



ARTICLE TITLE	SECTION NUMBER	REVISION
Standards of Conduct	ART 5	10

Rule 1. Dedication to Duty

1. Members of the Department will promptly and faithfully perform all of the duties of their positions and will not engage or agree to engage in any actions that may interfere with or impair the efficiency or operation of the Nassau County Police Department or any other governmental agency.
2. Members of the Department, whether on or off duty, will not engage in conduct unbecoming an officer or Member of the Department, or in any action which may be prejudicial to the good order and efficiency of the Police Department.
3. Members of the Department will first and foremost devote their time and attention to the service of the Department and will not engage in any other business, calling or conduct which is unlawful or may create a conflict of interest or an appearance of impropriety in connection with employment in the Nassau County Police Department.
4. Members of the Department will report, immediately, to a Superior Officer in the Command having jurisdiction, any delinquency, dereliction of duty, violation of the Department Rules, conduct, disorder, and neglect to the prejudice of good order, efficiency, and discipline, which they observe or of which they have knowledge; they will immediately bring to the attention of a superior officer a case in which a Member of the Department becomes unfit for duty on account of careless, improper, vicious, or immoral conduct.

Rule 2. Misconduct

Members of the Department *will not*:

1. engage in unlawful conduct, whether on or off duty.
2. make or submit or cause to be submitted a false official communication, record, or statement.
3. unjustifiably interfere with nor attempt to influence the lawful business of any person.
4. indulge in games of cards or chance while on duty.
5. litter with refuse any departmental property.
6. smoke in public while in uniform.

Rule 3. Fitness For Duty

1. Members of the Department will be fit for and subject to full duty at all times, except when on authorized leave or as otherwise directed by the Commissioner of Police.
 - a. Permanent physical or mental incapacity to perform police duties may be cause for separation from the Police Department.
2. Members of the Force must immediately notify the Department when they have a medical, psychological, or legal condition that may affect their right or ability to possess a firearm.

Rule 4. Obeying Orders

1. Members of the Department will promptly obey all lawful orders, instructions, directions, and requests of Superior Officers.
 - a. Orders from members assigned to the Office of Commissioner of Police, or the Office of a Deputy Commissioner, Chief of Department, or Division Chief, when so directed, will be deemed to be the orders of such members' superior and will be promptly obeyed as such.
 - b. Members of the Force must promptly surrender all firearms and Department identification possessed by them when ordered by a Superior Officer.
 - c. Members of the Department will respond to the Employee Assistance Office (EAO) when directed to do so by a Superior Officer.

2. Members of the Department will promptly obey all lawful orders, instructions, and directions of Department Police Surgeons.

Rule 5. Keeping Superiors Informed

1. Members of the Department will keep their Superiors informed of all important matters and of any action taken pertaining to those matters.
 - a. Important matters include the following:
 - 1) a Member of the Department who appears unfit for duty,
 - 2) a serious complaint against a Member of the Department,
 - 3) important messages,
 - 4) matters that require the attention of the Superior.
 - b. Members of the Department will immediately notify a supervisor upon receipt of a civilian complaint.
2. Members of the Department will, when engaging in any official action while off duty, report such action to their Commanding Officer as soon as practical.
3. Members of the Department will immediately report to their Commanding Officer if:
 - a. they are arrested, or
 - b. they are a defendant, respondent or other subject of any action or proceeding commenced in any federal, state or local court, charging the commission of a felony or a misdemeanor defined under New York or federal law or the law of any other state or jurisdiction or any other offense defined in the Penal Law.

Note: Details to be reported will include court, charges, and the place, date and time of any arrest.

4. Members of the Department receiving a written communication from the public concerning Police Department activity will, without unnecessary delay, deliver same to their Commanding Officer.
 - a. The member's Commanding Officer will promptly cause receipt of such to be acknowledged and take whatever other action is appropriate.
5. Members of the Force on patrol will report, without unnecessary delay, to the Desk Officer any condition or occurrence requiring attention, such as serious crimes, casualties, or unsafe public conditions.

Rule 6. Respect

1. Members of the Department will be respectful in their contact with Superior Officers and all other persons within and without the Police Department.
2. Members will give their rank, name, shield number, and command to any person who requests same.
3. Members will give the rank, name, shield number, and command of another Member of the Department to any person who appears personally and can demonstrate a legitimate interest in obtaining same.

Rule 7. Intoxicants

1. No Member of the Department will indulge in intoxicants while in uniform. No Member of the Department will be unfit for duty by reason of intoxicants.
2. A Member of the Department will not bring or permit to be brought any intoxicant into a departmental building, booth, boat, vehicle, or aircraft, except in the performance of police duty, or when required for prompt administration under the personal direction of a physician.
3. Unless in the immediate performance of police duty or with the permission of the Commissioner of Police, a Member of the Department in uniform will not enter any premises used for the manufacture, storage, or shipping of intoxicants or any premises where an intoxicant is sold, except for the purpose of eating a meal in a duly licensed hotel or restaurant.
4. A Member of the Force is prohibited from being either directly or indirectly interested in the manufacture or sale of alcoholic beverages.

5. When a Member of the Department is authorized to consume alcohol during a special assignment, prior to resuming his normal duties, the member will notify a supervisor who will determine the member's fitness for duty and will direct the member accordingly.

Rule 8. Reporting For Duty

1. Members of the Department will report for duty as directed by competent authority.
2. Members will not report late for duty.
3. Members will not absent themselves without proper authorization.
4. Members will not exceed the meal period authorized by applicable labor agreement.
5. Members of the Department will sign on and off duty with their command.

Rule 9. Post Duties

1. Members of the Department who are performing patrol duty, assigned to a post [\[See Glossary\]](#), or are otherwise involved in the emergency operations of the Department will:
 - a. remain constantly alert and observant,
 - b. not hold unnecessary conversation while performing duties,
 - c. not enter vehicles, conveyances, or structures except in the performance of duties,
 - d. familiarize themselves with the post or duty to which assigned.
2. Members assigned to posts will proceed to the designated post or relieving point without unnecessary delay and:
 - a. inspect the post immediately,
 - b. note any condition requiring attention, and
 - c. take appropriate action.
3. Members assigned to a post with a police booth in his territory will ensure the following:
 - a. the booth is properly lighted during hours of darkness,
 - b. the national colors are properly displayed in accordance with Article 13, Rule 11.

Rule 10. Quitting Post

1. Members of the Department assigned to posts will not quit their posts except for official necessity, personal necessity, or meal period.
2. If required to quit his post for official necessity, a Member will:
 - a. enter in his memorandum book, as soon as circumstances permit,
 - 1) the time of leaving and reason,
 - 2) the time of returning to his post.
3. If required to quit his post for personal necessity, a Member will:
 - a. enter in his memorandum book, before quitting his post,
 - 1) the time of leaving and reason,
 - 2) the premises to be entered,
 - b. enter in his memorandum book the time of returning to his post.
4. Before quitting his post for meal period, a Member will request a meal period and await approval.
5. If assigned to a post required to be manned, a Member will:
 - a. request relief and await the relief before quitting his post,
 - b. at the end of his tour of duty, remain on duty until relieved.
 - 1) If no relief is present at the end of the tour, the Member will not quit his post and will communicate with his Desk Officer or Superior Officer and comply with the instructions received.

6. If assigned to a post with Departmental radio communications, a Member will communicate by radio the following:
 - a. his intention to quit his post, prior to leaving,
 - b. his return to post.

Rule 11. Departmental Business

A Member of the Department will treat as confidential the official business of the Police Department and information obtained by him by virtue of his official capacity. He will not talk for publication, be interviewed, make public speeches, or impart information relating to the official business of the Department to anyone, except:

1. Under the due process of law.
2. As directed, or with the permission of the Commissioner of Police.
3. As directed, by the Department Rules or Departmental Orders.
4. A representative of the Press, upon establishing his identity, may be advised of the current news, if the ends of justice are not thereby defeated or laws violated, and with permission of the Commissioner of Police or the Commanding Officer, Public Information Office.
5. A properly identified employee of the State of New York or the County of Nassau Civil Service Commissions or United States government may be furnished with information, in compliance with current law, which, in the opinion of the Commanding Officer, may be necessary to aid them in the investigation of applicants or as otherwise directed by the Chief of Department or Division Chief.
6. Information concerning persons arrested may be given by authorized members to properly identified representatives of organized law enforcement agencies, a Parole Commission, or Probation Department except that arrest information recorded in records and files which have been sealed in compliance with a Court Order may only be released by the Records Bureau and then only in accordance with the provisions of current law.
7. Members of the Force are prohibited from using any person as a confidential informant with whom they have had or currently have a familial, social or business relationship.
8. Members of the Force are prohibited from using contraband as a form of compensation to a confidential informant.

Rule 12. Police Business Outside County

1. Members of the Department will not leave the Counties of Nassau, Suffolk, or Westchester or the City of New York on police business except by authority of the Chief of Department or Division Chief. In the event of an emergency, when such authority cannot be obtained, Commanding Officers may grant permission to leave the County.
2. Members will not leave the County in uniform, in any event, except in close pursuit, extreme police emergency, or as otherwise directed by the Chief of Department or Division Chief. However, members residing in the City of New York, County of Westchester, or Suffolk County, may wear the uniform in traveling to and from authorized police duties and assignments.
3. Except in the case of urgent police necessity, Members will not cause any Departmental vehicles, vessels, aircraft, equipment, or Department owned animals to be removed from the County of Nassau without the express approval of his Commanding Officer.
4. Members of the Department will only use Non-Revenue E-Z Passes for official Police Department business.

Rule 13. Gratuity

Members of the Department will not ask for or receive or consent or agree to receive any emolument, gratuity, or reward or any promise of same, or any personal advantage; nor will they solicit, contribute, cause to be solicited, contributed, or paid, directly or indirectly, any money or valuable thing to be used in connection with a matter affecting the Department. The offering, selling, or giving of any tickets, objects, advertisements, or promises, directly or indirectly, personally or through any agent, by any Nassau County Police Department affiliated group or organization or individual member of this Department is prohibited, except if authorized, in writing, by the Commissioner of Police. This does not apply to membership, dues, assessments, etc., paid to authorized department organizations or other authorized purposes. Any checks, monies, awards, gifts, etc., so received, will be immediately forwarded, through official channels, to the Office of Commissioner of Police with brief facts concerning same.

Rule 14. Financial Responsibility

1. Members of the Department will promptly pay just debts and will not incur liabilities which they are unable or unwilling to discharge.
2. Members of the Department will not incur a liability, chargeable against the County, without the approval of the Chief of Department or Division Chief.
3. No Member of the Department will sign any note or other instrument as co-maker, guarantor, or endorser, for any money borrowed by any other Member of the Department. This rule will not pertain to the member's immediate family.

Rule 15. Personal Appearance

Members of the Department will be neat and clean at all times while on duty. Personnel will comply with the following grooming standards. Commanding Officers may permit non-uniformed members to exceed these guidelines if the particular job assignment requires same for the duration thereof.

1. Uniformed Members - Male
 - a. Hair will be neatly cut and trimmed at all times while on duty. Hair styles will be conservative and not excessive in length. The maximum permissible bulk of hair will be one and one-half inches in thickness on top and one inch in thickness at the back and sides of the head, however, in no event will any hair style or thickness of hair interfere with the proper wearing of uniform headgear. The hair style may cover the top portion of the ear but not beyond the midpoint thereof. Length may not extend more than one-half inch below the top of the shirt collar. In no event will pony tails be permitted or other styles or lengths of hair which may be readily grabbed by a suspect or defendant.
 - b. Sideburns will be neatly trimmed, may extend to the bottom of the ear lobe, trimmed level therewith, and be not more than one and one-half inches wide at the base. In no event will such be so wide as to interfere with a proper seal when wearing a Scott Air Pac.
 - c. Neatly trimmed moustaches may be worn, which will not extend over the top of the upper lip, but which may extend outward or downward one-half inch beyond the corners of the mouth.
 - d. Beards and Goatees will not be permitted. A growth of whiskers will be permitted while on duty for medical reasons only when approved by the Chief Surgeon.
2. Uniformed Members - Female
 - a. Hair will be neatly cut and trimmed at all times while on duty. Hair styles will be conservative and not excessive in length. The maximum permissible bulk of hair will be one and one-half inches in thickness on top and one inch in thickness at the back and sides of the head, however, in no event will any hair style or thickness of hair interfere with the proper wearing of uniform headgear. The hair style may cover the top portion of the ear but not beyond the midpoint thereof. Length may not extend more than one-half inch below the top of the shirt collar. In no event will pony tails be permitted or other styles or length of hair which may be readily grabbed by a suspect or defendant.

- 1) Hair longer than the above may be worn but must be pulled back away from the face and secured so that it does not touch the collar.
- 2) Items used to hold hair up must blend with hair.
- 3) Decorative articles may not be worn in hair.
- b. Make Up, if worn, is to be worn in moderation while in uniform.
- c. Black socks or black stockings are to be worn with the uniform.
- d. Shoes to be worn, while in uniform, will:
 - 1) Be black, plain style, and low heel (not more than 2 inches).
 - 2) Not be platform type, open toe, or open heel.
3. Uniformed member may not wear any item of jewelry which constitutes a safety hazard.
 - a. Rings may be worn on only one finger of each hand while on duty.
 - b. The wearing of an earring or earrings will not be permitted.
4. Non-Uniformed Members
 - a. Will be neat and tidy at all times.
 - b. Extreme or exaggerated attire will not be permitted.
 - c. Hair will be neatly groomed.

Rule 16. Use of Force

1. Members of the Department will not use force except as provided by law.
2. Members of the Force will not use force except as provided by law.
3. The carotid restraint will be used by Members of the Force only when deadly force is lawful and appropriate.
4. A Member of the Department will notify a Supervisor, as soon as practical, whenever he uses deadly force.
5. Members of the Force will notify a Supervisor, as soon as practical, when they have discharged a firearm, except while lawfully hunting or target shooting.

Rule 17. Discrimination in the Workplace

1. Members of the Department will not discriminate against another member, or participate in, or encourage behavior that constitutes discrimination.
2. Members of the Department will promptly report acts of discrimination they observe, or become aware of, to a supervisor.
3. Members of the Department will not disseminate any photograph, literature or other material that may create a hostile work environment.
4. Members are required to familiarize themselves with the current Nassau County Equal Employment Opportunity Policy.

Rule 18. Notification of Off-Duty Employment

1. Members of the Department are permitted to engage in off-duty employment, but will notify their Commanding Officer within 5 working days upon beginning such employment.
2. Members of the Department will not engage in off-duty employment which is unlawful or may create a conflict of interest or an appearance of impropriety in connection with employment in the Nassau County Police Department.
3. Members of the Department, while engaging in off-duty employment and for the purposes of that employment, will not use any Police Department equipment or access any information retained by the Department.

4. Members of the Department, while performing activities related to off-duty employment, will not: conduct themselves in a manner that would give the appearance that they are acting within the scope of their Nassau County Police Department employment, wear all or part of the Nassau County Police Department uniform, identify themselves as Members of the Nassau County Police Department or as Police Officers.

Rule 19. LIRR Police Ride Program

1. Members of the Force utilizing the LIRR Police Pass will comply with all conditions of use listed on the pass.