



LIBERTY POLICE DEPARTMENT
LIBERTY, TENNESSEE

GENERAL ORDER

STANDARD OPERATING PROCEDURES

CODE OF CONDUCT				
G.O. Number	Effective Date	Date Issued	☒ New	
700.10	09/02/2026	08/19/2026	☐ Amended	
Approved:	<i>David R. Callahan</i>	Rescinds:	General Order 4 Code of Conduct	
		Accreditation Standards:	7.1	
	Chief of Police	Reviewing Authority:	Chief of Police	
This General Order is exclusively for departmental use and does not apply in any criminal or civil proceedings. It should not be interpreted as establishing a higher legal standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this General Order will only result in departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a judicial setting.				

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PURPOSE:

To establish rules of conduct for department members.

POLICY:

It is the policy of the Liberty Police Department to train its members regarding proper conduct standards and for supervisors to hold members accountable for meeting those standards. Guidelines and specific rules of conduct cannot provide for every situation, but the topics included in this Standard Operating Procedure should help establish standards for members' conduct and appearance. All department members must comply with the Town of Liberty Administrative Orders, and Department General Orders. Members will not commit any acts, or omit any acts, which constitute a violation of written directives of the department.

DEFINITIONS:

Extra-Duty Employment – employment where a member works for an entity other than the department and a condition of the employment is the actual or potential use of law enforcement powers by the employed member.

Department – refers to the Liberty Police Department.

Member – refers to a department employee or volunteer.

Officer – a member of the department who is a certified police officer.

Off Duty – when members are not engaged in on-duty or off-duty detail employment activity.

On Duty – when members are working their regular duty assignment or any special assignment compensated by the Liberty Police Department and unpaid time when the member is in uniform wearing department insignia, or in a department vehicle.

Prima Facie – based on the first impression; accepted as correct until proven otherwise.

Shall – indicates the described action is mandatory.

Should – indicates the described action is not mandatory but preferred.

Town – Refers to the Town of Liberty.

PROCEDURES

I. GENERAL RESPONSIBILITIES & GUIDELINES

- A. Members shall at all times take appropriate action in accordance with department policies, procedures, rules, and regulations.
- B. Members are responsible for exhibiting a high spirit of cooperation and shall take appropriate action to aid any law enforcement officer in danger.
- C. The department is responsible for facilitating ethics training for all members. New members are provided ethics training as part of their new hire orientation.
- D. Members do not have an expectation of privacy within the workplace and members should be cognizant of the following:
 - 1. The department recognizes the need for members to occasionally store personal items in department-controlled areas such as lockers, desks, vehicles, and file cabinets.
 - 2. These and similar places may be inspected or otherwise entered with or without notice:
 - a. To meet operation needs, e.g., inspections;
 - b. As part of an internal investigation; or
 - c. As otherwise directed by the Chief of Police.

- E. Violations of Town or department written directives subject a member to progressive discipline.

II. WORK STANDARDS

Members are expected to abide by the following work standards.

A. Accountability

1. Members are directly accountable for their actions through the chain of command to the Chief of Police.
2. Members shall be accurate, complete, and truthful in all matters; however, it is understood that deceit may be necessary and is acceptable in the furtherance of a covert operation, developing a criminal case, or completing an investigation.
3. Members shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability.
4. Members have an affirmative duty to promptly report any known violations of laws, ordinances, or department directives committed by themselves or other employees through the chain of command.

B. Conduct toward others

1. Members shall be respectful, courteous, and civil at all times in their relations with one another and the community except when the furtherance of a legitimate duty dictates otherwise.
2. When necessary to address people or give orders in the performance of a legitimate duty, members shall do so in an ordinary, business-like language and speak affirmatively and emphatically as the circumstances require.

C. Reporting for Duty – Members shall abide by General Order 1000.40, Attendance, Roll Calls, and Schedule Changes.

D. Absence from Duty – Members shall abide by General Order 600.40, Leave Requests.

E. Performance of Duties:

1. In the performance of their duties, members are responsible for:
 - a. Adhering to applicable Town policy and Department General Orders;

- b. Acting in a manner to preserve harmony among co-workers in the workplace; and
 - c. Avoiding an activity which could reasonably be expected to bring discredit to the Town, Liberty Police Department, or the policing profession.
- 2. In addition to the mandates of subsection (E)(1) above, officers in the performance of their duties are responsible for:
 - a. Protecting life and property;
 - b. Preserving the peace;
 - c. Detecting and arresting law violators; and
 - d. Adhering to the Law Enforcement Officer Code of Ethics and the Oath of Office.
- 3. Members, regardless of rank or assignment, shall perform their duties in accordance with the accepted standard for their position or classification including:
 - a. Work assignment obligations and responsibilities; and
 - b. Any lawfully mandated duty.
- 4. Supervisory members are responsible for evaluating, training, mentoring, counseling, supporting, and disciplining subordinates under their span of control.

F. Conformance to Laws

- 1. Members will obey all laws of the United States and of any state and local jurisdiction in which the employees are present. A conviction or the violation of any state or federal law will be prima facie evidence of a violation of this directive.
- 2. Members will not attempt to induce any officer or member of the Town to commit an act or violation of any lawful or reasonable regulation.

G. Conflict of Interest

- 1. A conflict of interest is any circumstance that would prevent, or appear to prevent, members from carrying out their public service responsibilities objectively due to their personal relationship with the involved parties.

2. Whether on duty, off duty, or engaged in extra-duty employment activity, members shall avoid any appearance of impropriety or a conflict of interest in their role as a public servant and in their personal lives.
3. Conflict of interest includes, but is not limited to, engaging, interacting, influencing, or otherwise affecting incidents or situations of an enforcement nature such as:
 - a. Arrests;
 - b. Traffic Crashes;
 - c. Trespass warnings; or
 - d. Disturbances/civil matters.
4. It is not considered a violation of this directive for a member to engage, interact, influence, or otherwise affect an incident or situation when the incident or situation involves:
 - a. A medical emergency; or
 - b. The protection of life or property from imminent harm.
5. Members finding themselves involved in a call for service or an investigation where a family member, friend, or colleague is a party shall promptly notify their immediate supervisor for relief and/or guidance.
6. Supervisors made aware of a situation involving a conflict of interest or an appearance of impropriety shall:
 - a. Promptly take appropriate action to remedy the situation; and
 - b. Notify their supervisor as soon as practical.

H. Identification Protocols

1. While on duty or engaged in extra-duty employment, members shall carry proper identification except where impractical or dangerous to one's safety or to an investigation.
2. Members shall identify themselves orally and/or by displaying the official badge of department to any person requesting that information while the member is on duty, engaged in extra-duty employment, or any other time while taking police action except when the withholding of such information is necessary, proper, or authorized by a supervisor.

3. Members who carry a concealed firearm under the authority of [T.C.A. § 39-17-1350](#) shall carry their official police credentials issued by the department.

I. Verbal Identification Over the Telephone

1. Members are responsible for properly identifying themselves as department members when calling a person on the telephone except when:
 - a. Impractical or dangerous to one's safety or to an investigation, e.g., Criminal Investigations assignments;
 - b. Authorized by a supervisor.
2. The telephone answering protocols below are not applicable whenever:
 - a. Impractical or dangerous to one's safety or to an investigation, e.g., CID assignments;
 - b. The caller is known to the member answering the telephone and such a structured response is inappropriate; or
 - c. Authorized by a supervisor.
3. Anytime a member answers a department landline telephone in response to an incoming call from outside the department, the member should address the caller with:
 - a. The identification of the department, e.g., "Liberty Police Department.";
 - b. Their rank or work assignment, e.g., "Records Unit.";
 - c. Their name, e.g., "this is John Smith";
 - d. An offer of assistance, e.g., "how may I help you?"

J. Processing Property and Evidence

1. Property or evidence, which has been discovered, gathered, or received in connection with department responsibilities, will be processed in accordance with established department written directives.
2. Members will not convert to their own use, manufacture, conceal, falsify, destroy, alter, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action except in accordance with established department written directives.

K. Contact with Other Law Enforcement Agencies – When a member has contact with any other law enforcement agency while off duty, and the member is considered a suspect involving criminal conduct, the involved member shall notify his or her section or division commander verbally no later than the next business day.

L. Interaction with Criminal Investigations Division members

1. To avoid compromising an investigation or jeopardizing any person, members should not approach or give any sign of recognition to a CID member who is not wearing or carrying visible department identification unless recognition is first extended by the CID member.
2. Such precautions are not necessary within the confines of the department building or adjacent parking area.

M. Court Appearances

1. Members shall, upon being properly noticed, summoned, or subpoenaed, attend court or quasi-judicial hearings. The only exception to this directive is if the member has requested and received approval for excusal from a traffic subpoena.
2. Members shall not omit this duty without permission from the member's direct supervisor and the prosecuting attorney handling the case, the official issuing the subpoena, or other competent official.
3. A member appearing for a court trial, traffic court, or a quasi-judicial hearing, e.g., deposition, suppression hearing, etc., shall wear either:
 - a. Class A uniform;
 - b. Class B uniform; or
 - c. Suitable business attire:
 1. Male business attire includes slacks, collared dress shirt, dress shoes, and conservative socks. Necktie and jacket are preferred.
 2. Female business attire includes blouse and/or jacket, pants/skirt, and dress shoes.
 - d. The preferred attire for an officer is the Class A uniform. The preferred attire for a detective is a suit.
4. Casual attire, e.g., polo style shirts, t-shirts, blue jeans, shorts, athletic shoes, sandals etc., is inappropriate for court appearances.

5. Members shall present a neat and clean appearance and avoid any mannerisms, activity, or language that might imply disrespect to the court or bring discredit upon the Town or the Department.
 6. Members shall follow all rules set forth by the court during official proceedings, e.g., rule of sequestration.
- N. Civil Depositions and Affidavits – If a member is notified, summoned, subpoenaed, or requested to give a deposition, affidavit, or any official statement in a case involving the Town or the member's employment with the Town, the member shall promptly inform his or her immediate supervisor. The Town Legal Advisor will be consulted with before any official statement is given.
- O. Maintaining Department Property, Equipment, and Facilities
1. Members shall maintain assigned department property and equipment securely and in proper working condition. Special care is expected for the safeguarding of all weapons and firearms entrusted to an officer.
 2. Members shall not allow other persons, members or non-members to utilize or operate their assigned property or equipment unless:
 - a. The person is authorized to utilize or operate the property or equipment;
 - b. Operational necessity requires the action; or
 - c. Supervisory approval for such action exists.
 3. Members shall promptly report to their immediate supervisor any loss or damage to department property or equipment assigned to or used by them.
 - a. The member is responsible for completing the appropriate department report(s) documenting the loss or damage and forwarding the report(s) to his or her commanding officer via the chain of command.
 - b. Members with knowledge of any defect or hazardous condition existing in any department property or equipment are responsible for reporting such condition to his or her immediate supervisor as soon as possible.
 - c. Members may be responsible for the repair or replacement of property or equipment damaged or lost through their carelessness or neglect.
 4. Members are responsible for maintaining an orderly workspace, e.g., office, cubicle, vehicle, etc., free of unnecessary clutter and items deemed inappropriate for display by a law enforcement department.

5. Members are authorized to utilize department property, equipment, and workspace, e.g., office, cubicle, vehicle, etc., only for department purposes.

P. Providing Address and Telephone Number

1. Members are required to have an operational telephone at which they can be contacted.
2. Upon hire, members shall provide their correct residence address and telephone number(s) to their immediate supervisor or other proper authority.
3. Members are responsible for reporting/updating changes to their address or telephone number(s) within twenty-four (24) hours.

Q. Operating Vehicles

1. Members will operate official vehicles in a careful and prudent manner and will obey all laws and all department written directives pertaining to such operation. Loss or suspension of any driver's license will be reported to the department immediately. Members will operate only those vehicles authorized by competent authority.
2. Members assigned a take-home vehicle shall use the vehicle only for official purposes (with the exception of brief, reasonable stops while traveling directly to and from a duty shift). Vehicles must be locked at all times when parked and unattended, with all weapons and gear secured. Unauthorized passengers are prohibited.

- R. Off-Duty Actions – When off duty, officers should generally act as good witnesses and contact on-duty personnel to handle routine matters or neighborhood disputes. Off-duty officers should reserve physical police action for situations involving an immediate threat to life, serious property damage, or preventing the escape of a felony suspect.

III. ACTS OF MISCONDUCT

The following acts of misconduct are unacceptable for members.

A. Neglect of Duty

1. Members shall not fail to use ordinary or reasonable care in the performance of assigned and lawful duties and responsibilities.
2. Negligence is synonymous with carelessness and signifies lack of care, caution, attention, diligence, or discretion.

B. Rudeness

1. Members shall not use vulgar, profane, or abusive language or gestures toward, or in the presence of, any other Liberty employee or the public except for language and gestures that may be considered necessary as part of a member's legitimate undercover duty.
2. Members shall not use threatening language or gestures toward, or in the presence of, any other Liberty employee or the public except when the furtherance of a legitimate duty dictates otherwise.

C. Offensive Language and Materials

1. Members shall not use any obscene or pornographic language or tell or repeat obscene, pornographic, or inappropriate jokes while on duty or while occupying Town of Liberty-owned or leased buildings, facilities, and vehicles.
2. Members shall not use Town of Liberty equipment to obtain, read, share, or post any type of obscene, pornographic, or inappropriate materials except in the furtherance of a legitimate duty.
3. Members shall not possess, provide, or copy any obscene, pornographic, or inappropriate materials while on duty or while occupying Town of Liberty-owned or leased buildings, facilities, and vehicles except in the furtherance of a legitimate duty.

D. Discriminatory Conduct – Members will abide by the Town's personnel policy prohibiting sexual harassment and discrimination.

E. Immoral Conduct

1. Members will maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession.
2. Members will not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers or as members of the department or that causes the department to be brought into possible disrepute.

F. Cowardice – Officers shall not shrink from danger, responsibility, or duty or otherwise act in a cowardly manner.

G. Excessive Force – Officers shall only use the degree of force necessary to effect lawful objectives. Liberty Police Department will not tolerate any excessive use of force. Officers shall utilize force in accordance with General Order 200.40, Use of Force.

H. Unsatisfactory Performance

1. Members will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.
 2. Members will perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department.
 3. Unsatisfactory performance may include, but is not limited to:
 - a. Lack of knowledge of the applicable procedures and job requirements;
 - b. An unwillingness, inability, or failure to perform assigned tasks;
 - c. The failure to conform to work standards established for the employee's rank, grade, or position;
 - d. The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or
 - e. Absence without leave.
 4. In addition to other indications of unsatisfactory performance, repeated poor evaluations or written records of repeated infractions of policies, procedures, rules, regulations, memoranda, or orders of the department will be considered prima facie evidence of unsatisfactory performance.
- I. Insubordination – Members shall at all times obey the lawful orders of their supervisors and other proper authorities, e.g., acting supervisors. This will include, but not be limited to, orders relayed from a supervisor by an employee of the same or lesser rank. Examples of insubordination will include argumentative behavior, delayed response to an order, inappropriate demeanor or gesture, and refusal to acknowledge receipt of their evaluation. Such behavior in view of the public will be grounds for a heightened level of disciplinary action. Employees will not publicly criticize the department, supervisors, or public officials.

J. Abuse of Position

1. Members will not use their official position, official identification cards, or badges for:
 - a. Personal or financial gain, including accepting gratuities;
 - b. Obtaining privileges not otherwise available to them except in the performance of duty; or

c. Avoiding consequences of illegal acts.

2. Members will not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
3. Members will not authorize the use of their names, photographs, or official titles, which identify them as members, in connection with testimonials or advertisements of any commodity or commercial enterprise without the approval of the Chief of Police.

K. Abuse of Process – Members will not make false accusations of criminal, traffic related, and ordinance charges.

L. Truthfulness – Members shall not knowingly make false statements, submit inaccurate reports, falsify records, or intentionally withhold material information in connection with any official report, criminal investigation, administrative investigation, or internal inquiry. Members are required to fully cooperate and provide truthful information during any authorized investigation conducted by the department or other lawful authority.

M. Endorsements and Referrals – Members will not recommend or suggest in any nature, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service such as an attorney, ambulance service, towing service, bondsman, mortician, etc. In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it and requests assistance, members will proceed in accordance with established department written directives.

N. Public Statements and Appearances

1. Members, while on or off duty and perceived as representing the Department or Town, will not publicly criticize or ridicule the Town, officials of the Town, the department, its directives, or other members by speech, writing, or other expression where such speech, writing, or other expression is defamatory, obscene, or is made with disregard for truth or falsity.
2. Employees will not address public gatherings, appear on radio or television, prepare any articles for publications, act as correspondents to a newspaper or a periodical, or release or divulge investigative information or any other matters of the department, while holding themselves out as representing the department in such matters, without the approval of the Chief of Police. Employees may lecture on public safety topics or other related subjects only with prior approval of the Chief of Police.

O. Political Activity

1. Members are allowed to participate fully in public affairs, while not on duty, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties or create real or apparent conflicts of interest. Members, while on duty, will be permitted to:
 - a. Register and vote in any election; and
 - b. Hold membership in a political party.
2. Members, while off duty, are prohibited from wearing the department uniform, driving a Town vehicle, or displaying the department insignia while attending functions, e.g., homeowners' meetings, rallies, demonstrations, marches, picketing, or similar events.
3. Members, while on duty, in department uniform, or wearing department insignia, are prohibited from:
 - a. Expressing opinions as individuals privately and publicly on political issues and candidates;
 - b. Attending political conventions, rallies, fund-raising functions, and similar political gatherings;
 - c. Actively engaging in any partisan political function;
 - d. Signing political petitions as individuals;
 - e. Making financial contributions to political organizations;
 - f. Soliciting votes in support of, or in opposition to, any partisan candidates within this Town;
 - g. Endorsing or opposing a partisan candidate for public office in a political advertisement, broadcast, or campaign literature;
 - h. Initiating or circulating a partisan nominating petition within this Town;
 - i. Organizing, selling tickets to, or actively participating in a fund-raising function for a partisan political party or candidate within this Town while on duty;
 - j. Addressing political gatherings in support of, or in opposition to, a partisan candidate within this Town while on duty;
 - k. Serving as election judges or clerks, or in a similar position, to perform nonpartisan duties as prescribed by state or local laws;

1. Participating in the functions of a political party.

4. Members, while on or off duty, are prohibited from using their official capacity to influence, interfere with, or affect the results of an election.

P. Labor Activity

1. Members will have the right to join labor organizations, but nothing will compel the department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law.
2. Members will not engage in a strike, which includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, stoppage of work, or abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in conditions, compensations, rights, privileges, or obligations of employment.
3. Members' conduct will not interfere with the proper coordination of the work effort in the department to the detriment of public service and will not incite or engage in any form of work stoppage or riot.

Q. Tardiness

1. Members shall report at the appointed time for a work assignment, or a special assignment compensated by the department unless they have supervisory approval or direction to do otherwise.
2. Members are responsible for following the established work schedules of their work unit unless they have supervisory approval or direction to do otherwise.

R. Abuse of Leave

1. Members must obtain supervisory approval prior to any absence from work except in the case of an emergency when the member must be absent prior to receiving approval from the proper authority.
2. In the case of an emergency, members must notify the proper authority on the first day of an absence.
3. Members shall not use misrepresentation or falsification to obtain approval for leave.
4. Members will not hinder the regular operation of the department or the goals of any department, division, section, or unit because of abusive absenteeism.

S. Sleeping

1. Members shall not sleep on duty or while engaged in extra-duty employment.
2. If a member is unable to remain awake while on duty, he or she will report to his or her supervisor who will determine the proper course of action.
3. Exception to this prohibition above may be granted in exigent circumstances, e.g., a man-made or natural disaster requiring members to stay at the department an inordinate amount of time without relief.

T. Fictitious Illness or Injury Reports – Members will 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.

U. Associations – Members will avoid regular, continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community of the department for present involvement in felonious or criminal behavior except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the employee, e.g., family, in-laws.

V. Visiting Prohibited Establishments – Members will not knowingly visit, enter, or frequent a house of prostitution, illegal gambling house, or establishment wherein the laws of the United States, the state, or local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a supervisor.

W. Gambling – Members will not engage or participate in any form of illegal gambling at any time except in the performance of duty or while acting under proper and specific orders from a supervisor.

X. Payment of Debts

1. Members will not undertake any financial obligations which they know, or should know, they will be unable to meet and will pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline, except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing a voluntary bankruptcy petition will not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster will not be cause for discipline provided that a good faith effort to settle all accounts is being undertaken.
2. Members will not co-sign a note for any supervisor or subordinate.

Y. Sexual Activity

1. Members shall not engage in any sexual activity while on duty, during working hours, or while engaged in extra-duty employment.
 2. Members shall not engage in any sexual activity while occupying Town of Liberty-owned or leased buildings, facilities, or on/in any Town vehicle or equipment.
- Z. Alcohol and Drugs in the Department – Members will not store or bring into any department facility or vehicle any alcoholic beverages, controlled substances, narcotics, or hallucinogens which are not held as evidence or otherwise obtained or possessed as part of their official duties.
- AA. Possession and Use of Drugs – Members will not possess or use any controlled substances, narcotics, hallucinogens, or be under their influence while on duty, including meal breaks or scheduled on-call time, except when prescribed in the treatment of members by a physician or dentist. When controlled substances are prescribed, members must advise the Chief of Police or designee in writing and review the side effects of the drug with the Chief of Police or designee no later than the start of the first work shift following commencement of taking the prescribed controlled substance. To avoid unnecessary delays in members reporting to work, initial notification may be made orally to the Chief of Police or designee.
- BB. Use of Alcohol On-Duty – Members will not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a supervisor. Members will not appear for duty, or be on duty, while under the influence of intoxicants or with an odor of intoxicants on their breath.
- CC. Use of Alcohol Off-Duty – Members shall not consume intoxicating beverages to the extent that such consumption results in obnoxious, offensive, or otherwise inappropriate behavior which discredits the member, the department, or the Town. Members shall not consume intoxicating beverages to a degree that would render them unfit for or impair their ability to report for their next scheduled shift. Members will refrain from consuming intoxicating beverages if on call. Under no circumstances shall any member operate a marked or unmarked Department vehicle after consuming alcoholic beverages.
- DD. Mandatory Substance Testing – Members shall submit to drug and/or alcohol testing when required as part of an administrative investigation or when otherwise mandated by department policy or the Town of Liberty Personnel Rules and Regulations. Testing may be required following a critical incident, including but not limited to an officer-involved shooting, the use of deadly force resulting in death or serious bodily injury, or a motor vehicle crash involving a department vehicle resulting in injury or significant property damage. The Chief of Police, or designee, may also require drug or alcohol testing when reasonable suspicion exists that a member may be impaired or has violated

department policy. Members who refuse to submit to required testing may be subject to disciplinary action.

EE. Dissemination of Information

1. Members will treat the official business of the department as confidential. Information regarding official business will be disseminated only to those for whom it is intended in accordance with established department written directives.
2. Members may remove or copy official records or reports from a police installation only in accordance with established department written directives.
3. Members are responsible for maintaining the confidentiality of any active criminal investigation or covert operation of the department.
4. Members will not divulge the identity of persons giving confidential information except as authorized by proper authority.
5. Members will not divulge any other member's personal and family telephone numbers and addresses or other information to the public as applicable by law.

FF. Intervention

1. Members will not interfere with cases being handled by other members of the department or by any other governmental agency unless they are ordered to intervene by a supervisor or believe, beyond a reasonable doubt, that a manifest injustice would result from failure to take immediate action.
2. Members will not undertake any investigation or other official action not part of their regular duties, without obtaining permission from their supervisor unless the exigencies of the situation require immediate police action.

GG. Retaliation – Retaliation of any type against a supervisor or member for reporting an incident, or in response to any disciplinary action recommended by any supervisor, is strictly prohibited.

HH. Horseplay – Conduct of dangerous practical joking, horseplay, wrestling, fighting, or throwing of objects is prohibited while on duty or on town premises.

RELATED FORMS:

None