

WINONA POLICE DEPARTMENT

NUMBER: 100-03 PAGES: 5

EFFECTIVE DATE: July 27, 2004

SUBJECT: GENERAL CONDUCT ON DUTY

1.0 PURPOSE:

It is the purpose of this general order to clearly define rules and regulations pertaining to the conduct on duty of all members of the Winona Police Department.

2.0 ABSENT FROM DUTY:

No member shall be absent from duty, except in cases of injury or illness, without the consent of the superior officer. When the member is unable to appear for duty, the member shall communicate, or cause to be communicated, that fact to the member's superior officer within a reasonable time prior to the start of the member's assigned shift.

3.0 AVAILABILITY FOR DUTY:

Members on duty shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours. Callbacks, standby or other calls for police service to a member not on duty shall be governed by the union contract and/or departmental policy and procedure.

4.0 OFF-DUTY IDENTIFICATION:

4.1 Any officers who identify themselves as police officers shall produce authorized identification.

4.2 Any officer who carries an off-duty weapon shall carry authorized identification.

5.0 INCOMPETENCE/NEGLECT OF DUTY/CONDUCT UNBECOMING AN OFFICER/INSUBORDINATION:

5.1 Failure of a member, either willfully or through negligence, incompetence, or cowardice, to perform the duties of his/her rank or assignment, or violation by a member of a department rule, duty inspection, or orders, or conduct prejudicial to the good order and discipline of the department, or a failure to demonstrate a willingness to cooperate with department members or other agencies, may be considered sufficient cause for discharge, demotion, suspension or other disciplinary action.

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5.2 Members of this department are prohibited from engaging in the following activities while on duty: sleeping, loafing, idling, recreational reading (except at meal time), conducting private business, carrying any articles that distract from the proper performance of police duty, or gambling, unless to further a police purpose.

5.3 Members shall not bring into or keep any intoxicating liquor on departmental premises except when necessary in the performance of a police task.

5.4 Members shall not smoke on duty while in direct contact with the public nor when in uniform in public view, except that smoking is permitted in public view at mealtimes.

6.0 POLITICAL RIGHTS:

No member shall engage in political activities while on duty.

7.0 POLICE PERSONNEL INFORMATION:

All requests for information concerning personnel records will be referred to the Chief of Police.

8.0 WITHHOLDING CRIMINAL INFORMATION:

Members receiving or possessing facts or information relative to a criminal offense, or case, shall not retain such facts or information through ulterior motives or desire for personal credit, but shall report the facts or information in accordance with departmental policy and procedures.

9.0 FALSE REPORTS OR ENTRIES:

No member of the department shall make false official reports or knowingly enter or cause to be entered in any department book, record or reports, any inaccurate, false, or improper police information or other material matter.

10.0 DISPLAY OF FIREARMS:

Officers shall never display firearms unnecessarily or draw them in public places except for inspection or official use.

11.0 CALLS FOR ASSISTANCE:

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All officers are required to take appropriate police action toward aiding a fellow peace officer exposed to danger or in a situation where danger may be impending.

12.0 KNOWLEDGE OF LAWS AND REGULATIONS:

Every member is required to establish and maintain a working knowledge of all laws and ordinances in the city, the rules and policies of the department, and the orders of the department and bureaus thereof. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule or policy in question.

13.0 MANNER OF ISSUING ORDERS:

Orders from superior to subordinate shall be in clear, understandable language, civil in tone and issued in pursuit of department business.

14.0 POSSESSION OF KEYS:

14.1 Officers on duty will not have in their possession the key or keys to any premises not owned by them unless otherwise authorized.

14.2 No member shall remove a key entrusted to this department for the purpose of duplicating it for its unauthorized use.

15.0 PROFESSIONAL COURTESY:

When engaging in police duties, officers shall conform to normal courtesy standards and refer to each other by rank.

16.0 CONDUCT TOWARD THE PUBLIC:

Members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, or profane or insolent language. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

17.0 RESPONDING TO CALLS:

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Members of the department shall respond without delay to calls for police assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any landwire or radio call directed to him. The Communications Center shall be informed by a member when leaving the air, and when returning to duty status.

18.0 TRANSPORTATION OF CIVILIANS:

When transporting prisoners, they shall be handcuffed with their hands behind their backs. The only exception to this rule being that when the health or physical condition of the prisoner does not permit it.

19.0 REWARDS:

Members shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business, or agency except lawful salary, and that which may be authorized by law. Rewards shall be accepted in the name of the Winona Police Department.

20.0 ACCEPTANCE OF FEES, COMPENSATION:

No member of the department shall accept fees or compensation of any kind from any persons, agency, court, court officials, or any other except such fees and compensations as are specifically provided and authorized by law.

21.0 CHANGE OF ADDRESS AND TELEPHONE:

All members of the department shall maintain a telephone in their residence and the number shall be recorded in the police files. All members shall notify the department of change of address or telephone immediately.

22.0 SCHOOLS AND TRAINING:

Every officer shall meet the continuing education requirements as set forth by Minnesota Post Board.

23.0 COMPROMISING CRIMINAL CASES:

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23.1 Members shall not interfere with the proper administration of criminal justice. They shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur, nor participate in, or be concerned with, any activity which might interfere with the process of law. Except in the interest of justice, they shall not attempt to have any traffic citations or notices to appear, or final warnings, reduced, voided, or stricken from the files. Any member having knowledge of such action and failing to inform his superior officer thereof, shall be subject to disciplinary action.

23.2 Members shall not communicate in any manner directly or indirectly any information which might assist a person guilty of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity or money, merchandise, or other property unlawfully obtained. The only exception to this rule would be information communicated while working with a police informant in the performance of police duties.

23.3 Members shall not recommend to any person in custody, the employment of any specific attorney or counsel, or suggest the name of any bondsmen. No member shall post bond for persons under arrest except members of his immediate family.

23.4 Members shall not do business with or engage in any business transactions with any person confined in the jail without the expressed permission of the Chief of Police.

23.5 Every member is prohibited from buying or selling anything of value from or to a complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his departmental employment except as may be officially authorized by the Chief of Police.

24.0 TREATMENT OF OFFICIAL DEPARTMENT RULES:

Every member of the department shall treat as confidential all official business of the department. Except those for whom it is intended, he shall not impart it to any press representative or other person without the permission of the Chief of Police.