

INTRODUCTION

3.0

Law enforcement professionals have a unique role in today's society. The power and authority granted to the police are substantial. No other group has the right to enter citizen's homes or places of employment to search and make arrests. Only the police may stop a motor vehicle, detain persons on the street, and engage in interrogations. The use of deadly force alone makes law enforcement officers unique.

As with any granting of authority, there comes an accompanying responsibility. For police professionals it involves, at a minimum, the adherence to law and the fair and impartial exercise of such authority. Officers learn from their earlier days in the basic academy that they have discretion in when and how they exercise their lawful authority. They are taught that the ethical performance of their duties is essential to ensure both departmental integrity and essential public support and confidence.

Many expectations of police conduct "go without saying." Certainly officers must obey the law, exercise their responsibilities within constitutional guidelines, and obey lawful orders. However, the establishing of a manual of rules and regulations is a time-tested tradition in police departments. It is only fair that officers have some way of knowing in advance what is expected and what conduct is prohibited. Many forms of conduct that are "unbecoming a police officer" are known from common sense or learned during training or on the job. However, when this is not the case, or where a particular action is either required or prohibited, it is helpful to spell it out in a manual such as this.

Law enforcement is, at the same time, one of the most demanding, yet one of the most rewarding, professions. The role of a police officer in a democratic society is an ever-changing one. The training an individual receives at the police academy is but a first step on an on-going process of education and training which will span an officer's career. This department is committed to making in-service and specialized training available to its officers, consistent with statutory mandates and subject to municipal appropriation. This Manual of Rules and Regulations, along with the Department's policies and Procedures, Manual, periodic general or special orders and memoranda, and applicable job descriptions, should assist police officers in remaining aware of what is expected of them.

The quasi-military nature of a police agency is one of its time-tested traditions. A rank structure and a chain of command have proven an essential component, especially in an organization involved in dangerous and even life threatening activities. The need for camaraderie and teamwork are evident to the experienced law enforcement professional. Our distinctive appearance, including a uniform and grooming standards, help foster esprit de corps and security among members of the public.

The standard of conduct expected of law enforcement officers is often higher than that demanded of other municipal employees. We recognize this in accepting appointment to our chosen profession. When the needs of public confidence require, we are held to a high ethical standard, which dictates the avoidance of even the appearance of impropriety. Likewise, we acknowledge the need for reasonable restrictions on our off-duty conduct, especially where it reflects on our profession or the department.

The department is aware of its labor obligations. It is prepared to bargain with the appropriate bargaining representatives over any rules that involve or impact upon mandatory subjects of bargaining.

This manual will generally serve as the basis for departmental discipline. It does not attempt to, nor could any such document cover every possible situation. It attempts to outline the minimal level of conduct expected of each officer. Familiarity with its contents is required. On a more positive note, however, officers are encouraged to use this Manual as part of their overall training experience. They should endorse the ethical standards and commit themselves to code of conduct befitting members of our noble profession.

An effort has been made to make the manual gender neutral. Where appropriate, the masculine will include both genders and singular and plural are interchangeable.

Whenever this Manual refers to such things as permission or approval of the Chief, this will refer to his or her designee when from time to time, the Chief authorizes others to act on his or her behalf in appropriate circumstances. Use of the term Commanding Officer or superior officer may occasionally be used interchangeably.

The Law Enforcement Code of Ethics is a time-honored tradition among members of our profession. Its inclusion in this Manual is meant to remind officers of the lofty goals and worthwhile objectives which are consistent with our professional calling.

It is one sign of a true profession that it has a code of conduct concerning voluntarily adopted ethical standards. Ours is no exception. This department, and indeed our community, expects officers to adhere to this code of conduct.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

4.0

The police are the most visible and most readily accessible representatives of local government. They respond to calls for assistance of a diversified nature and are expected to resolve a wide variety of community problems as they occur. Police officers are professionals, and, as such, are expected to maintain exceptionally high standards in the performance of their duty while conducting themselves at all times, both on and off duty, in such a manner as to reflect favorably upon themselves and the department.

Effective police operations require loyalty to the department and to one's associates, maintaining a genuine spirit of cooperation and rendering appropriate

assistance to another police officer or citizen exposed to danger or in a situation where danger may be lurking.

To accomplish these purposes, the professional responsibilities of police officers, within their area of jurisdiction, include such things as the following:

- a) The protection of life and the safeguarding of property;
- b) The prevention and control of crime;
- c) The investigation of crime, the apprehension of criminal offenders and the recovery of stolen property;
- d) The preservation of public peace and good order;
- e) The immediate response to public emergencies;
- f) The creation of a sense of safety and security for the entire community through crime prevention, patrol and community policing;
- g) The accomplishment of all police objective within the law and the constitutional guarantees of all citizens;
- h) The performance of such other police related services, duties, functions and responsibilities requires of the officer by the department and/or the community;
- i) The advancement of a cooperative relationship with the general public; and
- j) The creation of awareness through the implementation of educational programs.

Public scrutiny, and sometimes public criticism, is directed not only at police performance but also at the behavior, both on and off duty, of those who deliver police services. The establishment of proper standards for police behavior must not only meet the expectations of the citizens but also protect the rights of police officers.

The department recognizes that its officers have certain basic personal rights and therefore it restricts those rights only when necessary to ensure the integrity of the department and its personnel and that the highest quality of police services maintained, At a minimum, officers are required to obey all lawful statutes as well as regulations established by the department.

PRIVACY AND OFF-DUTY CONDUCT

The department will generally limit its inquiry into an officer's personal matters, off-duty conduct and outside employment, to situations impacting or reflecting upon the

department or affecting the officer's ability or fitness for duty. An officer's right to privacy guarantees that disclosure of personal matters can be compelled only if the employer's interest in the disclosure outweighs the officer's privacy interest. When the department determines that inquiry into an officer's private life is legitimate, it will make an effort to keep the scope of the inquiry as narrow as reasonable under the circumstances.

An officer's medical and psychological fitness for duty is a matter of continuing departmental concern. The department may require officers to submit to medical and/or psychological examinations on a periodic basis or whenever there is reason to question the officer's fitness for duty. Reports of such examinations will be maintained in a separate file and dissemination of the information will be restricted to appropriate individuals.

The department has a legitimate interest in preserving the public's trust and respect. An officer's off-duty personal relationships and conduct must not bring discredit to the officer or department, impact on the Department's operation, affect the officer's ability to perform his or her job, or result in poor job performance.

Officers who are on paid leave status as a result of sickness or injury may have their activities regulated. Reasonable rules are legally permissible.

No officer shall accept other employment which could interfere with the officer's employment with the department or could impair his or her independence of judgment in the exercise of the official duties.

CONDUCT UNBECOMING AN OFFICER

It is impossible to have detailed rules governing every conceivable situation. Historically, the military and the police services have relied upon the charge of conduct unbecoming an officer to cover obvious violations for which no specific rule was promulgated. Admittedly, such a catch all rule would not be proper for regulating the conduct of the general public. However, over the years, police officers have come to understand that certain behavior is clearly not in keeping with the good order and proper operation of the department.

This rule has been shown to be capable of objective interpretation. It must not be subject to the whim of police administrators. The standard of conduct expected of police officers is learned in a variety and various written directives. It is fair to say that conduct

unbecoming an officer should be such as would alert a reasonable officer that his or her conduct under the circumstances would be inappropriate.

Both on and off-duty conduct may subject an officer to a charge of conduct unbecoming an officer. Officers do not sever their relationship with the department at the end of their shift. An officer's off-duty conduct, especially where there is some nexus or connection to the department or where the officer's status as a police officer is or becomes known, may reflect unfavorably on both the officer and the department.

Officers charged with conduct unbecoming an officer will have the underlying offensive conduct specified in the notice charges.

CONDUCT UNBECOMING AN OFFICER

4.02

Officers shall not commit any specific act or acts of immoral, improper, unlawful, disorderly or intemperate conduct, whether on or off duty, which reflect(s) discredit or reflect(s) unfavorably upon the officer, upon other officers or upon the police department. Officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department and its members.

Conduct unbecoming an officer shall include that which tends to indicate that the officer is unable or unfit to continue as a member of the department, or tends to impair the operation, morale, integrity, reputation or effectiveness of the department or its members.

Conduct unbecoming an officer shall also include off-duty where there is a connection between the act or acts committed by the officer and that individual's continued fitness or ability to effectively perform his or her required duties and responsibilities and/or the impact or adverse effect said conduct may have on the operation, morale, integrity, reputation or effectiveness of the department and ability of the officers not involved in said act to effectively perform their required duties and responsibilities.

CONFLICT OF INTEREST

Since the position of a police officer is a public trust, it is important to avoid all situations involving conflicts of interest whether in fact or only in appearance. Special areas of concern include certain kinds of outside employment; financial transactions with units of government or others; membership in non-police unions; activities in partisan politics; and the use of an official position to secure unwarranted privileges, pecuniary advantage or preferential treatment.

Officers should read and become familiar with the provisions of G.L. c. 268A, specifically sections 2, 17, 19, 20, 22, and 23.

VIOLATING CONFLICT OF INTEREST LAW

RULE 4.03

Officers shall not violate any provision of General Laws c. 268A.

MEMBERSHIP IN ORGANIZATIONS

RULE 4.04

Officers shall not affiliate with or become a member of any organization if such affiliation or membership would substantially interfere with or prevent them from performing their duty.

ASSOCIATION WITH KNOWN CRIMINALS

RULE 4.05

Officers shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the department for involvement in criminal behavior, except as necessary in the performance of official duties with the knowledge and approval of the Chief of Police or where unavoidable in social settings because of an officer's family relationships.

UNDUE INFLUENCE

RULE 4.06

Officers shall not seek or obtain the influence or intervention of any person, outside or from within the department, but not including a lawfully retained attorney, for the purposes of advancement, preferential assignment, transfer, pecuniary advantage or any other type of preferred treatment or advantage, including the disposition of pending charges or findings in a criminal or disciplinary hearing.

VISITING PROHIBITED ESTABLISHMENTS

RULE 4.07

Officers shall not knowingly visit or enter a place where illegal gambling, prostitution, drug use or sales, after hour liquor sales, or other locations where laws are violated except in the performance of their official duty or while specifically authorized to do so by a superior officer. The prohibition shall apply to social gatherings where the officer knows or has reason to know that drug use or sales are taking place.

IMPROPER BUYING, RECEIVING OR SELLING

RULE 4.08

Officers shall not buy, receive, or sell anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to the attention of or which arouse out of department employment, except as may be specifically authorized by the Chief of Police. NOTE: The chief ordinarily will not prohibit an officer from shopping or purchasing goods or services from a commercial establishment under the same terms and at the same prices as the general public so long as there is no connection between such activities and the establishment's involvement with the officer's employment.

DEPARTMENT CORRESPONDENCE

RULE 4.09

Officers shall not use department letterhead, computers or other equipment for private correspondence nor shall they send any written or electronic communication about police business from the department or suing department or facilities to any person, firm or other law enforcement or public agency without the consent of the Chief of Police.

Officers shall not enter into official department correspondence with anyone or any agency outside the Department, except with the approval of the Chief of Police.

IMPROPERLY INFLUENCED TESTIMONY

RULE 4.10

Officers shall not, directly or indirectly, solicit or accept anything of value for such officer or others in connection with the testimony or absence of the officer or another at any trial or hearing.

MAILING ADDRESS

4.11

Officers shall not use the department as a mailing address for private purposes without the permission of the Chief of Police. At no time will the department be used as a mailing address for the purposes of a firearms license or permit, or a motor vehicle license or registration for private purposes.

INTERFERING WITH THE COURSE OF JUSTICE

RULE 4.12

Officers shall not interfere with cases being handled by other officers of the department or other law enforcement agencies. When an officer believes that such involvement is absolutely necessary, he or she shall secure permission from a superior officer.

Officers shall not take part in, or be concerned with, either directly or indirectly, any compromise or arrangement with any person whomsoever for the purpose of permitting an accused person to escape the penalty of his or her wrongdoing, or seek to obtain a continuance of any trial or otherwise interfere with the course of justice, except in the normal course of proceedings.

POSSESSING KEYS TO PRIVATE PREMISES

RULE 4.13

Officers shall not have keys to private buildings or dwellings on their area of patrol without the permission of the Chief of Police.

ABUSE OF POSITION

RULE 4.14

Officers shall not use the prestige or influence of their official position, or use the time, facilities, equipment or supplies of the department for the private gain or advantage of themselves or another.

POLITICAL ACTIVITIES

RULE 4.15

Officers shall not participate in political activities while in uniform or on duty. All actions which could even give the impression that officers are using their official positions to influence the electoral process must be avoided. An officer shall not be required to solicit or be obliged to make contributions in money, services, or otherwise, for any political purpose.

Officers may not become a conduit=ate for partisan elective office. Officers who become candidates for non-partisan salaried elective office shall take a leave of absence without pay. Such leave shall encompass both the campaign and the tenure of the office if elected.

Nothing in this rule shall be construed to mean that department personnel are restricted in any way, while off-duty and not in uniform or demonstrating their position as a police officer, from exercising their constitutional rights as citizens in the political or electoral process (including such actions as voting, supporting candidates, and belonging to political party).

Officers shall be permitted to:

1. Register and vote in any election;
2. Express opinions as individuals privately and publicly on political issues and candidates;
3. Attend political conventions, rallies, fund raising functions and similar political gatherings;
4. Actively engage in any nonpartisan political functions;
5. Sign political petitions as individuals;
6. Make financial contributions to political organizations;
7. Serve as election judges or clerks or similar position to perform nonpartisan duties as prescribed by state or local laws;
8. Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section;

9. Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

Officers are prohibited from;

1. Using their capacity to influence, interfere with or affect the results of an election;
2. Assuming active roles in the management, organization, or financial activities of partisan political clubs, campaigns, or parties;
3. Serving as officers of partisan political parties or clubs;
4. Becoming candidates for or campaigning for a partisan elective public office;
5. Soliciting votes in support of, or in opposition to, any partisan candidates;
6. Serving as delegates to a political party convention;
7. Endorsing or opposing a partisan candidate for public office in a political advertisement, broadcast, or campaign literature;
8. Initiating or circulating a partisan nominating petition;
9. Organizing, selling tickets to, or actively participating in a fund-raising function for a partisan political party or candidate;
10. Addressing political gatherings in support of , or in opposition to a partisan candidate;
11. Otherwise engaging in prohibited partisan activities on the federal, state, county or municipal level.

GIFTS AND GRATUITIES

RULE 4.16

Officers shall not under any circumstances seek, solicit or accept any gift, gratuity, loan, reward or fee (including such things as food, beverage, promise, service, or entertainment) for the benefit of the officer, a family member or acquaintance, or the department, where there is any direct or indirect connection between the solicitation or acceptance and their departmental membership or employment, except as may be specifically authorized by the Chief of Police.

Officers must be especially guarded on their official relationship with persons holding or seeking to hold licenses issued by local licensing authorities, or anyone else who might expect or seek preferential police treatment. This would include attempts to influence actions of an official mature or the performance or non-performance of one's official duty. All department personnel must make payment for their meals and beverages.

Any unauthorized gift, gratuity, fee, reward or attempted bribe offered to or coming into the possession of any officer shall be forwarded immediately (or reported in the

case of an attempt) to the Chief, together with a written report of the circumstances involved.

TESTIMONIALS AND PRESENTS

RULE 4.17

Officers shall not collect or receive any money or other thing of value from any source for the purpose of making a present to any active officer or employee of the department or any other police agency.

UNAUTHORIZED TRANSACTIONS

RULE 4.18

Officers shall not enter into any transactions of material value at substantially lower than fair market value, or the value at which such goods or services are being offered to the general public, when such transaction takes place between themselves and any person or entity residing or doing business in the department's jurisdiction, or any person involved in any matter or case which arose out of their employment with the department, or who has an interest which may be affected directly or indirectly except as may be specifically authorized by the Chief of Police.

USE OF OFFICIAL POSITION

RULE 4.19

Officers shall not use their official position, department identification cards or badges: (a) for personal or financial gain; (b) for obtaining privileges not otherwise available to them except in the performance of duty, or (c) for avoiding consequences of illegal acts.

Officers shall not lend to another person any part of their uniform or equipment, nor their identification cards or badges or permit them to be photographed or reproduced, without the approval of the Chief of Police.

Officers shall not authorize the use of their names, photographs, or official titles which identify them as police officers in connection with testimonials nor for advertisements for any person, commodity or commercial enterprise, without the approval of the Chief of Police.

ENDORISING PRIVATE SERVICES

RULE 4.20

Officers shall not (except in transacting personal business) endorse, recommend or suggest in any way the use or procurement of any particular product or commercial or professional service. These include, but are not limited to, a towing business, motor vehicle repairs or body shop, ambulance service, attorney, bondsperson, funeral service, medical or chiropractic service.

NEGLECT OF DUTY

5.0

Officers are required to be attentive to and not neglect their sworn duty. Officers must not absent themselves from their assigned duty without leave. They must not leave their post or assignment without being properly relieved; likewise, they must take suitable and appropriate police action regardless of whether they are on or off-duty when any crime, public disorder or other incident requires police attention or service and they are capable of responding. Examples of neglect of duty include but are not limited to: failure to take appropriate action on the occasion of a crime, medical emergency, public disorder or other act or condition deserving attention; failure to render medical assistance consistent with one's training; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any job description, rule or regulation, general, special or other order; or failure to conform to department policies and procedures.

NEGLECT OF DUTY

RULE 5.1

Officer shall not be absent from work without permission or abstain wholly or in part from the full performance of their duties in the normal manner without permission. Officers shall not: be absent from their assigned duty without leave; leave their post; sector, community, or assignment without being properly detailed or relieved, or without making required notification; fail to take suitable and appropriate police action when any crime, medical emergency, public disorder, or other incident requiring police attention mandates such police action; fail to render medical assistance consistent with the officer's training; fail to promptly perform, as directed, all lawful duties required by constituted authority, notwithstanding the officer's normal assignment of duties and responsibilities.

INCOMPETENCE

6.0

Employees who are incapable of performing the duties of their job may be demoted or transferred, if available position exists, or discharged.

INCOMPETENCE

RULE 6.1

Officers shall maintain sufficient competency to perform their duty and to assume the responsibilities of their position. Incompetence may be demonstrated by, but is not limited to, the following;

- a. A lack of knowledge of the application of laws required to be enforced;
- b. An unwillingness or inability to perform assigned tasks;
- c. The failure to conform to work standards established for the officers rank, grade, or position; and
- d. Repeated poor evaluations or repeated infractions of the rules and regulation, job descriptions, or policies and procedures.

PUBLIC STATEMENTS

7.0

The rules attempt to balance the employees' right to freedom of expression on matters of public interest with the department's legitimate interest in the integrity and efficiency of its operation. Police officers do not surrender their constitutional right of free speech upon taking their oath of office. However, courts have recognized a police department's ability to promulgate reasonable rules and regulations regulating certain types of statements by officers consistent with the mission of a law enforcement agency.

A police department is a quasi-military organization which is unique in the public service, and, as such has a justifiable need for esprit de corps, harmony, discipline and confidentiality. Close personal or confidential relationships are often required. Extremely disrespectful and/or grossly offensive remarks are inconsistent with the fostering and maintaining such relationships.

There is also a need to maintain a chain of command. Statements which undermine the working relationships between officers and superiors are disruptive to the mission of this agency. ** This is especially true where such statements are simply bickering or personal disputes with one's superiors.

Union spokespersons are entitled to express their association's viewpoints on matter of public concern. In fact, such individuals are afforded greater latitude in making public pronouncements on departmental policies or operations.

Certain types of speech by officers are not constitutionally protected. These include: speech which is knowingly false; statements made as an extension of a personal dispute; statements resulting from a personality conflict; speech promoting or endorsing private services; profanity or name calling; and speech which causes significant disruption of morale.

Officers who are the subject of an internal investigation may be instructed not to discuss the subject matter of such investigation with others. Except in unusual cases, such restrictions would not apply to conversations with an officer's attorney or union representative, or with such employee's spouse.

PUBLIC CRITICISM OF THE DEPARTMENT

RULE 7.1

Officers shall not publicly criticize the department, its policies or members by talking, writing, or expression in any manner where such talking, writing, or expression; (a) is defamatory (b) is obscene, (c) is unlawful, (d) tends to impede the operation of the

department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or is made with reckless disregard for truth or falsity.

Officers shall not make any vexatious or unnecessary complaint against another member of the department nor criticize any other officer, except in the line of duty, nor shall officers maliciously gossip about any superior, order, policy, procedure, case or event that should remain police information; nor shall officers cause to discredit, lower or injure the morale of personnel in the department, or that of any individual in the department.

To this end, officers shall make maximum utilization of the chain of command, and also the grievance procedure of the department as described in the applicable collective bargaining agreement. In addition, officers shall not publicly criticize instructions or orders they have received.

DISPARAGING REMARKS

RULE 7.2

Officers shall not speak slightingly of any minority, race, nationality, gender, or religion, nor make derogatory remarks about individuals on account of their marital status or sexual preference while on duty or while off duty in a public place.

COURTESY

RULE 7.3

Officers shall not be discourteous or inconsiderate to the public, to their superior officers, or to their fellow officers and employees of the police department as well as other law-enforcement and governmental agencies. They shall be tactful in the performance of their duties and are expected to exercise the utmost patience and discretion even under the most trying circumstances. Officers shall answer questions from citizens in a courteous manner and, if unable to supply an answer, show make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation.

IDENTIFICATION

RULE 7.4

Officers shall properly identify themselves to any person requesting this information, while they are on duty, except when withholding of this information is necessary for the proper performance of police duty, when it might jeopardize the physical safety of a department member, or when authorized not to do so by proper

authority. Under MGL chapter 41, section 98D, every full-time police officer is required to carry an official identification card to be shown to the public upon lawful request.

DISSEMINATION OF OFFICIAL INFORMATION

RULE 7.5

Officers shall treat as confidential that information which is confided to them personally in the course of their official duties. They shall disclose such information only as required in the proper performance of their duties.

Officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

Officers shall treat as confidential all matters relating to investigation, internal affairs, and personnel.

Officers shall treat the official business of the police department as confidential and shall conform to the following guidelines:

- a. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures.
- b. Access to departmental file, records and reports shall be limited to those officers and employees authorized by the Chief of Police.
- c. Official records or reports shall not be copied or removed from a police facility, except in accordance with established departmental procedures.
- d. The identity of a person giving confidential information to the department or to any officer thereof in the performance of his or her duties, shall not be divulged except with the proper approval of the Chief of Police or by operation of law.
- e. No information shall be released, given or issued to the news media or to any members of the press concerning department operation, or the evidentiary aspects of any criminal investigations, without the prior approval of the Chief of Police or his designee.
- f. Officers shall not communicate or give police information which may aid a person to escape arrest, delay apprehension or avoid prosecution.
- g. Officers shall not communicate to the public, news media or to any other agency or person, information connected with the department or its personnel except as authorized by the Chief of Police or by statute. All requests for public appearances or speaking engagements by officers, on the subject of criminal justice, law-enforcement or department operations of policies, shall be submitted to the Chief of Police for approval.

TESTIMONY IN CIVIL CASES

RULE 7.6

Officer shall not testify in any civil case, arising as a result of the performance of duty, in any court, unless legally summonsed to do so or until having received permission or order from the Chief of Police. When summons to testify, an officer shall notify the Chief of Police in advance of testifying.

TRUTHFULNESS

RULE 7.7

Officers shall speak the truth at all times when on duty or when discussing a matter arising out of or related to the officers duties or the operation, organization or business of the department. In cases in which an officer is not allowed by the regulations of the department to divulge facts within his or her knowledge, the officer will decline to speak on the subject. Officers shall not fabricate, withhold, or destroy any evidence of any kind.

STATEMENTS CONCERNING LIABILITY

RULE 7.8

Officers shall not make any oral or written statement to anyone concerning liability in connection with the operation of police vehicles or performance of other police duty, unless specifically authorized to do so by the Chief of Police.

TESTIFYING FOR CRIMINAL DEFENDANTS

RULE 7.9

Officers shall not testify for the defendant in a criminal case, parole hearing or other judicial proceeding, in any court or tribunal, unless legally summonsed to do so or with the advanced approval of the Chief of Police. In cases which involve the police department or its personnel, officers shall, before testify, inform the Chief of Police of the nature of the testimony intended to be given.

RECOMMENDATION FOR DISPOSITION OF CASES

RULE 7.10

Officers shall not make a recommendation for the disposition of any case pending in the courts without the consent of the Chief of Police, or with the permission of the Prosecutor; or upon the direct request of the Court to the officer.

COMMUNICATION WITH OFFICIALS

RULE 7.11

Officers shall not confer with or forward communications to governmental officials on police matters without first notifying the Chief of Police, except as otherwise provided by statute.

ORDERS

8.0

An order is defined as a command or instruction, oral or written, given by one member of the department to another member of lesser rank. It is essential to the proper operation of a police agency that officers promptly obey all lawful orders. Every officer of the department shall promptly obey, without reservation, the orders, rules, regulations, policies and procedures of the department and all lawful commands of a superior officer including those commands relayed from a superior by an officer of the same or lesser rank. The intentional refusal to obey any direct lawful order is grounds for termination.

OBEDIENCE TO RULES AND ORDER

Police officers are expected to be familiar with and comply with all lawful orders, rules and regulations, and policies and procedures issued by the department.

UNLAWFUL ORDERS

Obedience to an unlawful order is never a defense for an unlawful action; therefore, no officer is required to obey any order which is contrary to Federal or State law. Responsibility for refusal to obey and unlawful order rests with the officer to whom such order was given. The officer shall be strictly required to justify such action. Officers issued what they believe to be an illegal order shall request the issuing officer to clarify the order or to confer with a higher authority.

ISSUING UNLAWFUL ORDERS

RULE 8.1

No superior officer shall knowingly issue any order which is a violation of any law.

CONFLICTING ORDERS

Should any order given by a superior conflict with any previous departmental order, rule, regulation, policy or procedure, the officer to whom such order is given will call attention to the conflict. If the person responsible for issuing said order does not change the order to avoid such conflict, the order will be obeyed, but the officer obeying such order shall not be held responsible for disobedience of the previous order, rule, regulation, policy or procedure. Responsibility for the conflict shall be upon the superior officer that issued such a conflicting order. It should later be reported to the Chief of Police, through the chain of command, for clarification.

UNJUST OR IMPROPER ORDERS

When lawful orders which appeared to be unjust or improper are given, the officer to whom the order is given shall respectfully notify the superior officer issuing such order of its impropriety. If the order is not corrected, then it is carried out. After carrying out the order, the officer to whom the order was given may file a written report to the Chief of Police, via the chain of command, indicating the circumstances and the reasons for questioning the order, along with a request for clarification of departmental policy. After complying with this Section, an officer who carries out an order found to be unjust or improper by the Chief of Police or court or tribunal of competent jurisdiction, will not be held responsible for carrying out such order.

INSTRUCTIONS FROM DISPATCHER

All messages transmitted over the police radio system by an officer or employee shall be direct and concise and shall conform with all departmental radio procedures in the rules and regulations of the Federal Communications commission. No officer shall fail to obey or refused to take cognizance of any communication (whether via radio, telephone, computer, in person or otherwise) transmitted by or conveyed directly from the Desk Officer or the Dispatcher, unless instructed to do so by a superior officer.

TYPES OF ORDERS

Written orders come in a variety of forms. Below is a brief description of the types of written directives which may, from time to time, be utilized. They may be issued by the Chief of Police or by his or her designee.

GENERAL ORDERS

General orders are permanent written orders outlining policy matters which affect the entire department. A General Order is the most authoritative written order the department issues, and maybe used to amend, supersede or cancel any previous order. General Orders remain in full force and effect until amended, superseded, or rescinded by the Chief of Police.

SPECIAL ORDERS

Special orders are temporary written orders outlining instructions covering particular situations. Special orders are automatically canceled when their objective is achieved.

PERSONNEL ORDERS

Personnel orders are those pertaining to such matters as assignments, change of duty, administrative matters relating to condition of employment, and employee rights

and benefits.

MEMORANDA

Memoranda are written communications (generally entitled “Memorandum” or “Memo”) issued for the following purposes:

- A. To issue information or instructions which do not warrant a formal order;
- B. To direct the actions of subordinates in specific situations;
- C. To explain or emphasize portions of previously issued orders; or
- D. To inform officers of actions or policies of other agencies.

RULES AND REGULATIONS

A manual of rules and regulations issued by the Chief of Police (with the approval of the municipal government official(s) where appropriate or required) which defines required and prohibited conduct and generally outlines the basis for departmental discipline.

POLICIES AND PROCEDURES

A manual describing the policy of the department and required procedures to be followed in handling a variety of operational areas confronting law-enforcement officers.

INSUBORDINATION

RULE 8.02

Officers shall not be insubordinate. Insubordination shall include: any failure or deliberate refusal to obey a lawful order (written or oral) given by a superior officer or relayed from a superior officer by another officer (regardless of rank) or a dispatcher or as otherwise above specified. Officers shall follow the procedures specified above when given what they believe to be an unlawful, conflicting, unjust or improper order.

ATTENTION TO DUTY

10.0

Officers are expected to be constantly alert and vigilant in the performance of their duties and to respond prudently but decisively when police action is required or expected. Every officer of the department who has occasion to handle any complaint, assistance call, arrest or other duty, shall attend to such duty with business-like dispatch and courtesy and without any unnecessary loss of time. Officers shall furnish information and render aid to all persons with due courtesy whenever such request is consistent with their duty. Officer shall not withhold information on criminal activity.

Every officer shall familiarize himself or herself with the geography of the community, including: routes of public transportation; the location of streets, highways, bridges, public buildings and places; hospitals; churches; courts; transportation offices and stations; prominent or important office buildings; large industrial plants or commercial establishments; and such information as may be disseminated by the department or a superior officer from time to time.

Officers shall furnish police assistance to all persons making such request, consistent with their police duties and assignments. They shall assist and cooperate with all law enforcement agencies, provide them with any authorized information they are entitled to receive, and submit a report on all such action taken.

It shall be the duty of every officer to report to his or her Commanding Officer or the Chief of Police any information given to such officer in good faith by any citizen regarding matters that indicate the need for police action. Officers, regardless of rank or assignment, shall act immediately: to protect life, liberty or property; to enforce all laws; to prevent or detect the commission of crimes; and to apprehend law violators.

DEVOTION TO DUTY

RULE 10.1

Officers, while on duty, shall devote their full time and attention to the service of the department and to the citizens of the community. They shall remain alert at all times while on duty. Recreational reading, watching television or movies, playing games, using computers for personal or recreational purposes, and/or any other similar type of activities which would tend to detract from the proper performance of duty will not be permitted while on duty.

Officers shall not, while on duty loiter in **cafés, saloons, restaurants, theaters,** service stations or other public places, except for purpose of police business.

Officers shall not shop while on duty nor devote any of their on-duty time to any activity other than that which relates to police work and shall not perform any police duty in uniform for the purpose of private gain, unless properly authorized.

REPORTING FOR DUTY

RULE 10.2

Officers shall report for duty properly at the time and place required by their **assignment or as otherwise directed by proper authority.** They shall be uniformed properly and suitably equipped, ready to assume their duties. While on duty, they shall not absent themselves from duty without leave.

Officers shall notify, or cause to be notified, the department as soon as possible, and the injured or ill officer shall notify said supervisor of the nature of the illness or injury and as to how long he or she anticipates the illness or injury to continue.

SLEEPING

RULE 10.3

Officers shall not sleep while on duty.

AWARENESS OF ACTIVITIES

RULE 10.4

Officers shall acquaint themselves before or at the beginning of their tour of duty with all important matters affecting their duties that have occurred since their last tour. Upon returning to duty from any period of absence, officers shall inform themselves about all new orders, regulations, memoranda, and all other important matters governing their assignments. Officers shall familiarize themselves with all of the laws,

statutes, by-laws/ordinances, and regulations necessary for the proficient execution of their duties as police officers.

All Employees will check their mailboxes, e-mail, and any other programs in which departmental information may be relayed.

LEAVING THE COMMUNITY

RULE 10.5

Officers shall not leave the limits of the community and enter into another city or town unless it is necessary in the performance of their duties. An officer shall inform the Commanding Officer or the Dispatcher prior to leaving and again upon returning. If an emergency prevents following this procedure, the officer must contact the Commanding Officer as soon as possible. In all such cases, a subsequent report will be submitted, in writing, to the attention of the Chief of Police, to include the circumstances, the reasons for leaving the community in the period of absence.

DEPARTMENTAL COMMUNICATIONS

RULE 10.6

Officers shall transmit all official communications promptly, accurately and completely to other officers of the department as required, and shall immediately inform their Commanding Officer of any matter of police importance coming to their attention during their tour of duty, or otherwise.

They shall call to the attention of their relieving officers any information regarding unresolved problems or difficulties which may arise during the next tour of duty.

COOPERATION WITH INVESTIGATIONS

RULE 10.7

Officers shall answer questions truthfully, respond to lawful orders, and render material and relevant statements, in an internal department investigation when such orders, questions and statements are directly related to job responsibilities or fitness for duty. Nothing in the section shall be in violation of one's a Federal or State constitutional rights.

Officers shall submit to any medical, ballistics, chemical, DNA or other tests, as well as being photographed or appearing in a lineup when ordered to do so in connection with an internal investigation. Officers shall not be requested or ordered to take a polygraph exam except in the course of a criminal investigation.

GENERAL REQUIREMENTS

11.0

RESIDENCY

11.01

Officers shall comply with any residency requirement specified by any applicable statute, by-law/ordinance, departmental order or collective bargaining agreement.

HOME ADDRESS AND TELEPHONE

11.02

Officers shall have a telephone in their place of residence, or where they can be reached, and shall report any change of telephone number or home address to the Chief of Police within 24 hours of such change.

Officers shall not give out the home telephone numbers or home addresses of department personnel to anyone outside the department without the approval of the Chief of Police. In the event of an emergency request, the officer's telephone number will be called with a notification to call the person making the request.

POLICIES AND PROCEDURES COMPLIANCE

RULE 11.03

Officers shall read, be familiar with and comply with the requirements of the department's policies and procedures manual.

WARRANTS FOR ASSAULT

RULE 11.04

Officers shall not make an application for a warrant charging that they were assaulted while in the performance of duty without first reporting the facts of the case to the Chief of Police, through the Commanding Officer, and seeking permission to make such application.

RELEASE WITHOUT ARRAIGNMENT

RULE 11.05

Officers shall notify the Commanding Officer in all cases where a release without arraignment is to be sought for any person arrested. In no case shall any discharge without reading it be made without your approval of the chief of police or the court.

INCURRING DEPARTMENT LIABILITY

RULE 11.06

Officers shall not incur a liability chargeable to the department or municipality, except with the knowledge and consent of the Chief of Police.

DUTIES WHILE SUSPENDED

RULE 11.07

Officers shall obey all lawful orders while on suspension. Suspended officers may be required to testify in connection with cases which originated while an officer was on duty. They may also be required to report to the station to meet with the Chief of Police or a superior officer, and may be required to submit to fitness for duty examinations.

CIVIL SUITS FOR PERSONAL INJURY

RULE 11.08

Officers shall make any claims for damage to clothing or other personal property belonging to them resulting during the proper and lawful performance of duty only in accordance with current departmental directives, regulations and contractual provisions. Officers shall not seek in anyway, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police in writing and receiving approval from the Chief of Police.

Officers who have received municipal salaries or have been indemnified or reimbursed for medical bills or illness or for personal injuries sustained off-duty or in the line of duty, shall notify the Chief of Police in writing of any intent to seek, sue, solicit, settle, or accept compensation or damages for such injury or illness. Notice shall be filed in writing before the action is taken, which notice shall include the facts of the claim and the name of the defendant or responsible party. The Chief of Police shall be kept informed of the status of the case and the final court determination or settlement.

IMMORALITY

RULE 11.09

Officers shall not engage in grossly immoral conduct or public lewdness.

CRIMINAL CONDUCT

RULE 11.10

Officers shall not commit any motor vehicle or criminal act (felony or misdemeanor), or violate the regulatory or criminal laws or statutes of the United States or of any state or local jurisdiction (by-law/ordinance), whether on or off duty.

DEPARTMENTAL PROPERTY AND EQUIPMENT

12.0

Property, equipment and uniforms issued to officers shall remain the property of the department. Officers shall maintain departmental property, uniforms and equipment assigned to them in good condition. Damaged or lost items may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action.

In the event that the department property is found bearing evidence of damage which has not been previously reported, it will be considered prima facie evidence that the last person using the property or vehicle is responsible for said damage until the officer comes forward and proves by a preponderance of the evidence that he or she was not responsible.

DAMAGED OR DEFECTIVE EQUIPMENT

RULE 12.01

Officers shall immediately report to their superior officer any damaged, defective, inoperative or hazardous property or equipment. The superior officer involved shall submit a report to the Chief of Police, detailing the circumstances leading up to the lost, damaged, defective, inoperative or hazardous equipment and cause to have submitted a report by the officer assigned or in control of said property when said damage occurred.

CARE OF DEPARTMENT BUILDINGS

RULE 12.02

Officers shall not mar, mark or deface any surface in any department building or motor vehicle. No material of any type shall be affixed in any way to any wall or other place or location in the departmental buildings or property without specific authorization from the Chief of Police. They shall not apply to the posting of authorized notices on a union bulletin board.

AUTHORIZED EQUIPMENT

RULE 12.03

Officers shall carry, while on duty, only such equipment as is authorized by the Chief of Police or issued by the department.

SURRENDER OF DEPARTMENT PROPERTY

RULE 12.04

Officers are required to surrender all department property in their possession upon separation from service, or when otherwise ordered.

DEPARTMENT TELEPHONES

RULE 12.05

Officers shall not use department telephones for the receipt or transmission of private messages, without the permission of the Chief of Police. Permission is likewise required prior to making any official toll calls.

DEPARTMENT VEHICLES

RULE 12.06

Officers shall not use any department vehicle without permission of a commanding officer or the Chief of Police, or drive any department vehicle to which they

have not been assigned, except in an emergency. Department vehicle shall not be used for personal business or pleasure.

Officers shall operate department vehicles carefully, obeying all laws department regulations.

Officers who are involved in an accident with a department vehicle, or when a vehicle is disabled and has been damaged, shall not move the vehicle except in an emergency. The Commanding Officer or his or her designee shall immediately go to the scene and make an investigation and report all particulars to the Chief of Police forthwith. The officer involved shall promptly submit a written report in accordance with department regulations.

Officers who are assigned to duty as an operator of a department vehicle shall be responsible for checking on the serviceability of the vehicle. The officer shall inspect the vehicle when it is turned over to him or her and shall submit a written report to the Chief of Police, any defect, damage or unserviceability not previously reported. The officer at the same time shall also inspect the interior of the vehicle for the presence of unauthorized articles. Responsibility for cleanliness of the vehicle shall be the responsibility of the officer(s) assigned said vehicle.

REQUIRED LICENSES

RULE 12.07

Officers must have and maintain a current state issued driver's license and a Massachusetts License to Carry Firearms.

UPKEEP OF POLICE MANUALS

RULE 12.08

Officers who are issued this manual and the department's Policies and Procedures manual are responsible for their knowledge of the contents. All hard copies of the manual shall be considered department property and shall be surrendered upon separation from service with the department.

TRANSPORTING CITIZENS

RULE 12.09

Officers shall assure that only authorized police personnel or employees drive or are transported in departmental vehicles. Citizens shall be transported in department vehicles only when necessary to accomplish a proper police purpose. Such

transportation shall be in conformance with department policy and procedure or at the direction of the Chief of Police or a Commanding Officer.

CARE OF DEPARTMENT PROPERTY

RULE 12.10

Officers shall make every effort to conserve the physical resources of the department. Officers shall use department equipment only for its intended purpose, in accordance with established procedures. They shall maintain all issued equipment in proper order and condition. Culpable negligence in the use and care of the department property, as well as its abuse, misuse, willful or negligent loss or destruction, is not only cause your department discipline, but may also require restitution. Intentionally or negligently abusing, defacing, misusing, or damaging or losing Police Department property is prohibited. In more serious cases, such shall incur liability for prosecution in the criminal courts.

Officers who are actual custodians or users of any department property shall be responsible for the safekeeping and proper use of the property during the time that such officer has control of the property, and it shall be returned upon separation from the service, upon retirement, upon demand, or when its use is terminated.

ITEMS OF IDENTIFICATION

RULE 12.11

Officers shall be responsible for the items of identification issued to them as an officer of the department, including but not limited to, the police badge, any hat badge or the police identification card. They shall not permit any other person to borrow or use the items of identification issued to them by the department. Any loss of such items shall be reported immediately by the officer to the Chief of Police together with a written report of the circumstances leading to such loss.

PERSONAL POLICE EQUIPMENT

RULE 12.12

Officers shall register with the department the description and serial numbers of all firearms they may carry in the performance of their duties.

Officers shall carry firearms in accordance with all applicable laws and department regulations.

CARE AND SECURITY OF FIREARMS

RULE 12.13

Officers shall maintain their service firearms and authorized off duty weapons, if any, in proper working order at all times and report any damage, loss or unserviceable condition immediately to the Chief of Police or to their Commanding Officer. All officers shall be personally responsible for the security and safekeeping of said firearms at all times and shall not alter or repair any part of their service or authorized off-duty firearms without the approval of the Chief of Police.

Officers shall not use or handle weapons or firearms in a careless or imprudent manner.

CARE AND CUSTODY OF PROPERTY

RULE 12.14

Officers shall assure that all personnel property, including money, which comes into an officer's custody while on duty, whether lost, stolen, confiscated, abandoned, turned over to the department or taken from a prisoner or detainee, it's properly tagged, recorded and turned over to the proper department authority, or placed in the designated place of storage for safekeeping, all in accordance with current department policies and procedures.

EVIDENCE OR SUSPECTED CONTRABAND

RULE 12.15

Officers shall assure that whenever evidence of any kind, including suspected contraband such as questionable controlled substances, alcoholic beverages, or other items contrary to law comes into the possession of an officer of the department, said evidence or suspect contraband is turned into the evidence or property officer for safekeeping and analysis if necessary. This regulation shall be adhered to in all cases, whether or not court action is contemplated, whether or not an arrest is made, and whether or not the owner of such evidence or suspected contraband is known to the officer.

Officers are not authorized to destroy or dispose of evidence or suspected contraband, except by direction of the Chief of Police, or in accordance with procedures

established by law for the destruction or disposal of the same, and in accordance with department policies and procedures.

DEPARTMENT NOTICES

RULE 12.16

Officers shall not alter, deface, or remove without permission, any posted notice on the department bulletin board or from any other location where said notice may be posted. No notice of a derogatory, libelous or profane nature of any kind shall be reposted upon the department or union bulletin board(s), or within or upon any department property or location. All notices on the union bulletin board, if any, will conform to the requirements of the applicable collective-bargaining agreement and will be signed by a union official.

DEPARTMENTAL RECORDS

RULE 12.17

Officers shall not steal, alter, forge or tamper with any kind of governmental or police record, report or citation. To this end, the removal of any record, card, report, letter, document, or other official file from any governmental entity, court or the department, except by process of law or as directed by the Chief of Police, is prohibited. Additionally, the obtaining or duplication or attempted obtaining or duplication of any information from any court, governmental or departmental files, sources or reports, other than that to which one is properly entitled in accordance with one's duties or assignment, is prohibited.

REPORTS

13.0

Officers are required to promptly and accurately complete all required reports and forms. Failure to complete a required report or falsification of a police report or record, by submitting false written or oral information, may result in disciplinary action against the officer. Police reports and records include such things as affidavits, incident reports, timesheets, the condition of officer's health, doctor's slips, IAD investigation reports, and citations.

Report filing requirements are an essential duty of a police officer. Additionally, credibility is an essential characteristic of every officer, due to the nature of police work where public interaction and testimony at judicial proceedings are required.

FILING REPORTS

RULE 13.01

Officer shall promptly, truthfully and accurately complete all reports and forms as required by this manual, by law, and by department regulations or policies and procedures.

FALSIFYING RECORDS

RULE 13.02

Officers shall not knowingly enter or cause to be entered upon a police report or police record any inaccurate, false or improper information.

FEIGNING ILLNESS OR INJURY

RULE 13.03

Officers shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive the department as to the condition of their health.

REPORTING CITIZEN COMPLAINTS

RULE 13.04

Officers shall promptly and courteously make a written record of any complaint made by a citizen against themselves or any officer or employee of the department.

Officers may try to resolve the complaint; however, they shall not try to discourage any citizen from filing a complaint with the department.

Officers shall follow the department's policy and procedure for receiving and processing citizen complaints.

REPORT RULE VIOLATIONS

RULE 13.05

Officers shall, upon observing or otherwise becoming aware of a violation by another officer or employee of the department's Rules and Regulations or Policies and Procedures, as set forth in this manual or by other departmental directives or as governed by law, report said violations to their superior officer who will be responsible for appropriate action, report submission and follow up.

FITNESS FOR DUTY

14.0

A Police Officer must be physically and psychologically fit to perform his or her Public Safety functions, especially since police officers are authorized to make arrests

and carry firearms. If an officer is not fit, not only that officer, but also other officers as well as the general public may be jeopardized.

The police chief has the authority and, indeed, the duty to determine an officer's continuing fitness to perform police duties or to return to full working status. Requiring that an officer submit to an ordinary physical or psychological examination in order to determine the officer's fitness for duty does not constitute an unwarranted invasion of personal privacy or a violation of due process. Of course the department will treat all medical records and information any confidential manner.

ABSENCE

RULE 14.01

Officer shall not be absent from duty without permission. For a proper reason, and only for a limited time, a Commanding Officer or the Chief of Police may excuse an officer from reporting are being present for duty. All unauthorized absences shall be investigated and shall be reported to the Chief of Police for appropriate action.

SICK LEAVE

RULE 14.02

Officers shall utilize sick leave for personal illness or physical incapacity only when thereby rendered unable to perform the duties of an officer's present position. Compensation for sick leave shall be subject to review by the Chief of Police who may disallow such leave for improper or unauthorized use.

DOCTOR'S CERTIFICATE

RULE 14.03

Officers shall provide a certificate from a doctor if required at the discretion of the Chief of Police for an absence from duty because of a sickness or injury.

PHYSICAL FITNESS

RULE 14.04

Officers shall maintain good physical condition in accordance with standards determined by the Chief of Police and any applicable statute, regulation or collective-bargaining provision.

The Chief of Police may order any officer of the department to submit to a physical or psychological examination on a periodic basis or whenever circumstances dictate that it is in the best interests of the officer and/or the department.

NOTIFICATION

RULE 14.05

Officer shall notify a superior officer or the Chief of Police when ill and unable to report for work, or if there is any change in an officer's physical or mental health that could disqualify or temporarily prevent the individual from being assigned to duty by the department.

POSSESSION OR USE OF ALCOHOL

RULE 14.06

Officers shall not possess and/or use alcohol on duty other than in an authorized duty capacity. Officers shall not report for duty or be on duty while under the influence of intoxicating liquor or with an odor of alcoholic beverage on their breath.

OFF DUTY USE OF ALCOHOL

RULE 14.07

Officers shall not use alcoholic beverages off-duty to the extent that their conduct is obnoxious or offensive and discredits them or the department.

Officers, off-duty, shall not consume alcoholic beverages or medication to the extent that they are unfit to report for their next regularly scheduled tour of duty.

USE OF TOBACCO

RULE 14.08

Officers appointed after January 1, 1988 shall not smoke any tobacco products of any kind whether on or off duty. Whoever violates said statute is subject to dismissal as specified in Chapter 41 section 101A of the Massachusetts General Laws. The use of any other tobacco product while on duty is prohibited.

CONTROLLED SUBSTANCES

RULE 14.09

Officers shall not possess and/or use on or off duty any controlled substances, except with the approval and guidance of a licensed physician and with the knowledge of the Chief of Police. At no time may an officer use, abuse or be under the influence of a controlled substance where such use or influence impairs or compromises the efficiency and integrity of the officer, the department or the municipality.

Officers shall not bring, place, or permit to be brought or placed, or allowed to be kept in any building, location or vehicle of the department, any intoxicant, exhilarating, hypnotic, hallucinogen, or narcotic, except in the strict performance of police duty, e.g. evidence, etc., or when it is needed for administration by, or at the discretion of a licensed physician, and then only after notification to and approval from the Commanding Officer or the Chief of Police.

LINE OF DUTY DISABILITY

RULE 14.10

Officers shall promptly report in writing any injury, illness or disability incurred in the line of duty, to the Chief of Police. Such a report shall be made prior to the end of an officer's shift unless the seriousness prevents such notice. In such case, notice will be made as soon as the officer is physically able to do so. Final disposition as to line of duty injuries, illness or disability shall be made by the Chief of Police may consult with a physician. In each case of illness, injury or disability incurred in the line of duty, the Chief of Police may require that an officer shall not be returned to duty until his or her ability to be placed on full duty status is certified by a proper medical authority.

Modification- 8/4/17, Rule 10.4- Employees must check all sources of mail or departmental information.