

Germantown Police Department

Policies and Procedures

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I. PURPOSE

The purpose of this policy is to establish the rules of conduct for employees of the Germantown Police Department.

II. POLICY

The Germantown Police Department has established a directive system that is herein referred to as the "Rules of Conduct." These directives specifically outline acceptable and unacceptable conduct and behavior for department members while both on and off duty. Members of the department are expected to adhere to these directives. Violations may result in disciplinary action up to and including termination of employment.

III. SCOPE

The provisions of this policy shall apply to all regular and probationary full-time officers, civilian employees, part-time employees, reserve officers and volunteers working under the direction of the Germantown Police Department.

IV. DEFINITIONS

The following definitions apply throughout the Rules of Conduct of the Germantown Police Department:

- A. Chief: The Chief Executive Officer of the Germantown Police Department. The term shall apply to the Chief's designee in his/her absence.
- B. Department: The Germantown Police Department.
- C. Directive: Any rule, regulation, procedure, policy, order, or other written statement or instruction issued by the Germantown Police Department or by the authority of the Chief of Police or his/her designee and made applicable to any and/or all employees of the Department. The abbreviation for directive, specifically in the rules of conduct section, will be "DR." Each directive will be assigned a number and followed by a subsection that is designated by a letter of the alphabet.

- D. Member: Any sworn law enforcement officer of the Germantown Police Department having arrest and law enforcement authority, reserve officer or other full or part-time civilian employee of the department.
- E. Order: Any instruction or command given by an employee of the Department to another employee of the Department who is under his/her supervision.
- F. Proper Authority: That member, supervisor, or other person, who, in a given situation, bears decision making responsibility as defined by the Department's rank structure and table of organization.
- G. Supervisor: Any employee who has been granted, by the Department, authority to oversee the activities of other employees.
- H. Citizen: Any member of the general public not employed by the Germantown Police Department.
- I. City Employee: An employee of the City of Germantown who is not an employee of the Germantown Police Department. (This term is used to distinguish Police Department employees from other City employees).

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RULES

DR 100 CONDUCT

DR 101 COMPLIANCE WITH REGULATIONS

Disciplinary action may be taken for, but not limited to, violations of the stated policy, rules, regulations, orders, or directives of the Department and the City of Germantown.

DR 102 PENALTY FOR VIOLATION OF DEPARTMENTAL REGULATIONS

The Department may take disciplinary action against a member found guilty of violating any stated policy, rule, regulation, order, or directive of the Department. Minor offenses and major offenses shall be distinguished by the maximum penalty, which may be meted out. Minor offenses may result in a loss of compensation up to a maximum of ten days. Major offenses may result in the termination of employment of the offender.

DR 103 AID ANOTHER TO VIOLATE REGULATION

A member shall not aid, abet, or incite another member to violate departmental regulations, duties, orders, policies, or prescribed procedures.

DR 104 PERSONAL CONDUCT

The conduct of each member, both on and off duty, is expected to be such that it will not reflect adversely on other members, the Department, the city of Germantown, or the law enforcement profession. This regulation applies to both the professional and private conduct of all members. It prohibits any and all conduct, which is contrary to the letter and spirit of departmental policy, and procedure, which would reflect adversely upon the Department or its members. It includes not only all unlawful acts by members, but also acts which, although not unlawful in themselves, would violate the Law Enforcement Code of Ethics, and would degrade or bring disrespect upon the member of the Department.

DR 105 ADHERENCE TO THE LAW

A member shall act in accord with the Constitution, statutes, ordinances, administrative regulations and the official interpretations thereof, or the United States, the State of Tennessee, the County of Shelby, and the City of Germantown. Any member who (1) is convicted or, (2) pleads guilty to, or (3) pleads nolo contendere to any federal, state, or local violation involving a felony or other crime related to force, violence, theft, dishonesty, gambling, liquor, or controlled substances (including Driving Under the Influence of an Intoxicant or Drug), is subject to termination from employment. When in another jurisdiction, members will obey applicable local and state laws. Ignorance of such laws cannot be regarded as a valid defense against failure to meet the requirements of this regulation.

DR 106 LEWD/OBSCENE CONDUCT

A member shall not indulge in lewd, obscene, or immoral public conduct.

DR 107 COURTESY

A member shall be courteous, civil, and respectful in his/her conduct and manner towards all persons. The use of coarse, profane, vulgar, racial, derogatory, or discourteous language to any member or any citizen is prohibited.

DR 108 TRUTHFULNESS

A member shall not give any information, either oral or written, in connection with any assignment or investigation that is either knowingly incorrect, false, or deceitful.

DR 109 IMPARTIAL ATTITUDE

A member shall at all times consider it his/her duty to be of service to anyone in danger or distress and shall neither discriminate against nor show partiality for any person because of race, sex, religion, friendship, fraternal or social affiliations, or for any reason.

DR 110 CONSORTING WITH PERSONS OF BAD OR CRIMINAL REPUTATION

A member of this Department shall not knowingly socialize or have a business relationship with another person who has been imprisoned or convicted of a felony, or who are known criminals, except in the performance of their official police duties.

DR 111 DISOBEDIENCE OF AN ORDER

No member shall willfully disobey a lawful order or directive, either written or oral. This regulation prohibits disobedience by a member of any lawful written or oral order or directive of a superior member or another member of any rank who is relaying the order of a superior.

DR 112 SLEEPING ON DUTY

Sleeping on duty, giving the appearance of sleeping on duty, or inattention to duty is prohibited, except as authorized by a Commanding Member.

DR 113 ALCOHOLIC BEVERAGES

A. While on duty, a member shall not consume or possess alcoholic beverages, except in the proper performance of his/her duty.

B. A member shall not report for duty under the influence of alcohol or have the odor of alcohol on his/her breath.

C. While off duty, a member shall not consume alcoholic beverages to the extent which renders him/her unfit to report for his/her regular tour of duty.

D. A member shall not consume alcoholic beverages in his/her police uniform, either on or off duty.

E. A member shall not transport alcoholic beverages on or in Department property, except in the performance of police duty.

F. It is the responsibility of a supervisory member, noting a member apparently under the influence of alcohol, to offer the member the opportunity to subject himself/herself as soon as is

reasonably possible to an alcoholic influence test, as prescribed by the Department, to be conducted by an individual competent in the administration of such tests.

DR 114 FINANCIAL OBLIGATIONS

A member shall maintain good credit relations with creditors. All federal laws that apply to wage or salary garnishments will be followed by the City in its handling for garnishments.

DR 115 PUNCTUALITY

A member will report for scheduled duty assignments on time, including roll call and court appearance, unless emergency conditions prevent it. In the latter case, every effort will be made to notify the Commanding or supervising member concerned.

DR 116 AMUSEMENT PLACES RESTRICTIONS

A member shall not solicit free admission to any theater or other place of amusement or entertainment, except in the line of duty.

DR 117 GIVING NAME OR OTHER INFORMATION

A member shall correctly display and/or give their name, rank, badge number, or other identifiable information when so requested by other members of the Department or by private citizen who has a legitimate need for the information, unless such action is likely to jeopardize the successful completion of a police assignment or undercover operation.

DR 118 OFF DUTY RESPONSIBILITY

A member is always subject to orders from a supervisory member and to calls for assistance from private persons. Being technically off duty does not relieve him/her from the responsibility of taking proper police action in any manner coming to his/her attention. When there is no urgent or immediate need for police action, a member may request the Dispatcher to turn the matter over to members on duty; but the member, after identifying themselves as a police officer, shall take such interim action as may be required prior to the arrival of the dispatched members.

DR 119 NEATNESS AND ATTIRE

A. A member shall always be neat and clean in person and dress while on duty and adhere to regulations concerning personal appearance/grooming, except as otherwise instructed in the performance of his/her duty, and shall be attired and equipped according to Department regulations or instructions from a supervisory member.

B. A member shall maintain personal habits of cleanliness and hygiene. Hair and mustaches shall be groomed according to Department regulations.

C. A member shall not use tobacco products when in court, conducting field interrogations, within Department vehicles, addressing complaints, victims, or witnesses or on any public post.

DR 120 NEGLECT OF DUTY

A. Each member, because of his/her rank assignment, is required to perform certain duties and assume certain responsibilities. Failure to properly function in these areas constitutes neglect of duty. This regulation prohibits any omission or failure to act by any member of the Department, whether on or off duty, when such action is required by the stated policy, goals, rules, regulations, orders, and directives of this Department. It applies to any member who, through carelessness, inefficiency, or design, fails to implement the policy, goals, rules, regulations, orders, training, and directives of this Department.

B. A member with supervisory responsibility is required to properly supervise his/her subordinates in compliance with the above, and the failure of any supervisor to do so through deliberateness, carelessness, neglect or inefficiency shall be a violation.

C. Employees shall maintain sufficient competence to properly perform duties and assume the responsibilities of their position.

D. Employees shall perform their duties in a manner, which will maintain the highest standard of efficiency in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws to be enforced; unwillingness or inability to cooperate with fellow employees and to perform assigned tasks; the failure to conform to work standards established for an employee's rank, grade or position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; neglect of duty; the display of cowardice, absence without leave or excessive tardiness, or the physical or mental inability to perform required duties.

E. In addition to other indications of unsatisfactory performance, the following will be considered unsatisfactory performance: repeated poor performance evaluations and citizen complaints and records of repeated violations of orders, rules, procedures or other directives of the department.

DR 121 NARCOTICS

A member shall not use or possess drugs in violation of any statute or ordinance, whether on duty or off duty. A member shall not report for duty under the influence of any drug or narcotic, which would interfere with the proper performance of his/her duty.

DR 122 RADIO COMMUNICATIONS

Each member equipped with a radio shall monitor his/her frequency and give immediate response to radio dispatched calls and follow established departmental radio procedures.

DR 123 ENTERING BUSINESS HOUSE WITH LIQUOR LICENSE NOT IN PERFORMANCE OF DUTY

A member shall not enter any business house licensed to sell beer, wine, or liquor for on premises consumption while on duty or in uniform, except in performance of a police duty or to consume a legitimate meal.

DR 124 OFF DUTY EMPLOYMENT

A member shall not engage, directly or indirectly, in the ownership, maintenance, or operation of any business that is prohibited by departmental orders and directives. All instances of off duty employment must be approved by the appropriate authority. Failure to receive approval will require the member to resign his/her off-duty job. (A member who fails to resign unapproved off-duty employment within the time frame specified by the Chief of Police or his designee shall be subject to immediate termination.)

DR 125 MEMBER UNDER INVESTIGATION

A member shall immediately submit a written report to his/her Department that he/she is under investigation by any law enforcement agency other than the Germantown Police Department or is being sued in a court of law.

DR 126 REPORTING INFORMATION

A member shall promptly report to the Department any information concerning any crime or other unlawful action, when such information is relevant to an investigation by another member.

DR 127 REPORTING IMPROPER CONDUCT

A member shall immediately report to the Department any violation of Policies and Regulations or any other improper conduct, which is contrary to the policy, order, or directives of the Department.

DR 128 RESIDENCY POLICY

A. Employees shall have a functional telephone in their residence.

B. Employees shall inform their supervisor and the department Administrative Captain of any change in their permanent address or telephone number before the end of the next business day after making such change. (A member who fails to comply with the residency policy within the time frame specified by the Chief of Police or his designee shall be subject to immediate termination.)

DR 129 LEAVING DUTY ASSIGNMENT

A member shall not leave his/her duty assignment without being properly relieved or without proper authorization.

DR 130 INVENTORY & PROCESSING RECOVERED PROPERTY

All members shall properly inventory and process recovered stolen property, evidence, found property, or personal property in conformance with departmental orders and directives. This regulation includes property in vehicles that are taken into policy custody.

DR 131 STRIKE, DEMONSTRATION, OR SLOW DOWN

A member shall not participate in, encourage the participation of others in, or otherwise support any strike, demonstration, slow down, or other such concerted action against the Department.

DR 132 INSUBORDINATION

A member shall not display disrespect to, or disregard for, a supervisory member of this Department, either on or off duty. This includes cases of verbal abuse, abruptness, or rudeness toward a superior or failure to promptly and courteously respond to suggestions, counseling, or disciplining by a superior member.

DR 133 GO OUTSIDE CITY LIMITS

A member shall not go outside the City limits or drive or take departmental equipment outside the City, except in cases of hot pursuit of a felon, or when sent by proper authority, on request of the Sheriff, or because there appears to be a grave emergency and urgent need for assistance, or when authorized to do so by a supervisory member, or in conformance with current policy or procedures.

DR 134 INTIMIDATION

A member shall not use or direct violence, abuse, force, or threats against, or otherwise intimidate, any person or member of this Department.

DR 135 HARASSMENT

A member shall not abuse his/her authority or official position in order to embarrass, degrade, oppress, torment, or harass any person because of race, sex, age, religion, national origin or disability, or persistently without due cause take action against any person to prevent that person from exercising lawful or constitutionally protected conduct. Nor shall any member falsely report allegations of harassment when no basis for such allegations exists.

DR 136 CHAIN OF COMMAND

Employees shall conduct departmental business through Chain of Command channels unless written procedures or orders from proper authority dictate otherwise.

DR 200 REWARDS AND GRATUITIES

DR 201 SOLICITING, ACCEPTING GIFTS, GRATUITIES

A. A member shall not accept a gift or any item of value for the performance of non-performance of an official duty. A member can accept a gift or other item of value if given or officially sanctioned by the Department (i.e., retirement party).

B. A member shall not receive any article whatsoever by any means from suspects, prisoners, persons recently arrested, or gamblers, prostitutes, or other persons of bad character or ill repute, or professional bondsmen or other persons whose vocations may profit from information obtained from the police, or from relatives, employees, or associates of any of these persons.

C. With specific written approval of the Chief of Police, soliciting funds or goods of a benevolent or charitable cause by members will be permitted.

DR 202 GIVING TESTIMONIALS, SEEKING PUBLICITY

A member shall not give testimonials or permit his/her name or photograph to be used for advertising purposes without the approval of the Chief of Police. A member shall not seek personal publicity, either directly or indirectly, in the course of his/her employment.

DR 203 SOLICITING BUSINESS, INTRA DEPARTMENT

A. A member shall not solicit subscriptions, or sell books, papers, tickets, merchandise, or other things, or collect or receive money or other things of value for any purpose whatsoever from fellow employees while on duty or on police property, except as authorized by appropriate authority.

B. A member shall not solicit business by exhibiting advertisements on his/her person or on police property, except when specifically authorized to do so.

C. A member shall not give or receive from any other member any gift, present, or gratuity excluding gifts accepted from relatives, close friends, and upon appropriate occasions (i.e., Christmas, transfers, etc.).

DR 300 USE OF FORCE & ARRESTS

DR 301 UNNECESSARY FORCE

A. Control may be achieved through advice, warnings, and persuasion, or by the use of physical force. While the use of reasonable physical force may be necessary in situations, which cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Members are permitted to use whatever force is reasonable and necessary to protect others or themselves from bodily harm.

B. A member shall not use unnecessary force or violence in making an arrest or in dealing with a prisoner or any person. Prisoners and suspects shall be treated in a fair and humane manner. They shall not be humiliated, ridiculed, or taunted.

C. Special respect for privacy shall be accorded to prisoners taken into custody. If in unclothed or disheveled condition, they shall be protected against public embarrassment to whatever extent feasible.

D. A member shall not be allowed a prisoner in his/her custody to be physically or mentally abused by any person.

DR 302 POSTING BAIL

A member shall not post bail for any person arrested, except immediate family members.

DR 303 SUGGESTING BONDSMEN OR ATTORNEYS

A member shall not suggest or recommend specific bondsmen or attorneys to any person arrested, except to members of member's own family.

DR 304 COMPROMISING CRIMINAL CASES

A member shall not make any promises or arrangements with prisoners or between a suspect and his/her victim intended to permit the offender the full penalty provided by law, or interfere with the court, or for personal gain or benefit, use their official position to make any arrangements for any suspect or prisoner to escape prosecution.

DR 400 FIREARMS

DR 401 DISPLAY OF FIREARMS

A member shall not unnecessarily draw, use, or display any firearm.

DR 402 CARELESS HANDLING OR FIREARMS

A member shall not carelessly handle a firearm at any time.

DR 403 UNAUTHORIZED WEAPONS

A member shall not carry unauthorized weapons, either on his/her person or in police vehicles. This regulation includes any type of unauthorized offensive or defensive weapon.

DR 404 DISCHARGING FIREARMS

A member shall immediately report to a supervisory member in the prescribed manner whenever a firearm is discharged in accordance with departmental orders and directives.

DR 405 UNAUTHORIZED POSSESSION

A member shall not relinquish control/possession of his/her firearm to any unauthorized person.

DR 406 WEAPON PROFICIENCY

All commissioned members of the department, both full-time and reserve, shall remain proficient in the use of all assigned or issued weapons. Members will be required to demonstrate such proficiency annually, or as directed by competent authority.

DR 500 COURT

DR 501 ATTENDANCE IN COURT

All commissioned members of this Department are considered officers of the court and shall testify or give evidence before any grand jury or court of law when properly called upon to do so and when there is no properly asserted constitutional privilege, or when immunity from prosecution has been granted.

A. Members required to appear in such cases shall be punctual in reporting, alert, dignified, and calm in demeanor.

B. If an emergency prevents attendance, the designated authority will be notified by the member.

DR 502 PERSONAL APPEARANCE IN COURT

A member shall dress appropriately for attendance in court, grand jury, or any other function where the member appears as a representative of the Germantown Police Department.

DR 503 RELEASE OF UNAUTHORIZED INFORMATION

A member shall not release unauthorized information regarding any criminal or administrative investigation or arrest, to any attorney, bondsman, media, or unauthorized agency/person.

DR 600 REPORTS & COMMUNICATIONS

DR 601 COMPLETING OFFICIAL REPORTS

A member shall make reports promptly, accurately, completely, and in full conformity with specifications of the Department. A member shall make all necessary reports as soon as possible and practicable before going off duty.

DR 602 REMOVAL OF REPORTS & RECORDS

A member shall not disseminate, release, alter, deface, or remove any departmental record or information concerning police matters, except as provided by departmental orders and directives.

DR 603 INFORMATION CONCERNING POLICE BUSINESS

A member shall not communicate information relating to official police matters, except to authorized persons. A member shall treat the official business of the Department as confidential.

DR 604 PUBLICATION OF ARTICLES

A member of the Department shall obtain permission from the Chief of Police prior to publishing articles as an official representative of the Police Department.

DR 605 POLICE BULLETIN BOARDS

A member shall familiarize himself/herself daily with official information posted on Police Department bulletin boards. Commanders of Divisions are specifically responsible for maintaining an orderly, up-to-date posting of essential information in a conspicuous and accessible location in order for members to comply with the requirement to keep themselves informed on departmental and City policies and procedures.

DR 606 REPORTING CHANGE IN PERSONAL STATUS

A member shall report immediately to a Commanding Member any change in address, telephone number, legal change of name, changes in educational level, or upon receipt of new certificates, permits, or licenses.

DR 607 UNAUTHORIZED PUBLIC STATEMENTS

A member shall not engage in any public statement, interview, activity, deliberation, or discussion pertaining to the Police Department, which reasonably can be foreseen to impair the discipline, efficiency, public service, or public confidence in the Department or its personnel by:

- A. False statements or reckless, unsupported accusations.
- B. The use of defamatory language, abusive language, or epithets.

DR 608 PROHIBITION OF SURREPTITIOUS TAPE RECORDINGS

No employee will surreptitiously record any statement of another employee or supervisor, except during the course of an officially sanctioned investigation.

Other than the exception noted above, recordings made by employees of other employees, subordinates, or supervisors will be with the express consent of all parties to any conversation recorded.

DR 700 POLITICAL ACTIVITIES

DR 701 POLITICAL ACTIVITY ON DUTY

A member shall not participate in any partisan political campaign or activity while on duty, except in compliance with applicable City and state laws.

DR 702 SOLICITING FOR PROMOTION OR TRANSFER

A member shall not solicit petitions for promotion or reassignment of himself/herself or other members.

DR 800 UNIFORMS & EQUIPMENT

DR 801 UNIFORM RESTRICTIONS WHILE OFF DUTY

Off duty members are restricted in the use of their uniforms as follows:

- A. They may wear their full uniform in going to and from work.
- B. They shall not wear their uniform or identifiable parts while off duty.
- C. The uniform shall not be worn while a member is under disciplinary suspension.

D. Members shall not use another member's badge or official police credential without permission of the Chief of Police nor shall they permit any person to use their official badge or credentials at any time.

DR 802 PERSONAL USE OF EQUIPMENT OR PROPERTY

A member shall not convert to personal use any money, property, or any other items belonging to the City, except in the performance of his/her official duty or approved by competent authority.

DR 803 ROUGH OR CARELESS HANDLING OF CITY OR DEPARTMENT PROPERTY

A member shall use care in handling Department equipment and property and shall report immediately any that is lost, damaged, or in bad order. A member shall not willfully or negligently lose, damage, or destroy City or Department property.

DR 804 PERSONAL COMMUNICATION DEVICES

Members may not use their personal communication devices during working time. Personal communication devices should be turned off and stored in cars, lockers, or desks during working time. Members may make and receive calls on their personal cell phones only during breaks and at lunch. Members in the field should use their two-way radios or City-issued cell phones, not personal cell phones.

DR 900 VEHICLE OPERATION

DR 901 SAFE OPERATION

Vehicles shall be operated in a safe and cautious manner in obedience to law and established procedures.

DR 902 SIRENS & BLUE LIGHTS

A member shall not indiscriminately sound sirens or display blue lights on police vehicles except when responding to emergencies or when it is deemed necessary to the proper performance of police duties.

DR 903 UNAUTHORIZED OPERATION OF DEPARTMENT VEHICLES

A member shall not allow any non-member of the Department to operate any vehicle of this Department, unless specifically authorized by competent authority.

DR 904 UNAUTHORIZED PASSENGERS

A member shall not allow unauthorized passengers to ride in any vehicle of the Department, unless specifically authorized by competent authority and in compliance with Department orders and directives. Passengers may ride in take-home vehicles if they meet the criteria identified in the take-home vehicle policy.

DR 1000 CIVIL CASES

DR 1001 TESTIFYING IN CIVIL CASES

A member shall not testify in civil cases in his/her official capacity as police members, unless legally summoned.

DR 1002 INITIATION OF CIVIL CASES

A member shall not initiate civil action arising out of his/her official duties without first notifying in writing the Chief of Police.

DR 1003 TESTIFYING FOR DEFENDANT

A member subpoenaed to testify for the defense in any criminal trial, or against the City of Germantown or interest of the Department in any hearing or trial, shall forthwith notify his/her Commanding Member and District or City Attorney.

DR 1100 LEAVE, SICKNESS, AND INJURY

DR 1101 FEIGNING ILLNESS OR INJURY

A member shall not feign illness or injury in an effort to escape duty.

DR 1102 CALLING OFF DUTY DUE TO ILLNESS OR INJURY

A member shall report promptly any anticipated absence from duty in conformity with Departmental procedure.

DR 1103 LOCATION WHEN ILL

A member reporting sick or injured shall be confined to his/her residence, clinic, or hospital during his/her scheduled duty hours, except to visit his/her physician or by permission of his/her supervisor.

DR 1104 A.W.O.L.

A member shall not be absent from duty without proper authorization.

DR 1105 REQUEST FOR LEAVE

A member shall not request vacation time, compensatory time, bonus days, or other accumulated time off without first ensuring that he/she has earned the appropriate number of hours for the request. A member cannot take leave without pay, unless prior approval of both the Chief of Police and the City Administrator has been granted.

DR 1106 ABSENTEEISM

Reporting to work punctually and with regular attendance is expected of City employees. Absenteeism for the purpose of this policy is defined as absent from work for the entire shift, tardy for work or leaving early. An absence for more than one consecutive day for the same reason counts as one occurrence. Although discipline of absenteeism and tardiness is the responsibility of each supervisor, the following are to be used as guidelines.

1. Management will monitor and record attendance on a daily basis.
2. Attendance will be a consideration during each performance evaluation period. The guidelines are not based on a fixed fiscal year, but rather on a rolling six-month cycle. (Example: an absence on 9/1/90 is reviewed back to 3/1/90).
3. Progressive disciplinary action for attendance will remain in the employee's file for the required time and will be taken into consideration for further disciplinary action.
4. Attendance will be an important consideration in transfer or promotion.
5. An absence occurrence does not include:
 - a. Approved absences (i.e., approved vacations, military leave, floating holidays, jury duty, family and medical leave, leave without pay, etc.); or
 - b. Absences due to a reported on-the-job illness or injury.
6. Excessive absences, especially unscheduled ones (not approved in advance by supervisor) will result in disciplinary action. Management will review all disciplinary action to ensure fairness. Any deviation from corrective guideline procedures will require Department Head and Administration approval.

7. Types of Disciplinary Action

Disciplinary action may include, but is not limited to:

- a. Verbal counseling;
- b. A written reprimand being placed in the employee's file
- c. Suspension for various lengths of time depending upon severity
- d. Demotion
- e. Termination

Employee Responsibilities:

1. Employees delayed or prevented from coming to work are expected to notify their supervisor or acting supervisor (at home or the work site) preferably 60 minutes prior to the start of the shift, but no later than scheduled start time. This duty is not satisfied by notifying a co-worker.
2. Employees desiring to leave work during their regular shift for illness or personal reasons must receive approval from their supervisor or acting supervisor prior to leaving the work site.
3. If an illness is the cause of an absence, the employee shall notify the supervisor on the first day of absence and inform the supervisor how long the absence is expected to last. If unable to return on the expected date, the employee should notify the supervisor on the preceding day. An illness of more than two (2) days requires a doctor's statement.
4. An employee who is absent without notifying his/her supervisor is subject to disciplinary action.
5. An employee who is absent two (2) consecutive work days without notifying his/her supervisor will be considered to have voluntarily resigned.
6. Excessive absenteeism or tardiness or patterns of absence or tardiness will lead to corrective action and/or discipline, including possible termination. Employees are expected to show up for work on time and with regularity.
7. The City's policy pays employees for absence due to illness but also expects good attendance. Abuse of sick leave will lead to discipline and/or termination.

DR 1107 SICK CALL PROCEDURES

The following procedures will be adhered to when a member of this Department is too ill to report for his/her assigned tour of duty:

1. Employees delayed or prevented from coming to work are expected to notify their supervisor or on duty supervisor, preferably 60 minutes prior to the start of the shift, but no later than then scheduled start time. This duty is not satisfied by notifying a coworker.

2. Employees desiring to leave work during their regular shift for illness or personal reasons must receive approval from their supervisor or acting supervisor prior to leaving the work site.
3. If an illness is the cause of the absence, the employee shall notify the supervisor on the first day of absence and inform the supervisor how long the absence is expected to last. The employee shall notify an on-duty supervisor **each day** that the employee will not be at work. An illness of more than two (2) days requires a doctor's statement. If the employee obtains a doctor's statement which provides for a specific return date, the employee shall notify an on-duty supervisor of the return date, and thereby not be required to call-in each day of the absence. If unable to return to work on the return date, the employee should notify an on-duty supervisor on the preceding day. In each instance, the employee must notify a supervisor within the employee's work division, i.e. Uniform Patrol, Communications, Investigations, etc. Notification of a supervisor outside of the employee's work division **does not** satisfy the notification requirements outlined above. If the employee does not have an immediate supervisor on-duty when the employee calls in, the employee may notify the on-duty Uniform Patrol supervisor instead.
4. An employee who is off work on Family Medical Leave (FML) will be required to contact an on-duty supervisor every three (3) calendar days to report their status and their intentions to return to work. If an employee informs the employer that they do not intend to return to work, the employer may terminate the employment relationship and thus end the employee's FML. If an employee fraudulently obtains FML, he or she is no longer protected by FML in terms of job restoration and benefit maintenance.
5. An employee who is absent without notifying his/her supervisor is subject to disciplinary action.
6. An employee who is absent two consecutive work days without notifying his/her supervisor will be considered to have voluntarily resigned.
7. Excessive absenteeism or tardiness, or patterns of absence or tardiness will lead to corrective action and/or discipline, including possible termination. Employees are expected to show up for work on time and with regularity.
8. The City's policy pays employees for absence due to illness, but also expects good attendance. Abuse of sick leave will lead to discipline and/or termination.

VI. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.