



ACSO Directive 353.V. - Standards of Conduct and Violation Levels

A. Rules/Level Five Violations (50 Points - 2 Years)

1. Criminal Conduct
2. Conduct Unbecoming an Employee
3. Aiding Escape/Suspects
4. Contraband in the Secure Envelope of the Department of the Jail
5. Use of Alcohol/Drugs and Medication
6. Untruthfulness
7. Insubordination
8. Harassment, Sexual and Other
9. Subversive and Terrorist Organizations
10. Strikes and Work Stoppages
11. Unlawful Labor Practices
12. Communicating or Imparting Confidential Information
13. Continued Absence from Work - Employees who absence themselves for three (3) or more consecutive work days without proper authorization are considered to have abandoned their employment and to have resigned from employment with the ACSO.

B. Rules/Level Four Violations (30 Points - 2 Years)

1. Performance of Duty
2. Unauthorized Association with Known Offenders
3. Unprofessional Relationships
4. Profiting from Employment
5. Business Transactions
6. Gifts, Gratuities, Privileges
7. Radio Regulations
8. Political Activity
9. Improper Conduct
10. Unauthorized Investigations
11. Failure to Properly Supervise Subordinates
12. Employees assigned a take-home vehicle who reside outside of Alachua county are required, prior to leaving Alachua County while off duty, to park their assigned vehicle at either: (a) The ACSO main building; (b) The ACSO Dept. of Jail; (c) A secure alternate location in Alachua County with documented permission from the Sheriff or Chief Deputy.

C. Rules/Level Three Violations (20 Points - 1 Year)

1. Duty to Report Misconduct
2. Sleeping on Duty
3. Absent Without Authorization
4. Conflicting Employment or Contractual Relationship
5. Neglect of Duty
6. Reporting Accidents
7. Use of Force Reporting Procedures
8. Criticism of Order
9. Prompt Response to Calls
10. Off-Duty Enforcement Actions
11. Official Records
12. Reporting Arrests, Etc.
13. Improper Use of Sick Leave
14. Unfavorable Conduct

D. Rules/Level Two Violations (10 Points - 1 Year)

1. Attorneys and Bondsmen
2. Testimonials
3. Court Related Matters
4. Public Statements
5. Proper Care of Equipment and/or Property
6. Possessing and Maintaining a Current and Valid State Motor Vehicle Operator's License
7. Driving
8. Preventable ACSO Vehicle Crash
9. Wearing of the Uniform
10. Sanitation Standards at the Department of the Jail

E. Rules/Level One Violations (0 Points - 1 Year)

1. Knowledge of Ordinances, Statutes and ACSO Directives
2. Relationships – (a) Public; (b) Fellow Employees
3. Unauthorized Release of Personnel Information
4. Conducting of Official Business
5. Courtesy to the United States Flag and National Anthem
6. Personal Business on Duty
7. Use of Tobacco Products
8. Identification of Deputy Sheriff
9. Reporting
10. Attire for Court, In-Chamber, Grand Jury and Deposition Proceedings
11. Address and Telephone Numbers
12. Directive Management System
13. Tardiness
14. Civil Action
15. Grooming