

## **UNIT ORDER #2 - PROFESSIONAL STANDARDS**

### **PURPOSE OF THIS ORDER:**

Personnel assigned to the Internal Affairs Bureau should view their assignment as a statement that the Sheriff has placed special trust and confidence in their abilities and integrity to manage the many complex issues coming to the attention of the Sheriff's Department.

### **SCOPE:**

The maintenance of that trust and confidence requires that members of this Bureau adhere to the following tenets as a minimal level of professional standards.

#### **INTEGRITY**

All members of this Bureau are expected to be exemplary in their obedience to all laws and regulations of the Sheriff's Department.

#### **KNOWLEDGE**

Bureau members shall keep themselves aware of all Department regulations, statutory concerns and other factors relating to the performance of their duties.

#### **OBJECTIVITY**

Members of this Bureau shall not permit personal feelings, prejudices, animosities, friendships, or any other considerations influence their conduct of decisions relating to all matters brought to the attention of this Bureau. The investigator's sole responsibility is to gather all facts regarding allegations brought against Department members. In so doing, he or she must be objective and thorough. Personal opinions, conclusions, or personalities shall not be interjected into investigations.

#### **DILIGENCE**

Members of this Bureau should recognize that the work performed by staff may affect the careers and the professional and personal reputations of Department members. Every effort shall be made to gather and report all facts and evidence pertaining to any matter under investigation. Investigators should be able to work with a minimum of supervision and a maximum of effort. Investigators must use their imagination, initiative,

and ability to successfully complete their cases. Should any policy violation(s) or risk management exposure arise during an investigation, beyond the original allegation, investigators should address the concern(s) and accurately document their findings for Department Executives.

**CONFIDENTIALITY**

Information of a confidential nature that is acquired by any member of this Bureau in their official capacity shall not be disclosed, unless disclosure is necessary in the performance of their duties.

**POSITIVE IMAGE**

Members of this Bureau shall recognize that, in their official capacities, they represent the Sheriff of Los Angeles County. Courtesy, compassion, and a positive, professional image must be maintained in all contacts of an official nature.

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