


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Rules and Regulations</b>		<b>AOM: P-100</b>
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# City of Northampton Police Department



## Rules and Regulations

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## **1.0 Introduction**

The regulations in this AOM Chapter are adopted as a guide for the discipline and government of the Northampton Police Department.

It cannot be expected that any set of regulations will cover all situations or emergencies which arise. In a role as complex as that of a police officer, intelligence and discretion will often be the only available guidelines.

There is a need for standards of conduct and general rules in any organization, especially one in an area as important as law enforcement. These regulations are formulated to meet that need and shall be read by and familiar to all members and employees of the Department.

The purpose of these rules and regulations is not to provide the Chief or appointing authority with a tool for punishing officers or employees. Rather they are an attempt at improving the effectiveness of the police department by making clear to all officers and employees what is expected of them, and what they can expect of fellow officers and employees.

It is anticipated that from time to time these rules and regulations will need revision. Times, attitudes, and policies change. Any revisions to this chapter, as with other chapters of the Administration and Operations Manual, will be disseminated to all personnel.

Severability: If any part of these regulations is rendered inoperable or declared illegal by any court or tribunal of competent jurisdiction, the balance of the entire manual will remain in full force and effect.

## 1.01 Definitions

- A. Department: The Police Department
- B. Chief: The Chief of Police
- C. Officer-in-Charge: A Commanding Officer of a shift or the Commanding Officer of any given situation.
- D. Senior Officer: A member in any given rank with the longest service in that rank.
- E. Member: A duly appointed Police Officer in the Department.
- F. Employee: A civilian employee of the Department.
- G. Personnel: Members and employees of the Department.
- H. Manual: The police manual of the Department.
- I. General Orders: General Orders are permanent written orders issued by the Chief of Police, outlining policy matters which affect the entire Department.
- J. Chain of Command: The unbroken line of authority extending from the Chief of Police and through a single subordinate at each level of command down to the level of execution.
- K. Memorandum: An informal record of any proceeding or an informal communication of any kind.
- L. Shift: A regular tour of duty, unless otherwise ordered by the Chief of Police.
- M. Special Assignment: The performance of an assignment, the nature of which requires that the member or employee be allowed special latitude or enlargement of usual police functions or procedures.
- N. Superior: Any member or employee having supervisory authority over a subordinate.

## **2.0 Professional Responsibilities**

- A. Police officers are professionals, and as such, are expected to maintain exceptionally high standards in the performance of their duties. Effective and efficient performance of their duties require that a police officer maintain the respect and cooperation of their community. This requirement dictates that the conduct of all police officers be above reproach in all matters both within and outside the Department.
- B. Professional responsibilities include taking appropriate action to:
  - 1. Protect life and property
  - 2. Preserve the peace
  - 3. Prevent crime
  - 4. Detect and arrest violators of the law
  - 5. Enforce all laws coming within departmental jurisdiction
  - 6. Supervise public functions (such as parades or other large events) where public order requires police presence
  - 7. Respond to all public emergencies
  - 8. Endeavor to maintain good community relations

## **3.0 Conflict of Interest**

Since the position of a police officer, as well as that of a civilian employee, is a public trust, it is important to avoid all situations involving conflicts of interest whether in fact or only appearance.

### **Rule 3.1 – Membership in Organizations**

A member or employee of this Department shall not affiliate with or become a member of any organization, if such affiliation or membership would in any way interfere with or prevent them from performing their duty.

### **Rule 3.2 – Employment Outside of Department** [22.3.4]

- 1. All employees may engage in off-duty employment subject to the following limitations:
  - a. Such employment shall not interfere with the officers' or employees' employment with the Department, or impair their independence of judgment in the exercise of official duties
  - b. Officers and employees shall submit a written request for off-duty employment to the Chief, whose approval must be granted prior to engaging in such employment
  - c. Officers and employees shall not engage in any employment or business involving the sale or distribution of alcoholic beverages, bail bond agencies, security or alarm services, or investigative work for insurance agencies, private guard services, collection agencies or attorneys

2. In addition to the above restrictions, approval may be denied where it appears that the outside employment might:
  - a. Render the officer unavailable during an emergency,
  - b. Physically or mentally exhaust the officers or the employees to the point that their performance may be affected
  - c. Require that any special consideration be given to scheduling of the officer's or employee's regular duty hours
  - d. Bring the Department into disrepute or impair the operation or efficiency of the Department, officer, or employee. These same restrictions apply when a member requests to voluntarily join a federal military organization.

### **Rule 3.3 - Political Activities**

Participation in political activities while in uniform or on duty is prohibited. All actions, which could even give the impression that an officer or employee is using their official position to influence the electoral process are to be avoided. Members and employees who become candidates for salaried elective office shall take a leave of absence without pay. Such leave shall encompass both the campaign and the tenure of office if elected. [22.2.1,a]

### **Rule 3.4 – Gifts and Gratuities**

Members and employees shall not under any circumstances solicit or accept any gift, gratuity, loan, service reward, or fee where there is any direct or indirect connection between the solicitation and their departmental membership or employment, except as may be specifically authorized by the Chief. Members and employees must pay for all meals and beverages.

### **Rule 3.5 – Unauthorized Transactions**

Members and employees are prohibited from entering 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 transactions takes place between themselves and any person involved in any matter or cause which arose out of their employment with the Department, except as may be specifically authorized by the Chief. This section shall not preclude officers or employees from taking advantage of standard police discounts available to all departmental members.

### **Rule 3.6 – Use of Official Position**

Officers or employees shall not use their official position, official identification cards or badges for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts. Officers or employees shall not lend to another person, their identification cards or badges, or permit them to be photographed or reproduced without the approval of the Chief. Officers or employees shall not authorize the use of their names, photographs, or official titles, which identify them as officers in connection with testimonials or advertisements of

any person, commodity, or commercial enterprise, without the approval of the Chief.

## **4.0 Orders**

An order is a command or instruction, written or oral given by a superior. All lawful orders, written or oral, shall be carried out fully and in the manner prescribed. All officers and employees shall obey any lawful order of a superior, including an order relayed from a superior by an employee of the same or lesser rank. An order from a Dispatcher will be treated as an order from the Commanding Officer (See also *AOM A103 Direction & Supervision*). [12.1.3]

### **Rule 4.1 – Effectiveness of Orders**

All memorandums or other orders printed upon authorized departmental forms that have been approved by the Chief of Police shall have the force and effect of a departmental regulation. All members of the department shall become familiar with the regulations and provisions thereof.

### **Rule 4.2 – General Orders (Deleted)**

### **Rule 4.3 – Special Orders (Deleted)**

### **Rule 4.4 – Unlawful Orders** [12.1.3]

No officer or employee shall knowingly issue an order in violation of any law or departmental regulation. Responsibility for refusal to obey an unlawful order rests with the officer or employee to whom the order was given. They shall be strictly required to justify their action.

### **Rule 4.5 – Unjust or Improper Orders**

Lawful orders that appear to be unjust or improper shall be carried out. After carrying out the orders, the officer or employee to whom the order was given may file a written report to the Chief via the chain of command, indicating the circumstances and reasons for questioning the orders, along with their request for clarification of departmental policy.

### **Rule 4.6 – Conflicting Orders** [12.1.3]

Should any order given by a superior conflict with any previous departmental order, the officer or employee to whom such order is given will call attention to the conflict. If the superior does not change their order to avoid such conflict, their order will be obeyed, but the officer or employee obeying such order will not be held responsible for disobedience of the previous order. It should later be reported to the Chief in writing for clarification.

### **Rule 4.7 – Complying with Instructions from Radio Dispatcher**

All messages transmitted over the police radio system by any officer or employee of the force shall be direct and concise and shall conform to all departmental radio procedures and the rules and regulations of the Federal Communications Commission. No officer or employee shall disobey or refuse to take cognizance of any communication transmitted by the Radio Dispatcher,



unless directed to do so by a superior. Neglect to comply with the instructions of the Dispatcher shall be regarded as a violation of these regulations. [81.1.2]

#### **Rule 4.8 – Memorandum Orders**

Written communications issued by the Chief of Police or other authorized command personnel 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
- d. To inform members of actions or policies of other agencies

### **5.0 Required Conduct**

In addition to the specific duties of each individual rank and assignment, the following provisions are applicable to all officers or employees of the Department.

#### **Rule 5.1 – Reporting for Duty**

Report for duty whenever so ordered by proper police authorities. Upon reporting for duty, be physically and mentally fit, properly uniformed, equipped, and not absent from duty without leave.

#### **Rule 5.2 – Awareness of Activities**

Upon reporting for duty or returning to duty from any absence, inform themselves about all new orders, regulations, memoranda, email, previous shift activities, and all other important matters governing their assignment.

#### **Rule 5.3 – Submitting Reports**

Promptly and accurately complete and submit all reports and forms as required.

#### **Rule 5.4 – Identification [22.2.7]**

Upon hire, all personnel shall be issued identification cards with their photographs. Officers shall carry their identification cards on their persons at all times while on duty, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number or identification to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. All officers and employees will produce their ID cards when requested by a member of the public, unless this would compromise their safety or an investigation.

#### **Rule 5.5 – Address and Telephone**

An officer or employee shall have a phone number at which they can be reached, and shall promptly report any change of phone number or address to a Captain in writing.

#### **Rule 5.6 – Truthfulness**

An officer or employee shall truthfully state the facts in all reports, as well as when they appear before any judicial, departmental, or other official investigation, hearing, trial, or proceeding. They shall cooperate fully in all phases of such investigations, hearings, trials, and proceedings.

#### **Rule 5.7 – Physical Fitness**

Maintain good physical condition in accordance with a standard determined by the Chief, after consultation with a physician.

#### **Rule 5.8 – Examinations** [52.1.7, a]

A member shall submit to a physical or psychological examination at any time, at the expense of the Department, when so ordered by the Chief of Police (See also *[AOM P251 Citizen Complaints & Internal Affairs Investigation](#)*).

#### **Rule 5.9 – Civil Suits for Personal Injuries**

Any claims for damage to clothing or other personal property belonging to a member or employee, caused by the performance of duty, shall be made in accordance with departmental procedures. Members and employees shall not seek in any way, 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. Members or employees who have received municipal salaries for illness or for personal injuries sustained off duty, shall notify the Chief of Police in writing of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury.

Notice shall be filed before the action is taken. It shall include the facts of the claims and the name of the defendant. Keep the Chief informed of the status of the case and the final court determination.

This provision shall not apply to private insurance policies held by members or employees for whom premiums are not paid for in part or in whole by the municipality.

#### **Rule 5.10 – Line of Duty Disability** [22.2.4]

Any injury, illness, or disability incurred in the line of duty shall be reported in accordance with departmental procedures (See also *[AOM P156 Work Related Injuries](#)*). Final disposition as to line of duty injuries, illnesses, or disabilities, shall be made by the Chief after consultation with a physician. In each case of illness, injury, or disability incurred in the line of duty, no officer or employee shall be returned to duty until their ability to be placed on full duty or limited duty status is certified by proper medical authority.

#### **Rule 5.11 – Paid Details**

All sworn members are permitted to engage in outside detail employment that has been approved prior by the agency. [22.3.5, a] Payments for paid police details must be channeled through the Police Department. No officer shall accept compensation directly from such private employers for paid details.

Members assigned to paid details are also bound by the provisions of this Manual. [22.3.4, b] The Chief of Police and/or Captain are responsible for the coordination, administration, and adherence of the entire paid detail process. [22.3.5, d]

**Rule 5.12 – Leaving the City**

Whenever a member of this Department, working a patrol shift, during their tour of duty, is about to leave the City limits for the purpose of investigations, pursuit, or any other reason, they shall, as soon as possible, inform their Shift Commander or Dispatcher prior to their leaving and again on their return. This rule does not apply to Captains or the Chief of Police.

**Rule 5.13 – Duty Outside the City**

Members of the Department will not be detailed to perform duty beyond the limits of the City of Northampton, except to assist the authority of another city or town, to suppress disorder or preserve the peace under the direction of the Commanding Officer of such city or town involved. Members of the Department shall have the authority as a police officer within the limits of such city or town, and shall have the same immunity and privileges as when acting in the City of Northampton.

**Rule 5.14 – Property Identification**

All personal property, including all money, whether lost, stolen, confiscated, or given to the Department, which comes under an officer's control shall be tagged and turned over to the Evidence Officer according to current departmental procedures.

**Rule 5.15 – Public Defects**

Every member shall observe and forthwith report to the proper authority, any defect, obstruction, or nuisance in the streets, sidewalks, or other public areas which may cause a hazard to the general public or create a civil liability upon the city or town. Appropriate notification shall be made to the radio dispatcher for more immediate remedial action where necessary.

**Rule 5.16 – Report Use of Force**

A member of the Department who finds it necessary to use physical force or a weapon, in making an arrest or attempting to make an arrest, shall immediately notify their Commanding Officer. The said Commanding Officer shall conduct an immediate investigation as to the possibility of injury to any person or property and the propriety of the member's use of force. A written report shall be filed with the Chief of Police by a member and their Commanding Officer whenever a firearm, baton, alternative weapon, chemical agent, or physical force is used (Excluding authorized target practice). A member shall never brandish a weapon, nor shall they remove their firearm from its holster other than in the proper performance of duty.

**Rule 5.17 – Duty to Obey**

Every member of the Department shall promptly obey, without reservation, the regulations of the Department and all the lawful orders of a superior, including an order relayed from a superior by an employee of same or lesser rank, and shall conduct their personal and official life so as to bring credit to the Police Department.

**Rule 5.18 – Civility**

All personnel of the Department shall be civil, orderly, diligent, discreet, courteous, and patient, as a reasonable person is expected to be in any situation and shall not engage in any altercation, physical or otherwise, whether on duty or not, with any other member or employee of the Department or any individual.

**Rule 5.19 – Questions from Members of the Public**

All personnel of the Department shall answer questions from members of the public in a courteous manner and if unable to supply an answer, shall make every effort to obtain the answer for the person, avoiding argument and unnecessary conversation. If requested, a member of the Department shall give their name and personnel number in a courteous manner to any person whom so requests.

**Rule 5.20 – Knowledge of the City**

Every member or employee shall familiarize themselves with the geography of the City, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by superiors from time to time.

**Rule 5.21 – Incurring Department Liability**

A member or employee shall not make any purchase for goods or services charged to the City of Northampton without the consent of the Chief of Police or their designee.

**Rule 5.22 – Statements Concerning Liability**

A member or employee of the Department shall not make any oral or written statements 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.

**Rule 5.23 – Complaints for Assault Upon a Police Officer**

A member shall not make application for a criminal complaint charging another person or persons with an assault upon themselves without first reporting the facts of the case to the OIC.

**Rule 5.24 Adherence to Outside Detail Guidelines**

A member shall comply with all guidelines that are listed in the outside detail guidelines (Refer to *[AOM P100.a Outside Detail Guidelines](#)*).

## **6.0 Prohibited Conduct**

The following acts by a member or employee of the Department are prohibited or restricted:

### **Rule 6.1 – Criminal Conduct**

Violation of any law of the United States or on any state and local jurisdiction in which an officer is present. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

### **Rule 6.2 – Conduct Unbecoming an Officer or Employee**

Conduct unbecoming an officer or employee shall include that which brings the Department into disrepute or reflects discredit upon the officer or employee as a member of the Department, or that which impairs the operation or efficiency of the Department or officer or employee.

### **Rule 6.3 – Neglect of Duty**

Being absent from assigned duty without leave, or failing to take suitable and appropriate police action when any crime, public disorder, or other incident requires police attention.

### **Rule 6.4 – Insubordination**

Failure or deliberate refusal to obey a lawful order issued by a superior.

### **Rule 6.5 – Unnecessary Force**

The use of more physical force than that which is necessary to accomplish a proper police purpose. Officers shall use force in accordance with law and departmental procedures (See also *AOM 0101 Police Use of Force*).

### **Rule 6.6 – Discourtesy**

Discourtesy, rudeness, or insolence to any member of the public, a supervisor, or department personnel. An officer or employee shall be courteous and tactful in the performance of their duties, and shall control their temper, exercising the utmost patience and discretion, even in the face of extreme provocation.

### **Rule 6.7 – Use of Alcohol and Drugs**

Consumption of intoxicating beverages while in uniform or on duty, except in the performance of duty and while acting under proper and specific orders from a superior. Appearing for duty, or being on duty, while under the influence of liquor, controlled substances, or drugs to any degree whatsoever, or with an odor of intoxicants on their breath.

### **Rule 6.8 – Improper Associations**

Voluntarily maintaining or establishing relationships with persons engaged in unlawful activity, except in the discharge of official duty and without prior knowledge of the member's Commanding Officer or the Chief of Police.

**Rule 6.9 – Undue Influences**

Seeking the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, or advancement.

**Rule 6.10 – Recommending Private Services**

Recommending or suggesting in any manner, the employment or purchase of any particular professional or commercial service or product, such as lawyers, bondsmen, undertakers, towing services, or burglar alarm companies, except in the transaction of personal business.

**Rule 6.11 – Personal Business**

Conducting personal business while on duty.

**Rule 6.12 – Departmental Letterhead**

Use of the departmental letterhead for private correspondence or sending official correspondence out of the Department without the permission of the Chief of Police.

**Rule 6.13 – Mailing Address**

Use of the Department as a mailing address for private purposes, especially for the purpose of motor vehicle license or registration.

**Rule 6.14 – Possessing Keys to Private Buildings**

Having keys to private buildings or dwellings on a member's area of patrol without the permission of the Chief.

**Rule 6.15 – Sleeping**

Sleeping while on duty.

**Rule 6.16 – Reading**

Recreational reading while on duty, except during meals.

**Rule 6.17 – Smoking**

No officer shall smoke tobacco products, on or off-duty, if hired after January 01, 1988:

In accordance with the provisions of Chapter 41, Section 101A (Officer hired after January 01, 1988), no person who smokes tobacco products shall be eligible for appointment as a Police Officer in any city or town, and no person appointed shall continue in such position if such person thereafter smokes any tobacco products.

Police Officers are also prohibited from using any other tobacco product while on-duty, including electronic cigarettes, pipes, chewing tobacco, cigars, and all other tobacco products.

**Rule 6.18 – Notices**

Altering, defacing, or removing any posted notice of the Department. No notice shall be posted on the Department bulletin board without the permission of the Chief of Police or the Officer-in-Charge.

**Rule 6.19 – Report of Loss or Damage**

In the event that departmental property is lost or found, bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report and may be held responsible for damages.

**Rule 6.20 – Incompetence**

An officer or employee shall maintain sufficient competency to perform their duty and to assume the responsibilities of their position.

Incompetence may be demonstrated by 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 officer's rank, grade or position
- d. Repeated poor evaluations or repeated infractions of the rules and regulations

**Rule 6.21 – Dissemination of Information** [82.1.1, d]

A member or employee of the Department shall not divulge to any unauthorized person, in or out of the Department, (i.e. one who does not have an official "need to know") any information concerning the business of the Department, and shall not talk for publication, be interviewed, make public speeches on police business, or impart information relating to the official business of the Department unless authorized by the Chief. A member or employee shall not remove or copy official records or reports from a police installation except in accordance with established departmental procedures (See also [\*AOM S200 Records Maintenance\*](#)).

**Rule 6.22 – Feigning Illness**

A member or employee 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 his health.

**Rule 6.23 – Towing Services**

No member or employee shall solicit or assist in any way for a towing service. All requests for towing shall be referred to the dispatch center. It shall be the responsibility of the Dispatcher to follow the directions of the Chief of Police.

**Rule 6.24 – Use of Telephones**

No member or employee shall use departmental phones for private toll calls without obtaining prior permission of the Commanding Officer.

**Rule 6.25 – False Information on Records**

A member or employee of the Department shall not make false official reports, or knowingly or willingly enter or cause to be entered into any departmental books, records, or reports, any inaccurate, false, or improper police information or material matter.

**Rule 6.26 – Withholding Evidence**

A member or employee of the department shall not fabricate, withhold, or destroy any evidence of any kind.

**Rule 6.27 – Testimony in Civil Cases**

A member or employee of the department shall not testify in any civil case in court, unless legally summonsed to do so or unless they have received permission or order from the Chief of Police.

**Rule 6.28 – Testimonials and Presents**

No member or employee of the department shall collect or receive any money or other thing of value from any source whatever, for the purpose of making a present or giving a testimonial for any member or employee of the Department, unless specific permission is granted by the Chief of Police. No member or employee of the Department shall seek or accept such present or testimonial without the permission of the Chief.

**Rule 6.29 – Use of Private Vehicles**

While a member of the department is on regular duty, they shall not drive a private vehicle to their post, assignment, or patrol, or cover their assignment with a private vehicle, unless authorized to do so by the Officer-in-Charge.

**7.0 Uniforms & Appearance [26.1.1] & [41.3.5]**

**Rule 7.1- General Appearance**

Members shall appear neat and well-groomed while in uniform. All articles of clothing shall conform to the departmental uniform regulations (See [\*AOM PI02 The Prescribed Uniform\*](#).) Civilian clothing shall not be worn with any distinguishable part of the uniform while on duty.

**Rule 7.2 – Mustaches and Beards**

Full beards and goatees are permitted. All facial hair shall not exceed one quarter inch (1/4”) in length. Beards must be accompanied by a mustache and must be contiguous with no design shaved into it. The neck area must be clean shaven. If Department members intend to grow facial hair, they must initiate growing the facial hair during a period of at least two consecutive days off to avoid giving the appearance of failing to shave. Department members may be required to shave for an annual respirator fit test, when the use of respirators is likely, or at the discretion of the Chief of Police. Circumstances, such as a health pandemic resulting in the need for facial masks, may result in the temporary need for all personnel to remain clean shaven to improve employee



safety. Personnel may submit a written request for an exemption based on a medical need including Pseudofolliculitis Barbae (PB) or another medical condition.

### **Rule 7.3 – Hairstyles**

All uniformed sworn personnel shall conform to the following criteria:

Hair must be clean, neat, professional, and will not extend below the bottom of the ear on the sides, nor longer than the bottom of the collar on the back of the uniform shirt while standing with head in normal posture. Bangs are allowed to the eyebrow in length.

If hair is longer than described in the preceding section, or long enough on any point on the head to interfere with the eyes, nose, or mouth, it must be pulled back in a neat fashion and securely fastened. When secured, the hair will not exceed the “yoke line” of the uniform shirt. The “yoke line” refers to the line on the uniform shirt that crosses the back of the shirt below the neck and across the shoulders.

Natural and protective hair styles, which shall include, but not be limited to natural and protective hair styles such as braids, locks, twists, Bantu Knots, and other formations are permitted, provided they are professional in appearance. Multiple braids are allowed, however may not contain brightly colored beads or bands. Objects worn in the hair, including but not limited to pins, barrettes, beads, bands and clips, shall be inconspicuously placed for the sole purpose of holding hair in place, must be unadorned, transparent, or similar in color to the hair, and must not interfere with officer safety or the proper wearing of issued headgear. Wigs, tracks, and hairpieces may be worn in a manner consistent with hair appearance standards as described in the preceding section.

Non-uniformed sworn personnel may wear their hair in any neat, orderly fashion that does not interfere with the performance of their duties.

### **Rule 7.4 – Wearing the Uniform**

Uniforms shall be kept neat, clean, and well pressed at all times. Care should be taken not to wear threadbare or faded items. The uniform cap may be worn out of doors. The Chief or their designee shall periodically issue special orders pertaining to daily or seasonal wear.

### **Rule 7.5 – Miscellaneous**

All sworn personnel shall conform to the following miscellaneous criteria:

- Wedding, engagement, fraternal, school, initial rings or other rings of similar size and appearance shall be the only rings authorized for on-duty wear.
- Earrings that do not extend past the ear lobe are allowed.
- Cosmetics such as lipstick, eyeshadow, and fingernail polish may be worn by employees but must be of a neutral shade.

### **Rule 7.6 – Civilian Clothing (non-Police Personnel)**

Civilian employees at work shall wear business casual attire. Some examples of business casual attire are slacks, khakis or other non-denim pants, sweaters, button-down shirt, blouses, or mid-length professional dresses.

Civilians who have been issued short-sleeved or long-sleeved polo shirts with the NPD emblem may wear them during their work hours. There also may be special days when other attire may be approved by an administrator.

#### **Rule 7.7 – Tattoos, Body Art, and Brandings**

Due to their public and professional standing, members of the Department must not present an image that may be misconstrued as offensive or unprofessional. Employees, while on duty, are prohibited from displaying tattooing, body art, or brandings, which are likely to be socially offensive.

In general, the display of any tattoos, body art, or brandings that are excessive or obscene are not permitted. Also, those displays that advocate or symbolize gangs, supremacists, extremist beliefs, drug use, or sexual discrimination, are prohibited.

For the purpose of this regulation, “excessive” is defined as any tattoo, body art, or branding on the face, neck, or ears. Additionally, employees are prohibited from wearing unconventional body piercing jewelry, including but not limited to those on or in the tongue or lip. The Chief of Police, or their designee, will render the final judgment in these matters.

### **8.0 Departmental Property and Equipment**

Equipment issued to members and employees of the Department shall remain the property of the Department. Members and employees shall maintain departmental property and equipment assigned to them in good condition.

#### **Rule 8.1 – Damaged Inoperative Property and Equipment**

Members and employees shall immediately report to their Commanding Officer, on designated forms, any loss or damage to departmental property or equipment assigned to them. The immediate supervisor shall be notified of any defects or hazardous conditions existing in any departmental property or equipment.

#### **Rule 8.2 – Care of Departmental Buildings**

Members and employees shall not mar, mark, or deface any surface in any departmental building. No material shall be affixed in any way to any wall in departmental buildings without specific authorization from a Commanding Officer. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action. The Shift Commander shall inspect departmental buildings and may be responsible for any occurring damage.

#### **Rule 8.3 – Surrender of Departmental Property**

Members and employees are required to surrender all departmental property in their possession upon separation from the service, or when otherwise ordered.

**Rule 8.4 – Departmental Vehicles**

A valid driver's license is required of all members. Members or employees shall not use departmental vehicles without permission of the Commanding Officer. Unless otherwise permitted by contract or benefits, departmental vehicles shall not be used for personal business unless authorized by the Chief of Police.

**Rule 8.5 – Transporting Citizens**

Unless otherwise permitted by contract or benefits, citizens shall be transported in departmental vehicles only when necessary to accomplish a police purpose. Such transportation shall be done in conformance with departmental policy or at the discretion of the Commanding Officer or immediate supervisor.

**Rule 8.6 – Authorized Equipment** [41.3.5]

While on duty, a member shall carry only such equipment as is issued by the Department or authorized by the Chief of Police (See also *AOM S211 Weapons, Equipment & Department Owned Property*).

**Rule 8.7 – Reporting Collisions**

Collisions involving departmental property, personnel and /or equipment must be reported to the Officer-in-Charge in accordance with procedures established by the Chief of Police.

**Rule 8.8 – Upkeep of Police Manual**

All members and employees are responsible for keeping themselves knowledgeable and updated with the contents of the Administration & Operations Manual, as such pertains to their respective positions/duties. The Manual and its contents shall be considered departmental property.

**Rule 8.9 – Unattended Police Vehicles**

The operator of a departmental motor vehicle shall lock the ignition and remove the key from their vehicle when leaving the vehicle. When a vehicle is left unattended, the operator shall lock the doors of such vehicle except in emergency situations.

**Rule 8.10 – Safe Driving of Police Vehicles**

The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. They shall operate the police vehicle in compliance with the motor vehicle laws and traffic regulations. When in actual pursuit or in responding to an emergency, they shall strictly adhere to the driving procedures established for the operation of emergency vehicles, and shall act in compliance with G.L. c. 89, s. 7B.

**9.0 Accountability and Discipline**

An effective and responsive system of personnel accountability and discipline, has for its purpose, the maintaining of efficient department performance and the

preserving of overall departmental morale. A clearly defined disciplinary policy enables all officers and employees to know what is expected of them and to understand that appropriate discipline will be administered when required. Essential fairness and justice are the foundation of the disciplinary process and it is the personal responsibility of the Chief to ensure that this standard is equitably maintained.

### **Rule 9.1**

Under the provisions of M.G.L. Chapter 31, officers and employees may be disciplined for just cause. This would include any misconduct or unsatisfactory behavior which impairs personnel or departmental efficiency or effectiveness.

### **Rule 9.2**

Disciplinary actions which may be imposed after statutory and/or contractual procedural requirements are observed, are as follows:

- a. Punishment duty (M.G.L. c. 31 §62)
- b. Suspension not exceeding five days (M.G.L. c. 31 §41)
- c. Suspension exceeding five days (M.G.L. c. 31 §41)
- d. Lowering in rank and compensation (M.G.L. c. 31 §41)
- e. Transfer without consent (M.G.L. c. 31 §41)
- f. Discharge (M.G.L. c. 31 §41)

Statutory provisions provide for review before the Civil Service Commission (M.G.L. c. 31 §43) and thereafter before the state courts (M.G.L. c. 31 §44).

Probationary officers having less than one year's service, charged with violations of these Rules and Regulations, are subject to discharge without right to a hearing or appeal under the provisions of M.G.L. c. 31 §34.

A complete record will be made of the facts and circumstances of any disciplinary action taken and will be retained in the personnel record file of the officer or employee involved.

### **Rule 9.3**

Department standards of conduct and performance will be enforced in a uniform and consistent manner, and the disciplinary measures taken will be based upon the seriousness of the charges.

### **Rule 9.4**

When appropriate, the following disciplinary measures may first be considered:

#### **a. Verbal Reprimand**

The Chief or a superior may reprimand or admonish for minor infractions of department regulations or procedures. The notation of the verbal reprimand becomes a permanent part of the individual's personnel file.

#### **b. Written Reprimand**

The Chief of Police may issue a written reprimand for the infractions of department regulations or procedures. All letters of reprimand will become a permanent part of the individual's record and be included in the personnel file of the Department.

**Rule 9.5**

Officers and employees will not be subject to unjust, capricious, or frivolous complaints, and they will be exonerated when investigation determines that they were carrying out their duties in accordance with law or in compliance with departmental practices and procedures.

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