

GENERAL PROHIBITED ACTIVITY

Directive: **7.3**

A. Flagrant Misuse or Handling of Firearms or Any Other Equipment

As specified in the Directive entitled "Use of Force/Departmental Weapons", officers are restricted in the application of force to only that which is necessary to effect an arrest.

1. Any use of a firearm for other than its intended purpose as specified herein is strictly prohibited. Violation of this regulation will result in disciplinary action for a Class "A" violation.
2. Any use of **D**epartmental equipment, excluding firearms, for other than its intended purposes is strictly prohibited. Violation of this regulation will result in disciplinary action for a Class "C" violation.

B. Affiliation With Subversive Organizations

Members of the **D**epartment will not knowingly become a member of, or associated with any subversive organization, except when necessary in the performance of duty and then only upon authorization of the Chief of Police. Violation of this regulation will result in disciplinary action as specified for a Class "B" violation.

C. Unauthorized Display/Possession of Firearms

1. Members of the **D**epartment shall never display firearms unnecessarily or draw them in any public place except as required for official use. Whenever a firearm is displayed in the presence of a citizen and/or directed at the citizen, the circumstances surrounding the incident will be documented. At a minimum, a **D**epartmental **I**nformation **R**eport will be submitted by the officer(s) involved and a display of weapon report by the member's supervisor. Violation of this regulation will result in disciplinary action as specified for a Class "C" violation. This section also prohibits the use of any police equipment for other than its intended purpose. For more detailed information see the Directive entitled "Use of Force/Departmental Weapons".

2. An officer is permitted, but not required to carry a weapon when off duty. An officer may not carry a weapon when he plans to attend or is attending a social function where he intends to consume or is consuming alcohol.

Should an officer be in possession of a weapon and decide to consume alcohol, the officer must take affirmative steps to remove and properly secure his weapon prior to the consumption of any amount of alcohol.

Violation of this regulation will result in disciplinary action as specified for a Class "A" violation.

3. All members will immediately report any display of weapon to an on-duty supervisor.

Violation of this regulation will result in disciplinary action as specified for a class E violation.

D. Dishonesty

Members and employees are required to be truthful and forthright at all times.

Violation of this regulation will result in disciplinary action as specified for a class "A" violation, with the only applicable penalty being dismissal.

E. Causing Physical Injury/Serious Physical Injury

1. Any member who causes physical injury to another member or person, due to carelessness or negligence, shall be guilty of a Class "D" violation.
2. Any member who causes serious physical injury to another member or person, due to carelessness or negligence, shall be guilty of a Class "B" violation.

F. Accepting Gifts/Bribes

Members shall not accept or solicit any gift, gratuity, loan, fee, or any other thing of value arising from or offered because of police employment or any activity connected with employment. The only exceptions are his lawful compensatory salary and any award authorized by the Chief.

Members shall not accept any gift, gratuity, loan, fee, or any thing of value, the acceptance of which might tend to influence the actions of any member in any matter of police business, or which might tend to cast an adverse reflection on the **D**ePARTMENT or any member thereof.

Violation of this regulation will result in disciplinary action as specified for a Class B violation.

G. Reporting Bribes

It shall be the duty of every officer to report in writing any offers of bribes or gratuities. Said reports shall be submitted immediately, if received while on duty, and immediately upon returning to duty if received while off duty. Violation of this regulation will result in disciplinary action as specified for a Class "D" violation.

H. Association With Known Criminals

No member of the Department of Police shall knowingly associate or transact business at any time, or in any manner whatsoever with known criminals or persons engaged in unlawful activities. Should such an acquaintanceship be required in the line of duty, a report of the circumstances must be submitted in advance to the individual's supervisor. Violation of this regulation will result in disciplinary action as specified for a Class "D" violation.

I. Fighting or Quarreling

No member of the **D**ePARTMENT shall engage in a fight or a loud verbal quarrel with any other member or with any citizen. Violation of this regulation will result in disciplinary action as specified for a class "D" violation.

J. Soliciting for an Attorney

Members shall not suggest, recommend, advise, or otherwise counsel the retention of any attorney or bail bonds broker to any person as a result of police business.

1. This does not apply when a relative of the member seeks such service.
2. In no case may such advice be given where a fee, gratuity

or reward is solicited, offered, or accepted from the attorney or bail bondsmen.

3. In addition, officers are forbidden to act as bailors for any person in custody except relatives, in any case where a fee, gratuity or reward is solicited or accepted.

Violation of this regulation will result in disciplinary action as specified for a class "D" violation.

K. Compromising a Criminal Case

Members shall not interfere with the proper administration of criminal justice. Members shall not attempt to interrupt any legal process except where a manifest injustice might otherwise occur, nor shall they participate in or be concerned with any activity which might interfere with the process of law. Members having knowledge of such action shall inform his superior officer thereof. Violations of this regulation will result in disciplinary action as specified for a Class "D" violation.

L. Personal Preferment

No member may seek the influence or intervention of any person outside the **D**epartment, or within various levels of government, for purposes of personal preferment, advantage, transfer or advancement. Violation of this regulation will result in disciplinary action as specified for a class "D" violation.

M. Reserved

N. Rude or Insulting Language

Members must be courteous and orderly at all times. No officer shall use rude, profane or insulting language toward the public or brother officers. Members shall respond to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the **D**epartment. Violation of this regulation will result in disciplinary action as specified for a Class "E" violation.

O. Littering

All members are responsible for the neatness and cleanliness of the **D**epartment's facility to the extent that littering any room or place in the facility or failing to dispose of refuse properly is prohibited. This section shall be interpreted to

prohibit leaving trash or refuse in any **D**epartmental vehicle. Violation of this regulation will result in disciplinary action as specified for a Class "E" violation.

P. Being Found in an Alcoholic Establishment in Uniform

Members of the **D**epartment, while in uniform on or off duty, shall not enter and remain inside of any public or private establishment, licensed to serve alcoholic beverages, other than when taking an authorized meal break or in the performance of a police function. Violation of this regulation will result in disciplinary action as specified for a Class "E" violation.

Q. Desktop **Mobile and Handheld** Computers

No member of the Department will introduce outside disk, or software into agency owned computer systems, workstations, or laptops without the approval of the Communications and Technology Division. The introduction of outside computer software and disks should be inspected by the Communications and Technology Division for virus infection prior to being installed on any Departmental host system. Any outside software or programs must be properly licensed prior to installation.

Also, the manipulation or alteration of current software running on agency-owned mobile desktop or handheld computers is prohibited by all personnel.

Violations for this policy will result in disciplinary action as specified for a Class E Violation.

R. Civil Action

Members of the **D**epartment shall not institute civil action arising from police duty without prior notification of the Law Department through the officer's commander. Violation of this regulation will result in disciplinary action as specified for a Class "E" violation.

S. Notices

Members shall not mark, alter, or deface any posted notice of the **D**epartment. Notices or announcements may be posted on the bulletin boards provided for that purpose. In addition, no materials shall be affixed in any way to any wall in any division without specific authorization of the commanding officer. Violation of this regulation will result in

disciplinary action as specified for a Class "E" violation.

T. Commercial Testimonials and Public Appearance Requests

Members of the **D**epartment must receive prior approval from the Chief of Police before giving public speeches, appearing at demonstrations, public gatherings, and/or commercial testimonials as a representative of the Department. They shall not allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with the Department. Members approached for this purpose will instruct the requesting party to submit his request to the Chief of Police. Violation of this regulation will result in disciplinary action as specified for a Class "E" violation.

U. Issuing Police Identification

Members are prohibited, without prior authorization from a higher competent authority, from issuing or assigning any card, button or other device which assumes to grant to the person holding such credentials any special privilege or consideration. This restriction, does not apply to other members of the **D**epartment. Violation of this regulation will result in disciplinary action as specified for a Class "E" violation.

V. Use of Departmental Stationary or Telephone

Members and employees shall not: (a) use **D**epartmental letterhead for private correspondence; (b) send **D**epartmental correspondence out of the **D**epartment over their signature without the general permission of the Chief of Police; or (c) use a **D**epartmental telephone for personal long distance calls. All personal phone calls will be charged to the member's calling card or home account. Violation of this regulation will result in disciplinary action as specified for a Class "F" violation.