

ORDINANCE NO. 544

AN ORDINANCE ADOPTING RULES AND REGULATIONS FOR THE STAYTON POLICE DEPARTMENT.

WHEREAS, the City has an interest in providing the best possible police service to the citizens of the community; and,

WHEREAS, the previously adopted rules and regulations for the Stayton Police Department were in need of amendment; and,

WHEREAS, new rules and regulations were drafted with an eye toward providing the highest level of professional law enforcement conduct, and it appearing to the Council that the new rules and regulations recommend acceptance,

NOW THEREFORE,

THE CITY OF STAYTON ORDAINS

That the attached Rules and Regulations of the Stayton Police Department are hereby adopted and shall take effect from and upon the date of its signing.

PASSED BY THE COMMON COUNCIL THIS 5<sup>th</sup> DAY OF January, 1980.

Signed by the Mayor this 6<sup>th</sup> day of January, 1980.

Henry A. Porter  
Mayor

ATTEST:

Elias Vandenberg  
City Administrator

# Stayton Police Department



## Rules & Regulations

## INTRODUCTION

The Stayton Police Department rules and regulations are a product of extensive research and study which has included input from members of our department and various other outside law enforcement agencies.

We do not claim originality for all of the rules and regulations that are contained in our manual and would like to extend our appreciation to all members of the department who have contributed toward the success of the completion of this document. We would also like to acknowledge the cooperation and assistance rendered by numerous other law enforcement agencies from both within and outside the state of Oregon.

As members of a local law enforcement agency, we are all concerned with providing the best possible police service to the citizens of our community. For us to be successful in our efforts in fighting crime and protecting the lives and property of our citizens, we must have their confidence, trust and support. Such community support must be earned by the members of the department. Our performance is continually under the close scrutiny of the public and our conduct, both on and off duty, should be exemplary.

The rules and regulations contained within this document will hopefully assist us in maintaining the highest level of professional conduct and also assist us in providing the best possible service to the citizens whom we serve.

We realize that no department rules and regulations manual can answer all the questions which might come about in the normal course of police employment. We will continue to expect each member of the department to exercise the utmost in judgement and discretion in the performance of their duties.

II

The rules and regulations will apply to each member of our police department. Each member will familiarize themselves with the manual to ensure uniform compliance. Any member having any questions in reference to any of the rules and regulations should immediately contact a supervisor so that the questions can be properly addressed.

Also contained in this manual is the law enforcement code of ethics which has officially been adopted by our department.

The Stayton Police Department rules and regulations and official acceptance of the law enforcement code of ethics has been adopted by Ordinance No. 544 on January 5, 1981: effective date of implementation was January 5, 1981.



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Alvin A. Allen  
Chief of Police



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Ellis Vandehey  
City Administrator

## LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in trust and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feeling, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police services. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

100.000 DEFINITIONS

100.001	Accountability
100.002	Acting
100.003	Administrative Instruction
100.004	Authority
100.005	Beat
100.006	Chain of Command
100.007	City Limits
100.008	Civilian Employee
100.009	Command Officer
100.010	Department
100.011	Department Order
100.012	Detail
100.013	Direct Supervision
100.014	District
100.015	Division
100.016	Duty
100.017	Employee
100.018	Executive Office
100.019	Gender
100.020	General Order
100.021	Insubordination
100.022	Length of Service
100.023	May
100.024	Member
100.025	Memoranda
100.026	Off Duty
100.027	Officer
100.028	Officer in Charge
100.029	On Duty
100.030	Order
100.031	Personnel Order
100.032	Plurality of Words
100.033	Policy
100.034	Post
100.035	Precinct
100.036	Privilege
100.037	Procedure
100.038	Proper Command Authority
100.039	Report
100.040	Responsibility
100.041	Right
100.042	Section
100.043	Seniority
100.044	Shall/Will
100.045	Special Duty
100.046	Special Order
100.047	Superior Officer
100.048	Suspension
100.049	Tense of Words
100.050	Through Official Channels
100.051	Unit
100.052	Zone

100.001 Accountability

The element that makes a member answerable for the proper execution of his assigned duty.

100.002 Acting

Serving temporarily in a position to which a member is not ordinarily assigned, usually in a position of higher rank. All the authority, responsibilities and duties of the position are delegated to the acting member.

100.003 Administrative instruction

A written order issued by a command officer establishing a principle, policy or procedure concerning a given subject not covered by a General or Special Order or a manual and directed to members under the command of, or within the responsibility of the issuing officer.

100.004 Authority

The power to govern the actions of others.

100.005 Beat

A geographical area assigned for foot patrol.

100.006 Chain of Command

The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution and return.

100.007 City Limits

The incorporated boundaries of the City of Stayton.

100.008 Civilian Employee

Employees who have not taken the oath of office and are not authorized to execute warrants of arrest.

100.009 Command Officer

An officer appointed to the rank of sergeant or higher, or who is assigned by the Chief of Police to act in such capacity, in accordance with proper qualifications and procedures for attaining such rank.

100.010 Department

The Stayton Police Department.

100.011 Department Order

An inclusive term embracing police rules and regulations, general orders, special orders, administrative instructions and manuals.

100.012 Detail

An assignment or duty.

100.013 Direct Supervision

The exercise of command authority delegated by the Chief of Police to his immediate subordinate and by them to their respective subordinates down the chain of command to members at all levels of authority who are charged with the direct accountability for the performance of duties by others.

100.014 District

A geographical area of responsibility administratively designed for patrol purposes.



- 100.015      Division
- A primary subdivision of the department for a general service or for some specialized activity, with its commanding officer reporting directly to the Chief of Police
- 100.016      Duty
- A service which members are obligated to perform by virtue of their position of responsibility or when assigned by a superior officer to do so.
- 100.017      Employee
- Including all paid department members.
- 100.018      Executive Office
- The officer of the Chief of Police and those members of the department attached directly thereto.
- 100.019      Gender
- The masculine gender includes the feminine.
- 100.020      General Order
- A directive issued by the Chief of Police that pertains to the entire department, that addresses policy or on-going type procedure.
- 100.021      Insubordination
- The willfull disobedience of any order lawfully issued by a superior officer, or any disrespectful, insolent or abusive language toward a superior.
- 100.022      Length of Service
- Total time employed by the City of Stayton.

- 100.023      May  
                 Indicates that the action is permissive under certain conditions.
- 100.024      Member  
                 Any person charged with a duty in the department. This includes all sworn personnel, civilians, reserves and explorers.
- 100.025      Memoranda  
                 Informative documents not requiring a specific act or procedure.
- 100.026      Off Duty  
                 The status of a member when he is free from his responsibility to perform his assigned duty.
- 100.027      Officer  
                 All sworn members of the department; this includes all ranks and genders.
- 100.028      Officer in Charge  
                 Any officer in charge of a shift, usually a Command Officer, but may also be of officer status if so assigned.
- 100.029      On Duty  
                 The status of a member when he is actively engaged in the performance of his duty.
- 100.030      Order  
                 A written or verbal instruction issued by a Superior Officer.

- 100.031 Personnel Order  
Written at the direction of the Chief of Police and relating to transfers, appointments, assignments, commendations and discipline.
- 100.032 Plurality of Words  
The singular shall include the plural and vice versa.
- 100.033 Policy  
A means to establish a settled and definite course to guide and regulate the management of the department.
- 100.034 Post  
A fixed position or location to which a member may be assigned.
- 100.035 Precinct  
A primary location housing operations with the responsibility of maintaining law enforcement in a sector of the City.
- 100.036 Privilege  
Employment conditions granted at the convenience of the City to the employees.
- 100.037 Procedure  
An officially approved course of action. It is a prescribed method of dealing with a given situation.
- 100.038 Proper Command Authority  
Any Officer in Charge, Command, or Superior, having the right to determine the action to be taken, or to determine the policy or procedure to be established regarding the particular situation at hand.

- 100.039 Report  
A written communication, signed by the writer, stating in detail actions taken and/or information gathered by a member in any situation that demands his official attention.
- 100.040 Responsibility  
A designated obligation, established by the Proper Command Authority. Responsibility can be transferred only upon approval of the said Proper Command Authority.
- 100.041 Right  
Employment conditions specifically outlined by state or federal law, the City charter, City ordinances, City rules, department rules and labor agreements.
- 100.042 Section  
A secondary subdivision of the department and the principle division of a Division. Usually assigned to perform part of the responsibility of the Division.
- 100.043 Seniority  
Determined first by rank and second by length of service.
- 100.044 Shall/Will  
Indicates that the action required is mandatory.
- 100.045 Special Duty  
Any assignment, the nature of which requires that the officer be excused from the performance of his regular duty.
- 100.046 Special Order  
A directive pertaining to only a portion of the department and/or address special incidents or problems of a temporary nature.

100.047 Superior Officer

Any officer having supervisory responsibilities, either temporary or permanent, over officers of subordinate or equal rank.

100.048 Suspension

The act of denying a member the privilege of performing his assigned duties as a result of misconduct. A member may also be relieved of his duties pending the outcome of a department investigation. The suspended member ordinarily does not receive pay during the period of the suspension.

100.049 Tense of Words

Words used in the present tense shall include the future.

100.050 Through Official Channels

Through the hands of Command Officers beginning with the immediate superior and traveling upward or downward in rank until reaching the intended destination.

100.051 Unit

A unit is a subdivision of a Section with personnel assigned to perform a specialized activity.

100.052 Zone

A geographical area of the City assigned to a Command Officer for supervision of the law enforcement function.

200.000 CONDUCT

- 210.000 Personal Conduct
- 210.010 Authoring Books, Pamphlets, Articles and Speeches
- 210.020 Conduct Unbecoming a Member
- 210.030 Courtesy
- 210.040 Criticism
- 210.050 Endorsements
- 210.060 Fees or Rewards
- 210.070 Gambling
- 210.080 Improper Organizations
- 210.090 Loyalty
- 210.100 Obey the Law
- 210.110 Personal Debt
- 210.120 Personality Clashes
- 210.130 Political Activity
- 210.140 Political/Religious Discussions
- 210.150 Prohibited Association
- 210.160 Rumors
- 210.170 Seeking Publicity
- 210.180 Soliciting Gifts
- 210.181 Accepting Gifts
- 210.190 Truthfulness
- 210.200 Using Position

210.010 Authoring Books, Pamphlets, Articles and Speeches

Members shall not address public gatherings, appear on radio or television or prepare any materials for publication which reflect any department policy or procedures without prior approval of the Chief of Police.

210.020 Conduct Unbecoming a Member

Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming a member shall include that which brings the department into disrepute or reflects discredit upon the members as a member of the department, or that which impairs the operation or efficiency of the department or member.

## 210.030 Courtesy

Members shall be courteous to the public. Members shall be tactful in the performance of their duties, shall control their tempers and exercise the utmost patience and discretions, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, violent, profane or insolent language or gestures and shall not express any prejudice concerning race, color, sex, age, religion, politics, national origin, lifestyle, mental or physical disability, or similar personal characteristics.

## 210.040 Criticism

No member shall destructively criticize the department or its policies, programs, actions, members or make any statement which tends to interfere with the reasonable management and discipline of the department.

## 210.050 Endorsements, Referrals and Testimonials

Members shall not permit the use of their photographs or name for advertising purposes or by testimonial, recommendation or other means participate in any advertising scheme or enterprise related to or based upon employment with the department, without the approval of the Chief of Police. Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or professional service, or commercial service (such as an attorney, ambulance service, towing service, mortician, etc.)

## 210.060 Fees or Rewards

Employees of this department are compensated by the City for all time spent in the performance of their duties. No employee shall receive a fee or other monies not issued and regulated by the City as a result of the performance of their duties as a representative of the department. Any monies voluntarily rendered to an employee shall be turned over to the City general fund. This section does not prohibit employees from receiving wages or salaries from off duty employment through the City or while working an off duty job that has been approved by the Chief of Police.

## 210.070 Gambling

Members shall not engage or participate in any form of gambling in the police facility and shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and then only with the authorization of the Chief of Police.

## 210.080 Improper Organization

Except for Armed Service Reserve Components, members shall not affiliate themselves with any organization or group whose constitution or bylaws in any way exacts prior consideration of which would prevent its member for rendering proper and efficient service to the department or whose purpose is subversive in nature.



## 210.090 Loyalty

Members shall maintain a loyalty to the department and their associates as is consistent with laws, personal ethics and professional standards.

## 210.100 Obey the Law

No member of this department will violate any of the laws, statutes or ordinances of federal, state or local government.

## 210.110 Personal Debt

Members shall not undertake any financial obligations which they know or should know they will not be able to meet, and shall pay all just debts when due. Financial difficulties stemming from unforeseen medical expenses or personal disaster should not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.

## 210.120 Personality Clashes

Any member of the department having a personality problem involving another member, which cannot be resolved amicably, will consult a command officer for assistance in finding a solution.

## 210.130 Political Activity

Members, when representing the Department, either on or off duty, shall not permit or engage in any political activity, solicit or receive any assessment or subscription on contributions for any political party or purpose; or store, post, carry or distribute political material of any nature in or on

any department building or vehicle. Off duty employees have the same political privileges as private citizens.

210.140 Political/Religious Discussion

Members on duty shall not engage in any political or religious discussions to the detriment of good discipline and shall not speak slightingly of the nationality, color, creed, sex, or belief of any person.

210.150 Prohibited Association

Members shall avoid regular or continuous association or dealing with persons under criminal investigation or indictment, or who have a reputation in the community or department for present involvement in criminal behavior, except as necessary to the performance of official duties or where unavoidable because of other personal relationships to the member.

210.160 Rumors

Members shall not make statements or spread rumors in regard to future department policies or activities, or make statements regarding public events, crimes or catastrophies unless they know, of their own knowledge, that such statements are true.

210.170 Seeking Publicity

Members shall not seek publicity or notoriety through the public press or other news media, capitalizing on their positions in the department or activities done in their official duties.

## 210.180 Soliciting Gifts

Members shall not under any circumstances solicit any gratuity, gift, loan, fee, or other thing of value, where there is any direct or indirect connection between the solicitation and their department membership.

## 210.190 Accepting Gifts

No member of the police department will accept either directly or indirectly, any gift, gratuity, fees, loans or anything else of value, 1) arising or offered because of police employment, without permission of the Chief of Police; 2) the acceptance of which might tend to improperly influence their action or that of any other member in any matter of police business; 3) which might tend to cast an adverse reflection on the police department or any member thereof.

Any gifts directed at the department in general will only be accepted after review and approval by the Chief of Police.

Before any such gift would be considered for acceptance, the following conditions would have to exist: 1) the acceptance would not tend to influence the official action of the police department or any of its members, 2) the acceptance would not tend to cast an adverse reflection on the police or any member thereof, 3) the gift will not enrich or provide any personal value to any member(s) of the police department outside their official scope of duties and police responsibilities, 4) the gift will benefit members of the

department and citizens of the community in at least one of the following ways: a) direct improvement in police services through improved efficiency or operations, b) will be located in a section of the police department used and frequented by the public, such as the reception office.

In the event that a gift is presented to or left at the department from an anonymous person and it does not meet the before-listed criteria for acceptance, it will be donated to a local, non-profit charitable organization that will be selected on a rotational basis by the Chief of Police.

210.190 Truthfulness

Members of the department will be truthful at all times whether in their spoken or written word.

210.200 Using Position

Members shall not use their position with the department for obtaining privileges not otherwise available to them except in the performance of their duty, for avoiding the consequences of illegal acts, or for settling questions in their favor.

220.000 Responsibility to Duty  
220.010 Appropriate Action Required  
220.020 Available for Service  
220.030 Arrests  
220.040 Compromise Criminal Case  
220.050 Conduct and Demeanor in Court  
220.060 Cooperation with Member/Outside Agencies  
220.070 Cowardice  
220.080 Give Name and Badge Number  
220.090 Handcuffs  
220.100 Intoxicants  
220.110 Know and Obey Department Order  
220.120 Knowledge of Laws  
220.130 Loitering by Public  
220.140 Loitering of Members  
220.150 National Colors and Anthem  
220.160 Notebooks  
220.170 Off Duty Service Requirements  
220.180 Patrol District  
220.190 Personal/Neighborhood Dispute  
220.200 Physical Fitness for Duty  
220.210 Police Business Confidential  
220.220 Private Business Transaction  
220.230 Professional Courtesy  
220.240 Public Service  
220.250 Recognizing Civilian Dress Officer  
220.260 Recommending Attorneys  
220.270 Response to Call  
220.280 Responsibility of Call  
220.290 Reporting for Duty  
220.300 Reports  
220.310 Searches  
220.320 Senior Officer in Charge  
220.330 Sleeping on Duty  
220.340 Smoking/Chewing  
220.350 Transaction with Involved Persons  
220.360 Transporting Females  
220.370 Unsatisfactory Performance  
220.380 Withholding Information

220.010 Appropriate Action Required  
(On/Off Duty)

Employees are always subject to orders from superior officers and to request for official police assistance from private persons. The fact that they may be technically off duty shall not relieve them from the responsibility of taking proper police action in any matter coming to their attention. When there is no urgent or immediate need for police action, the employee may request the dispatcher to turn the matter over to officers on duty, but they shall take action as may be required prior to the arrival of the dispatched officers.

220.020 Available for Service

Members shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in activities which would cause them to neglect or be inattentive to duty. While on duty a member shall always be readily available for service and shall remain at their duty station until properly relieved.

220.030 Arrests

In making arrest, officers shall strictly observe and obey all federal, state and local laws. Officers will also observe and obey all appropriate judicial rulings and the rules and procedures of the department. No member shall mistreat any person in custody.

## 220.040 Compromise Criminal Case

Members shall not permit themselves to become involved in any private arrangement between a criminal and his victim to permit the offender to escape the full penalty provided by law. Members shall not take part either directly or indirectly in privately negotiating a compromise for the purpose of permitting any person to escape the penalty of the law or full responsibility for his acts. The member shall not, in anyway, interfere with the usual procedure of any court. No member shall participate in any private pre-trial agreement to settle a criminal case for consideration of favorable settlement of pending personal civil action.

## 220.050 Conduct and Demeanor in Court

All members of the department concerned in cases before the courts are to be punctual in their attendance. Officer shall have the cases in which they are involved properly prepared and all property which is to be submitted as evidence suitably arranged for presentation in court.

Officers presenting cases in court in the absence of a prosecuting attorney shall adhere to the following:

1. When taking the witness stand, the member shall identify himself (full name, position, employed by the City of Stayton).
2. Establish fact that you were a police employee in official capacity at the time of alleged incident being tried by the court.

3. Establish venue for court, (location of alleged incident).
4. Describe circumstances surrounding alleged incident, specifically describing incident to establish necessary elements of crime charged and relevant evidence connecting defendant with crime.

Members are required to remain respectful to the court during time of appearance. When giving testimony, they shall speak calmly and explicitly in a clear distinct, audible tone so as to be easily heard by the court and jury. Member shall testify with accuracy, confining himself to the questions before the court. Members will neither suppress nor overstate the slightest circumstance.

220.060 Cooperation with Members/Outside Agencies

Members will promptly and effectively cooperate with other members of this department and with members or any other public agency toward the accomplishment of any public responsibility.

220.070 Cowardice

No member of the department shall display any cowardice or fail to support their fellow members in the performance of duty.

220.080 Give Name and Badge Number

Officers shall carry their badge and identification card on their persons at all times, except when impractical or dangerous to their safety or to an investigation. Members shall furnish their name and badge or BPST number to any person requesting that information, when they are on duty



or while representing themselves as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by the Chief of Police.

220.090 Handcuffs

Persons arrested by members of the department shall be handcuffed during transport and members shall not handcuff a prisoner to a vehicle or fixed object. Discretion may be exercised by the officer under exceptional circumstances. It is each members' responsibility to provide safe custody for a prisoner, especially when handcuffed. Persons shall not be handcuffed unless they are under arrest or need to be restrained for the protection of themselves or others.

220.100 Intoxicants

1. Members shall not store or bring into the police facility or vehicle, alcoholic beverages, narcotics or hallucinogens except that which is held as evidence.
2. Members shall not use any narcotics or hallucinogens except as prescribed as treatment by a licensed physician or dentist. When narcotics or hallucinogens are prescribed, the member will notify their immediate command officer. Members shall not possess any narcotics or hallucinogens except those prescribed by a physician or dentist or those handled in the performance of police duties.
3. Members shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while under specific orders from the Chief of Police.

Members, shall not report for duty, or be on duty while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath. Members violating this will be immediately relieved from duty.

4. Members, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication or obnoxious and offensive behavior which discredits them or the department or renders the member unfit to report for their next regular tour of duty.

220.110 Know and Obey Department Orders

Members are required to read all department orders and attain a working knowledge of them. Members will not commit any acts or omit any act which constitutes a violation of any department order.

220.120 Knowledge of Laws

Members shall acquire a reasonable knowledge of state and federal laws and City Ordinances as well as the elements that constitute criminal acts in violation of the various sections thereof, and shall acquaint themselves with the fundamental rules of evidence.

220.130 Loitering by Public

Members will not permit persons to remain in the police facility unless they are on official business.

## 220.140 Loitering of Members

Members on duty or in uniform shall not enter taverns, theaters, or other public places except to perform a police task. Loitering and unnecessary conversation in such locations are forbidden. Eating in a licensed liquor establishment, although not forbidden, is discouraged. Members off duty shall not loiter in the department area.

## 220.150 National Colors and Anthem

Members shall render military honors to the Nation Anthem and Colors at the appropriate times.

- 1) In uniform (covered)-Hand salute.
- 2) In uniform (Uncovered) and civilian dress-Stand at attention with right hand over the heart. Members wearing a hat in civilian dress shall stand at attention, remove the hat and hold it over the heart.

This does not apply when immediate duty required the attention of the member.

## 220.160 Notebooks

Members, other than those assigned to office work or administrative responsibilities shall maintain a notebook in which they shall enter all pertinent information not covered in official department documents obtained in the course of their official activities. This shall include a full account of activities, exercising care to note the exact time and place of the particular activities, the full and correct names and addresses of all persons contacted in the course thereof and a true description of any motor vehicle or other property involved. This will allow the

member to render full and correct reports of their activities as required and give exact testimony in court if and when called upon to do so. The member will write their name and BPST Number inside the front cover. The duty notebook is subject to inspection by any command officer at any time. Members will retain their notebooks for a period of one year or until all cases recorded therein are disposed.

220.170 Off Duty Service Requirement

The responsibility of off duty members shall be as follows:

- 1) If a crime occurs in the presence of an off duty member which that member believes is of such seriousness or gravity that appropriate police action cannot await the arrival of an on duty officer, he shall take action as is necessary to neutralize the situation in accordance with good police procedure. The member shall, at the first opportunity, request the nearest police assistance. As soon as practicable, the member shall notify the on duty officer in charge of the circumstances involved. The member shall be considered on duty during this time.
- 2) An off duty member shall notify the responsible law enforcement agency of any non-emergency situations brought to his attention.

220.180 Patrol District

Members shall familiarize themselves with their districts. Members shall learn the streets and address system of the city and become thoroughly familiar with all places of

public assembly, official buildings, hospitals, and the crime prone areas of their district. Members shall be held to strict accountability for the good order of the district, beat or post to which they may be assigned to duty.

220.190 Personal/Neighborhood Disputes

Members should not make arrests in any personal or neighborhood disputes involving their family or friends except under grave circumstances requiring action to avoid injury or justifying measures of self defense. Such problems shall be called to the attention of the district officer to allow a disinterested party to investigate and take proper action.

220.200 Physical Fitness for Duty

Members shall maintain good physical condition consistent with current medical standards in order to be prepared to meet any strenuous situation demanding their official attention.

220.210 Police Business Confidential

All members of the department will treat as confidential the business, activities, files and reports of the department. They must not impart knowledge of them except to those who have a "right to know". If a member of the department is unable to determine a person's or organization's "right to know" he will refer the matter to a command officer.

220.220 Private Business Transactions

Members will not conduct personal business while on duty except when said personal business is of an immediate and pressing nature and the member has first obtained permission

of a command officer. Lunch periods are exempted for non-uniform members.

220.030 Professional Courtesy

Members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another. When on duty and particularly in the presence of the public, members should be referred to by rank.

220.240 Public Service

It is the principle responsibility of every member of the department to promptly, courteously and effectively assist the public. The invariable policy of this department is that the need for assistance by a citizen takes precedence over any activity except those of an emergency nature. It will never be acceptable to place routine department business ahead of providing service to a member of the public. Prompt assistance will be rendered whether requested in person, by telephone or by letter. A basic principle is the immediate attendance to the needs of any person without referral to any other member or agency unless this cannot be avoided.

220.250 Recognizing Civilian Dress Officers

At no time will a uniform member recognize a member in civilian dress unless first addressed or recognized by the member not in uniform.

## 220.260 Recommending Attorneys

No member of the department will recommend an attorney to any person except members of his immediate family and friends. Members of the department will not act as bailors of any person in custody except members of his immediate family.

## 220.270 Responsibility of Call

In the absence of a specific procedure, the assigned officer is in command and shall be responsible for investigation and/or direction of police investigation at the scene of any crime or incident until relieved by proper authority. Seniority in grade is not a factor in the assumption of command. Good police practices shall prevail in all department actions. If a senior officer recognizes that such practice is not being followed, he shall take appropriate action. Appropriate action shall be directed by the totality of the circumstances and may range from offering a simple suggestion to taking command at the scene.

## 220.290 Reporting for Duty

Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. After any absence from duty, a member shall, upon returning to duty, carefully read all department orders issued during his absence and reports pertaining to his duty assignment.

## 220.300 Reports

Members shall submit promptly those reports that are required by the performance of their duties or by a command officer. All initial reports shall be submitted prior to going off duty. Exceptions to this rule shall be at the discretion of the officer in charge, but in no case shall a report be submitted later than (twenty-four) 24 hours after the incident. Reports submitted by members shall be truthful and complete and no member shall knowingly enter or cause to be entered any inaccurate, false or improper information.

## 220.310 Searches

Officers shall make a thorough search for weapons and contraband of all persons arrested. Upon transfer of custody the receiving officer shall also be obligated to conduct a search of the prisoner.

Female prisoners shall be touched only as necessary in taking them into custody and determining weapons are not being concealed. Male officers arresting female suspects should have the assistance of a backup officer, if possible. Any necessary field search should be held to a minimum assuming the officer's safety is not jeopardized.

## 220.320 Senior Officer in Charge

When two or more members of equal rank are simultaneously assigned to the same operation, the member with the longest service in rank will be in charge, except when otherwise ordered by a command officer.



## 220.330 Sleeping on Duty

Members shall remain awake while on duty. If unable to do so, they shall so report to their officer in charge, who shall determine the proper course of action.

## 220.340 Smoking/Chewing

Members, when in uniform, may use tobacco as long as;

- 1) they are not in a formation,
- 2) they do not have to leave their assignment or post for the sole purpose of doing so, and
- 3) they are not engaging in traffic direction and control.

When they are in direct contact with the public, members must obtain permission to use tobacco from the public with whom they are in direct contact. Members shall not smoke, chew gum or chew tobacco in any manner that will attract attention.

## 220.350 Transaction with Involved Persons

Members will not engage in any business transaction with any complaintant, witness, suspect, defendant, prisoner, or other person involved in any active department investigation.

## 220.360 Transporting Females

When prisoners or suspects are to be transported by an officer of the opposite sex, the transporting officer will notify communication of his location and vehicle mileage, then record the time and mileage in his personal notebook before starting to the destination. Upon arrival at the destination, the officer will again notify communications of his location and mileage and record the time and mileage in his personal notebook.

## 220.370 Unsatisfactory Performance

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position. Members shall perform their duties in a manner which will maintain the highest standard of efficiency in carrying out the function and objectives of the department. Examples of unsatisfactory performance may be:

- 1) A lack of knowledge of the application of law required to be enforced.
- 2) An unwillingness or inability to perform assigned tasks.
- 3) The failure to conform to work standards established for the officers rank, grade or position.
- 4) The failure to take appropriate action on the occasion of a crime, disorder or other conditions deserving police attention.
- 5) Repeated poor evaluations.
- 6) A written record of repeated infractions of department orders.
- 7) Absence without leave.

## 220.380 Withholding Information

Members receiving or possessing facts or information relative to a criminal matter shall not retain such information through ulterior motive or desire for personal credit, but shall report such facts or information in accordance with procedure.

230.000 Administrative

230.010 Absence from Duty  
230.020 Acting Supervisor  
230.030 Arrest of/Court Action Involving Member  
230.040 Cannot Loan Badge or Identification  
230.050 Chain of Command  
230.060 Changes of Marital Status  
230.070 Claims for Damage or Legal Damages  
230.080 Death Leave  
230.090 Family Notification  
230.100 Fees, Witness  
230.110 If any Directive Not Understood  
230.120 Improper/Unlawful Orders  
230.121 Report and Appeals of Improper/Unlawful Orders  
230.130 Industrial Accidents  
230.140 Inspections  
230.150 Leave of Absence  
230.160 Malingering  
230.170 Manner of Issuing Orders  
230.180 Mast List of Members  
230.190 Obey Superior Officers  
230.200 Off Duty Employment  
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230.220 Personal Problems  
230.230 Recall  
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230.250 Residency  
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230.270 Responsibility of Supervisors  
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230.290 Subpoena as Defense Witness  
230.300 Suggestions  
230.310 Suspended Member  
230.320 Telephone Numbers  
230.330 Violation of Rules by Another

## 230.010 Absence from Duty

Employees are expected to work a complete designated work day. If an employee for some unavoidable reason cannot report for work or complete his work day, he shall notify his supervisor as soon as possible. A record shall be made according to proper procedure.

## 230.020 Acting Supervisor

Any member who may be placed temporarily in a position of higher rank by proper authority shall exercise the authority and perform the duties of such higher position, and shall be held responsible in like manner as if appointed such higher position. He shall be careful not to interfere with or countermand any order issued by the member whose place he temporarily occupies, except when the expediency of official police duties demands. He shall then make an explanatory report in writing.

## 230.030 Arrest of/Court Action Involving Member

A member who has been arrested, or becomes involved in a court action in any capacity other than as a witness for the prosecution will immediately notify the Chief of Police.

## 230.040 Cannot Loan Badge or Identification

Members, individually or representing police organizations, shall not issue to persons other than members of the department any card, button, or other device, which purports to entitle the holder thereof to any special consideration. Members shall not loan their badge and/or identification card to another nor will a member be in possession of the badge or identification of another.

## 230.050 Chain of Command

The successful and orderly operation of the department will be accomplished through the use of the designated chain of command. Members will normally conduct official business through channels from supervisor to subordinate and vice versa. This does not hinder a member's privilege to make a personal appointment with the Chief of Police.

## 230.060 Changes of Marital Status

All members shall advise the Chief of Police in writing of any marital status change, change of name, change in number of dependants or children within ten (10) days.

## 230.070 Claims for Damages or Legal Damages

Members who are injured in the line of duty shall notify the Chief of Police prior to accepting any payment for the injury or taking any court action. Members shall not institute any civil action arising out of their official duties without first notifying the Chief of Police of such action in writing.

## 230.080 Death Leave

In the Event of a death in an employee's immediate family, the employee may be granted sufficient time off with pay to make funeral arrangements and attend the funeral. A maximum of (5) five calendar days may be granted if warranted by the situation. Such leave will be considered compassionate leave and will not be charged against sick leave.

## 230.090 Family Notifications

Members shall keep a current notifications list of next of kin with the Chief of Police. Any member receiving notice of death or serious injury of any member shall immediately notify the Chief of Police. The family of a member injured or dying on duty shall be notified immediately by the senior available command Officer and shall be done in person.

## 230.100 Fees, Witness

An employee who receives witness fees resulting from a court action pertaining to his official capacities shall sign the monies over to the city. The employee shall be considered on duty as a witness and shall perform this activity either on his normal tour of duty or on over-time pay governed by the labor contracts.

## 230.110 If any Directive Not Understood

If a member has a question regarding any assignment or order he shall immediately contact his immediate superior officer for clarification.

## 230.120 Improper/Unlawful Orders

1) Members who are given an otherwise proper order which is in conflict with a previous department order shall respectfully inform the superior member issuing the order of the conflict. If the superior member issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior member. Members shall obey the conflicting order and shall not be held responsible for disobedience of the department order previously issued.

- 2) Members shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, members shall request the issuing member to clarify the order or to confer with higher authority.

230.121 Reports and Appeals of Improper/Unlawful Orders

A member receiving an unlawful or improper order will, at the first opportunity, report in writing to the Chief of Police through channels. This report will contain the facts of the incident and the action taken by the member.

230.130 Industrial Accidents

Any member who becomes injured while in the performance of assigned duties will report to their immediate supervisor and complete the necessary forms as prescribed by procedure.

230.140 Inspections

All facets of department operations will be subject to inspection. The inspection may be announced or unannounced, a major indepth analysis or "spot" inspection. Inspections will be conducted by command officers. Inspections will include, but not be limited to, these areas:

- 1) Equipment; care, use and maintenance. Vehicles, uniforms, radios, special equipment, lockers.
- 2) Facilities; care, use and maintenance. Offices, office furniture, office equipment, storage areas, supplies, grounds.
- 3) Procedures; reporting, handling of assignments, workload/productivity, adherence to orders.
- 4) Leadership and command; training, directing, controlling budgeting, planning, organization.

## 230.150 Leave of Absence Without Pay

An employee may be granted a leave of absence without pay for a period not to exceed 12 months, provided such leave can be scheduled without adversely affecting the operations of the police department. Requests for leave of absence without pay shall be in writing, shall be directed to the city manager through the chain of command and shall contain reasonable justification for approval. During such leave of absence, the employee's earned leave record shall be held in abeyance.

## 230.160 Malingering

Members 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.

## 230.170 Manner of Issuing Orders

Orders may either be verbal or written and are intended to express the desire of the issuing officer. Orders should be clear, complete, concise and be given in a manner with sufficient detail to communicate the desired results.

## 230.180 Master List of Members

The Chief of Police shall publish periodically a master name, address and telephone list of all members of the department. This information will be held as confidential by all members.

## 230.190 Obey Superior Officer

Members of the department will promptly obey the legitimate orders of superiors and other members assigned to act in a supervisory capacity.



## 230.200 Off Duty Employment

Employees may engage in off duty employment subject to the following limitations:

- 1) Such employment shall not interfere with the employee's duties with the department.
- 2) Employees shall submit a written request for off duty employment to the Chief of Police whose approval must be granted prior to engaging in such employment. In those employment opportunity that requires immediate approval and the Chief of Police is not available, a sergeant may grant approval subject to these rules and then submit the written request to the Chief of Police for his affirmation.
- 3) Employees shall not normally engage in any employment or business related to:
  - a) The sale or distribution of alcoholic beverages.
  - b) Investigative work of any type.
  - c) Private security services.
  - d) Towing vehicles.
  - e) Ambulance services
  - f) Taxi cab services.
  - g) As a process server or bill collector.

Approval may be denied where it appears that the off duty employment might:

- 1) Render the employee unavailable during an emergency.
- 2) Physically or mentally exhaust the employee to the point that their performance may be affected.

- 3) Require that any special consideration be given to scheduling of the employee's regular duty hours.
- 4) Bring the department into disrepute or impair the operation of the department of employee.

No employee shall engage in any off duty employment while on sick leave, injured-on-duty status or probationary status.

230.210 Other Functions

Members shall perform all such other functions as required of them by proper authority.

230.220 Personal Problems

Members with personal problems are encouraged to discuss their difficulties with any command officer so that appropriate solutions may be arranged.

230.230 Recall

In the event of an emergency or potential emergency confronting the department, all department resources must be available, therefore, employees may be placed on standby. When on standby, employees must keep their immediate supervisor advised of their whereabouts and a telephone number at which they can be immediately reached. Upon notification, employee must report and be prepared for active duty within 45 minutes.

230.240 Receipt of Civil Suit

A member who is served in his official capacity or in his personal capacity in a civil suit in which liability attaches to the department, shall immediately transmit same to the Chief of Police, together with a memo stating time, place and date of service.

## 230.250 Residency

Members shall continue to reside within reasonable traveling time of the department. New members shall reside within reasonable traveling time of the department within 18 months of their appointment. Any change of residence shall be reported to the Chief of Police within 24 hours.

## 230.260 Resignation

- 1) An employee shall be regarded as having resigned his position if, while able to notify his immediate supervisor of the reason for his absence, a) he fails to report for duty upon the expiration of a leave of absence that he has been granted, or b) he fails to report for duty for two (2) working days.
- 2) In order to resign in good standing, an employee shall give the city manager written notice of the resignation, stating the reason for leaving. This must be done at least two (2) weeks before the effective date, exclusive of the accrued leave and overtime which the employee intends to use. The city manager may agree to a shorter notice because of extenuating circumstances.

## 230.270 Responsibility of Supervisors

Supervision shall be accomplished with firmness, deliberation, kindness and impartiality.

The superior officer shall take immediate action when any subordinate violates any department order or when a complaint is lodged against any member. A superior officer shall exercise direct command over any member not assigned under

his usual command in cases of emergency or at any time the police purpose or the reputation of the department is in immediate jeopardy. Routine supervisory matters shall be brought to the attention of the member's direct supervisor, who shall take the necessary action.

Superior officers are responsible for the good order and discipline of subordinates in upholding the good morale, reputation and dignity of the department. They shall advise and assist subordinates in police matters and personally direct them when requested or when they see the need for such direction to effectively accomplish the police purpose. They shall make the proper reports concerning any member whom they consider mentally, physically unfit for service.

Superior officers shall be held strictly accountable for the efficient performance of all members under their direct command.

230.280 Sick Leave

All employees will be governed by the City rules and department procedure regarding sick leave. While on sick leave, members are expected to be at home or at a doctor's office. If other arrangements are made, the on duty supervisor will be notified.

A representative of the department may visit the employee at any reasonable hour and be accurately and fully informed of their condition. Members having any contagious disease in

their family will immediately notify their supervisor for appropriate action.

230.290 Subpoena as Defense Witness

Any member under subpoena to testify for the defense in any trial or hearing, or against the City or the police department in any hearing or trial, shall notify the Chief of Police upon receipt of the subpoena. In a criminal matter, the member shall notify the prosecution attorney.

230.300 Suggestions

Any member having a suggestion for the improvement of police service shall prepare the suggestion in writing and submit it to the Chief of Police through the chain of Command. The Chief of Police may request the submitting member to join in the future research and/or implementation of any approved suggestion.

230.310 Suspended Member

A member suspended for disciplinary reasons may be required to surrender his badge and identification card to the Chief of Police for the period of his suspension. The member under suspension will not wear his uniform or any part thereof.

230.320 Telephone Numbers

A member shall maintain a telephone number where he can normally be contacted any time a situation arises which makes it necessary that he be called. Changes in telephone numbers will be reported within 24 hours to the Chief of Police.

## 230.330 Violation of Rules by Another

Members knowing of other members violating laws, ordinances, or department orders shall report same to a command officer.

If the information is of such gravity that it must be brought to the immediate personal attention of the Chief of Police, the chain of command may be bypassed.

300.000 FORCE

310.000 Use of Force

320.000 Firearms

330.000 Defensive Police Weapons

310.000 Use of Force

Members shall not use more force in any situation than is reasonably necessary under the circumstances.

Members shall use force in accordance with law and department procedures. When force is used, information regarding the use of force will be included in the report.

320.000 Firearms

Members shall carry firearms in accordance with the law and established department procedure.

330.000 Defensive Police Weapons

The use of defensive police weapons shall be authorized only when every other means of apprehension or physical control has been exhausted. The use of batons, chemical agents or other defensive weapons shall always require a report of the incident and is open to review by the Chief of Police.

4000.000 APPEARANCE



410.000 GROOMING

Every member of the department while on duty, unless otherwise ordered because of special assignment by the Chief of Police must at all times present a neat, clean and professional appearance. The member shall, as often as necessary, examine and clean his equipment and keep it always in good serviceable condition.

420.000 Uniform

Members shall wear the approved department uniform in accordance with established department procedure.



500.000 CITY PROPERTY

- 510.000 Vehicles
- 510.010 Drivers License
- 510.020 Emergency Operation
- 510.040 Examine Before Use
- 510.050 Operation of Vehicle
- 510.060 Passenger in Vehicle
- 510.070 Pursuit Rules
- 510.080 Reporting Accidents
- 510.090 Seat Belts
- 510.100 Vehicle Appearance
- 520.000 Radio
- 530.000 Facility
- 530.010 Activities in Building
- 530.020 Bulletin Boards
- 530.030 Locker Room
- 530.040 Use of Police Supplies Unofficially
- 540.000 Issued Property
- 540.010 Keys, Duplicate
- 540.020 Manuals
- 540.030 Recording Personal Police Equipment
- 540.040 Responsibility for City Property
- 540.050 Surrender of City Property

## 510.010 Drivers License

A member using a department vehicle must possess a valid Oregon drivers license. If, for any reason, a member loses their license, they will inform their immediate supervisor.

## 510.020 Emergency Escorts

If necessary, an officer may assist motorists to a destination but shall not do so using emergency equipment.

## 510.030 Emergency Operations

When any patrol unit is dispatched on an emergency run, the operator will turn on all the emergency lights and activate the siren to indicate that the unit is on an emergency run. The operator will abide by state law concerning the operation of emergency vehicles and drive in a manner to ensure the safety of all other vehicular and pedestrian traffic.

## 510.040 Examine Before Use

Before use, a member will examine any department vehicle or property assigned to him and report any unrecorded damage, operational defects or missing equipment to his supervisor in writing. Failure of a member to report damage or defects shall be considered prima facie evidence that the damage occurred while the vehicle or property was in his possession, and he may be held responsible for it.

## 510.050 Operation of Vehicle

A member will operate a Department vehicle at all times in a lawful manner.

## 510.060 Passenger in Vehicle

Officers operating emergency vehicles on duty shall not permit passengers to ride except when necessary in the accomplishment of an essential police objective or when authorized by a command officer.

## 510.070 Pursuit Rules

Once an employee has engaged in a pursuit, he must;

1. Comply with Oregon Law applying to the operation of emergency vehicles.
2. Activate emergency lights and siren.
3. Notify communication of:
  - a. Location and direction of travel.
  - b. Description of the vehicle, license number and occupants.
  - c. Reason for pursuit.
  - d. Major changes of location and direction of travel.
  - e. Any unusual developments.
4. Constantly evaluate the hazards of the pursuit.
5. Terminate the pursuit when he believes the risks outweigh the desirability of apprehension.

The pursuing member will have tactical command of the situation unless specifically relieved by the officer in charge. No more than one unit shall engage in the actual pursuit. Cover units shall remain at a safe distance and attempt to position themselves at strategic locations along possible routes of flight in an effort to intercept or

contain the fleeing vehicle. Members will follow established procedure regarding crossing county or state lines. Any pursuit will be terminated when ordered by the officer in charge.

510.080 Reporting Accidents

A member operating a Department vehicle that is involved in an accident will notify his supervisor as soon as possible. The accident will be investigated by the appropriate jurisdiction and a Department traffic officer or command officer. Members at the scene will make no statements to the other driver or witness regarding fault and will give the other driver only their name, Oregon Driver's License number, vehicle license number and Department phone number. Involved members will write a report covering the incident and fill out in duplicate a State Accident reporting form. If the member was injured, he will fill out the proper SAIF forms. If the member is unable to perform the above, his immediate supervisor will ensure the proper forms are filled out. Members will be expected to perform the normal police duties at the scene of the accident until other units arrive, if the member is physically able.

510.090 Seat Belts

A member using a Department vehicle equipped with seat belts should use the belt while the vehicle is in motion.

## 510.100 Vehicle Appearance

Members operating a Department vehicle are responsible for the interior and exterior cleanliness.

## 520.000 Radio

All members of the Department operating Police radios either from a mobile unit or a base station shall strictly observe the regulations for such operation as set forth by Department orders and by the Federal Communications Commission. Members assigned radios shall always have them turned on and set on the proper channel on duty.

## 530.000 Facility

## 530.010 Activities in the Building

No person shall be permitted to solicit contributions, subscriptions, sell tickets or engage in direct selling of merchandise to members in general within the department building without authorization from the Chief of Police. Members shall not participate in any form of recreation within the department area, except in areas designated for those activities.

## 530.020 Bulletin Boards

Any item to be posted on a department bulletin board shall be done at the direction of a command officer. No material shall be affixed in any way to any wall in the department building without the specific authorization of a command officer.

## 530.030 Locker Room

Members shall be responsible for keeping locker rooms clean and free of any potential hazards. Members will always lock their locker when it is left unattended. Lockers may be inspected by any command officer at any time.

## 530.040 Use of Police Supplies Unofficially

No member shall covert any City property or supply to that members personal use of enrichment.

## 540.000 Issued Property

## 540.010 Keys, Duplicate

No member will duplicate any department key unless authorized by a command officer.

## 540.020 Manuals

Members issued department manuals are responsible for their maintenance and will make appropriate changes or inserts as directed.

## 540.030 Recording Personal Police Equipment

Members are required to register with their sergeant, the description and serial numbers of all personal police equipment they may own.

## 540.040 Responsibility for City Property

Members are responsible for the proper care of department property and equipment assigned to them. Damaged or lost property may subject an individual to reimbursement charges and appropriate disciplinary action.

## 540.050 Surrender of City Property

Members are required to surrender all department property in their possession upon separation from the department. Failure to return non-expendable items may result in the member reimbursing the City for the fair market value of the article(s).

600.010	Rules Applying to Members
600.020	Penalties
610.000	Grievances
620.000	Internal Investigations

600.010 Rules Apply to Members

Any Member who violates any of the provisions of the rules and regulations of the department or who violates any lawful order or procedure is subject to disciplinary action.

600.020 Penalties

The following penalties may be assessed by the Chief of Police and/or the city manager against any member who is subject to disciplinary action.

1. Oral reprimand.
2. Letter of admonishment.
3. Written reprimand which shall be part of the member's personnel record for such a period not to exceed 2 years as prescribed by the Chief/City Manager.
4. Corrective training or schooling as prescribed by the Chief of Police.
5. Assignment of extra duty without pay in lieu of suspension
6. Suspension from duty without pay.
7. Demotion in job classification.
8. Dismissal.

610.000 Grievances

Grievances shall be handled in accordance with the provisions outlined in the current bargaining agreement between the City of Stayton and the police employees.



## 620.000 Internal Investigations

All department internal investigations will be conducted by the following guidelines:

1. If suspicion exists indicating a member has committed a crime he must not be subject to methods or procedures of investigation not used in the normal course of proper police practice. If questioning occurs in which information is to be used in a criminal proceeding, the employee must be completely apprised of his legal rights.
2. If interviews are conducted to obtain information for process decision, the member must be advised that failure to answer all questions relating narrowly and directly to the matter under investigation, may result in severe disciplinary action, including dismissal for insubordination. The member will be advised information obtained through this process may not be used against him in later criminal proceedings.
3. Interviews will be held at a reasonable hour at the department facility, preferably when the member is on duty. Individual case circumstances may require and justify departure from this guideline.
4. The member under investigation must be informed of who is in charge of the investigation and who will be conducting the interviews.

5. The member will be informed in sufficient detail that he understands the nature of the investigation prior to the time interviews commence.
6. The length of interviews will be of reasonable duration, with breaks periodically for personal necessities such as meals, telephone calls, rest, etc.
7. The member will not be subject to any form of physical or psychological abuse, including offensive language, inducements or coercion to obtain answers to questions.
8. The member has the right to be represented by legal counsel or have another member present as a witness to the interviews.
9. The member has a right to a copy of any statement signed or the summary of facts used in this administrative discipline process. This right to obtain copies of information does not apply to criminal investigations in which case regular police reporting to the city/district attorney will occur. Signing of documents may be required of members to indicate he agrees with its content.
10. Investigations, when assigned, will have a completion time deadline. If the investigating officer is not able to comply, a status report will be given to the Chief of Police explaining progress made to date.

11. Individual case circumstances may be such that opinions for disposition recommendations is desired for more than one individual. In such cases, the Chief of Police has the option to convene a board of review to provide recommendations. The board's findings will be advisory only.
12. Confidentiality of personal matters is a right of both the employee and the department. No person involved in the disciplinary process will discuss specific circumstances with any unauthorized person.