

Brewster Police Department Rules and Regulations

Oath of Office

All persons selected for appointment as police officers for the Police Department shall take and subscribe to the following Oath of Office prior to commencing their duties:

I, _____, do solemnly swear that I will bear true faith and allegiance to, and will uphold and defend, the Constitution of the United States of America and the Constitution of the Commonwealth of Massachusetts and that I will fairly and equitably execute and enforce the laws thereof, within the extent of my authority and jurisdiction, - So help me God.

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all of the duties incumbent on me as a police officer of the Brewster Police Department, and I will obey and be bound by such rules and regulations as now are, or may be, from time to time, established for the government of the Brewster Police Department, - So help me God.

I, _____, hereby accept the position of Police Officer in the Police Department of the Town of Brewster.

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Code of Ethics

As an employee of the Brewster Police Department, my fundamental duty is public service. I am committed to my role as all of us at the Brewster Police Department work 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 liberty, equality and justice for all.

I will keep my private life unsullied as an example to all; maintain calm, treat all others with respect and be constantly mindful of the welfare of others. Honest in thought 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 feelings, prejudices, animosities or friendships to influence my decisions. I will do my job courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I accept my position as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession in public service through law enforcement.

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A. Introduction

The following Rules and Regulations are adopted for the government of the Police Department and for the direction and guidance of its officers. Personnel guidelines are a necessity in any organization if it is to effectively achieve the purposes for which it is established. This is particularly true in a police agency where the reputation of the organization is fundamentally dependent upon the personal conduct and professional competence of its individual officers. Although this Manual is especially directed to the officers of the police department, it is expected that all civilian employees will adhere to, and be guided by, all rules, regulations and procedures consistent with the positions they hold and with their duties and functions in the department.

The delivery of police services to a community is a unique and complex undertaking. Police officers are granted substantial power and authority. Police officers must maintain a high degree of stability, sound judgment, physical and moral courage, fidelity and personal integrity. It requires that police officers conduct themselves at all times within the limitations of their police authority. They must not act outside of, above or beyond their lawful authority. Any abuse of their police powers would erode the public trust of this agency. The department recognizes that its officers have certain basic personal rights and therefore it restricts those rights only when necessary to ensure the integrity of the department and its personnel and to insure that the highest quality of police services are maintained. At a minimum, officers are required to obey all lawful statutes as well as regulations established by the department.

It should not be expected that the contents of this Manual of Rules and Regulations will cover all situations or emergencies that may arise. By the very nature of police work, police officers in the field must perform their duties independently and with a minimum of direct supervision. Their own intelligence, practical experience, prudent discretion and common sense will often be their only available guidelines in carrying out their responsibilities.

All officers are expected to be thoroughly familiar with the contents of this Manual and all revisions and amendments thereto. To serve its intended purpose, this Manual will be periodically reviewed and updated to meet current needs and requirements. All officers and employees are invited and encouraged to forward suggestions for the improvement of department operations, practices and procedures, in writing, through department channels, for the attention of the Chief.

These Rules and Regulations shall become effective on date of issuance and shall remain in full force and effect until amended or rescinded. All previous rules, regulations, orders, directives, policies or procedures, inconsistent herewith, are hereby revoked. If any part of these Rules and Regulations are rendered inoperable, in conflict with the Brewster Police Union's CBA or declared illegal, by any court or governmental agency of competent jurisdiction, the balance of the entire Manual will remain in full force and effect.

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B. Definitions

<u>Area</u>	A particular geographical area of the community, designated for police patrol purposes, with uniformed officers assigned in distinctively marked, radio-equipped motor vehicles.
<u>Assignment</u>	A specifically established or prescribed police duty requiring the person so directed to perform a certain police task or tasks.
<u>Chain of Command</u>	The unbroken line of authority extending from the Chief through the officer in command at each level of department operations.
<u>Chief of Police</u>	The executive head of the Police Department.
<u>Commanding Officer</u>	An officer assigned to command and direct any functional unit or subdivision of the department and responsible for its efficient operation.
<u>Department</u>	The Police Department as organized and staffed to achieve its purposes and objectives.
<u>Detail</u>	A police assignment composed of one or more officers, for a specific purpose.
<u>Division</u>	A subdivision of a bureau, organized for general police service or for specialized police activity.
<u>Duty</u>	The obligation to perform police action or service
<u>Employee</u>	A civilian employee of the department who is not sworn to perform the duties of a police officer
<u>Force</u>	The membership of the department possessing police powers.
<u>Grammatical Construction</u>	Whenever the context of this Manual requires, the use of the masculine gender will include the feminine and, when applicable, the use of the singular will include the plural.
<u>Incompetence</u>	Being incapable of the satisfactory performance of police duties, which may include a lack of initiative, diligence, and sound judgment, ability to take decisive action or any other trait which demonstrates incapacity or ineptness in the performance of assigned tasks.
<u>Manual</u>	The Department Manual of Rules and Regulations, including any amendments and additions thereto, as promulgated by the Chief.
<u>Member</u>	A sworn police officer duly appointed to perform law enforcement duties requiring police powers.
<u>Officer</u>	A sworn member of the police force having the power and authority of a police officer, regardless of rank or assigned duties.
<u>Officer-in-Charge</u>	The officer in command of any functional unit or subdivision of the department at any given time; or the officer in charge, and responsible for, any police action or operation.
<u>Official Channels Organization</u>	The department chain of command. The structure of the department consisting of major functional units and subdivisions grouped according to similarity of purpose and operational responsibilities.
<u>Patrol Officer</u>	A duly appointed and sworn police officer, male or female, who serves at the first or entrance level of the department structure.

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<u>Platoon</u>	A group of officers comprising the work force of the department for a particular tour of duty containing its own supervisory and command officers.
<u>Post</u>	A fixed point or location to which an officer or employee is assigned to duty.
<u>Rank</u>	The relative position of each officer of the police force, classified by grade and title.
<u>Ranking Officer</u>	The officer having the highest rank or grade on duty at a particular time and place.
<u>Relieved from Duty</u>	The official act of temporarily removing an officer from street or field duty, with pay, for a specific purpose.
<u>Superior Officer</u>	An officer of the police force who has been promoted to administrative or supervisory responsibilities.
<u>Suspension</u>	The official act of temporarily removing an officer from all police duties, without pay, for a specified period of time, for violation of department rules, regulations, orders or directives.
<u>Tour of Duty</u>	A regularly established work period to which individual officers are assigned.
<u>Uniform of the Day</u>	The police uniform specifically designated by the Chief to be worn by all uniformed officers at particular times and occasions.

C. Professional Responsibilities

The police are the most visible and most readily accessible representatives of local government. They respond to calls for assistance of a diversified nature and are expected to resolve a wide variety of community problems, as they occur.

To accomplish these purposes, the professional responsibilities of the police, within their area of jurisdiction, include the following functions:

1. The protection of life and the safeguarding of property;
2. The prevention and control of crime;
3. The investigation of crime, the apprehension of criminal offenders and the recovery of stolen property;
4. The preservation of the public peace and good order;
5. The enforcement of statutes, ordinances and by-laws within the police area of responsibility;
6. The immediate response to public emergencies;
7. The performance of such other police related services required by the community;
8. The advancement of a cooperative relationship with the general public;
9. The creation of a sense of safety and security for the entire community through vigilant preventive patrol; and
10. The accomplishment of all police objectives, while protecting the Constitutional rights of all citizens.

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D. Conflict of Interest

Since the position of a police officer is a public trust, it is imperative to avoid any situation involving a conflict of interest whether in fact or in appearance.

1. Membership in Organizations – Officers of this department shall not affiliate with or become a member of any organization if such affiliation or membership would in any way impede or prevent their effective performance of duties.
2. Outside Employment – Officers shall not engage in outside employment without notifying the Chief in writing. All personnel engaging in outside employment should clearly understand that their primary obligation is to the Police Department and the community they serve. The Chief may deny permission for an officer to work an off-duty job if: (a) such employment will impair the efficiency of the officer or the operation of the Department, (b) such employment may affect the officers' judgment or action in the performance of police duties, (c) such employment would bring the officer or the department into disrepute, (d) will create a conflict of interest or the appearance of one.
3. Political Activities – Participation in political activities while in uniform or on duty is prohibited. All actions which could even give the impression that officers are using their official positions to influence the electoral process are to be avoided. An officer or employee shall not be required to solicit or be obliged to make contributions in money, services, or otherwise, for any political purpose. Officers and employees who become candidates for salaried elective office shall take a leave of absence without pay. Such leave shall encompass both the campaign and the tenure of office if elected. Nothing in this rule shall be construed to mean that department personnel are restricted in any way from exercising their constitutional rights as citizens in the political or electoral process.
4. Gifts and Gratuities – Officers and employees shall not seek, solicit or accept any gift, gratuity, loan, reward or fee where there is any direct or indirect connection between the solicitation or acceptance and their departmental membership or employment, except as may be specifically authorized by the Chief. Officers shall not violate the Massachusetts Conflict of Interest Law, MGL 268A. Officers and employees must be especially guarded in their official relationship with persons holding or seeking to hold licenses issued by local licensing authorities who might expect or seek preferential police treatment. All department personnel must make payment for their meals and beverages. Any unauthorized gift, gratuity, fee, reward or attempted bribe offered to or coming into the possession of any officer shall be forwarded immediately (or reported in the event of an attempt) to the Chief, together with a written report of the circumstances involved.
5. Testimonials and Presents – No officer or employee of the department shall collect or receive any money or other thing of value from any source for the purpose of making a present to any active officer or employee of the department unless specific permission is granted by the Chief. No officer or employee of the department shall seek or accept such present without the permission of the Chief.

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It will be noted that under the provisions of General laws, Chapter 268, Section 9A, no person shall sell tickets or solicit contributions for a testimonial dinner or similar function for any person in active employment in any law enforcement agency or regulatory body of the state or any city or town.

6. Unauthorized Transactions – Officers and employees are prohibited from entering into any transactions of material value at substantially lower than fair market value, or the value at which such goods or services are being offered to the general public, when such transaction takes place between themselves and any person or entity residing or doing business in the Department's jurisdiction, or any person involved in any matter or case which arose out of their employment with the department, except as may be specifically authorized by the Chief.
7. Use of Official Position – Officers shall not use their official position, department identification cards or badges; (a) for personal or financial gain; (b) for obtaining privileges not otherwise available to them except in the performance of duty, or (c) for avoiding consequences of illegal acts. Officers shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief. Officers shall not authorize the use of their names, photographs, or official titles which identify them as police officers in connection with testimonials or advertisements for any person, commodity or commercial enterprise, without the approval of the Chief.

E. Orders

An order is a command or instruction, written or oral, given or issued by a Superior officer. All lawful orders, written or oral, shall be carried out fully and in the manner prescribed.

1. General Orders – General Orders are permanent written orders issued by the Chief of Police outlining policy matters which affect the entire department. (See Department Policies and Procedures Manual).
2. Unlawful Orders – No superior officer shall knowingly issue any order which is a violation of any law, ordinance or departmental rule. Obedience to an unlawful order is never a defense for an unlawful action; therefore no officer or employee is required to obey any order which is contrary to Federal, State or local laws. Responsibility for refusal to obey an unlawful order rests with the officer or employee to whom such order was given. He or she shall be strictly required to justify such action.
3. Unjust or Improper Orders – When lawful orders which appear to be unjust or improper are given, the officer to whom the order is given shall respectfully notify the superior officer issuing such order of its impropriety. If the order is not corrected, then the order is to be carried out. After carrying out the order, the officer to whom the order was given may file a written report to the Chief via the chain of command indicating the circumstances and the reasons for questioning the order, along with a request for clarification of departmental policy. An officer

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who performs an order found to be unjust or improper by the Chief will not be held responsible for carrying out such order.

4. Conflicting Orders – Should any order be given by a superior officer conflict with any previous departmental order, the officer to whom such order is given will call attention to the conflict. If the superior officer does not change his order to avoid such conflict his order will be obeyed, but the officer obeying such order will not be held responsible for disobedience of the previous order. It should later be reported to the Chief in writing for clarification.
5. Complying with Instructions from Radio Dispatcher – All messages transmitted over the police radio system by any officer or employee shall be direct and concise and shall conform to all departmental radio procedures and the rules and regulations of the Federal Communications Commission. No officer shall fail to obey or refuse to take cognizance of any communication transmitted by the Radio Dispatcher, unless directed to do so by a superior officer.
6. Effectiveness of Orders – All general orders, special orders, directives, memoranda or other orders in writing that have been approved or authorized by the Chief, shall have the force and effect of a departmental regulation and shall be obeyed as such.
7. Relayed Orders – All lawful orders which have been relayed from a superior through an officer of equal or lesser rank shall be obeyed as if they were received directly from the superior officer.

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F. Required Conduct

In addition to the specific duties of each individual rank and assignment, as set forth in Section II of this Manual, the following provisions are applicable to all officers and employees of the department insofar as they are pertinent to their particular functions and responsibilities.

1. Furnishing Assistance – Officers shall furnish police assistance to all law enforcement agencies making such request, consistent with their police duties and assignments. They shall assist and cooperate with all other law enforcement agencies and submit a report on all such action taken.
2. Awareness of Activities – Every officer of the force shall familiarize himself with all the laws, statutes, ordinances and regulations necessary for the proficient execution of his duty as a police officer.
3. Civil Disputes – All officers shall take a neutral position in any dispute of a civil nature, acting only to prevent or control any breach of the peace that may arise.
4. Civil Suits for Personal Injuries – Officers shall not seek in any way, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police in writing. Officers who have received municipal salaries for illness or for personal injuries sustained off duty shall notify the chief of Police in writing of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury. Notice shall be filed before the action is taken which shall include the facts of the claim and the name of the defendant. The Chief shall be kept informed of the status of the case and the final court determination.
This provision shall not apply to private insurance policies held by officers for which premiums are not paid in part or in whole by the municipality.
5. Departmental Communications – All officers shall transmit all official communications promptly, accurately and completely to other officers of the department as required, and shall immediately inform their commanding officer of any matter of police importance coming to their attention during their tour of duty, or otherwise. They shall call to the attention of their relieving officers any information regarding unresolved problems or problems that may arise during the next tour of duty.
6. Courtesy – All officers shall be courteous and considerate to the public, to their superior officers and to their fellow officers of the department. They shall be tactful in the performance of their duties and are expected to exercise the utmost patience and discretion even under the most trying circumstances.
7. Defects in Streets or Roadways – Every officer shall observe and forthwith report to the Officer-in-Charge any defect, obstruction or nuisance in the streets, sidewalks or other public areas which may cause a hazard to the general public or create a civil liability upon the community. Appropriate notification shall be made to the radio dispatcher for more immediate remedial action where necessary.

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8. Attention to Duty – All officers shall at all times be alert and vigilant in the performance of their duties and respond prudently but decisively when police action is required. Recreational reading will not be permitted while on duty.
9. Devotion to Duty – All officers, 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 awake and alert at all times while on duty.
10. Duty Outside of the Community – Any such request for assistance from other cities and towns, and the approval for such assistance, must be acted upon in accordance with MGL Chapter 41, Section 99. The officers of the department, so detailed, shall have the authority of a police officer in that city or town and shall have the same immunity and privileges as when acting within their own community.
11. Reporting for Duty – All officers shall report for duty promptly at the time and place required by their assignment or as otherwise directed by the Chief or their commanding officer. They shall be properly uniformed and suitably equipped, ready to immediately assume their duties. While on duty they shall avoid any activities not directly related to their police responsibilities and shall not absent themselves from duty without leave.
12. Duty Status – Although officers of the force are assigned specific hours of regular duty, for the preservation of the public peace and the protection of life and property, they shall be prepared to take all reasonable police action to accomplish this purpose. All serious matters of public concern shall be reported to the department immediately, even though an officer is not on duty at the time.
13. Care and Security of Firearms – All officers shall maintain their service firearms in good working order at all times and report any damage, loss or unserviceable condition immediately to their commanding officer. All officers shall be personally responsible for the security and safekeeping of their service firearms at all times and shall not alter or repair any part of their service firearms without the approval of the Chief or their commanding officer.
14. Home Address and Telephone – All officers and employees shall have a phone where they can be reached, and shall report any change of phone number or home address to their commanding officer within 24 hours of such change. The home or cell phone numbers or home addresses of officers shall not be given out to anyone outside of the department without the authorization of the officer. In the event of an emergency request, the phone number will be called with a notification to call the person making the emergency request.
15. Identification – All officers shall properly identify themselves to any person requesting this information, while they are on duty, except when the withholding of this information is necessary for the performance of police duty, when it might jeopardize the physical safety of a department member, or when authorized not to do so by proper authority. Under General Laws, Chapter 41, Section 98D, every full-time police officer is required to carry an official identification card to be shown to the public upon lawful request.
16. Knowledge of the Community – Every officer shall familiarize himself with the geography of the community, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts,

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transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by his superior officers from time to time.

17. Leaving the Community – Whenever it is necessary in the performance of duty for an officer to leave the limits of the community and to enter another city or town, he shall inform his commanding officer or the dispatcher prior to leaving and again upon return. If an emergency prevents following this procedure, he must contact his commanding officer as soon as possible. In all such cases, a subsequent report will be submitted, in writing, to the attention of the Chief, and to include the circumstances, the reasons for leaving the community and the period of absence.
18. Line-of-Duty Disability – Any injury, illness or disability incurred in the line of duty shall be reported immediately, in writing, by the officer concerned to his Commanding Officer who shall immediately notify the Chief of Police or his designee. Final disposition as to line-of-duty injuries, illnesses or disabilities shall be made by the Chief after consultation with a physician. In each case of illness, injury or disability incurred in the line of duty, no officer shall be returned to duty until his ability to be placed on full duty status is certified by proper medical authority. Light duty may be approved by the Chief at his discretion.
19. Mutual Protection – All officers shall come to the immediate aid, assistance or protection of fellow officers who, in the performance of their duties, require such aid and assistance.
20. Paid Details – G.L. c.44, s.53C requires that all payments for paid details must be channeled through the Treasurer's Office. No officer shall accept compensation directly from such private employers for paid details.
21. Personal Appearance – All officers shall be neat and clean in appearance while on duty, whether in or out of uniform, and they shall maintain police quarters, lockers, desks and vehicles used by them in a neat, clean, orderly condition.
22. Personal Relationships – All officers shall be considerate and polite at all times to all department personnel and maintain good relations with their superiors and their fellow officers in a spirit of mutual concern for their common objectives.
23. Fitness for Duty – All officers shall maintain good physical condition. All officers are expected to keep themselves as physically fit as their age permits and the nature of their duties requires. Officers will maintain an active Massachusetts driver's license and maintain the ability to lawfully carry a firearm in Massachusetts. An officer shall submit to a physical, medical or psychological examination, at the expense of the department, when so ordered by the Chief, whenever there is reason to question the officer's physical or psychological fitness for duty.
24. Public Appearances – All requests for public appearances or speaking engagements by officers, on the subject of department operations or policies, shall be submitted to the Chief for approval. Officers who are approached directly for this purpose shall suggest that such requests be forwarded directly to the Chief.
25. Submitting Reports – All officers shall promptly and accurately complete and submit all reports and forms as required by departmental procedures.

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26. Trials and Hearings – All officers concerned with cases before the courts, grand jury or hearing boards shall be punctual in attendance. All officers shall have the cases in which they are concerned properly prepared; their witnesses shall be present and their evidence suitably arranged for presentation to the court, grand jury or hearing board. They shall afford the utmost respect toward the court, officers of hearing boards and members of the jury. When presenting evidence or testimony they shall speak calmly and explicitly in a clear, distinct and audible tone so as to be easily understood. They shall give evidence with accuracy and shall neither suppress nor overstate the slightest circumstance with an intention of favoring any person or projecting ill-will to either the complainant or the defendant. When cross-examined by a defense attorney, they shall answer with the same civility and readiness as when giving testimony in support of the prosecution.
27. Truthfulness – An officer shall truthfully state the facts in all reports as well as when he appears before any judicial, departmental or other official investigation, hearing, trial or proceeding. He/she shall cooperate fully in all phases of such investigations, hearings, trials and proceedings.

G. Prohibited Conduct

The following acts, actions or activities by department personnel are prohibited or restricted:

1. Conduct Unbecoming an Officer – The commission of any specific act or acts or immoral, improper, disorderly or intemperate personal conduct which reflects discredit upon the officer himself, upon his fellow officers or upon the Police Department.
2. Criminal Conduct – The commission of any felony or misdemeanor, or the violation of the criminal laws or statutes of the United States or of any local jurisdiction. Any officer who knows that another employee has committed a criminal offense shall report that information to the Chief of Police. Confidentiality shall be assured for any employee who provides information about such serious misconduct.
3. Department Property, Abuse of – Intentionally or negligently abusing, misusing, damaging or losing Police Department property or equipment.
4. Department Vehicles, Use of – Officers shall not use any department vehicle without the permission of a Commanding Officer, or drive any department vehicle to which they have not been assigned, except in an emergency. Department vehicles shall not be used for personal business or pleasure.
5. Discourtesy – Being rude, impolite, contemptuous or insolent to a superior officer, to a fellow officer or to a member of the public.
6. False Information on Records – An officer or employee shall not make or submit any false or inaccurate reports or knowingly enter or cause to be entered into any departmental books, records or reports, any inaccurate, false or improper information.

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7. Feigning Illness or Injury – An officer shall not feign illness or injury, falsely report himself ill or injured, or otherwise deceive or attempt to deceive any superior officer as to the condition of his health.
8. Improper Associations – Officers and employees shall avoid regular or 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 or the department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, with the knowledge and approval of the Chief or the officer's Commanding Officer, or where unavoidable because of family relationships of the officers.
9. Incurring Department Liability – An officer or employee shall not incur a liability chargeable to the Police Department without the prior knowledge and consent of the Chief.
10. Insubordination – Failure or deliberate refusal to obey a lawful order given or issued by a superior officer.
11. Intoxicating Beverages or Drugs, Use of – An officer or employee
 - a. shall not, while on duty, consume any intoxicating beverage, except for a proper police purpose with the specific approval of the Chief or a superior officer;
 - b. shall not, while on duty, use any narcotic, controlled substance or other toxic drug except at the direction of a physician for a specific health purpose (in any case where it is necessary to take any such drug on the advice of a physician such officer or employee shall notify their Commanding Officer upon reporting for duty and be guided by his decision as to their fitness for duty);
 - c. shall not report for duty while under the influence of intoxicating liquor or under the influence of any narcotic drug or controlled substance
 - d. shall not report for duty with the odor of intoxicants on their breath;
 - e. shall not, while off duty, allow themselves to become unfit to report for duty through the use of intoxicating beverages or through the use of any narcotic drug or controlled substance unlawfully administered;
 - f. shall not, while off duty and while wearing any identifiable part of his uniform, drink any intoxicating beverage in public view or in any place accessible to the public;
 - g. shall not bring, place or keep or permit to be brought, placed or kept in any police building or vehicle any intoxicating beverage or any narcotic drug or controlled substance, except in the proper performance of police duty as required by departmental practices and procedures.
12. Departmental Letterhead – Officers and employees shall not use the departmental letterhead for private correspondence or for sending official correspondence out of the department without the permission of the Chief of Police.
13. Mailing Address – Officers and employees shall not use the department as a mailing address for private purposes without permission of the Chief. At no time

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will the department be used as a mailing address for the purpose of a motor vehicle license or registration.

14. Neglect of Duty – Being absent from assigned duty without leave; leaving post or assignment without being properly relieved; or failing to take suitable and appropriate police action when any crime, public disorder or other incident requires police attention or service.
15. Department Notices – Altering, defacing or removing without permission any posted notice on the department bulletin board. No notice shall be posted on the department bulletin board or other department property without the permission of the Chief or the Commanding Officer.
16. Departmental Records - Officers shall not steal, alter, forge or tamper with any kind of governmental or police record, report or citation. To this end, the removal of any record, card, report, letter, document, or other official file from any governmental entity, court or the department, except by process of law or as directed by the Chief of Police, is prohibited. Additionally, the obtaining or duplication or attempted obtaining or duplication of any information from any court, governmental or department files, sources or reports, other than that to which one is properly entitled in accordance with one's duties or assignment, is prohibited.
17. Personal Business – Officers while on duty or in uniform shall not conduct any personal business.
18. Possessing Keys to Private Premises – Having keys to private buildings or dwellings on an officer's area of patrol without the permission of the Chief is prohibited.
19. Recommending Private Services – An officer or employee shall not officially or unofficially recommend or suggest to the public, the employment or purchase of any particular professional or commercial service or product, such as lawyers, bondsmen, undertakers, towing services or burglar alarm companies.
20. Use of Private Vehicles – While an officer is on regular department duty, he shall not drive a private vehicle to his duty assignment or cover his duty assignment in or with a private vehicle unless authorized to do so by the Chief or his Commanding Officer.
21. Public Statements – No officer or employee shall make, publish or issue any derogatory, discreditable or disparaging public statements concerning the department or its officers that may undermine the efficiency of department operations and/or the morale of its membership.
22. Smoking While on Duty – Smoking while on duty, or in uniform in public view, is prohibited. Officers hired after 1/1/1988 shall not use tobacco on duty or off duty.
23. Testimony in Civil Cases – An officer shall not testify in any civil case in any court unless legally summonsed to do so or unless he shall have received permission or order from the Chief. When summonsed to testify, he shall notify the Chief in advance.
24. Testimony for Defendant in Criminal Cases – An officer shall not testify for the defendant in a criminal case in any court unless legally summonsed to do so and in such cases he shall, before testifying, inform the Chief of the nature of the testimony he intends to give.

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25. Recommendation for Disposition of Cases – An officer of the department shall not make recommendations for the disposition of any case pending in the courts without the consent of the Chief of Police or his designee.
26. Undue Influence – An officer or employee shall not seek or obtain the influence or intervention of any person outside the department for purposes of personal preferment, advantage, transfer or advancement.
27. Warrants for Assault on a Police Officer – An officer shall not make application for a warrant charging that he was assaulted while in the performance of police duty without first reporting the facts of the case to the Chief, through his Commanding Officer, and seeking permission to make such application.
28. Wearing the Uniform – An officer shall not wear any identifiable part of his uniform outside the limits of the community except while in the performance of official duty or with the permission of the Chief of Police.
29. Withholding Evidence – An officer or employee shall not fabricate, withhold or destroy any evidence of any kind.
30. Conduct – Except for the purpose of informing the Police Chief, no officer shall make, utter, publish or by innuendo imply anything derogatory about the character, competency, and performance of duties or life styles of any other Departmental employee. No officer's act or failure to act shall cause dissension within the ranks of the department. This will not be effective during testimony at trials, hearings, or official investigations.
31. Incompetence – An officer shall maintain sufficient competency to perform his duty and to assume the responsibilities of his position. Incompetence may be demonstrated, but is not limited to, the following:
 - a. a lack of knowledge of the application of laws required to be enforced;
 - b. an unwillingness or inability to perform assigned tasks;
 - c. the failure to conform to work standards established for the officer's rank, grade, or position;
 - d. repeatedly poor evaluations or repeated infractions of the rules and regulations.

H. Uniforms and Appearance

Officers shall wear such uniforms and insignia of rank as the Chief may, from time to time, prescribe. They should present a good personal appearance to the public at all times and reflect a positive image as officers of the Police Department. The police uniform identifies the officer and makes him readily accessible to the citizen. It is, therefore, vital that the officers of the department maintain a neat and clean appearance and that the uniform serve as an appropriate introduction to the members of the community.

1. Hair Styles for Male Officers – Hair will be neat, clean, trimmed and present a well groomed appearance. Hair shall not cover the ears and will be trimmed in back and on the sides so that it does not extend over the collar. Hair in front will be

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groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length interfere with the proper wearing of any authorized headgear. Hair shall be of a color consistent with that which would be found naturally.

- a. Sideburns – If an officer chooses to wear sideburns, they will be neatly trimmed and tapered. Sideburns may extend to a level consistent with the lower most limit of the earlobe, will be of even width (not flared), and will end with a clean-shaven horizontal line.
 - b. Mustache – Mustaches shall be neatly trimmed at all times and shall not extend beyond the upper lip in any direction.
 - c. Beards – The face will be clean shaven other than for the acceptable mustache or sideburns. Beards and goatees are prohibited as are any other hair growth below the lower lip. (Exceptions to this rule may be granted by the Chief of Police for special reasons or purposes).
 - d. Wigs – Wigs or hair pieces may be worn on duty for cosmetic reasons to cover natural baldness or physical disfiguration. When worn, they shall be of good quality, consistent in styling with these Rules and Regulations, and shall not interfere with the wearing of any required headgear.
2. Hair Styles for Female Officers – All sworn female officers shall conform to the following criteria:
Hair will be clean, neatly arranged and styled consistent with the type of duty performed. Hair will not be worn in any style longer than shoulder length and must not be worn in a style that prevents the proper wearing of a uniform hat or cap. Hair ornaments such as ribbons will not be worn. Pins, combs or barrettes similar in color to the individual's hair color may be worn. Wigs or hairpieces are permitted if they conform to the standards for natural hair. Hair shall be of a color which would be found naturally.
3. Wearing the Uniform – Uniforms shall be kept neat, clean and well pressed at all times. Care should be taken not to wear threadbare or faded items. The uniform cap shall be worn out of doors unless otherwise directed by competent authority. While in uniform, officers shall display their badge on the outermost garment over their left breast. The Chief shall periodically issue special orders pertaining to daily or seasonal wearing of uniforms.
4. Civilian Clothing – Male officers and employees permitted to wear civilian clothing during a tour of duty shall wear either a business suit or sports coat and slacks. A dress-style shirt with the tie shall be worn. The Chief or Commanding Officers may prescribe other types of clothing when necessary to meet particular police objectives. Unless otherwise directed, female officers and employees permitted to wear civilian clothing shall conform to standards normally required of office personnel in private business firms. Civilian clothing will not be worn with any distinguishable part of the police uniform.

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5. Tattoos and Brands

- a. Tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible, while wearing any official uniform are prohibited. Officers and dispatchers hired before January 1, 2008, who have a tattoo on the lower portion of the arm and exposed with the summer uniform, shall cover the Tattoo, or brand with an inconspicuous band that is approved by the Chief of Police.
- b. Effective with January 1, 2008, applicants will not be hired as dispatchers, cadets or police officers if they have any tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while wearing any official uniform.

6. Jewelry and Body Art

- a. Officers in uniform may wear a wrist watch. Only one ring per hand shall be permitted (a wedding set is considered as one ring). Necklaces, chains or other decorative jewelry shall not be worn in uniform, unless it can be completely concealed beneath the uniform shirt. Female officers may wear one pair of small stud earrings while in uniform. Male officers are prohibited from wearing earrings while in uniform or plainclothes, unless in the performance of an undercover operation and only with permission of the Chief of Police.
- b. Rings that are worn on more than one finger are not permitted.
- c. Officers may not wear "body piercing" jewelry, except earrings, as provided in paragraph "A" (above), unless they are completely concealed by clothing. Nose and tongue rings are specifically prohibited.
- d. Officers will keep fingernails clean and neatly trimmed and will not wear color or jewelry on the fingernails.
- e. Makeup will not be worn in quantities or manner that allows it to transfer from the face to the uniform or to the clothing of others.

I. Departmental Property and Equipment

Equipment issued to officers of the department shall remain the property of the department. Officers and employees shall maintain department property and equipment assigned to them in good condition. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action.

1. Damaged, Defective or Inoperative Property and Equipment – Officers and employees shall immediately report to their Commanding Officer on designated forms any loss or damage to department property or equipment assigned to them. The Commanding officer shall also be notified of any defects or hazardous conditions existing in any department property or equipment.

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2. Care of Department Buildings – Officers and employees shall not mar, mark or deface any surface in any department building. No material shall be affixed in any way to any wall in department buildings without specific authorization from the Chief or a Commanding Officer.
3. Authorized Equipment – While on duty, an officer shall carry only such equipment as is issued by the department or authorized by the Chief.
4. Surrender of Department Property – Officers and employees are required to surrender all department property in their possession upon separation from the service, or when otherwise ordered..
5. Department Vehicles – A valid Massachusetts driver's license is required of all officers. Officers shall not use department vehicles without permission of the Commanding Officer. Department vehicles shall only be used for official police business.
6. Transporting Citizens – Only authorized police personnel may drive or be transported in departmental vehicles. Citizens shall be transported in department vehicles only when necessary to accomplish a police purpose. Such transportation shall be in conformance with department policy or at the direction of the Chief or the Commanding Officer.
7. Safe Driving of Police Vehicles – The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. He shall operate the police vehicle in compliance with the motor vehicle laws, traffic regulations and procedures in TEL-002 of the Department Policies and Procedures Manual.
8. Reporting accidents – Accidents involving department vehicles, property, personnel and/or equipment must be reported in accordance with procedures established by the Chief. The Commanding Officer of the operator involved in a motor vehicle accident shall subsequently submit a report to the Chief setting forth his findings relative to the responsibility or negligence on the part of the operator.
9. Responsibility for Vehicle – An officer who is assigned to duty as an operator of a department vehicle shall be responsible for checking the serviceability of the vehicle assigned to his use. Except when the vehicle is in emergency use, the officer or employee shall inspect the vehicle when it is turned over to him and shall submit a written report to his Commanding Officer of any defect, damage or deficiency of said vehicle. The officer at the same time shall also inspect the interior of the vehicle for the presence of any unauthorized articles.
10. Unattended Police Vehicle – The operator of a department motor vehicle shall lock the ignition and remove the key when leaving the vehicle unattended and, except in an emergency, he shall also lock the doors of such vehicle when it is unattended. The cruiser computer will be powered off prior to a department vehicle being maintained or repaired by non-police personnel, and the patrol rifle, master keys, and any sensitive police information shall be removed from the unit.
11. Report of Loss or Damage – In the event that department property is lost or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report same and may be held responsible for damages.

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J. Accountability and Discipline

An effective and responsive system of personnel accountability and discipline has for its purpose the maintaining of efficient department performance and the preserving of overall department morale. A clearly defined disciplinary policy enables all officers and employees to know what is expected of them and to understand that appropriate discipline will be administered when required. Essential fairness and justice are the foundation of the disciplinary process and it is the personal responsibility of the chief to ensure that this standard is equitable maintained. Department standards of conduct and performance will be enforced in a uniform and consistent manner and the disciplinary measures taken will be based upon the seriousness of the charges. Department standards of conduct and performance will be enforced in a uniform and consistent manner and the disciplinary measures taken will be based upon the seriousness of the charges.

1. Oral Reprimand – The Chief or a superior officer may reprimand or admonish for minor infractions of department regulations or procedures. At the Chief's discretion, a record of the same may be entered in an individual's personnel file for a period of one year unless additional disciplinary action is taken against the officer during that year.
2. Written Reprimand – The Chief of Police may issue a written reprimand for infractions of department regulations or procedures. A copy of all letters of reprimand will be placed in the employee's personnel file.
3. Punishment Duty – The Chief of Police may impose punishment duty for any infraction of departmental rules, regulations or procedures.
4. Suspension – The Chief of Police may suspend those under his command without pay for any infraction of departmental rules, regulations or procedures. In cases of suspensions for more than five days, the Chief of Police will notify the appointing authority. Any officer suspended for more than five days has the right to a hearing before the appointing authority relative to his suspension.
5. Relieved from Duty – The Commanding Officer of any shift may relieve those under his command from duty with pay for the balance of the shift if the Commanding officer determines that any person under his command is not able to carry out his duties properly. In all such cases, a written report shall be submitted to the Chief concerning such action.
6. Lowering in Rank and Compensation – The appointing authority has the power to lower in rank and compensation any officer at any time for just cause, and after due hearing, which cause shall be specified.
7. Dismissal – The appointing authority has the power to remove any officer at any time for just cause and after due hearing, which cause shall be specified in the order of dismissal.

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K. Commendations

As essential as it is for a Police Department to have an effective internal disciplinary process, it is equally important to have a positive program of awarding commendations for outstanding duty performance. This is the means by which deserving officers can receive official recognition for their accomplishments.

1. Any meritorious act or action performed by an officer who is considered to be above and beyond the performance of routine duty shall be reported in writing to the Chief by the superior officer concerned, with his recommendation for commendation.
2. The following categories of acts or actions will be considered for commendation:
 - a. The personal display of extraordinary courage and valor in the performance of police duty;
 - b. The exemplary performance of meritorious police service to the community;
 - c. The performance of outstanding and exceptional service to the Police Department.
3. The basic award of the department is a Letter of Commendation, written on a standard Police Department letterhead, signed by the Chief and outlining the reasons for the award.
4. A Certificate of Commendation is awarded for superlative and distinguished performance of police duty and is signed by the Chief of Police and by the appointing authority, on behalf of the citizens of the community. A Letter of Commendation accompanies this Certificate setting forth the circumstances and the basis for the award.
5. All official commendations will be read at Roll Call, posted on the department bulletin board, and a copy placed in the commended officer's personnel file.