

MINNEOTA POLICE DEPARTMENT

NUMBER: 100-04 PAGES: 7

EFFECTIVE DATE: **March 14, 2023** *(This order supersedes all previous releases.)*

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 Minneota Police Department.

2.0 **ABSENT FROM DUTY:**

No member should 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 should 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 should not conceal themselves except for some police purpose. They should 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 should 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 should produce authorized identification.

4.2 Any officer who carries an off-duty weapon should 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, carrying any articles that distract from the proper performance of police duty, or gambling, unless to further a police purpose.

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

5.4 Members should not smoke on duty while in direct contact with the public. No smoking is allowed in vehicles.

6.0 POLITICAL RIGHTS:

No member should 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, should not retain such facts or information through ulterior motives or desire for personal credit, but should report the facts or information in accordance with departmental policy and procedures.

9.0 FALSE REPORTS OR ENTRIES:

No member of the department should 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.

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10.0 DISPLAY OF FIREARMS:

Unit members should never display firearms unnecessarily or draw them in public places except for inspection or official use.

11.0 CALLS FOR ASSISTANCE:

All unit members 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 should be in clear, understandable language, civil in tone and issued in pursuit of department business.

14.0 POSSESSION OF KEYS:

14.1 Unit members 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 should 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, unit members should conform to normal courtesy standards and refer to each other by rank.

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16.0 CONDUCT TOWARD THE PUBLIC:

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

17.0 RESPONDING TO CALLS:

Members of the department should respond without delay to calls for police assistance from citizens or other members. Emergency calls take precedence; however, all calls should 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 should fail to answer any telephone or radio call directed to him/her. The Communications Center should be informed by a member when leaving the air, and when returning to duty status.

18.0 TRANSPORTATION OF PRISONERS:

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

19.0 REWARDS:

Members should 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 should be accepted in the name of the Minneota Police Department.

20.0 ACCEPTANCE OF FEES, COMPENSATION:

No member of the department should 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.

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21.0 RESIDENCY:

All police personnel should have and maintain a cell or home phone; the number and address or any changes in number or address should be posted at the Police Department. Full time Unit members must reside within 20 miles of the Police Department and they must be able to respond within 30 minutes of being called. Unit members must be able to report for work regardless of the weather conditions.

22.0 SCHOOLS AND TRAINING:

Every officer should meet the continuing education requirements as set forth by Minnesota Post Board. All POST mandated training will be paid for by the Minneota Police Department and scheduled by the Chief of Police. Part Time Officer are responsible for the cost and scheduling of additional training not specified by POST mandate.

23.0 COMPROMISING CRIMINAL CASES:

- 23.1 Members should not interfere with the proper administration of criminal justice. They should 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 should 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, should be subject to disciplinary action.
- 23.2 Members should 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 should not recommend to any person in custody, the employment of any specific attorney or counsel, or suggest the name of any bondsmen. No

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member should post bond for persons under arrest except members of his/her immediate family.

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

25.0 CHAIN OF COMMAND:

The Chain of command will be used for all problems and questions that arise. The chain will be the Chief of Police, the City Administrator, the Police Committee, the Mayor and then the City Council. However, in the absence of the Chief of Police, the senior on-duty member of the shift should be the first link in the chain of command. This will also hold true for scheduling problems. If any problems arise in the absence of the Chief of Police, the senior on-duty member of the shift must take action; however, the senior member will notify the Chief of Police as soon as possible

26.0 FLAG AND CIVIC COURTESY:

Whenever the National Anthem is played where members of the department are present in uniform and not in formation, they should stand at attention and give the regulation salute, remaining so until the last note is played. Unless performing police duty requiring immediate attention, members of the department should salute the uncased National Colors, as it passes on public occasions, ceremonies or parades, or when it is carried into any building, room or other place where they are present, including funerals where the casket or caisson is draped with the American Flag.

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27.0 CONFIDENTIALITY:

As an employee of the City of Minneota, you will acquire information on the affairs of many citizens, businesses, city employees and other individuals. Discussion of these affairs with other individuals within or outside the work place for whom the information is not specifically intended is strictly prohibited. The Minnesota Data Privacy Act will govern the release of all information released by the Minneota Police Department.

28.0 BREAK PERIODS:

Each employee working under condition where a break period is practicable, should be allowed a maximum break period of 1 hour per 10-hour shift. This may be used in segments of no less than 15 minutes nor more than 30 minutes.

29.0 PERSONNEL POLICY:

The City of Minneota Personnel Policy Handbook should be followed by members of this department.

30.0 SAFETY POLICY:

The City of Minneota Safety Manual should be followed by members of this department.