

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 4: RULES AND CONDUCT

SUBJECT: 400 PERSONNEL RULES

EFFECTIVE: 01/01/2015

1. **PURPOSE.** The Departments Policies and Procedures regulate personnel matters. The purpose of this order is to provide direction with respect to on and off the job conduct by members of the department.

2. **POLICY.** The Policies and Procedures and this order deal with conditions of employment and obligations of department members. Violation of the provisions in this Order may be grounds for disciplinary action.

3. **ASSIGNMENT OPENINGS.** All specialized assignment and promotional opportunities with the department will be posted by written announcement.

A. **Posted Notice.** Written notices will be posted in the following police department bulletin boards; shift supervisor office, and the criminal investigation bureau.

B. **Posting Period.** Unless otherwise specified, written notices will be posted for TEN normal working days. In the event of an urgent need to fill a vacancy, the posting period may be reduced to FIVE normal working days.

4. **DRIVERS LICNESE.** Employees shall possess a valid Louisiana drivers license. They shall report the loss or suspension of their drivers license to their supervisor immediately upon such instance occurring. Each employee shall provide a copy of their valid driver's license after each renewal of said license.

5. **ADDRESS OF RESIDENCE.** All members must insure that their current address is on file with the department. Members will promptly inform their Supervisor of any change in address, even when a change of address is of a temporary nature. A change of personal status will be completed and forwarded to the bureau commander.

6. **TELEPHONE/CELLULAR PHONE/PAGER.** All members shall have a telephone in their residence so that they may be contacted in emergency situations. Members shall ensure that their current telephone number is on file with the department. This shall also include any pager or cell phone numbers. A change of personal status will be completed and forwarded to the bureau commander.

7. **PHYSICAL FITNESS.** All sworn members are required to maintain a level of physical fitness that will allow them to perform their duties effectively. If a question arises as to a member's ability to perform regular duties due to health or fitness, the member may be required to submit to a physician's examination and, if possible, to bring his or her health or fitness to an acceptable level.

8. **REPORTING FOR DUTY.** The Pineville Police Department provides 24-hour police service seven (7) days a week. All personnel will report for duty on time, in a condition of fitness to perform their duties. They will be properly equipped and will make

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themselves aware of any information necessary for proper performance of the duties on their shift.

- A. Reporting late. If a member cannot report for duty at the assigned time, the member will contact the member's supervisor before the start of the shift, explain the situation and provide an estimated time of arrival.
- B. Failure to report due to illness or injury. If a member is unable to report for work due to illness or injury, the employee shall notify his immediate supervisor or the on-duty supervisor as soon as possible prior to the beginning of the regularly scheduled work shift, unless unable to do so because of the serious nature of the illness or injury. Preferably notice should be made at least one hour before shift change.
- C. Absenteeism. Members are expected to report for duty on their assigned shifts except when injury, illness, or emergency situations prevent them from doing so. Any member who fails to report for duty shall be subject to disciplinary action.
- D. Members are expected to remain on duty for their entire assigned shift. If any member must leave duty before the end of shift due to illness or other circumstances, the member must inform a supervisor and obtain prior authorization before leaving. Uniform patrol officers are scheduled to work 12 hour shifts.
- E. Meal period and breaks. While on duty, members will be permitted to suspend patrol or other assigned activity upon approval of the supervisor for meal periods and breaks. The meal period will not exceed thirty minutes and each of the coffee breaks will not exceed fifteen minutes. The meal period and coffee breaks will not be combined. Members are required to be available for immediate call at any time during their shift, including during the meal period and breaks.

9. LEAVES OF ABSENCE. All leaves of absences will be in accordance with the Rule VII adopted by the Pineville Municipal Fire and Police Civil Service Board Rules. See Section 10 sub-section 1007.

10. STANDBY STATUS. Members may be placed on standby status when a pending emergency dictates that sworn personnel remain immediately available and subject to call to active duty. When placed on standby status, members shall remain at such location as the supervisor may direct, or near a telephone. The telephone number must be left with the supervisor, unless a radio is provided. Members on standby status shall be prepared to report to duty as soon as notified to do so. A member is not considered on standby status if the employee is free to engage in normal activities, notwithstanding that the member is subject to call back as available.

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11. **OVERTIME.** Members may, under certain conditions, be required to remain past the regular end of shift or to work in excess of full-time duty or weekly hours. Overtime compensation will be paid in accordance with law, city policy.

- A. Required court appearances off-duty. Members who are required to appear in court in connection with their official duties shall appear and testify when directed even though the time of appearance falls when off shift. This duty is compensated in accordance with state law.
- B. Compensation for enforcement action off-duty. Compensation for off-duty enforcement action may be allowed at the discretion of the Chief of Police depending upon the circumstances, and shall be allowed for these situations arising in the City of Pineville where the department determines that immediate enforcement action was absolutely necessary.

12. **TRANSFERS.** All transfers within the department will be made on the basis of the Department's needs. The Chief of Police will make the final decision regarding any transfers and duration of assignments.

- A. **TRANSFERS--OUTSIDE INVOLVEMENT.** Personnel will not request the aid of any person outside the Department in securing transfer to another assignment or duty.
- B. All requests for transfer will be submitted through the chain of command and will state reason transfer is requested.

13. **CALL BACK.** In unanticipated emergency situations, members may be called back to active duty even if they have completed their assigned shift. In these situations, members will be required to report back to duty and to carry out such duties as are assigned by a supervisor.

14. **LAW SUITS.** Whenever a member becomes involved in a civil action growing out of that member's official duties or status, the department and the city have a potential interest in the outcome of such action. The following general directives provide a means of assuring that the Chief of Police and the city will be notified when a civil suit is contemplated or commenced.

- A. **INITIATING SUITS.** No member will bring a civil suit against a citizen for damages sustained in the line of duty without first reporting the case in writing to the Chief of Police. Members are encouraged to consult with the city risk manager; often initiating a claim results in counterclaims or allegations against an officer or the city.
- C. **BEING NAMED AS A DEFENDANT.** Any member who becomes aware that he/she will be named as a defendant in a civil suit growing out of the member's acting in an official capacity, whether on or off duty, will notify the Chief of Police in writing without delay. The Chief of Police will promptly notify the risk manager.

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D. SUBPOENAS RELATING TO DEPARTMENT'S BUSINESS/ OPERATIONS.

Any member who is served with a civil subpoena or other legal process relating to the business, operations, policies, or procedures of the department will inform the Chief of Police and Risk Manager will be informed promptly if the city is a party to or has an interest in the case.

15. CONTACT WITH LAW ENFORCEMENT AGENCY. Any Pineville Police Department employee who is involved as a witness, victim, or suspect in any situation under investigation by any law enforcement agency, shall make notification to their supervisor as soon as practicable.

16. RESTRAINING ORDERS. When an employee is notified that a Temporary Protective Order (TRO) or a Protection Order (PO) has been filed against him or her, the employee shall immediately notify the Bureau Commander and provide a copy of the TRO or PO and the date scheduled for hearing the allegations made in support of the request for the order. The information is required for department compliance with Federal Law 18 U.S.C. Sec. 922 (g)(8).

17. RESIGNATION. Resignation by any member of the department in good standing will be submitted to the Chief of Police. In order to resign in good standing, notice must be given in writing at least two weeks before leaving service, or on a date agreed upon by the Chief of Police.

A. RESIGNATION WITHOUT PROPER NOTICE. Any member of the department who voluntarily leaves the Department's employ without submitting a formal resignation, without advance notice as required may be deemed by the Chief of Police to have resigned with prejudice. In such event, a suitable notation may be made in such member's personnel record.

By order of

Darrell Basco
Chief of Police