*SEVIER COUNTY SHERIFF’S OFFICE*

GENERAL ORDERS

Standard Operation Procedures

*ETHICS*

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***6/1/2015***

*SEVIER COUNTY SHERIFF’S OFFICE*

**GENERAL ORDERS**

Standard Operation Procedures

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**POLICY:**

All Members of the Sevier County Sheriff’s Office must abide by a Code of Ethics and conduct themselves in a manner that is not detrimental to the Sheriff’s Office.

**PROCEDURE:**

Following an Officer’s Oath of Office, or prior to, each new officer will be given instruction by the Sheriff’s Office training officer on all policy and procedures. The Sheriff’s Office training officer is responsible for ensuring that every officer understands all aspects of the policy and procedures manual. The manual also contains the Code of Ethics (below) which must be adhered to by all Sevier County Sheriff’s Office employees.

1. **Law Enforcement Code of Ethics**

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the Sheriff’s Office. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held as I am true to the ethics of law enforcement service. I will constantly strive to achieve these objectives and ideals, dedicating myself before GOD to my chosen profession . . . LAW ENFORCEMENT.

1. **Sheriff’s Office Ethics**

A Law Enforcement Officer’s life is one of self-sacrificing service to high ideals, based upon his recognition of the responsibilities entrusted to him and the belief that law enforcement is an honorable vocation. They fully accept their responsibilities to defend the right, to protect the weak, to aid the distressed and to uphold the law in public and private living. They accept the obligation to report facts; to testify without bias or display of emotion; and to consider all information they receive by virtue of their position, as a sacred trust, to be used for official purposes only. They give their loyal and faithful attention to the apprehension and identification of criminals, being equally alert to protect the innocent and prosecute the guilty. They perform the functions of their office without fear, favor, or prejudice and do not engage in unlawful or improper practices.

There must be a deep appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for Law Enforcement Officers the respect and support of the public. Each member of the Sevier County Sheriff’s Office must conform to the following high standards:

A. They will tell the truth, the whole truth, and nothing but the truth. Any resort to half-truths or evasions will result in irreparable damage to their reputation, and destroy public and official confidence in the entire Sheriff’s Office.

B. They will face their problems with determination and be resolute and persistent in the face of difficulty.

 C. They will exert every effort to complete their assigned task.

 D. They will avoid the use of obscene, profane, or violent language.

 E. They will keep their mind and body sound and healthy.

F. They will strengthen their own capabilities and encourage public support through constant study and application of progressive police techniques.

 G. They will be loyal to the law enforcement service and their associates of all ranks.

 H. They will encourage their associates to discharge fully the obligations of their office.

I. They will strive for a full coordination of effort in internal activities and in official relationships with other organizations.

J. They will foster in all personnel sensitivity to misconduct of associates and courage to oppose it.

K. They will take their oath of office without reservation or evasion. There can be no compromise with sincerity.

1. **Adherence to Principles**

Rigid adherence to these principles is mandatory for anyone accepting a position with the Sevier County Sheriff’s Office. Such acceptance should not be perfunctory; it should be weighed carefully. Citizens are quick to criticize any misconduct of members of the Sevier County Sheriff’s Office. This may seem unjust, but its real significance lies in the fact that the community places a trust in law enforcement officers and expects them to merit this trust by their conduct. Members should be proud to hold so demanding a position.

1. **Accountability**

Every member of the Sheriff’s Office, regardless of his or her rank or classification, shall be directly accountable to the Sheriff for optimum performance of various duties and responsibilities relative to their particular position or assignment within the Sheriff’s Office.

1. **Obeying Laws**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present. Conviction of a criminal offense (felony) or of a misdemeanor involving moral turpitude shall be prima facia evidence of a violation of these rules and regulations. (Class A)

1. **Personal Gain**

Officers do not seek to benefit personally from any confidential information that comes to them by virtue of their assignment. They are faithful and loyal to their organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their representatives in matters of mutual interest and obligation.

1. **Personal Conduct**

There must be a deep appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for law enforcement officers the respect and support of the public. Each member of the Sevier County Sheriff’s Office must conform to high standards of personal conduct.

1. **Disclosure of Information**

They do not disclose to unauthorized persons any information that might be prejudicial to the interests of the State, the County or the defendant.

1. **Training**

Sworn and civilian personnel shall receive ethics review training, at a minimum, every two years in the form of classroom training, shift briefing, or any other combination of methods as determined by the Sheriff.

1. **Restrictions of Activity**

All positions within the Sevier County Sheriff’s Office are appointed positions. Persons appointed to these positions by the Sheriff must understand that all duties of the Sheriff’s Office are the responsibility of the elect Sheriff. Tennessee Law provides that the Sheriff may appoint persons to assist in carrying out the duties of his office. **The Sheriff is an ‘At Will’ employer.** All appointments are made at will. Courts have recently ruled that the Sheriff shall implement basic policies for Law Enforcement with deputies serving in an advisory position. The ruling states that deputies have a discretionary authority in making decisions concerning the Sheriff’s basic policies.

**Should a member or employee of the Sevier County Sheriff’s Office find that they cannot support the policies of any current Administration, they may resign without prejudice or appropriate action will be taken to terminate their employment.**

Employees are reminded that because of the unique nature of their positions, should any member of the Sevier County Sheriff’s Office choose to seek elective office, they must either resign or apply for a leave of absence, which the Administration may or may not be able to grant. The objective to this section is to provide guidelines that will ensure personnel stability and operational continuity free of political interference. In as much as the careers of officers currently holding public office are at stake, and in an attempt at fairness, the administration has grandfathered current public office holders. Those who have been grandfathered are cautioned not to conduct any activity that can be construed as political campaigning on their behalf while on duty with the Office.

Nothing in the preceding text is intended to preclude members and employees of this office from upholding the Office and presenting it in its best light to the public. Upon days of election for public offices held under the laws of the State of Tennessee, a member shall, whether specifically assigned to attend the polls or otherwise, do all within his or her power to preserve the peace, protect the integrity of the ballot, enforce the rights of lawful voters and prevent illegal and fraudulent voting.

Members shall not join any organization that:

 A. Advocates the right of its members to strike.

 B. Opposes minority groups.

 C. Attempts to interfere with the Administration of the Sheriff’s Office.

 D. Might in any way, exact prior consideration and thus interfere with efficient and effective operations.

 E. Is affiliated with any of the above.

Members are forbidden to solicit petitions for the promotion or change of duty for themselves or any other member, for the appointment of any man or woman to the Office or to promote any political influence to affect such an end.

Members shall not solicit or accept rewards, gifts, gratuities or compensation other than that paid by Sevier County, or for approved private employment, without the consent of the Sheriff.

Members shall not give testimonials or permit their names or photographs to be used for advertising purposes. They shall not seek publicity in the public press. They shall not solicit subscriptions, sell papers, books or tickets. Nor shall they collect or receive money or other articles of value for any purposes without the express consent of the Sheriff.

Members shall not use their official positions to solicit special privileges for themselves or others, such as free admissions to amusement, discounts on purchases or favors.

Members shall not receive any article, whether as a gift or as the result of purchase or trade from suspects, prisoners, persons recently arrested, known gamblers, prostitutes or any other persons of bad character or ill repute, or other persons whose vocation may profit from information obtained from the Sevier County Sheriff’s Office. Members shall not use the Sevier County Sheriff’s Office as a personal mailing address or for the delivery of personal goods or merchandise.

*SEVIER COUNTY SHERIFF’S OFFICE*

**GENERAL ORDERS**

Standard Operation Procedures

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**POLICY**

In all organizations there must be strict guidelines that hold employees to certain levels of compliance. The Law Enforcement Profession comes under greater scrutiny than most other professions and the following list of behaviors is strictly prohibited.

**A. Alcohol**

The regulations concerning alcoholic or intoxicating beverages are as follows:

1. Members shall not enter any tavern, club, bar or saloon licensed to sell intoxicating beverages where the primary function is to sell intoxicating beverages for on premises consumption. Members shall not drink any alcoholic beverages eight (8) hours prior to reporting for duty or consume any alcoholic beverages while on duty or in uniform, except in the performance of a Law Enforcement duty.

2. Members shall not consume intoxicating beverages while in uniform, nor on duty, except in the performance of duty or while acting under proper and specific orders from a superior officer.

3. Members shall not appear for duty nor be on duty while under the influence of intoxicants to any degree whatsoever or with an odor of intoxicants on their breath.

4. Members shall not operate a motor vehicle while under the influence of intoxicating beverages or drugs.

5. Members who are suspected of a violation of these orders shall be offered the opportunity to submit to a Blood Alcohol Test (BAT) or Breath Alcohol Test. The member may elect to either submit or refuse to submit to the BAT.

 6. Violation of this policy is a Class A violation. **(SEE SECTION B ‘NOTES’)**

 **B. Narcotics and Drugs**

**NOTE: MEMBERS MUST ALSO CONFORM TO SEVIER COUNTY SHERIFF’S OFFICE RULES AND REGULATIONS REGARDING ALCOHOL, NARCOTICS AND DRUGS ALONG WITH DRUG AND ALCOHOL TESTING POLICY ADOPTED BY THE SHERIFF’S OFFICE ON AUGUST 26, 2014 ENTILED ‘DRUG AND ALCOHOL TESTING POLICY’ AND INCLUDED IN THESE POLICIES.**

The regulations concerning narcotics and drugs are as follows:

1. Possession- Members shall not possess or use any controlled substance, narcotic, or hallucinogenic drug, except when prescribed in the treatment of the member by a licensed physician or dentist.

2. Use- When controlled substances, narcotics, or hallucinogens are prescribed, members shall immediately notify their Supervisor of their possession and consumption of said prescription medication. Members must also notify their Supervisor immediately if the consumption of such medication does or reasonably may be expected to affect the proper performance of the member upon reporting for duty. If at any point during the member’s employment, should the member be prescribed any scheduled drug by their physician for the treatment of an illness or injury (physical or mental) as noted in policy the member **shall immediately notify their Supervisor in writing.**

In addition, once the member has written and signed the notification form, the Sevier County Sheriff’s Office will provide the member with a copy of their full job description and a written letter to the members physician. In order to return to full duty, the member’s physician must review the letter and full job description and provide the member with a clearance in writing signed by the physician confirming that the member can perform their full work duties without restrictions. If the member has available sick time, the member will use the sick time for the duration of this process but will return to duty on the date of or on their next assigned shift as soon as the physician provides the clearance form.

3. Duty- Members shall not report for duty when under the influence of any controlled substance, narcotic, or hallucinogen that would interfere with the proper performance of the member’s duty.

4. Addiction- Members shall not become addicted to the use of any controlled substance, narcotic, or hallucinogenic drug.

5. Seized Contraband- These orders shall not serve to interfere with member’s right to secure and transport contraband as required by duty and statute.

6. Random Drug Testing - All members of the Sheriff’s Office are subject to random drug and alcohol testing. Random drug and alcohol tests will be conducted at least four times annually including 12.5 percent of employees quarterly and employees selected to participate will be drawn at random from all Sheriff’s Office personnel.

The legal products on the market in the State of Tennessee that are derivatives of various cannabis plants, such as, Cannabidiol (CBD) oil and/or Hemp. These products claim to contain none or less than 0.3 Tetrahydrocannabinol (THC). Although these products are legal substances and a member might use these legal products in ‘good faith’ the policy of the Sevier County Sheriff’s Office stipulates that all members of the Sevier County Sheriff’s Office are subject to random drug and alcohol testing.

Marijuana, Tetrahydrocannabinol (THC) and Synthetic Equivalents are still a Schedule VI controlled substance in Tennessee and a Schedule 1 in the Federal Statue Codes.

**Any member of the Sevier County Sheriff’s Office that tests positive for Tetrahydrocannabinol (THC) shall be subject to disciplinary action in accordance with the Sevier County Sheriff’s Office General Orders/Standard Operation Procedures up to and including termination of employment.**

Participants will be notified by the Sheriff of Law enforcement or Supervisor where and when to report for the test. The random drug and alcohol testing shall not invalidate the right of a supervisor to require other drug or alcohol testing under the Sheriff’s Office reasonable suspicion requirements.

Employees may not refuse to comply with the random drug and alcohol-testing requirement unless they can demonstrate to the Sheriff extenuating circumstances. The decision of the Sheriff in accepting or rejecting a refusal to submit to the test will be final and binding upon the employee.

Employees who refuse to submit to a test without prior approval from the Sheriff shall be subject to disciplinary action, in accordance with the Sheriff’s Office Rules and Regulations, up to and including termination of employment. Violation of this policy is a Class A violation.

The following drugs will be tested for by urinalysis:

 Cocaine Metabolites Amphetamines

 Barbiturates Benzodiazepines

 Marijuana Metabolite Opiates

 Phencyclidine Propoxyphenen/Metabolite

 Methadone Meperidine Screen

 Oxycodone/Oxymorphone Fentanyl Screen

 Pentazocine Screen Nalbuphine Screen

 **C. Abuse of Process**

Members shall not knowingly make false accusations of a criminal offense or a traffic charge. (Class A)

**D. Ridicule of the Sheriff’s Office**

Members shall not publicly criticize or ridicule the Sheriff’s Office, its policies, or members, by speech, writing or other expression which is defamatory, unlawful, undermines the effectiveness of the Sheriff’s Office, interferes with the maintenance of the Sheriff’s Office, interferes with the maintenance of discipline, or is made with reckless disregard for truth. (Class A)

**E. Controversial Subjects**

Members should avoid public discussions of racial, religious, political, or other controversial subjects while on duty. (Class C)

**F**. **Immoral Conduct**

Members shall not conduct themselves in an immoral, indecent, lewd, or disorderly manner. (Class A)

**G. Political Activity**

The Sheriff’s Office encourages every member to exercise the right to vote in all elections. However, members shall not: seek nor attempt to use any political endorsement concerning any appointment to a position, or demotion or dismissal from any position in the Sheriff’s Office. Or, engage in political activities while on duty; be required as a duty of office or employment, or as a Sheriff’s Office condition for employment, promotion, or tenure in office: to contribute funds for political or partisan purposes; coerce or compel contributions for political or partisan purposes by other Sheriff’s Office employees, or use this office or influence to coerce the political action of any person. The use of any supplies or equipment of the Sheriff’s Office for political or partisan purposes is prohibited. Members on authorized leave of absence may enter political campaigns.

**H. Compromising Criminal Cases**

Members shall not make any promises or arrangements with prisoners or between a suspect and his victim intended to permit the offender to escape the full penalty provided by law. Or, to interfere with the courts and use their official position to make any arrangements for any suspect or prisoner to escape prosecution. (Class A)

**I. Associations**

Members shall not knowingly consort with or otherwise fraternize with known gamblers, prostitutes, drunkards, or other persons of bad or criminal reputation, or who are known criminals, except in the performance of their official duties. (Class A)

**J. Intimidation**

Members shall not use or direct unjustifiable violence, abuse, force, or threats against, or otherwise intimidate any person. (Class A)

**K. Harassment**

Members shall not use their authority or official position in order to harass, embarrass, degrade, oppress, or torment any person, or persistently, without due cause, take action against any person to prevent that person from exercising their rights as citizens. (Class A)

**L. Business Recommendations**

Members shall neither suggest nor recommend any specific bail bondsman, attorney, wrecker company or any other business, either by company or personal name, to any person coming to their attention as a result of law enforcement business, for the personal gain of either the member or of the business. This regulation shall not apply when a relative of the member seeks such advice or service. (Class A)

**M. Strikes**

Members shall not engage in any strike. "Strike" includes the concerted failure to report for duty ("Blue Flu"), willful absence from one's position, and unauthorized leave. It also includes the stoppage of work or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of the employment for the purpose of inducing, influencing, or coercing a change in conditions; compensation, rights, privileges, or obligations of employment. (Class A)

**N. Gifts, Gratuities, Bribes or Rewards**

Members shall not accept any valuable consideration that was given with the expectation of influencing the member in the performance of his duties. (Class A)

**O. Endorsements**

Members shall not endorse or cause or permit their endorsement to be publicly attributed to any commodity or commercial enterprise where such endorsement alludes to or benefits from his or her position as a member of the Sheriff’s Office. (Class A)

**P. Neighborhood Disputes**

Members may not intentionally become involved in quarrels or disputes involving their neighbors. Officers shall not make arrests in their personal quarrels or those of their family or neighbors unless such action is warranted by the immediate threat of serious bodily harm or property damage. Such disputes in which law enforcement intervention is required shall be handled by a disinterested on-duty Officer. The on-duty shift Supervisor shall be notified of the situation as soon as possible. (Class B)

**Q. Violation of Safety Rules**

Members shall not willfully violate any of the Sheriff’s Office Safety Rules. (Class A)

**R. Theft or Abuse of Property**

The theft, destruction, careless or negligent use of county owned or controlled property shall not be tolerated. (Class A)

**S. Processing Property and Evidence**

Members shall not covert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other law enforcement action, except in accordance with established Sheriff’s Office procedure. (Class A)

**T. Loitering**

Members either on duty or in uniform shall not loiter in taverns, theaters, restaurants, sporting goods shops, or other public places except to perform a law enforcement task. (Class B)

**U. Aiding Offenders**

The official operations of the Sheriff’s Office are confidential. Employees shall not discuss law enforcement operations unless it is required by that operation. Any information regarding arrests, cases, or assignments will not be communicated outside the Sheriff’s Office. (Class A)

**V. Unauthorized Communication of Information**

Employees shall not communicate information that may delay arrest or aid a person to escape, destroy evidence, or remove stolen property. They shall not reveal any case information except by permission of the Supervisor. (Class A)

**W. Improper Uniform**

All members of the Sheriff’s Office shall maintain well fitted, clean and neatly pressed uniforms. This includes all leather and issued personal equipment for use while on duty. Unauthorized articles will not be placed on the uniform where they are visible. (Class B)

**X. Absence With Out Leave (AWOL) from Duty or Zone**

All members of the Sheriff’s Office are expected to be present for their assigned shift to begin their tour of duty. At this time they will be assigned the zone for that tour and are expected to remain in their assigned area unless granted permission by the Supervisor. Proper authorization must be given by a Supervisor for any employee to be absent or away from their assigned area. (Class A)

**Y. Neglect of Duty**

Each member, because of their rank or assignment, is required to perform certain duties and assume certain responsibilities. Failure to properly function in these areas constitutes neglect of duty. This rule prohibits any omission or failure to act by any member of the Sheriff’s Office, whether on duty or off duty, when such omission or failure to act is required by the rules, policies and procedures of the Sheriff’s Office. It applies to any member who, through carelessness, inefficiency, or design fails to implement the policies and regulations of the Sheriff’s Office. (Class A)

**Z. Disobeying Orders**

All employees shall obey lawful orders from a superior Officer. If an Officer feels that an order has been given which is unlawful, the Officer must address this concern with the Supervisor giving the order and, if it is not rescinded, the employee must notify the Supervisor giving the order and seek the next highest-ranking Officer for guidance. (Class A)

**AA. Sleeping on Duty**

No employee will be allowed time to sleep at any time while on duty. (Class A)

**BB. Unnecessary Use of Force**

No employee shall use any more force than is necessary to affect an arrest or contain a person under control. (Class A)

**CC. Ridicule of Fellow Officers or Superiors**

Employees shall avoid conduct or speech that is subversive to good order or discipline. They shall treat each other with the utmost courtesy and respect and at all times refrain from making derogatory remarks concerning each other. They shall direct and coordinate their efforts to establish and maintain the highest level of efficiency, morale, and achievement. They shall conduct themselves in such manner as to create harmony among the various units in the Sheriff’s Office. (Class A)

**DD. Cowardice**

Employees shall not display any form of cowardice or fail to support their fellow Officers in performing their duties in the face of danger. (Class A)

**EE. Immaturity**

It shall be the duty of each Officer to maintain a high level of maturity, not allowing themselves to become involved in acts of childish behavior. (Class A)

**FF. False Statements**

It shall be a violation of any employee to make a false statement or accusation about any matter or person that would be unlawful or an untrue statement. (Class A)

**GG. Smoking and Use of Tobacco Products**

Smoking and use of tobacco products presents an unprofessional image of the Sevier County Sheriff’s Office and its members along with the fact many are allergic to tobacco smoke, therefore, employees of the Sheriff’s Office are prohibited from smoking, chewing, using snuff, dipping or using and type of tobacco products while making personal contacts with the public in the course of their official duties in homes, offices, places of business, public places/buildings or on public streets. This includes while directing traffic, investigating crashes or any on-scene criminal investigations. Smoking is prohibited in vehicles assigned and utilized by the Sheriff’s Office. **TOBACCO USE OF ANY KIND IS STRICTLY PROHIBITED WITHIN THE SEVIER COUNTY SPECIAL OPERATIONS CENTER (SOC) BUILDING.** (Class A)

*SEVIER COUNTY SHERIFF’S OFFICE*

**GENERAL ORDERS**

Standard Operation Procedures

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| Subject**‘INTERNET SITES, SOCIAL NETWORKING AND WEBPAGES’** | Annual ReviewAdministration | Cancellation DateN/A |
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**POLICY**

Professionalism, ethics and integrity are of paramount importance in the Law Enforcement community. To achieve and maintain the public’s highest level of respect, we must place reasonable restrictions on our conduct and appearance and hold to these standards of conduct whether on or off duty. An employee’s actions must never bring the Sevier County Sheriff’s Office into disrepute, nor should conduct be detrimental to its efficient operation.

Employees of the Sevier County Sheriff’s Office have the right to personal web pages or social networking sites. When reference is made to or about the Sevier County Sheriff’s Office, a review of that reference is needed to ensure that such reference does not compromise our integrity and thus, undercut the public confidence in this agency or this profession. Therefore, it shall be the policy of the Sevier County Sheriff’s Office that employees of the Sheriff’s Office are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of Sevier County Sheriff’s Office logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Sevier County Sheriff’s Office on any personal or social networking website or web page, without the express written permission of the Sheriff.

No employee shall represent themselves, directly or indirectly, in any public forum as a member of the Sevier County Sheriff’s Office, either by text, photograph or image depicting the uniform, badge or patch, in any manner that reflects a lack of good moral character. No employee will represent themselves in any public forum as an employee of the Sevier County Sheriff’s Office with other information, opinion or posture that would bring unfavorable criticism or embarrassment upon the Sevier County Sheriff’s Office.

**PURPOSE**

The purpose of this directive is to establish Sheriff’s Office policy concerning personal web pages, social networks or internet sites when referencing the Sevier County Sheriff’s Office so as not to discredit or disrespect the Sevier County Sheriff’s Office, to ensure that the release, either directly or indirectly, of information concerning crimes, crashes, accidents or violations of ordinances or statutes to persons outside the Sheriff’s Office is not disseminated and that all employees treat as confidential the official business of the Sevier County Sheriff’s Office.

**PROCEDURES**

**1. Posting Regulations**

1. Employees having personal webpages, social networking sites or any other type of internet postings which can be accessed by the public, **SHALL NOT** place or allow photographs or depictions of themselves dressed in uniform and/or displaying Official identification, patches or badges, or in any other way, either directly or indirectly, identify themselves as an employee of the Sevier County Sheriff’s Office for any reason, without the approval as indicated in this directive.
2. Photographs or other depictions of Sheriff’s Office uniforms, badges, patches, or marked units shall not be posted on internet sites without the approval of the Sheriff.
3. Photographs of the inside of the Sheriff’s Office building as well as any crime, crash or accident scene shall not be posted.
4. Employees are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official Sevier County Sheriff’s Office training, activities, or work-related assignments without the express written permission of the Sheriff, Chief Deputy or designee.
5. Employees wishing to use photographs, depictions, or references to the Sevier County Sheriff’s Office must receive approval of the Sheriff, Chief Deputy or designee.
6. Employees who post photos, comments, etc. of other Sheriff’s Office employees must inform and seek approval from the employee(s) before posting same.
7. Any employee becoming aware of or having knowledge of a posting or of any website, social networking site or web page in violation of the provisions of this policy shall notify his Supervisor immediately for follow-up action.
8. Sites deemed inappropriate, whether an employment association or not, bringing discredit to the Sevier County Sheriff’s Office or to a Sheriff’s Office employee, or

promoting misconduct, whether on or off duty, may be investigated through a criminal or administrative investigation.

1. All employees shall treat as confidential the official business of the Sevier County Sheriff’s Office.
2. No employee shall release, either directly or indirectly, information concerning crimes, crashes, accidents, or violations of ordinances or statutes to persons outside the Sheriff’s Office.
3. No employee shall reveal any unauthorized information to any person not a member of the Sevier County Sheriff’s Office or authorized to receive such information.
4. No employee shall gossip about the affairs of the Sheriff’s Office with persons outside of the Sheriff’s Office.
5. If an employee indicates in any public forum any opinion on a Law Enforcement related issue, then that employee shall state that the views and opinions expressed are the employees’ personal ones and not those of the Sevier County Sheriff’s Office.

**2. Approval Process**

1. An employee seeking approval to use references to the Sevier County Sheriff’s Office on a personal website, social networking sites, web page or other public forum, shall submit a request for approval to the Sheriff via the Chain of Command.
2. The request shall describe the proposed reference and purpose.
3. A list of the reference(s) and any media to be used shall be provided.
4. A printed layout of the entire web page, posting, or site shall be provided.
5. The employee will receive an approval or denial of the request.
6. Any changes made to a previously approved posting must be submitted for reconsideration.

**3. Limitations**

1. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any Sheriff’s Office approved reference.
2. Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Sevier County Sheriff’s Office.
3. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases, and public as well as private embarrassment.
4. Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social-networking sites.