A. **POLICY**

To assure that there is no appearance of impropriety by employees of the Department of Public Safety while on duty during interactions with members of employee’s immediate family.

B. **PROCEDURE**

1. All Department personnel will follow the below listed guidelines regarding interacting with family members while on duty, or in uniform.
   
   a. **Immediate family members include spouse, parents, children, brothers, sisters, boyfriends, girlfriends, or significant others.**
   
   b. Employees of Public Safety will not socialize with or visit with family members while on duty, this will include eating a meal in a non public location on campus.
   
   c. In the event that a Public Safety Officer is dispatched to a location where a family member is known to work that officer will advise their supervisor of such and the supervisor will assign the call to another officer.
   
   d. **In an Emergency situation any Public Safety Officer will respond and take appropriate action, the duty supervisor will submit a PSD 11 to the Patrol Commander detailing the events that caused the deviation from this policy.**
e. The shift supervisors will be aware of any subordinates that have family members working on campus.

f. Exceptions to this policy must be approved, in advance, by the Patrol Commander or his/her designee.

2. This policy will be followed in order to reduce the likelihood that a Public safety Officer could be placed in a situation that could have the appearance of a “conflict of interest”.