with Respect for all. We will engage in just, transparent, unbiased, and responsive policing; do so in the spirit of dignity and in collaboration with the community; maintain and build trust and respect as the guardian of constitutional and human rights.

This policy establishes standards of conduct that are consistent with the values and mission of the San Francisco Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in Department General Order 3.01, as well as the San Francisco Police Commission and Police Department Statement of Incompatible Activities.

### **2.01.02 POLICY**

The appointment and continuing employment of every member of the San Francisco Police Department shall be based on conduct that reasonably conforms to the guidelines set forth in this policy.

These policies and procedures exist to maintain the highest level of professional conduct to ensure that members of the San Francisco Police Department are performing duties, providing services and enforcing the laws in a fair, impartial and ethical manner. Any conduct that creates the unreasonable risk of harm to the public service or integrity of the Department may be grounds for discipline.

Police officers, because of their status as peace officers, have an even greater responsibility to report and prevent misconduct. Experience, rank, or tenure are not factors in knowing the difference between right and wrong, and they do not provide an excuse for failing to take

appropriate action. Although supervisors are responsible for investigating allegations of misconduct, all Department employees are responsible for preventing and reporting misconduct.

The General Rules of Conduct provide members of the San Francisco Police Department with information and safeguards necessary to carry out the mission of the San Francisco Police Department.

While these General Rules of Conduct are designed to address many different scenarios that members may encounter, members are required to know all General Orders and policies of the SFPD. Failure to abide by the mission, general rules of conduct, and department policies may result in discipline up to and including termination and/or criminal investigation.

### **2.01.03 GENERAL RESPONSIBILITIES**

All department members shall become thoroughly familiar with these rules and regulations and shall abide by them. They will observe and obey all:

- Federal, state, and local laws.

#### Provisions of

- ~~1. **ATTENTION TO DUTY.** The basic mission of the San Francisco Police Department and its officers is to protect life and property, preserve the peace, prevent crime, enforce criminal laws and ordinances, and regulate non-criminal conduct as provided by law. While on duty, officers shall devote their entire time to the achievement of this mission within the context of their respective assignments.~~
- ~~2. **OFF DUTY RESPONSIBILITY.** While off duty, officers shall take all reasonable steps to prevent crime, detect and arrest offenders, and protect life and property, consistent with their ability to take proper action.~~
- ~~3. **MAINTAINING FIT CONDITION.** Officers shall, while carrying a firearm off duty or while acting in the capacity of a peace officer, maintain themselves in a fit condition to perform police duties.~~
- ~~• **REPORTING FOR DUTY.** Members shall report for duty at the time and place required and be physically and mentally fit to perform their duties.~~
- ~~4. **PERFORMING DUTIES.** Members shall perform their duties promptly and according to Department policies and procedures.~~
- ~~5. **DRESS/APPEARANCE.** Members shall, while on duty, be dressed as prescribed for their assignment (see DGO 10.01, Uniform and Equipment Classes). Members shall be clean and neat in appearance, except when excused by a superior for a proper police purpose. When appearing before the Police Commission, members shall either wear their uniform or shall be dressed as prescribed for court appearances (see DGO 3.08, Court Appearances by Members.)~~

- ~~MAINTAINING KNOWLEDGE. Members shall maintain a working knowledge of all information required for the proper performance of their duties (see DGO 3.01, Written Communication System ).~~

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~~8.—REQUESTING HEARINGS. Whenever ten or more members want a hearing on a matter affecting the Department, they must submit a signed petition to the Chief describing their concerns and any recommendation they wish to make. The Chief shall note the petition and send it with any comments to the Police Commission for consideration. The Commission shall set the matter for hearing within 30 days. If the Commission declines to hear the matter, the members submitting the petition shall be advised of the reasons, in writing, within the same 30-day period.~~

- 9.—Other lawful orders of their superiors.

Upon observing or otherwise becoming aware of a suspected violation of the rules, procedures or policies as set forth in this General Order, each department member is obligated to report such violation to a superior officer.

Any employee who observes any misconduct shall take appropriate action to cause the misconduct to immediately cease. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other employees present from this obligation.

1. MISCONDUCT. Members shall conduct themselves, both on and off-duty, in a manner that reflects favorably on the Department. Unprofessional conduct is conduct that brings the Department into disrepute, reflects discredit upon the member/organization, or impairs the operation or efficiency of the Department or personnel. Types of misconduct include but are not limited to:

- Conduct Unbecoming an Officer
- Conduct Reflecting Discredit
- Unnecessary/Excessive Force
- Unwarranted Action
- Neglect of Duty

Honesty, credibility, and temperament are crucial to the performance of a member's duties. Any breach of peace, neglect of duty, misconduct or any conduct by ~~an officer either within or without the State~~ a member that tends to subvert the order, efficiency or discipline of the Department, or reflects discredit upon the Department or any member, or is prejudicial to the efficiency and discipline of the Department, although not specifically defined or set forth in Department policies and procedures, shall be considered ~~unofficer-like conduct subject to disciplinary action~~ misconduct.

2. DEPARTMENT MEMBER'S NOTIFICATION RESPONSIBILITIES. All members shall immediately notify their Commanding Officer if the member:

- becomes the subject of a domestic violence restraining order, Temporary Restraining Order (TRO/DVRO) or similar court order, court probations or becomes the subject of an outstanding warrant.
- learns or is made aware of criminal conviction or any non-criminal conduct which unduly restricts or prohibits that member from fully and properly performing their duties.
- learns or is made aware of firearms prohibitions stemming from any Welfare and Institutions holds.
- is a named party in a lawsuit.
- learns or is made aware that they are listed as a named suspect on any documentation prepared by this or any other jurisdiction, i.e. incident report, field interview forms or information reports.
- is arrested.
- is cited, in lieu of arrest (except Vehicle Code infractions).
- becomes aware that they are under investigation for any misdemeanor or felony in this or another jurisdiction.

If circumstances prevent compliance with the timeline (e.g., incarcerated, hospitalized, out of the country), the member shall make such notification as soon as practical or notify their on-duty supervisor in their command, who shall prepare and forward the memorandum to the member's Commanding Officer. Notification shall include the following: Day, Date, Time, Location of incident; Involved parties; and summarize the circumstances of the incident. Any other means shall not satisfy the notification requirement. Members may contact their representative prior to completing the memorandum, however members remain responsible for completing the memorandum within the required timeline.

When a member learns or is made aware of possible misconduct by another member, that member shall immediately notify a supervisor. If that supervisor is the subject of the alleged misconduct, then the reporting member shall a notify a different supervisor. If on duty, the member shall also prepare an initial investigative report on memorandum (SFPD 68) addressed to the members commanding officer before reporting off duty. If the member is unavailable to immediately prepare a memorandum, i.e. off-duty, or assigned to another district, the supervisor being notified shall immediately prepare the memorandum before reporting off-duty. Utilizing Department offered employee assistance programs, including but not limited to Peer Support services or Employee Assistance Programs does not fulfil the notification requirements for members.

3. ATTENTION TO DUTY. While on duty, all members shall devote their time to the achievement of their respective assignments. Members shall not, while on-duty, engage in personal business or in any other activity that would cause them to be inattentive to duty. Members shall not sleep while on duty.

4. REPORTING FOR DUTY. Members shall report for duty assignment at the time and place required and be physically and mentally fit to perform their duties. Members shall remain at their assignment:

- to take action in a serious matter
- unless properly relieved for personal necessity with a supervisor's permission.
- until dismissed by responsible authority, i.e. attorneys, court liaison, 10B assignment, etc.
- until relieved by another member or with a supervisor's approval.

~~4.5. PERFORMING DUTIES. WRITTEN ORDERS.~~ Members shall perform their duties promptly and according to Department policies and procedures. Members shall maintain a working knowledge of all information required for the proper performance of their duties (see Department General Order 3.01, Written Communication System). Members shall obey all written orders, policies and procedures of the Department, and promptly obey all lawful written or verbal directives of superiors. (see DGO 3.01, Written Communication System)

6. RESPONSIBILITIES OF OFF-DUTY MEMBERS WHO PLACE THEMSELVES IN PEACE OFFICER STATUS. Under California law, both on-and off-duty officers have peace officer authority as to any public offense committed or which there is probable cause to believe has been committed in their presence and with respect to which there is immediate danger to person or property, or the escape of the perpetrator of such offense. This law only applies within the state of California. Members shall consider the totality of the circumstances when considering action – in most circumstances calling 911 and being a good witness is the appropriate course of action. When feasible, and prior to placing themselves in peace officer status, members shall take a moment and consider alternate resources available to them which include but are not limited to:

- utilizing de-escalation techniques
- notifying the proper authorities
- identifying potential witnesses

Under no circumstances shall an off-duty member who is under the influence of any intoxicating substance place themselves in peace officer status. When an off-duty member who witnesses and reports a crime, or is the victim of an offense, that member shall normally maintain their off-duty status and allow on-duty officers to handle the incident. Off-duty members should report any suspected crimes in progress or observed criminal activity to the appropriate authorities.

NOTIFICATION: Any off-duty members who must place themselves in peace officer status shall immediately identify themselves as a peace officer and display their police identification and/or star immediately.

Immediate notification to the Department Operation Center shall be made by members who placed themselves in peace officer status. Upon return to regular duty status, members shall prepare a memorandum to their Commanding Officer. Members may

contact their representative prior to completing the memorandum, however members remain responsible for completing the memorandum within the required timeline.

7. RESPECT FOR CONSTITUTIONAL RIGHTS. An officer may enforce any federal, state, or local statute which is valid on its face without fear of abrogating the constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of their authority does not deprive persons of their civil liberties. The officer may within the scope of their authority make reasonable inquiries, conduct investigations, and arrest on probable cause. However, when an officer exceeds their authority by unreasonable conduct, the officer violates the sanctity of the law which the officer is sworn to uphold.
8. RESPECTFULNESS. Members shall be professional, respectful and courteous towards others at all times. Members are expected to act in a manner that cultivates and maintains a healthy and productive environment. Under no circumstances should any member of the San Francisco Police Department intimidate other members. Under no circumstances should any member of the San Francisco Police Department be made to feel intimidated by their colleagues, nor should coming to work each day cause any member distress. Intimidating conduct, gossiping or other behavior considered “bullying” in nature will not be tolerated by the San Francisco Police Department.

~~10. CONFLICTING ORDERS. If a member is given a lawful order that conflicts with a previous order or written directive, the member shall advise the superior of the conflict and proceed according to the superior’s direction. The member may prepare a memorandum detailing the circumstances of the incident.~~

~~11. ADDRESSING SUPERIOR OFFICERS. Members shall, at all times, address superior officers by title of rank.~~

~~12. RESPECTFULNESS. Members shall be respectful to superiors at all times.~~

9. ~~\_\_\_\_\_~~ 14. PUBLIC COURTESY. Members shall understand and follow the principles of Procedural Justice and incorporate them into their professional work environment. These principles include giving members of the community a voice, fair/impartial treatment, respect, and providing a trustworthy process. Members shall:

- When answering the phone, identify their unit, station or bureau, and give their rank and name and inquire how they may be of service.

When acting in the performance of their duties ;

- ~~—while on or off duty, members shall~~ treat the public with courtesy and respect and not use harsh, profane or uncivil language. ~~Members shall also~~ The Department recognizes that there are an extremely limited number of situations where profane language may be a reasonable tactic or tool, which may be recorded by BWC. In these specific situations, the use of profane language must be justified by the department member based on the totality of the circumstances.
- Address the public using pronouns and titles of respect appropriate to the individual’s gender identity as expressed by the individual. ~~When requested,~~

~~members shall promptly and politely provide their name, star number and assignment.~~

- ~~• TELEPHONE COURTESY. Not demean or degrade individuals referencing their race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, mental or physical disability, or socioeconomic status.~~

~~15. When answering requested, the telephone, members/member shall~~

- ~~• identify the station, bureau, or unit promptly and give politely provide their rank name, star number and assignment.~~

~~10. WRITTEN REPORTS. While on duty, members shall make all required written reports of crimes or incidents requiring police attention. Members shall finalize felony arrest reports within 8 hours of the subject being booked at the County Jail. Members shall refer to the most current Department bulletins/notices regarding timely submission of traffic collision reports, arrest reports, and the booking of felony arrestees. Additionally, no member shall knowingly:~~

- ~~• Submit false/inaccurate/improper Departmental records with the intent to subvert prosecution or defense.~~
- ~~• Falsify official reports or records.~~
- ~~• Falsify or alter evidence.~~

~~Any member who chooses not to document an incident or statement may be required to justify their decision at a later time when requested to do so by higher authority.~~

~~11. RESPONSIBILITY OF RANK. All department members have a basic responsibility to perform assigned tasks and duties in a manner that ensures the success of the Department's mission. In addition to this basic responsibility, and other responsibilities and duties contained in the Department General Orders or assigned by competent authority, department members have responsibilities which commensurate with rank, including the provision of direct supervision when appropriate.~~

~~ADDRESSING name. Members shall be courteous on the telephone.~~

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~~12. CONTAGIOUS DISEASES. See Infectious Disease Control Manual, DM-04 HIGH RANKING MEMBERS. When on-duty or in the presence of others, higher ranking members shall be referred to by rank title.~~

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~~16. RESPONSIBILITY OF RANK. When assigned duties of a higher rank, officers shall assume the responsibilities that apply to the higher rank.~~

~~2.13.~~ RESPONSIBILITY OF HIGHER RANK. Unless otherwise ordered, when two or more ~~officers~~members are on-duty together, the highest ranking ~~officer~~member shall be in charge and is responsible for the proper completion of the assignment. When assigned duties of a higher rank, members shall assume the responsibilities that apply to the higher rank.

~~3.14.~~ EQUAL RANK RESPONSIBILITY. Unless otherwise ordered, when two or more ~~officers~~department members of equal rank are ~~on-duty~~working together on the same assignment or detail, the senior ~~officer shall be in~~ member will assume command if needed. Seniority is determined first by member's rank and second by continuous service in the rank. Seniority is not used to determine command except in an emergency.

15. INSUBORDINATION. Insubordination is the act of being disobedient to authority; refusal to obey an order which a higher ranking member is entitled to give; the willful neglect or deliberate refusal to obey any lawful order; flouting the authority of any superior by overt disrespect, or by disputing orders. Failure or refusal of any member or employee to obey a lawful order given by a higher ranking member constitutes insubordination.

CONFLICTING ORDERS. ~~charge and is responsible for the proper completion of the assignment.~~

16. Upon receipt of an order conflicting with any previous order or instruction, the member affected shall advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter order shall be obeyed first. Countermanding or conflicting orders shall be issued only when circumstances dictate. Examples include but are not limited to officer safety, tactical considerations, to accomplish a police mission, or for the good of the Department. Members may choose to prepare a memorandum documenting the conflicting order and submit it to their Commanding Officer for review.

~~4.17.~~ 17. INVESTIGATIVE RESPONSIBILITY. When ~~an officer who~~ a member is ~~charged with~~ assigned to conduct an investigation and is at the scene of an incident, ~~he/she shall immediately~~ they shall immediately assume responsibility to ensure a thorough and complete investigation is conducted, unless relieved by an investigator or higher authority. Additionally, station level investigators or other investigative units who do not respond out to the scene are still responsible for a thorough and complete follow-up investigation.  
~~assume responsibility for the investigation.~~

COOPERATION WITH ADMINISTRATIVE INVESTIGATIONS. Members shall, when questioned on matters relating to their employment with the Department by a superior officer or by one designated by a superior officer, or by a member of the ~~Office~~Department of Citizen Complaints Police Accountability, answer all questions truthfully and without evasion. Prior to being questioned, the member shall be advised of and accorded all ~~his or her~~the members rights mandated by law or Memorandum of Understanding (see DGO 2.08, Peace Officers' Rights).



~~18. CARE OF DEPARTMENT PROPERTY. Members shall take proper care of all Department property entrusted to them and shall be personally liable for its loss or damage due to negligence. (see DGO 10.02, Equipment)~~

~~19. USE OF DEPARTMENT PROPERTY. Members shall use Department property according to Department policies and procedures. Members shall use and operate Department vehicles and equipment in a reasonable and prudent manner and not allow unauthorized persons in police vehicles or allow them to use Department equipment. Authorization under special circumstances may be granted by a superior officer. (see DGO 10.02, Equipment)~~

~~20. LOSS OR DAMAGE TO DEPARTMENT PROPERTY. Members shall promptly report in writing any loss or damage to Department property entrusted to their use. Additionally, officers shall inspect their assigned vehicles and equipment and report any defect or damage, in writing, to their superiors. Failure to report defects or damage prior to use shall indicate that the officer assumes full responsibility for the damage. (see DGO 10.02, Equipment)~~

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~~21. ON DUTY WRITTEN REPORTS. While on duty, members shall make all required written reports of crimes or incidents requiring police attention.~~

~~22. OFF DUTY REPORTING. Officers shall, when off duty, report any serious crime or urgent police matter brought to their attention. Officers shall report any incident obstruct, impede, delay, or undermine the internal investigation process in which they become involved as a peace officer.~~

~~23. GIFTS, PRESENTS, COMPENSATION, REWARDS. Members shall not solicit or accept any gift, compensation or reward for the performance of their duties, except with the permission of the Police commission. When offered money or gifts for police services (other than monies received pursuant to Section 10 B.1 of the City Administrative Code), members who wish to accept the money or gift being offered shall submit a written report to their commanding officer. The report shall include a request for permission to accept the money or gifts, and include the date the offer was made, the name and address of the donor, and a brief description of the services rendered. Commanding officers shall forward these reports through channel to the Police Commission. The Commission may grant or deny the member permission to accept all or part of the money or gifts.~~

~~24. VEHICLE ACCIDENTS. See DGO 2.06, Vehicle Accidents Involving Members.~~

~~25. FILING SUIT. Members shall, prior to filing a suit for the collection of~~

~~— damages sustained either words or actions. This order shall not infringe on member's constitutional rights in the performance of police duties, submit a written report to their commanding officer briefly describing the cause of action. Commanding officers shall forward these reports through channels to the Legal Division.~~

~~26. DEFENSE SUBPOENAS. See DGO 3.08, Court Appearances by Members.~~

~~31. FILING SUIT AGAINST THE CITY AND COUNTY OF SAN~~

~~FRANCISCO. Members shall, prior to filing a suit against the City or any of its departments, boards, tribunals or officers, submit a memorandum to their commanding officer briefly describing the cause of action. Commanding officers shall forward these memoranda through channels to the Legal Division. Also see DGO 3.15, Personal Property Claims.~~

~~32. ACCEPTING FEES. When offered a fee for testifying in any civil or criminal proceeding or deposition where the fee offered is greater than the fee set by law, members shall make a written application to the Police Commission to accept the fee. Members will be permitted to accept the fees only when all of the following are present:~~

~~a. The member has been legally subpoenaed.~~

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~~b. The member testifies during off-duty hours.~~

~~c. The fee is in the form of a check made payable to the member.~~

~~d. The fee does not exceed one day's pay.~~

~~— Members who provide expert testimony on a regular basis (i.e., more than once a year), shall submit a secondary employment request and shall, if the request is approved, be governed by existing secondary employment regulations rather than by this rule (see DGO 11.02, Secondary Employment).~~

~~33. MEDIA. See DGO 8.09, Media Relations Policy.~~

~~34. investigations MEMBERS RELIEVED OF DUTY. When relieved as unfit to exercise their duties, members shall submit to their commanding officer a handwritten report answering the accusation in detail. Members who are ordered to submit the report shall be advised of and accorded all civil and employee rights provided by law or Memorandum of Understanding.~~

~~35. RESPONSIBILITIES OF MEMBERS WITH PRISONERS. Members shall be responsible for the custody, control, and safety of prisoners in their care until the prisoner has been formally remanded to the custody of another. Members shall treat prisoners with due respect and courtesy.~~

~~36. TRANSPORTING OF FEMALES. Immediately prior to transporting any female, or transgender/transsexual person or individual whose gender identity is indeterminate to the member and not clearly articulated by the individual in a Department vehicle, whether due to detention, arrest or any other reason, an officer shall notify Communications Division of the vehicle's starting mileage, the location from which he/she is leaving, and the destination. Upon arrival at the destination, the officer shall immediately notify Communications Division and provide the vehicle's ending mileage. Communications Division shall broadcast starting and ending times as an appropriate response, confirming the officer's broadcasts.~~

~~37. CONSUMING ALCOHOLIC BEVERAGES. See DGO 2.02, Alcohol Use By Members.~~

~~38. DRUG USE BY MEMBERS. See DGO 2.03, Drug Use By Members.~~

~~39. ALCOHOLIC BEVERAGES/CONTROLLED SUBSTANCES. Members shall not store or bring into any Department vehicle or facility alcoholic beverages or controlled substances, except in the performance of police duties.~~

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~~40. PERSONAL BUSINESS. Members shall not, while on duty, engage in personal business or in any other activity that would cause them to be inattentive to duty.~~

~~41. SICKNESS OR INJURY. Members shall not falsely report themselves sick or injured.~~

~~5.1. SLEEPING ON DUTY. Members shall not sleep while on duty.~~

~~43. BORROWING MONEY FROM BAIL BONDSMAN. Members shall not borrow money or become indebted to a bail bond broker.~~

~~44. LEAVING ASSIGNED POSTS. Members shall not leave their assigned posts unless relieved, to take action in a serious matter, for personal necessity, or with a supervisor's permission.~~

~~45. SECURING PERSONAL PRIVILEGES. Members shall not use or attempt to use their official positions for securing personal privileges beyond what is authorized by law, or for avoiding the consequences of illegal conduct.~~

~~46. **POLITICAL ACTIVITY.** Members shall not, while on duty or while acting as a representative of the Department, endorse political candidates or issues or participate in political campaigns. Members shall not place or cause to be placed politically oriented information in or on any Department building or equipment other than upon the bulletin board provided for the posting of general notices.~~

~~47. **USE OF PRIVATE VEHICLES.** Members shall not use a private vehicle for police business, except with the specific approval of their commanding officer 6.18. or officer in charge.~~

7.19. **COMPROMISING INVESTIGATIONS.** Except as required by law or by Department policy and procedure, members shall not divulge any information or engage in any conduct that may compromise an administrative or criminal investigation or prosecution of a criminal offense (see DGO 3.16, Release of Police Reports and DGO 8.09 Media Relations).

20. **CONFLICT OF INTEREST IN INVESTIGATIONS.** If a member is assigned to an investigation in which the member knows, suspects, or should reasonably know or suspect, that the member has a personal or family interest, the member shall immediately report the interest to the member's immediate supervisor.

~~48. **DIVULGING CONFIDENTIAL INFORMATION.** Except as required by~~  
8.21. ~~law,~~ Members shall not divulge any information that is made confidential by law or by Department policies and procedures (see DGO 3.16, Release of Police Reports and DGO 8.09 Media Relations).

22. **MEMBERS RELIEVED OF DUTY.** If it is determined that a member is unfit to perform their duties, that member will be relieved of duty. The member's supervisor shall submit to their commanding officer a memorandum report answering the allegation in detail. Accused members shall be advised of and accorded all civil and employee rights provided by law or Memorandum of Understanding.

23. **SICKNESS OR INJURY.** Members shall not falsely report themselves sick or injured. See (DGO 11.01 Personnel Compensation)

24. **DEPARTMENT PROPERTY.** Members shall use Department property accordingly. Members may be personally liable for its loss or damage due to negligence. Members shall not allow unauthorized persons in police vehicles or allow them to use department equipment without supervisory approval (Community Policing). Members shall inspect their assigned vehicles and equipment and report defect or damage, with failure to do so resulting in officer responsibility. Members are responsible for the safekeeping and appropriate authorized use of Department property. Additionally, members shall prepare an initial investigative report on memorandum (SFPD 68) addressed to the members

commanding officer before reporting off duty for any loss or damage to Department property.

- Misappropriation or misuse which include but not limited to public funds, Department property, personnel or services will be cause for disciplinary action and or criminal investigation.
- Abuse or neglect of Department equipment or property will be cause for disciplinary action.

**25. USE OF PRIVATE VEHICLES.** While on duty, members shall not use a private vehicle for enforcement or investigative purposes, except with the specific approval of their commanding officer or officer-in-charge. Examples of enforcement or investigative purposes include:

- Enforcement purposes
- Surveillance
- Investigative follow ups

**26. MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS.** Department members shall not aid, assist, be a member or participant of any organization which advocates violence or the overthrow of the government by force, or threatens the security and well-being of the City of San Francisco, State of California, or the United States of America. Additionally, Department members shall not aid, assist, be a member or participant of any organization which conducts unlawful, racist, homophobic, sexist, or hate activity, except when necessary in the official performance of their duties, and with the prior authorization of the Chief of Police.

Except for duties related to official business, members shall not knowingly frequent an establishment conducting illegal business. This rule applies to both on-duty and off-duty conduct.

When a member learns or is made aware of possible misconduct by another member, that member shall immediately notify a supervisor. If that supervisor is the subject of the alleged misconduct, then the reporting member shall a notify a different supervisor. If on-duty, the member shall also prepare an initial investigative report on memorandum (SFPD 68) addressed to the members commanding officer before reporting off-duty. If the member is unavailable to immediately prepare a memorandum, i.e. off-duty, or assigned to another district, the supervisor being notified shall immediately prepare the memorandum before reporting off-duty.

**27. PROHIBITION ON USE OF AUTHORITY OR POSITION.** Except when receiving an unsolicited award or donation and consistent with the Statement of Incompatible Activities, no member shall:

- receive, accept, or solicit gifts from anyone other than the City for the performance of a service or act the member would be expected to render or perform in the regular course of their City duties.
- use or attempt to use their official position for securing personal privileges beyond what is authorized by law, or for avoiding the consequences of illegal conduct.

- use information, not available to the public, gained through their position as a law enforcement officer or within the Department to gain a financial or other benefit for themselves or another.
- in their official capacity, bestow testimonials, collect or receive money, or anything of value from any person, except with the Permission of the Police Commission.
- use their authority or position, whether for themselves or another, and not otherwise available to them as a private person:
  - to barter or solicit any goods or services;
  - accept with the intent to convert to private use, any goods or services;
  - for financial gain or other benefit;
  - to obtain or grant privileges or favors; or
  - to avoid the consequences of an illegal or prohibited act for themselves or for others.

Members with further questions shall refer to the San Francisco Police Commission and Police Department Statement of Incompatible Activities.

28. POLITICAL ACTIVITY. Members shall not, while on duty or while acting as a representative of the Department, endorse political candidates or issues or participate in political campaigns. Members shall not place or cause to be placed politically oriented information in or on any Department building or equipment other than upon the bulletin board provided for the posting of general notices. Additionally, members shall not use Department email for the purpose of political activity. Members can review the updated Political Activity Memorandum on the City Attorney's website.

29. SURREPTITIOUS RECORDINGS. Unless conducting an assigned criminal

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or administrative investigation, no member shall surreptitiously record (video, photographic recording or audio) any other member who is on-duty without the express written approval of the Chief of Police. Prohibited surreptitious activity includes the audio recording, video recording and/or photographic recording of another member with ANY personal cellular phone or department issued cellular phone or any electronic technology that is capable of making an audio, video or photographic record. Members shall continue to adhere to all departmental BWC policies and procedures. Members are reminded to use department issued electronic devices (i.e. department issued cell phone) when conducting any authorized criminal or administrative investigation.

30. RESPONSIBILITIES OF MEMBERS WITH DETAINEES AND CUSTODIES.  
Members shall:

- be responsible for the custody, control, and safety of detainees and arrestees in their care until the detainee is released and/or the arrestee has been formally remanded to the custody of another.
- treat detainees and/or custodies humanely with due respect and courtesy.
- not loan money to persons in custody, except with the permission of the Station Keeper.

9.31. RECOMMENDING FOR PROFIT BUSINESSES. Members shall not recommend to non-city employees the name or employment of any attorney, bail bondsman or tow truck operator, or the name of a particular for-profit business when the member knows or should know that the member will directly or indirectly receive a benefit, service, or profit by such recommendation. (See San Francisco Police Commission and Police Department Statement of Incompatible Activities.)

10.32. INDUCING RETIREMENTS. Members shall not offer to, or pay money, or provide any other consideration with the intent of inducing the retirement of any member of the Department, nor shall any member become a party to any such transaction.

~~49. SERVING SUBPOENAS, SUMMONS OR PAPERS IN CIVIL ACTIONS.~~

~~Members shall not serve a subpoena, summons, or other paper in a civil action or render any assistance in such a case; however, when a crime is committed requiring an arrest, an arrest may be made even though the crime originated from a civil dispute (see DGO 6.09, Domestic Violence, DGO 8.05, Labor Disputes).~~

33. FILING A LAWSUIT AGAINST A THIRD PARTY. Members shall, prior to filing a suit against a third party for the collection of damages sustained in the course and scope of police duties, submit a written report to their commanding officer providing a detailed description of the factual circumstances surrounding the incident, including the legal claim or claims for the lawsuit. Commanding officers shall forward these reports through the Chain of Command to the Risk Management Office.

~~50. FURNISHING INFORMATION TO BAIL BONDSMAN OR~~

11.34. ~~BONDSPERSONS, ATTORNEYS-, ICE/CBP.~~ Except as required by law or Department policy, members shall not furnish information regarding any arrested person, an investigation made or about to be made, or other Department activities to ICE/CBP, bail ~~bondsmen~~bondspersons or attorneys, or to persons working with or for bail ~~bondsmen~~bondspersons or attorneys.

~~51. LOANING MONEY TO PRISONERS.~~ ~~Members shall not loan or give money or anything of value to persons in custody, except with the permission of the station keeper.~~

~~52. TESTIMONIALS.~~ ~~Members shall not, in their official capacity, bestow testimonials or collect or receive money or anything of value from any person, except with the permission of the Police Commission.~~

35. ~~\_\_\_\_\_~~ TOBACCO POLICY. On-duty members and employees shall not use any tobacco products (including, but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, e-cigarette, vaping) while in direct contact with the public, within any City facility, City vehicle, within any public building, or within 25 feet of an entrance, open window, or air vent of any City building. The littering or improper disposal of tobacco remnants or by products is prohibited.

~~12.1. SURREPTITIOUS RECORDINGS. Unless conducting an assigned criminal  
— or administrative investigation, no member shall surreptitiously record  
— (video or audio) any other member who is on duty without the express  
— written approval of the Chief of Police.~~

~~57. CONFLICT OF INTEREST IN INVESTIGATIONS. If a member is assigned to an investigation in which the member knows or suspects, or should reasonable know or suspect, that the member has a personal or family interest the member shall immediately report the interest to the members immediate supervisor.~~