

River Bend Police Department
Rules and Regulations
General Order 12
Effective Date: 05/01/2012

12.01 **Safety Rules:** Employees shall not neglect, be careless, or fail to observe State, Federal to include OSHA safety rules or disregard common safety practices.

12.01.0 When the employee's actions do not endanger the public or co-workers. Level (1)
12.01.02 When the employee's actions endanger the public or co-workers. Level (3)

12.02 **Tardiness:** Employees must report for duty at the scheduled time, or be excused by the Chief. Level (1)

12.03 **Unexpected Absence:** Employees must notify their supervisor or in the event he/she cannot be reached the on duty supervisor of an unexpected absence 30 minutes prior to the beginning of the scheduled work shift. Level (1)

12.04 **Absence from Duty:** Employees shall promptly report for duty at the time and place specified by their assigned work schedules or orders to include scheduled overtime, special assignments or shifts, and shall not be absent from duty without having made proper notification to the Chief of Police (G.O. 17). Level (2)

12.05 **Absence from Assignment:** Employees shall be present and perform all duties associated with all assignments during the tour of duty unless authorized by a supervisor or the Chief. Level (1)

12.06 **Sick Leave/Absence:** Employees shall notify a supervisor when they become ill and cannot report for work or prior to leaving work or assignment. Level (1)

12.07 **Sick Leave/False Statements:** Employees shall not feign illness or injury, falsely report themselves ill or injured or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health. Level (2)

12.08 **Prompt Performance of Duty:** Employees shall promptly perform as directed all lawful duties required by a supervisor, notwithstanding the general assignment of duties and responsibilities. Level (1)

12.09 **Completion of Assigned Duties:** Employees shall promptly and accurately complete all assigned duties, reports, records and forms as required by Department policy before leaving the employee's tour of duty, unless excused by supervisory authority. Level (1)

12.10 **Failure to Commence Work:** Employees will commence work at the beginning of the established shift. Stopping work or making preparation to leave, or leaving work without specific authority before any official break in work, or quitting time is prohibited. Level (1)

12.11 **Personal Appearance:** Employees shall maintain a neat and clean personal appearance which does not adversely reflect upon the individual's competency, efficiency and pride as a member of the Department, or the ability of the Town and Department to foster and enhance a professional image. Level (1)

12.12 **Town Telephone:** Habitual and/or excessive personal use of the town telephones is prohibited. Level (1)

12.13 **Lock Town Vehicles:** Employees shall lock town vehicles, unless performing emergency duties and the emergency precludes locking the vehicle or when the vehicle is within immediate control of the driver. Level (1)

12.14 **Address and Telephone Number:** Employees shall maintain their correct address (Post Office Box numbers are not acceptable) and phone number with the Chief of Police. Each employee shall maintain an operating telephone at their residence or have a mobile phone that is available 24 hrs a day. Officers must answer all calls from the Police Department, Sergeant, Acting Sergeant or Chief OR call back with in one hour of the call. Level (1)

12.15 **Maintenance of Police Departmental Manuals:** Employees issued Department manuals shall maintain and make the appropriate changes, inserts, and updates as required in a timely manner. Level (1)

12.16 **Absence or Missing from Court:** Employees shall be present for all trials, hearings or other court appearances to which they have been called except for good cause and with proper notification. Level (2)

12.17 **Personal Equipment:** Employees shall not use or be in possession of another employee's equipment without the consent of the employee or the Chief. Level (1)

12.18 **Neglect of Duty:** Employees shall devote their on-duty time and efforts to the performance of their assigned duties and responsibilities. Employees shall report to work mentally and physically fit to perform their duties and will cooperate with and assist other members of the Department. Violations of this section shall include, but are not limited to failure to take appropriate action on the occasion of a crime scene, disorder or other act or condition deserving attention. Level (3)

12.19 **Reporting On-Duty Injury:** Employees shall report an on-duty injury using the proper forms to their immediate supervisor as soon as they are aware of the injury, or by the end of their tour of duty. Officers must report a change of work status to the supervisor immediately. Level (2)

12.20 **Police Departmental Property - Reporting Damage/Loss:** Employees shall maintain Department property and equipment assigned to them in good condition. Employees shall immediately report in writing all damage, defects, or hazardous conditions of vehicles, equipment, and property. This report shall contain all known facts surrounding the cause and nature of the damage. Additionally, employees shall return all equipment owned by the Department when they retire, resign, or otherwise leave the Department. They shall also return any equipment when ordered to do so. Level (2)

12.21 **Loss of Equipment:** Employees shall promptly report to their immediate supervisor the loss of any Department property or equipment that has been furnished to the employee. Loss of Department property or equipment as a result of negligence on the part of the employee shall render the employee liable for reimbursement to the City in an amount equivalent to the value of the property at the time of its loss. Level (2)

12.22 **Reporting Vehicle Accidents:** Employees must report immediately to the Chief all vehicle accidents involving the employee while on duty, or while off-duty in a Department vehicle. Level (3)

12.23 **Valid Operator's Permit:** Employees shall possess a valid North Carolina driver's license while operating a city vehicle. The class of license shall be appropriate for the type or class of vehicle being operated. Level (3)

12.24 **Keeping on Person the Official Identification:** Employees shall possess an official Department photo identification card at all times while on duty. Employees will respond to requests to view personnel identification except when working in an undercover assignment. Sworn members of the Department shall carry their police identification at all times, unless excused by the Chief. Level (1)

12.25 **Police Identification:** A sworn officer shall properly identify himself/herself as a police officer by the display of the badge or shield before taking police action, except when impractical or infeasible. Level (2)

12.26 **Solicitation while in Uniform:** A sworn officer shall not engage in the following activities while in uniform or on duty: Interview or apply for additional employment, recommend businesses or conduct business actions that they have the ability to receive financial gain or compensation, involved in political rallies, post yard signs or show public support for a candidate or for themselves if they are a candidate for public office (this does not preclude any sworn officer for running for political office, just to ensure campaign actions are separate and not tacitly allowing the Town of River Bend to become visibly associated with that campaign). Level (3)

12.27 **Sleeping on Duty:** Employees shall remain awake and alert at all times while on duty Level (4)

12.28 **Leaving Town Limits:** Employees shall remain within the town limits while on duty unless in the performance of their duty or get chow or break during their shift. The location and times shall be reported to Craven Communications to log and on the daily activity report. Level (1)

12.29 **Off-Duty and Extra Duty Employment:** Employee shall engage in off-duty or extra duty employment to receive compensation, only as authorized by the Chief of Police or his/her designee. Level (2)

12.30 **Scheduled Mandatory Overtime and Emergency Callback:** Employees shall report as directed for overtime work or to emergency callback. Level (3)

12.31 **Duty to Read, Understand, and Comply with Orders:** Employees shall read, understand, and comply with all Department rules and regulations, general orders, administrative orders, policies and procedures. It shall be the duty of employees to inquire of a superior the meaning or application of any law, rule, regulation, general order, administrative order, policy, procedure when their meaning or application is not apparent. Level (1)

12.32 **Supervision:** Supervisory personnel shall properly supervise subordinates, refer disciplinary charges, and take appropriate disciplinary action when necessary in accordance with Department procedures. Level (2)

12.33 **Assisting Fellow Officers:** Sworn personnel shall take appropriate police action to aid a fellow officer exposed to danger or in a situation where danger might be impending. Level (3)

12.34 **Requests for Assistance/Rendering Aid:** When any person requests assistance, advice, makes a complaint, or files a report either by telephone or in person, all pertinent information will be obtained in a professional and courteous manner and will be properly documented and acted upon consistent with established Department procedures. Level (3)

12.35 **Providing Employee Information/Identification:** Employees shall furnish information as is consistent with their duty. Employees shall furnish their name and employee number in a respectful manner when requested. Level (2)

12.36 **Police Department Records/Stealing/Forging:** Employees shall not steal, alter, forge, or tamper with any police Department record, report or citation. The removal of any record, card, report, letter, document, or other official file from the Department, except by process of law or as directed by the Chief of Police or a superior, is prohibited. Level (5)

12.37 **Police Department Records Copy/Duplication:** Employees shall not obtain or duplicate or attempt to obtain or duplicate any information from Department files, sources, or reports other than that to which the employee is properly entitled in accordance with his/her duties and assignment. Level (3)

12.38 **Search Subsequent to Arrest:** Sworn personnel shall make a complete and thorough search of an arrested person in accordance with current case law. Level (2)

12.39 **Medical Aid for Prisoners:** Employees shall promptly summon medical aid for any person in the employee's care or custody who is unconscious, ill, or injured and requires or requests such aid. The employee shall promptly report any unconscious, injured or ill person in custody to their immediate supervisor. Level (3)

12.40 **Allowing Escape:** Sworn personnel shall observe proper prisoner handling procedures and shall not allow a prisoner to escape through carelessness or neglect. Level (4)

12.41 **Recovered Property/Evidentiary Material:** Employees shall turn over to the designated agent of the Department all lost, stolen, recovered, abandoned or evidentiary material which comes into their possession as a result of the performance of their official duties. All such material shall be turned over prior to the completion of the tour of duty during which the material came into the possession of the employee, ie: left in police vehicle or at the crime scene. Level (2)

12.41.01 **Improper Property/Evidence Handling:** Employees shall ensure all property is properly handled and documented and secured in evidence lockers in a proper way. Ensure Property Sheets (Green Sheets) are filled out correctly. Evidence recovered at the scene is marked and sealed to prevent tampering. Level (1)

12.42 **Paperwork to Be Filed on Time:** Employees shall ensure that all official paperwork is filed by the scheduled due date. Official paperwork includes, but is not limited to, evaluations, case reports, accident reports, 96 hour reports, time sheets, Daily activity report, etc. Level (1)

12.43 **Abuse of Meal and Break Periods:** Employees shall take meal or rest breaks within the time limits allowed by policy, procedure, rules and regulations or supervisory authority. Employees must notify communications their status and location for documentation purposes during those breaks and notate on the daily activity report. Level (1)

12.44 **Courtesy Rides in Police Vehicles:** Sworn officers shall NOT give rides to non-town employees unless prior permission is granted by the Chief of Police. IF the Chief of Police is unable to be reached for permission, then it is assumed that permission is not granted. Level (2)

12.45 **Police Department Building:** Officers will not use the department building for personal business or as a gather place for visitation. ALL visitors will be logged in and out on a sign in sheet. The Chief's Office is considered off limits unless permission is granted first. Level (1)

12.46 **Proper and Safe Operation of a Motor Vehicle:** Employees shall operate all Department owned vehicles in a careful and prudent manner, and shall obey all laws of the state, local and departmental policies and procedures pertaining to such operation. Employees shall always set a proper example for other persons by their operation of a vehicle. Level (2)

12.47 **Careless and Reckless Driving:** Employees shall not drive a Department owned motor vehicle in a careless and reckless manner as defined by General Statue 20-140 Reckless Driving:

- A. Any person who drives any vehicle upon a highway or any public vehicular area carelessly and heedlessly in willful or wanton disregard of the rights or safety of others shall be guilty of reckless driving. Level (2).
- B. Any person who drives any vehicle upon a highway or any public vehicular area without due caution and circumspection and at a speed or in a manner so as to endanger or be likely to endanger any person or property shall be guilty of reckless driving. Level (3)

12.48 **Emergency Vehicle Response and Pursuit:** Sworn employees shall operate all department emergency vehicles in emergency mode in compliance with established policy and procedure as set forth in General Order 16 Emergency Vehicle Response and Pursuit.

- A. Failure to comply with established policy and procedure for the operation of all department emergency vehicles as set forth in General Order 16 Emergency Vehicle Response and Pursuit. Level (3)
- B. Flagrant, willful disregard of established policy and procedure for the operation of all department emergency vehicles as set forth in General Order 16 Emergency Vehicle Response and Pursuit. Level (4)

12.49 **Memberships in Organizations:** Any officer who is a member of an organization or group that involves the use or suggested us of or benefit from that officers position as a police officer shall be approved by the Chief of Police, this approval must be renewed when there is a change of command. (Note: the Police Benevolent Association or Fraternal Order of Police and others do not fall into this category). Level (1)

12.50 **Checking Department Email:** All full time officers will check department email once during their 12 hours shift. This can be done anytime during that shift. Due to the important nature of Department Emails, it must be read to ensure all members are up to date. Level (2)

12.51

Body-Worn Cameras: Sworn officers shall operate Body-Worn Cameras (BWC) in compliance with established policy and procedures as set forth in General Order 26 Body-Worn Cameras.

- A. Any officer who inadvertently fails to comply with established policy and procedures set forth in General Order 26 Body-Worn Cameras. Level (1)
- B. Flagrant, willful disregard of established policy and procedure for the operation of Body-Worn Cameras as set forth in General Order 26 Body-Worn Cameras. Level (3)

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