

RULES AND REGULATIONS

4.6.6 Relief: Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

4.6.7 Meals: All meals are to be consumed within authorized areas, subject to modification by the supervisor.

4.6.8 Training: Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreement provides otherwise.

4.6.9 Inspections: Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

4.7 Uniform Appearance and Identification

4.7.1 Regulation Uniforms Required: All police officers and uniformed civilians shall maintain uniforms prescribed in department policy and procedure. Uniforms shall be kept neat, clean and well-pressed at all times.

4.7.2 Manner of Dress on Duty: Employees shall wear the uniform or civilian clothing on duty as prescribed by department policy and procedure for the employee's current assignment.

4.7.3 Wearing Jewelry on Duty: Police officers on duty shall follow department policy and procedures regarding the wearing of any jewelry or ornamentation. This provision shall not prohibit non-uniform officers on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department policy.

4.7.4 Personal Appearance: Employees, while on duty, shall be neat and clean in person, with uniform or clothes clean and pressed in accordance with department policy. This provision shall not prohibit non-uniform officers on duty from dressing appropriately for the conditions of their

current assignment in accordance with department policy.

4.7.5 Wearing or Carrying Identification: Employees shall wear or carry their department identification at all times, provided that it is practical under the circumstances.

4.7.6 Identification as Police Officer: Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

4.8 Department Equipment and Property

4.8.1 Equipment on duty: Employees shall carry all equipment on duty as prescribed in department policy and procedure based on their assignment.

4.8.2 Equipment off duty: Employees shall carry equipment off duty as prescribed in department policy and procedure based on their assignment.

4.8.3 Firearms: Employees shall follow department policy and procedure on the care and handling of firearms.

4.8.4 Department Property and Equipment: Employees are responsible for the proper care of department property and equipment assigned to them.

4.8.5 Use of Department Property and Equipment: Employees shall not use any department property or equipment for personal business or pleasure.

4.8.6 Damaged or Inoperative Property or Equipment: Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

4.8.7 Care of Department Buildings: Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in

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4.10 Conduct Toward the Public

4.10.1 Courtesy: Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties politely, avoiding profane language and shall always remain calm regardless of provocation.

4.10.2 Request for Identification: Upon request, employees are required to supply their identification in a courteous manner.

4.10.3 Impartiality: Employees shall not exhibit bias or favoritism toward any person because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence.

4.10.4 Use of Derogatory Terms: Employees shall not use language that is derogatory to anyone because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence.

4.10.5 Affiliation with Certain Organizations Prohibited: No employee shall knowingly become a member of any organization which advocates the violation of law, or which professes hatred, prejudice, or oppression against any racial or religious group or political entity, except when necessary in the performance of duty and at the direction of the Chief of Police.

4.10.6 Representing the Police Department: Employees shall not give public speeches or demonstrations on behalf of the department, nor shall they endorse any product or service as a representative of the department, without prior approval from the Chief of Police.

4.11 Political Activities

4.11.1 Employees shall not be candidates for or hold office in elective public positions or political organizations within or inclusive of the jurisdiction in which they are employed unless authorized to do so by the county prosecutor.

4.11.2 Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.

4.11.3 Employees shall not engage in any political activity while on duty, or while in uniform, or at any other time if to do so would conflict with their duties or impair their ability to perform their duties.

4.11.4 Employees shall not directly or indirectly use or attempt to use their official position to influence the political activity of another person.

4.11.5 Employees shall not engage in any polling duties except in the performance of their official duties.

4.11.6 Employees shall not display any political material on any government property or on their person while on duty or in uniform.

4.12 Judicial Appearance and Testimony

4.12.1 Duty of Employee to Appear and Testify: Employees shall appear and testify on matters directly related to the conduct of their office, position or employment before any court, grand jury, or the State Commission of Investigation.

4.12.2 Subpoena: Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court officials.

4.12.3 Court Appearance: When appearing in court on department business, employees shall wear either the department uniform or appropriate business attire.

4.12.4 Testifying for the Defendant: Any employee subpoenaed to testify for the defense or against the municipality or department in any hearing or trial shall notify the appropriate supervisor immediately upon receipt of the subpoena.

4.12.5 Department Investigations: Employees are required to answer questions, file reports, or render material and relevant statements, in a departmental investigation when such questions and statements are directly related to job responsibilities. Employees shall be advised