

PALM BEACH GARDENS POLICE DEPARTMENT		
POLICY AND PROCEDURE MANUAL		
RULES OF CONDUCT 2.3		
Effective Date : 04/01/15	Accreditation Standards: CALEA 12.2.1G CFA 3.01M	Review Date: 10/01/2016

The intent of these rules and regulations are to specify the standards for conduct and execution of actions that are dictated by individual police activities.

For clarity in this manual the following shall be understood:

Officers are sworn members of the department having arrest powers;

Members, when used in conjunction with officers, are non-sworn employees or volunteers of the department and;

Members, when used singular shall refer to sworn and non-sworn.

The purpose of establishing the rules of conduct schedule is to assist all Department members in determining/understanding expectations of the department and the appropriate steps to be taken for violation of individual rules and regulations.

Members shall acquaint themselves with this written directive section. All corrective actions or imposed discipline shall be commensurate with the severity of the offense, coupled with due consideration of the member's prior performance record. In some instances, a specific incident in and of itself may justify severe initial disciplinary action.

The Rules and Regulations shall control the conduct of all members; any member violating a rule or regulation will be subject to corrective action or discipline. All recommended disciplinary actions shall be progressive in application based upon, and controlled by the provisions set forth in this written directive section.

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2.3 RULES AND REGULATIONS

2.3.1 Purpose: Growth and diversity facilitate the change of policies and procedures so that additions, deletions and alterations are not only inevitable, but desirable. In order to carry out the duties required for the enforcement of law and order, it is necessary to disseminate the rules and regulations which direct the uniform and orderly performance of these duties as delegated to members of the Palm Beach Gardens Police Department. Rules and Regulations address specifically and generally the duties of rank, grade or position assigned by the Department.

2.3.2 Members to Know Rules and Regulations: It shall be the duty of all members of the Palm Beach Gardens Police Department to familiarize themselves with provisions of these Rules and Regulations within ten days from the date of issuance. Department members shall adhere to and comply with provisions of these Rules and Regulations. Lack of knowledge is not an acceptable defense from discipline but shall be considered a neglect of duty.

2.3.4 ACCIDENTS

2.3.4.1 Accident Reports Required: All members shall promptly notify the on-duty Sergeant of any personal injury, damage to, or accident involving any Department vehicle or equipment operated by the member or in their charge. Notification shall be followed by a written report to the on-duty Sergeant by the end of that tour of duty.

2.3.4.2 Supervising Officer to Investigate: The supervising officer shall thoroughly investigate the accident promptly. Proper documentation shall be initiated, including notations regarding Department Rules and Regulations or laws, and forwarded via chain of command to the Chief of Police. Accidents involving citizens and Department vehicles shall be investigated by the Sheriff's Office or FHP.

2.3.4.3 Statement of Responsibility: Members involved in an accident while on duty (operating a Department vehicle, or otherwise) shall make no statement as to responsibility and shall not advise other parties involved that the City will assume liability for the damages resulting from said accident, even though the member may be at fault.

2.3.5 ADDRESSES OF MEMBERS

2.3.5.1 Correct Address, Telephone Number: Members shall keep the Office of the Chief of Police informed of their correct address of residence and telephone number, and shall report any change within 24 hours after making such a change. All members are required to provide a primary source (phone, PDA, etc.) of immediate contact when off duty. Phone numbers shall be kept confidential.

2.3.5.2 Police Department Not To Be Used As Mailing Address: No member of the Department shall use the Police Department address as their address for private correspondence or personal mail and the like. Officers may use the Police Department address on their driver's license or vehicle registration(s) and other personal information redacted or privileged as permitted by law.

2.3.6 ARRESTS

2.3.6.1 Risk Involved: While a certain degree of risk is involved in all police service, officers should not unnecessarily jeopardize their lives or the lives of others. Since an officer's purpose is to apprehend criminals, they shall summon assistance when an unassisted arrest seems unlikely or dangerous.

2.3.6.2 Response to Resistance: Officers shall not use unnecessary force or violence in making an arrest. When necessary, force is to be utilized to prevent an escape, in self defense, overcome actual physical resistance or to prevent violence to another person.

2.3.6.3 Response to Resistance Reporting: Whenever a member strikes or otherwise uses necessary physical force against another person, a report of circumstances shall be initiated and forwarded to the Division Assistant Chief via the immediate supervisor for their review, a determination as to whether the response to resistance was justified, and submission to the Chief of Police.

2.3.6.4 Off-Duty Arrests: An off-duty officer shall make an arrest if a crime is committed in their presence; if life or property is threatened, or if the situation is of an emergency nature that cannot wait for the arrival of on-duty officers. Off-duty officers shall notify the on-duty supervisor before taking any action except in an emergency or life threatening situation.

2.3.6.5 Dismiss or Nolle Prose Charges Without Authority: Officers shall not dismiss or request a nolle prosequere of the charges against a person without the consent of the Assistant Chief in the Division responsible for the arrest.

2.3.6.6 Fresh (Hot) Pursuit: Pursuit of person(s) or fleeing person(s) within a vehicle or otherwise shall be made in accordance with department policy. (See policy 4.2.1.3)

2.3.7 ATTORNEYS

2.3.7.1 Recommending: Members of the Department shall not directly or indirectly recommend or suggest the retaining of any person as counsel as a result of police business.

2.3.7.2 Visiting Prisoners: Attorneys, as legal counsel for prisoners, shall be permitted to visit prisoners at any hour and time of day in keeping with the prisoner's Constitutional rights.

2.3.7.3 Information To: Members shall not disclose arrest information and other information to any attorney of record or defense legal counsel before the trial of a subject, except in accordance with the Florida Rules of Criminal Procedure.

2.3.8 BADGE & OFFICIAL IDENTIFICATION CARD

2.3.8.1 Members to Carry at All Times: Every officer of the Department shall, at all times, on or off duty, carry their badge and official identification card. Non-sworn members of the Department shall, at all times, on or off duty, carry their official identification card.

2.3.8.2 Plain Clothes Assignment: Officers in this assignment shall be prepared to properly identify themselves as circumstances would require.

2.3.8.3 Unauthorized Use: A member shall not at any time use or attempt to use their official position, badge, or official ID card for personal gain. A member shall not permit any other person or members to use their badge or ID card.

2.3.8.4 To Give Identification Number and Name on Request: Members shall give their names, ranks or positions, and identification number in a respectful manner to any person who may request same and shall be prompt in identifying themselves.

2.3.8.5 Issuance of Official Agency Identification: All authorized members of the Department shall be photographed and issued an official agency identification card. All persons having authorized duty within the Department shall be issued a Visitor's Pass, to be displayed while on the premises.

2.3.8.6 Identification over the telephone: Members, when answering phones, should identify their assigned unit/division, and state their name. Be courteous, friendly, helpful and pleasant.

2.3.9 BAIL BONDSMEN

2.3.9.1 Recommending: Members of the Department shall not directly or indirectly recommend or suggest the name of any bail bondsman to any person or arrestee.

2.3.9.2 Members Not to Go on Bond of Prisoner: Members of the Department shall not become surety or guarantor or go on the bond of, or furnish bail for, any person arrested for a crime except upon authorization of their Division's Assistant Chief. If such authorization is granted, a memorandum of facts will be forwarded to the Chief of Police.

2.3.10 BEARING

2.3.10.1 Military Bearing: Every member of the Department shall maintain military bearing and an alert; attentive attitude and appearance.

2.3.10.2 On Duty: A member on duty, in uniform or civilian clothes, shall not lean against any object and shall keep their hands out of their pockets. They shall not carry or read a newspaper or magazine or book, or any article not necessary in the performance of their assignment while on a public street or other public place or in view of the public.

2.3.10.3 Personal Appearance: A member on duty, in uniform or civilian clothes, must be at all times neat and clean of body and person; clothes shall be clean and neatly pressed and uniform clothing must be in conformity with the uniform of the day, and Policy and Procedure. Members shall examine and clean their equipment and keep it in good operative condition.

2.3.11 CIVIL CASES, PROCESSES

2.3.11.1 Claims for Damages: Members shall not file claims for damages or make any legal compromise with any person in connection with City employment or official duties without notifying the Chief of Police.

2.3.11.2 Arrest or Court Action Against Member: Members shall report to their respective Bureau Major all information concerning any arrest or court action instituted against them.

2.3.12 CONDUCT AND DEPARTMENT

2.3.12.1 Duty of Members: Members of the Department at all times within and of the City shall observe the laws and preserve the public peace, prevent crimes, detect and arrest violators of the law, protect life and property and enforce all criminal laws of the State of Florida, and all pertinent ordinances of the city and render their services to the city and citizens with zeal, courage, discretion, fidelity and loyalty.

2.3.12.2 Conduct: Members shall present themselves in a professional manner which is courteous, considerate, civil, and respectful. Members must remain fair, firm, consistent, impartial, and non- prejudicial in the performance of their duties and should avoid conduct which would discredit or embarrass the Department.

2.3.12.3 Conduct Unbecoming: As the effectiveness of the Department depends upon community respect and confidence, no member shall conduct himself or herself in a manner unbecoming the conduct of a member of the City of Palm Beach Gardens Police Department. Prohibited acts or behavior shall include any act or disorderly behavior not specifically mentioned in these Rules and Regulations, when such act or behavior tends to bring the Department into disrepute or reflects discredit upon the individual.

2.3.12.4 Department Courtesy: Members shall treat all Department members, sworn or civilian; superior or subordinate; or equal in title or rank, with consideration, courtesy, and respect.

2.3.12.5 Entering a House of Ill Repute: A member shall not knowingly enter any house of ill repute, illegal gambling or gaming house, except in the performance of their official duty.

2.3.12.6 Responsibility of Member: Members shall assume responsibility of their own acts. In no instance shall they attempt to shift the burden of their responsibility for executing, or neglecting to execute, a lawful order, regulation or policy duty.

2.3.13 COOPERATION

2.3.13.1 Intradepartmental: All members are required to display respectful courtesy and cooperation to one another for the mutual best interests of the members, their safety, and the Department.

2.3.13.2 Interdepartmental: Members shall cooperate with all criminal justice agencies, public service agencies, and City Departments, offering the assistance and the information they are entitled to receive.

2.3.14 CORRESPONDENCE

2.3.14.1 Official Department: Members shall use official Department stationary for correspondence in the performance of their assigned duties. The use of official Department stationary for personal use, to convey Department support for; or to promote a cause is prohibited unless authorized by the Chief of Police or assigned designee.

2.3.15 COURT ATTENDANCE – PREPARATION

2.3.15.1 Preparation: Every member of the Department shall be diligent in the preparation of their cases for trial.

2.3.15.2 Attendance: All members concerned in cases before the court are to be punctual in attendance and shall appear in the uniform of the day (uniformed officers), or in professional attire as may be required.

2.3.15.3 Compromises: Members of the Department shall not seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts of justice.

2.3.16 DISCIPLINARY ACTS/VIOLATION OF RULES AND REGULATIONS

A member of the Department shall suffer disciplinary action as recommended by the Chief of Police or assigned designee if found guilty of violating a written directive or upon conviction in a court having criminal jurisdiction, or if an investigation concludes commission of any, but not limited to, one of the following listed offenses:

2.3.16.1 Cowardice: Officers shall perform their required duties and shall not avoid such duties because of fear or cowardice. Officers shall respond to the aid of all persons in danger unless the probability of losing their own life exceeds the probability of successful rescue.

2.3.16.2 Disobedience of Order or Rules.

2.3.16.3 See 2.3.23 Intoxicants

2.3.16.4 See 2.3.23 Intoxicants

2.3.16.5 Entertaining a disorderly house or gambling house, not in the performance of duty.

2.3.16.6 Maltreatment of a prisoner or any other person.

2.3.16.7 See 2.3.12.3 Conduct Unbecoming

2.3.16.8 Insubordination or disrespect toward a Superior Officer.

2.3.16.9 Neglect or inattention to duty.

2.3.16.10 Sleeping while on duty.

2.3.16.11 Laziness or idleness.

2.3.16.12 Being absent from duty without permission.

2.3.16.13 Leaving post/zone without proper relief or permission.

2.3.16.14 Using coarse or profane language, racial/discriminatory slurs or behavior to a Superior Officer, fellow member of the Department or to any citizen.

2.3.16.15 Not properly patrolling or guarding a post.

2.3.16.16 Making a false statement, report, communication or entry into any official police record, or other official or required report on record.

2.3.16.17 Neglecting to appear clean and tidy in person and dress, or failure to wear the proper uniform on duty in the prescribed manner.

2.3.16.18 Accepting bribes or money or other valuables while acting in the capacity of a police officer, either on or off duty.

2.3.16.19 Accepting any fees, rewards or gifts of any kind from any person or from any person arrested or in arrestees behalf while in custody or from any person for services rendered or pretended to be rendered as a member of the Department, without the consent of the Chief of Police.

2.3.16.20 Gossiping about a member of the Department, concerning the member's personal character and conduct.

2.3.16.21 Publicly criticizing orders given by the Chief of Police, a superior officer or a public official in such a manner as to disrupt the normal operation of the Department, or as to bring discredit to them self, the Department, or the City.

2.3.16.22 Communicating or giving police information to any person concerning the business of the Department, which is detrimental to the Department without prior approval or authorization by the supervising officer.

2.3.17 DISCIPLINARY ACTION

2.3.17.1 Authority: Authority (or delegated authority) shall not be, abusive, misused or misrepresented and shall be firm and impartial.

2.3.17.2 Assessments: Department members shall be subject to reprimand, suspension, dismissal or suffer such other disciplinary action as recommended by the Chief of Police.

2.3.17.3 Wearing Uniform While Under Suspension: During the period of suspension, a member shall not wear any part of the official uniform. Officers may not act in the capacity of, nor represent themselves as a

police officer in any manner nor perform any off duty police work.

2.3.17.4 Improper Action of Members Charged with Department Infractions: No department member shall threaten, offer valuable consideration, or cause any person to intercede in their behalf, in order to influence a person to withdraw or abandon a complaint prior to its final disposition. Said action, whether direct or indirect, shall be cause for the rendering of charges in addition to those originally filed.

2.3.18 EMPLOYMENT OUTSIDE DEPARTMENT

2.3.18.1 Work Permit Required: Members who engage in employment or occupation during off-duty time must, in advance, submit a memo through their chain of command to the Chief of Police, requesting permission to hold such employment or occupation, stating time, date, and location of employment. No member will be authorized to hold such employment until the Chief of Police has granted the request.

2.3.18.2 Extra Duty Police Work: Any outside policing activity will be considered to be regular police work in so far as conduct, performance of duty and compliance with rules and regulations are concerned.

2.3.19 EVIDENCE

2.3.19.1 Proper Handling: Member(s) of the Department shall not, under any circumstances, manufacture or destroy or convert to their personal use, any evidence or other material found in connection with an investigation of a crime.

2.3.19.2 All such evidence or materials shall be properly collected, identified, preserved and turned into the Evidence Custodian and properly recorded therewith for security in accordance with Department procedures.

2.3.20 FIREARMS AND WEAPONS

2.3.20.1 Authorized Uses: All certified police officers during sworn active status, shall have the authority, in accordance with Florida Statutes Chapter 790, to carry firearms and other weapons during the course of, and in the performance of their duties. Officers shall not draw or display their firearm except for a legal use or official inspection.

2.3.20.2 Loading, Unloading: Officers shall not clean, display, load or unload their firearms at any place in the police building other than the Armory except when instructed to by a superior officer or for inspection purposes.

2.3.20.3 Care of Firearms: Officers must keep their service firearm cleaned, free from rust or corrosion, and operational at all times. Any officer who is careless or negligent in the care of the service weapon will be subject to disciplinary action.

2.3.20.4 Conspicuous Display: Firearms carried by non-uniformed police officers shall be concealed from public view, and shall be securely holstered or carried in a secure covering; except when engaged in lawful firearm competition, firearms training, and inspection or in accordance with, procedures governing the use of deadly force.

2.3.20.5 Use of ASP, O.C. Spray, or other less-lethal weapon: The use of any less-lethal weapon will be reported to the members' immediate supervisor. If needed the supervisor will prepare an incident report as soon as possible, describing the circumstances in detail under which the weapon was used.

2.3.20.6 Duty Weapon: Members shall only carry authorized/approved weapons while on-duty.

2.3.20.7 Off-Duty Weapons: Off-duty officers may carry only those weapons authorized and approved in accordance with Department policy and procedures.

2.3.21 GRIEVANCES

2.3.21.1 Procedure: Represented members refer to collective bargaining agreement. Non-represented members should refer to the City's Policy and Procedure Manual.

2.3.22 INFORMATION – OFFICIAL

2.3.22.1 Deface or Mar: Members of the Department shall not mark, mar, alter or deface any printed or written notices placed on the bulletin board relating to police business or any other information placed thereon.

2.3.22.2 Information Confidential: Members shall not divulge or make known or exhibit contents of any official file or criminal record file in the Police Department to any person other than a duly authorized police officer or agency or except on approval of the Chief of Police, a Commanding Officer or under due process of law.

2.3.22.3 From Informants: Members shall not divulge to anyone, except to other members of the Department to whom it may be necessary in connection with official police work, the name of any person giving confidential information.

2.3.22.4 Reporting: Every member of the Department shall report to his superior officer all information that comes to his attention concerning organized crime, racketeering, vice conditions or violations of the law in any manner, of which the Police Department take cognizance.

2.3.23 INTOXICANTS

2.3.23.1 Consumption on Duty: A member shall not consume intoxicants while on duty, except in the performance of their official duties, and never in uniform.

2.3.23.2 Reporting for Duty: Members shall not report for duty unfit or under the influence of any intoxicating substance.

2.3.24 INVESTIGATIONS

2.3.24.1 Members Not to Interfere: Members shall not interfere with cases assigned to other officers for investigation without the consent of the assigned officer or on orders from a Commanding Officer.

2.3.24.2 Duress or Mistreating: Members shall not use duress or coercion, nor mistreat an accused person in any way when endeavoring to obtain investigative information, confession or admission.

2.3.25 LAWS – ORDINANCES

2.3.25.1 To Enforce: Officers are equally responsible for the enforcement of all laws, statutes, ordinances and regulations. The failure to do so may be subject to disciplinary action.

2.3.26 LEAVE OF ABSENCE:

2.3.26.1 Procedure: Represented members refer to collective bargaining agreement. Non-represented members should refer to the City's Policy and Procedure Manual.

2.3.27 LOITERING

2.3.27.1 Places in General: Members of the Department shall not congregate or loiter in any place in such manner as to bring discredit to the Department on or off-duty.

2.3.28 ORGANIZATIONS

2.3.28.1 Subversive: A member of the Department shall not join or be a member of any organization or society which has as a purpose the overthrow of, or interference with the established government by force or illegal

means or directly or indirectly threatens to interfere with the administration, discipline, and control of the members of the Department.

2.3.28.2 Labor Unions: Refer to collective bargaining agreement.

2.3.29 PETITIONS

2.3.29.1 Members are forbidden to solicit petitions for their promotion or change in line of duty, or for the promotion or change of any assignment of another member or to promote any political influence to affect such an end.

2.3.30 PROPERTY AND EQUIPMENT

2.3.30.1 Use: A member shall not use Department property, equipment, or vehicles except as authorized; nor permit its use by an unauthorized person.

2.3.30.2 Loss: It shall be prima facie evidence of neglect when a member, through carelessness or negligence, lose their badge, Department identification card, or Department weapon; or when lost, neglect to report same immediately to their Commanding Officer.

2.3.30.3 Inventory Control: All Department owned property and equipment shall remain where officially assigned. It shall not be moved from the assigned area without consent of the Supervisor.

2.3.30.4 Damage: Members shall be held accountable for damages resulting from accidents wherein the evidence shows abuse, carelessness, negligence and/or a violation of a traffic ordinance. Members shall be held strictly accountable for damages caused by abuse or careless handling of police vehicles. Evidence of such abuse or careless handling shall be submitted promptly to the Supervisor.

2.3.31 PRISONERS

2.3.31.1 Aid to Prisoners: A member shall not compromise directly or indirectly nor be a party to or engage in any promises or arrangements between prisoners and persons who have suffered by criminal actions of said prisoners with a view of permitting persons (prisoners) under arrest or serving time to escape penalties provided by law; nor shall he give information which may enable any person to avoid arrest or punishment or to hide or dispose of goods or fruits of a crime or things otherwise unlawfully obtained. He shall report to his superior officer any knowledge of such arrangements in which any other member of the Department is involved.

2.3.31.2 Unconscious or Injured: No officer shall confine a person arrested when said prisoner is unconscious, injured, in a state of shock, apparently ill or unable to speak or communicate for themselves. The person shall be afforded medical treatment as soon as possible.

2.3.31.3 Hospitalized Prisoners: If a prisoner is hospitalized and any officer finds it necessary to question the prisoner, (witness or suspect), he shall first secure permission from the doctor or nurse on duty before he enters the patient's room.

2.3.32 PROBATIONARY MEMBERS

2.3.32.1 Probationary Period: All newly hired police officers must serve a minimum of one year probation. The probationary period begins on the date of hire and ends one year after completion of the field training program. All other members appointed to the Department shall be on probation in accordance with City policy.

2.3.33 RECORDS

2.3.33.1 Removing From Files: Members shall not, except for authorized use, remove any records, cards, reports, ledgers, documents or other official papers from any file maintained by the Records Section, or any

Division of the Department for their custody except by the due process of law, or as directed by the Chief of Police or Division Assistant Chief.

2.3.33.2 Entering Records Section: Members are prohibited from entering any area(s) where records, files, and/or equipment is maintained and secured unless authorized by the assigned authority.

2.3.34 REPORTS

2.3.34.1 Filing False Report: No member shall make a false official report or knowingly enter or cause to be entered in any Department books, records or reports (including computerized) in inaccurate or false or improper police information or other material matter or misrepresentation of facts.

2.3.35 RESIGNATIONS

2.3.35.1 Disposition of Information and Equipment: When a member of the Department separates from service for any reason they shall surrender all department owned property and equipment on or before the effective date of their separation.

2.3.36 RESTRAINTS (HANDCUFFS)

2.3.36.1 Use of Handcuffs: All prisoners will be handcuffed prior to transport as prescribed by Department policy.

2.3.37 REWARDS - FEE, GIFTS

2.3.37.1 Accepting Fee or Gift for Performance of Duty: Members shall not, directly or indirectly accept from any person a gratuity, fee, loan or gift during the performance of, or related to, any official duty or action.

2.3.37.2 Reward Disposition: The disposition of any gratuity, gift or reward shall be at the discretion of the Chief of Police.

2.3.38 SEARCHES

2.3.38.1 Search of Arrestees: The safety of the Officer is paramount. All persons arrested or held in custody shall be searched for weapons or contraband. Person searches shall be made with all possible regard for decency.

2.3.38.2 Officer same sex as Arrestee: Officer shall conduct a full search as soon as feasible.

2.3.38.3 Officer opposite sex as Arrestee: A reasonable attempt must be made to gain a Department officer of the same sex of the arrestee to conduct the search. Search will be conducted in accordance with department policy.

2.3.38.4 Searches of Scene/Vehicle: After a suspect has been arrested and/or transported, the Officer shall search the scene of arrest and/or transporting vehicle for weapons or evidence that may have been concealed, dropped, or discarded by the prisoner.

2.3.39 SICKNESS AND/OR INJURY

2.3.39.1 Reporting and Procedure: As soon as a member knows that they will not be able to report for duty because of illness or injury incurred while off-duty, the member shall contact\notify their Supervisor at least one (1) hour prior to the scheduled duty time. In the event the Supervisor is not available, the member shall notify the Communications Center, who, in turn, shall notify the member's Supervisor as soon as possible.

2.3.39.2 Illness Occurring on Duty: Any member who becomes ill while on duty, and where the illness necessitates leaving their assignment, shall report this fact to their Supervisor before leaving.

2.3.40 SOLICITATIONS-GIFTS FOR OR BY MEMBERS

2.3.40.1 Members Shall Not Solicit (Sell): Members shall not represent themselves as members or agents of the department for any purpose (i.e., sale of advertisements, sale of tickets, any solicitation of funds, etc.) without the prior express consent and approval of the Chief of Police made.

2.3.40.2 Bribe or Extort: Members shall not accept any bribe or engage in any act of extortion or unlawful means of obtaining money, reward or anything of value through their position as a member of the Department.

2.3.41 VEHICLES

2.3.41.1 Authorized Use: Members shall use a Department vehicle (automobile or motorcycle) for department business and as authorized in policy 4.2.1.9 – Assigned Vehicle Program.

2.3.41.2 Operator Accountable: Members shall operate police vehicles in a safe manner at all times, and will be held accountable for their own carelessness or negligence.

2.3.41.3 Vehicle to be inspected before use: Members assigned to operate police vehicles shall, before use, examine such vehicle assigned to them and report any recorded damage or operational defects.

2.3.41.4 Cleanliness: Members assigned to operate police vehicles shall be responsible for the cleanliness and tidiness of such vehicles at all times.

2.3.41.5 Use of Emergency Equipment: Members shall not sound the siren or activate the other emergency devices unless responding to an emergency assignment or when required in the actual and proper performance of a police duty.

2.3.42 WRECKERS (TOW TRUCKS)

2.3.42.1 Officers will adhere to established provisions outlined by the City's towing rotation contract.

APPROVED:



Stephen J. Stepp
Chief of Police

04/01/15
Date