2024-02: Fraternization



TRAINING BUREAU

UNIT ORDER: 2024-02

Date: October 8, 2025
Subject: **FRATERNIZATION**

PURPOSE OF ORDER

The purpose of this order is to set forth the expressed policy of the Bureau regarding fraternization.

SCOPE OF ORDER

This order applies to all Training Bureau personnel. This unit order revises and replaces previous Unit Order 30/10.1.

POLICY

Fraternization is a private, personal or intimate relationship or contact with another person. Fraternization with applicants and/or recruits endangers the quality of service necessary and required of Training Bureau personnel.

1. Except as permitted by written authority of the Training Bureau Commander, all Training Bureau employees (including Operations, Recruitment, Pre-Employment and Recruit Training Units) shall not fraternize with, engage the services of, accept services from, or do any favors for any Sheriff's Department applicant or Academy recruit, outside the scope of their official duties.
2. All Training Bureau employees shall comply with the Policy of Equality, dated January 05, 2003, and the following Policy and Procedures Manual sections:

   3-01/121.15 Policy of Equality – Sexual Harassment
   3-01/030.15 Conduct Toward Others
   3-01/030.85 Derogatory Language

3. Any form of fraternization, however slight, will not be tolerated as this could lead to misunderstandings by other applicants, recruits, Bureau employees, or the public. If an applicant or recruit initiates a non-

business related contact with any Bureau employee, that employee shall notify his/her supervisor immediately.

***See attached: Training Bureau Code of Conduct and Fraternization Unit Order, 2013-01.**

4. Under no circumstance will a Training Bureau Instructor provide a recruit, or applicant, with their personal phone number. The recruit will be directed to contact the staff office, Sheriff's Information Bureau, or an Academy Supervisor with a rank of Sergeant or higher.
5. No Training Bureau employee, under the rank of Sergeant, will be permitted to communicate with a recruit, or applicant, utilizing their personal phone, social media, or other electronic communication methods outside of official Department resources. Sergeants, or higher rank, may only do so when official business requires.
6. No Bureau employee will meet or counsel privately with an applicant or recruit outside of regular business hours or off the facility (those areas designated as Bureau offices), without the permission of the employee's supervisor.

   Business hours are defined as those working hours established by Unit requirements and almost exclusively fall between 0600 and 2200 hours daily. Unless extraordinary circumstances exist, no contact with applicants or recruits shall be made between the hours of 2200 and 0600 hours. All exceptions shall have the prior approval of the employee's immediate supervisor.

7. Bureau employees will not intentionally physically contact any applicant or recruit unless involved in a hands-on training activity.
8. Bureau employees will, at all times, conduct themselves in a courteous and professional manner when dealing with applicants and recruits.
9. Should any questions arise, or misunderstandings of policy develop, the Unit Lieutenant, Operations Lieutenant of the Captain, shall be asked for clarification.
10. It must be clearly understood that it is the expressed policy of the Bureau Commander that any violation of this Order will result in disciplinary action. This discipline may include, but is not limited to, transfer from the Training Bureau.
11. Any Training Bureau personnel with personal knowledge of another employee involved in the violation of this Unit Order or the Academy Staff Code of Conduct shall immediately notify a supervisor.