

10.0- ATTENTION TO DUTY

Officers are expected to be constantly alert and vigilant in the performance of their duties and to respond prudently but decisively when police action is required or expected. Every employee of the department who has occasion to handle any complaint, assistance call, arrest or other duty, shall attend to such duty with business-like dispatch and courtesy and without any unnecessary loss of time. Employees shall furnish information and render aid to all persons with due courtesy whenever such request is consistent with their duty. Employees shall not withhold information on criminal activity from the Department or other authorized personnel where there is a duty to disclose such information.

Every employee shall familiarize himself or herself with the geography of the community, including: routes of public transportation; the location of streets, highways, bridges, public buildings and places; hospitals; churches; courts; transportation offices and stations; prominent or important office buildings; large industrial plants or commercial establishments; and such information as may be disseminated by the department or a superior from time to time.

Employees shall furnish assistance to all persons making such request, consistent with their duties and assignments. They shall assist and cooperate with all law enforcement agencies, provide them any authorized information they are entitled to receive, and submit a report on all such action taken.

It shall be the duty of every officer to report to his or her Commanding Officer or the Chief of Police any information given to such officer in good faith by any citizen regarding matters that indicate the need

for police action. Officers, regardless of rank or assignment, shall act immediately: to protect life, liberty or property; to enforce all laws; to prevent or detect the commission of crimes; and to apprehend law violators.

RULE 10.1 - PROFESSIONAL IMAGE

Employees shall not act in a manner which is inconsistent with the image of a professional police department.

RULE 10.2 - DEVOTION TO DUTY

Employees, while on duty, shall devote their full time and attention to the service of the department and to the citizens of the community. They shall remain alert at all times while on duty. Recreational reading, watching television or movies, playing games, using computers for personal or recreational purposes, and/or any other similar type activities which would tend to detract from the proper performance of duty will not be permitted while on duty unless approved by the Chief of Police.

Officers shall not, while on duty, loiter in cafes, saloons, restaurants, theaters, service stations or other public places, except for the purpose of police business.

Employees shall not shop while on duty nor devote any of their on-duty time to any activity other than that which relates to police work and shall not perform any police duty in uniform for the purpose of private gain, unless properly authorized.

RULE 10.3 - REPORTING FOR DUTY

Employees shall report for duty promptly at the time and place required by their assignment or as otherwise directed by proper authority.

They shall be uniformed properly and suitably equipped, ready to assume their duties. While on duty they shall not absent themselves from duty without leave.

Employees shall notify, or cause to be notified, the department as soon as possible, but in any event at least four hours prior to their next tour of duty (unless the injury or illness presents itself less than four hours before the employee's next tour of duty) if unable to report for duty because of sickness or injury and subsequently await a return call from their supervisor or other command personnel at which time the injured or ill employee shall notify said supervisor of the nature of the illness or injury and as to how long he or she anticipates the illness or injury to continue.

RULE 10.4 - SLEEPING

Employees shall not sleep while on duty.

RULE 10.5 - SMOKING WHILE ON DUTY

Employees shall not conspicuously smoke or chew tobacco while on duty within public view.

Use of tobacco is prohibited in department vehicles. Employees who choose to smoke are to exercise extreme consideration to those who elect not to, regardless of the location, and are reminded that smoking is prohibited within public buildings.

NOTE: See Section 14 for the rule entitled "Use of Tobacco" which applies to officers appointed after January 1, 1988.

RULE 10.6 - AWARENESS OF ACTIVITIES

Employees shall acquaint themselves before or at the beginning of their tour of duty with all important matters affecting their duties that have occurred since their last tour. Upon returning to duty from any period of absence, employees shall inform themselves about all new orders, regulations, memoranda, and all other important matters governing their assignments. Officers shall familiarize themselves with all of the laws, statutes, by-laws/ordinances, and regulations necessary for the proficient execution of their duty as police officers.

RULE 10.7 - LEAVING THE COMMUNITY

Officers shall not leave the limits of the community and enter another city or town unless it is necessary in the performance of duty or consistent with past practice. An officer shall inform the Commanding Officer or the dispatcher prior to leaving and again upon returning. If an emergency prevents following this procedure, the officer must contact the Commanding Officer as soon as possible. In all such cases, a subsequent report will be submitted, in writing, for the attention of the Chief of Police, to include the circumstances, the reasons for leaving the community and the period of absence.

RULE 10.8 - DUTY STATUS

Officers shall be considered on duty or available for duty at all times (whether during assigned hours or while *off-duty*) for the preservation of the public peace and the protection of life and property, and shall be prepared to take all reasonable police action to accomplish this purpose.

Off duty employees may be called back to duty in the following circumstances:

When there is a non-emergency need for employees to work assignments other than their regularly scheduled tours of duty, the town will call back employees from the *Overtime List* in accordance with established procedure.

In public safety emergency, the Chief may order employees back to work.

In deciding whether or how to take police action, an off-duty officer may take into consideration the safety of members of his family or others in his company, his ability to function under the circumstances, and all other relevant factors.

All serious matters of public concern shall receive appropriate attention, consistent with an officer's physical and mental condition, even though an officer is not on duty at the time.

RULE 10.9 - DEPARTMENTAL COMMUNICATIONS

Employees shall transmit all official communications promptly, accurately and completely to other employees of the department as required, and shall immediately inform their Superior of any matter of importance coming to their attention during their tour of duty, or otherwise. They shall call to the attention of their relieving employee any information regarding unresolved problems or difficulties which may arise during the next tour of duty.

RULE 10.10 - COOPERATION WITH INVESTIGATIONS

At any investigatory interview at which an employee is requested to make a verbal, written or video statement or requested to give evidence of

any sort, the employee will be entitled to have a Union representative present. In any interview where the employee is being investigated for potentially criminal conduct, the employee shall have the right (and shall be informed of the right by the investigator) to refuse to make any statement or to give evidence that might tend to incriminate him, unless and until the employee has been granted transactional immunity by the District Attorney and all other relevant forums consistent with the provisions of *Baglioni v. Chief of Police of Salem*, 421 Mass. 229 (1995).

When the Department requests an employee to give evidence directly related to job responsibilities and the employee has been provided the opportunity to have a Union representative present, the employee will be required to give the evidence requested under either of the following conditions: 1) when an employee does not have a right to refuse to give evidence, 2) when an employee waives his right to refuse to give evidence, or 3) when an employee is granted transactional immunity against criminal prosecution in all relevant forums consistent with the provisions of *Baglioni v. Chief of Police of Salem*, 421 Mass. 229 (1995).
