

Revised: 8/29/2023

Northfield Police Department

Rules & Regulations Manual



Northfield Police Department Mission Statement

“The Northfield Police Department is committed to working as a team with our community to ensure the safety, Security and quality of life for those who reside in and visit our Town. We are dedicated to transparent policing that relies on respect, fairness, and dignity, while maintaining the highest level of ethical standards and safeguarding the Constitutional rights of all people.”

**MANUAL OF THE RULES AND REGULATIONS
FOR THE GOVERNMENT OF THE POLICE DEPARTMENT OF THE
TOWN OF NORTHFIELD MASSACHUSETTS**

NORTHFIELD POLICE DEPARTMENT RULES AND REGULATIONS

1.0 - AUTHORITY

This Manual of Rules and Regulations is issued for the government of the Police Department of the Town of Northfield.

The effective date of these Rules and Regulations shall be July 1, 2023 and they shall remain in full force and effect until amended or rescinded.

Reviewed: 8/29/23

Jonathan Hall
Chief of Police

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3.0 - INTRODUCTION

Law enforcement is, at the same time, one of the most demanding, yet one of the most rewarding, professions. The role of a police officer in a democratic society is an ever changing one. The training an individual receives at the police academy is but a first step in an on-going process of education and training which will span an officer's career. This department is committed to making in-service and specialized training available to its officers, consistent with statutory mandates and subject to municipal appropriation. Officers are encouraged to pursue degree programs in law enforcement as well. This Manual of Rules and Regulations, along with the Department's Policies and Procedures Manual and applicable job descriptions, should assist police officers in remaining aware of what is expected of them.

The quasi-military nature of a police agency is one of its time-tested traditions. A rank structure and a chain of command have proven an essential component, especially in an organization involved in dangerous and even life-threatening activities. The need for camaraderie and team work are evident to the experienced law enforcement professional. Our distinctive appearance, including a uniform and grooming standards, help foster *esprit de corps* and security among members of the department, as well as recognition and confidence among members of the public.

The standard of conduct expected of law enforcement officers is often higher than that demanded of other municipal employees. We recognize this in accepting appointment to our chosen profession. When the needs of public confidence require, we are held to a high ethical standard which dictates the avoidance of even the appearance of impropriety. Likewise, we acknowledge the need for reasonable restrictions on our off-duty conduct, especially where it reflects on our profession or the department.

This Manual will generally serve as the basis for departmental discipline. It attempts to outline the minimal level of conduct expected of each officer. Familiarity with its contents is required. On a more positive note, however, officers are encouraged to use this Manual as part of their overall training experience. They should endorse the ethical standards and commit themselves to a code of conduct befitting of members of our noble profession.

Use of the masculine is intended to facilitate readability. Where appropriate, the masculine will include both genders and the singular and plural are interchangeable.

Whenever this Manual refers to such things as permission or approval of the Chief, this will refer to his designee when, from time to time, the Chief authorizes others to act on his behalf in appropriate circumstances. Use of the term Commanding Officer or Superior Officer may occasionally be used interchangeably.

The Law Enforcement Code of Ethics is a time-honored tradition among members of our profession. Its inclusion in this Manual is meant to remind officers of the lofty goals and worthwhile objectives which are consistent with our professional calling.

NORTHFIELD POLICE DEPARTMENT

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; 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 all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law 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, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . .law enforcement.

4.0 - PROFESSIONAL CODE OF CONDUCT AND 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. Police officers are professionals, and, as such, are expected to maintain exceptionally high standards in the performance of their duty while conducting themselves at all times, both on and off duty, in such a manner as to reflect favorably upon themselves and the Department.

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Effective police operations require loyalty to the Department and to one's associates, maintaining a genuine spirit of cooperation and rendering appropriate assistance to a fellow police officer or individuals exposed to danger or in a situation where danger may be imminent.

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

- a) The protection of life and the safeguarding of property.
- b) The prevention and control of crime.
- c) The investigation of crime, the apprehension of criminal offenders and the recovery of stolen property.
- d) The preservation of public peace and good order.
- e) The immediate response to public emergencies.
- f) The creation of a sense of safety and security for the entire community through vigilant preventive proactive patrol and community policing.
- g) The accomplishment of all police objectives within the confines law and the constitutional guarantees of all individuals that we encounter.
- h) The performance of such other police related services, duties, functions and responsibilities required of the officer by the Department and/or the community.
- i) The advancement of a cooperative relationship with the general public.
- j) The creation of awareness through the implementation of educational programs.

Public scrutiny, and sometimes public criticism, is directed not only at police performance but also at the behavior, both on and off duty, of those who deliver police services. The establishment of proper standards for police behavior must not only meet the expectations of the general public, but also protect the rights of all police officers.

The Department recognizes that its officers have certain basic personal rights and restricts those rights only when necessary to ensure the integrity of the Department and its personnel and that the highest quality of police services are maintained. Certain areas of concern and restriction are as follows:

4.01 - PRIVACY AND OFF-DUTY CONDUCT

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The Department will generally limit its inquiry into an officer's personal matters, off-duty conduct and outside employment, to situations reflecting upon the Department or affecting the officer's ability or fitness for duty. An officer's right to privacy guarantees that disclosure of personal matters can be compelled only if the employer's interest in the disclosure outweighs the officer's privacy interest. When the Department determines that inquiry into an officer's private life is legitimate, it will make the scope of the inquiry as narrow as reasonable under the circumstances.

Disclosure of an officer's financial affairs will help to deter corruption, dishonesty, and conflicts of interest. It also enhances public confidence in the integrity of the Department. When the Department elects to mandate such financial disclosure, it will afford officers the opportunity to make claims of privacy as to certain financial records and to have those claims heard by a neutral body.

An officer's medical and psychological fitness for duty is a matter of continuing departmental concern. The Department is authorized to require officers to submit to medical (which may include drug testing) and/or psychological examinations on a periodic basis or whenever there is reason to question the officer's fitness for duty. Reports of such examinations will be maintained in a separate file and dissemination of the information will be restricted to appropriate individuals pursuant to the both federal and state law.

The Department has a legitimate interest in preserving its public image of trust and respect. An officer's off-duty personal relationships should not be allowed to bring discredit to the officer or Department, affect the officer's ability to perform his job, or result in poor job performance.

Officers who are on paid leave status as a result of sickness or injury may have their activities regulated. Reasonable rules requiring an officer to remain at his residence except for compelling legitimate reasons, and then after notification of the Department, are permissible.

The Department has the right to regulate the off-duty employment of its full-time officers. The emergency nature of law enforcement, the need to ensure that officers report for work in good physical and mental condition, and the need to prevent conflicts of interest, all combine to provide the Department with discretion in regulating (including prohibiting in some circumstances) and limiting the number of hours of approved off-duty employment.

4.02 - CONDUCT UNBECOMING AN OFFICER

It is impossible to have detailed rules governing every conceivable situation. Historically, the military and the police service (a quasi-military organization) have relied upon the charge of *conduct unbecoming an officer* to cover obvious violations for which no specific rule was promulgated. Admittedly, such a *catch all* rule would not be proper for regulating the conduct of the general public. However, over the years, police officers have come to understand that certain behavior is clearly not in keeping with the good order and proper operation of the Department.

This rule has been shown to be capable of objective interpretation. It must not be subject to the whim of police administrators. The standard of conduct expected of police officers is learned in a variety of ways, from academy and in-service training to manuals, orders and

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various written directives. It is fair to say that *conduct unbecoming an officer* should be such as would alert a reasonable officer that his conduct under the circumstances would be inappropriate.

Both on and off-duty conduct may subject an officer to a charge of *conduct unbecoming an officer*. Officers do not sever their relationship with the Department at the end of their shift. An officer's off-duty conduct, especially where there is some nexus or connection to the Department or where the officer's status as a police officer is known, may reflect unfavorably on both the officer and Department.

Officers charged with *conduct unbecoming an officer* will have the underlying offensive conduct specified in the notice of charges.

RULE 4.1 - CONDUCT UNBECOMING AN OFFICER

All sworn and unsworn personnel shall not commit any specific act or acts of immoral, improper, unlawful, disorderly or intemperate conduct whether on or off duty, which reflects discredit or reflects unfavorably upon the officer himself, upon his fellow employees or upon the Police Department. All personnel shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department and its members. Conduct unbecoming an employee shall include that which tends to indicate that the employee is unable or unfit to continue as a member of the Department, or tends to impair the operation, morale, integrity, reputation or effectiveness of the Department or its members. Conduct unbecoming an employee shall also include off-duty conduct where there is a *nexus* or connection between the act or acts committed by the employee and his continued fitness or ability to effectively perform his required duties and responsibilities and/or the impact or adverse effect said conduct may have on the operation, morale, integrity, reputation or effectiveness of the Department and ability of the employee(s) not involved in said act to effectively perform their required duties and responsibilities.

4.03 - CONFLICT OF INTEREST

Since the position of a police officer is a public trust, it is important to avoid all situations involving conflicts of interest whether in fact or only in appearance. Special areas of concern include certain kinds of outside employment; financial transaction with units of government or others; memberships in non-police unions; activities in partisan politics; and the use of an official position to secure unwarranted privileges, pecuniary advantage or preferential treatment.

Officers should read and become familiar with the provisions of G.L. c. 268A concerning conduct of public officials and employees. The following provisions are especially relevant to police officers:

§3(d) "Whoever, directly or indirectly, asks, demands, exacts, solicits, seeks, accepts, receives or agrees to receive anything of substantial value for himself for or because of the testimony under oath or affirmation given or to be given by him or any other person as a witness upon any such trial, hearing or other

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proceeding, or for or because of his absence therefrom; -- shall be punished by a fine of not more than three thousand dollars or by imprisonment for not more than two years, or both.

§ 23 (b) “No current officer or employee of a state, county or municipal agency shall knowingly, or with reason to know:

- (1) accept other employment involving compensation of substantial value, the responsibilities of which are inherently in compatible with the responsibilities of his public office;
- (2) use or attempt to use his official position to secure for himself or others unwarranted privileges or exemptions which are of substantial value and which are not properly available to similarly situated individuals;
- (3) act in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.”

RULE 4.2 - VIOLATING CONFLICT OF INTEREST LAW

Officers shall not violate Mass. General Laws c. 268A.

RULE 4.3 - MEMBERSHIP IN ORGANIZATIONS

Officers shall not affiliate with or become a member of any organization if such affiliation or membership would substantially interfere with or prevent them from performing their duty.

RULE 4.4 - IMPROPER ASSOCIATIONS

Officers 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 criminal behavior, except as necessary in the performance of official duties, with the knowledge and approval of the Chief or where unavoidable because of an officer’s family relationships.

RULE 4.5 - UNDUE INFLUENCE

Officers shall not seek or obtain the influence or intervention of any person, outside or from within the Department, for the purposes of advancement, preferential assignment, transfer, pecuniary advantage or any other type of preferred treatment or advantage, including the disposition of pending charges or findings in a disciplinary hearing.

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RULE 4.6 - VALUABLE ITEMS - BUYING/RECEIVING/ SELLING

Officers shall not buy, receive, or sell anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to the attention of or which arose out of Department employment, except as may be specifically authorized by the Chief of Police.

RULE 4.7 - DEPARTMENT CORRESPONDENCE

Officers shall not use Department letterhead for private correspondence nor shall they send any written communication about police business to any person, firm or other law enforcement or public agency without the consent of the Chief of Police or his designee.

Officers shall not enter into official Department correspondence with anyone or any agency outside the Department, except with the approval of the Chief of Police. All official Department communications by telephone or otherwise, outside of the community without the permission of the Chief is prohibited.

RULE 4.8 - MAILING ADDRESS

Officers shall not use the Department as a mailing address for private purposes without the permission of the Police Chief. At no time will the Department be used as a mailing address for the purposes of a motor vehicle license or registration for private purposes.

RULE 4.9 - INTERFERING WITH COURSE OF JUSTICE

Officers shall not take part in, or be concerned with, either directly or indirectly, any compromise or arrangement with any person whomsoever for the purpose of permitting an accused person to escape the penalty of his wrongdoing, or seek to obtain a continuance of any trial or otherwise interfere with the course of justice, except in the normal course of proceedings.

RULE 4.10 - POSSESSING KEYS TO PRIVATE PREMISES

Officers shall not have keys to private buildings or dwellings on their area of patrol without the permission of the Chief.

RULE 4.11 - PRIVATE BENEFIT FROM DEPARTMENTAL ASSOCIATION

Officers shall not use the prestige or influence of their official position, or use the time, facilities, equipment or supplies of the Department for the private gain or advantage of themselves or another.

RULE 4.12 - OFF DUTY EMPLOYMENT

All full-time sworn and non-sworn personnel shall not engage in any compensated off-duty employment without the knowledge and approval of the Chief of Police. The approval of the Chief of Police shall be based upon: (a) increasing off-duty efficiency and availability, (b)

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avoiding potential conflicts of interest and protecting the image of the Department, (c) avoiding impairment of on-duty performance.

All full-time sworn and non-sworn personnel engaging in outside employment should clearly understand that their primary obligation is to the Police Department and the community they serve. Prior to accepting any outside employment, an employee must request, in writing, the approval of the Police Chief. No officer shall accept other employment which could impair his independence of judgment in the exercise of his official duties.

RULE 4.13 - POLITICAL ACTIVITIES

Officers shall not participate in political activities while in uniform or on duty. 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 shall not be required to solicit or be obliged to make contributions in money, services, or otherwise, for any political purpose.

Officers 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, while off-duty, from exercising their constitutional rights as citizens in the political or electoral process (including such actions as voting, supporting candidates, and belonging to a political party).

RULE 4.14 - GIFTS AND GRATUITIES

Officers shall not under any circumstances 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 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 offer and are expected to make payment for their meals and beverages.

Any unauthorized gift, gratuity, fee or reward coming into the possession of any officer shall be forwarded to the Chief, together with a written report of the circumstances involved.

RULE 4.15 - TESTIMONIALS AND PRESENTS

Officers shall not 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 shall seek or accept such present without the permission of the Chief.

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.

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RULE 4.16 - UNAUTHORIZED TRANSACTIONS

Officers shall not enter 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 involved in any matter or case which arose out of their employment with the Department, except as may be specifically authorized by the Chief.

RULE 4.17 - 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.

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5.0 - NEGLECT OF DUTY

Officers are required to be attentive to and not neglect their sworn duty. Officers must not absent themselves from their assigned duty without leave. They must not leave their post or assignment without being properly relieved; likewise, they must take suitable and appropriate police action regardless of whether they are on or off-duty when any crime, public disorder or other incident requires police attention or service. Examples of neglect of duty include but are not limited to: failure to take appropriate action on the occasion of a crime, public disorder or other act or condition deserving attention; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, general or special or other order; or failure to conform to Department policies and/or procedures.

RULE 5.1 - NEGLECT OF DUTY

Officers shall not be absent from work without permission or abstain wholly or in part from the full performance of their duties in the normal manner without permission. Officers shall not be absent from their assigned duty without leave; leave their post, sector, community, or assignment without being properly detailed, relieved or making required notifications; fail to take suitable and appropriate police action when any crime, public disorder, or other incident requiring police attention requires such police action; fail to promptly perform, as directed, all lawful duties required by constituted authority, notwithstanding the officer's normal assignment of duties and responsibilities.

RULE 5.2 - INCOMPETENCE

No officer shall fail to maintain sufficient competency to perform his duty and to assume the responsibilities of his position. Incompetence may be demonstrated by, 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; and
- d. repeated poor evaluations or repeated infractions of the rules and regulations, job descriptions, or policies and procedures.

NORTHFIELD POLICE DEPARTMENT RULES AND REGULATIONS

6.0 - PUBLIC STATEMENTS AND FREE SPEECH

The rules attempt to balance the employees' right to freedom of expression on matters of public interest with the Department's legitimate interest in the integrity and efficiency of its operation. Police officers do not surrender their constitutional right of free speech upon taking their oath of office. However, courts have recognized a police department's ability to promulgate reasonable rules and regulations regulating certain types of statements by officers consistent with the mission of a law enforcement agency.

A police department is a para-military organization which is unique in the public service, and, as such, has a justifiable need for *esprit de corps*, harmony, discipline and confidentiality. Close personal or confidential relationships are often required. Extremely disrespectful and/or grossly offensive remarks are inconsistent with fostering and maintaining such relationships.

There is also a need to maintain a *chain of command*. Statements which undermine the working relationship between officers and superiors are disruptive to the mission of this agency. This is especially true where such statements are simply bickering or personal disputes with one's superiors.

Certain types of speech by officers are not constitutionally protected. These include: speech which is knowingly false; statements made as an extension of a personal dispute; statements resulting from a personality conflict; speech promoting or endorsing private services; profanity or name calling; and speech which causes significant disruption of morale.

Officers who are the subject of an internal investigation may be instructed not to discuss the subject matter of such investigation with others. Except in unusual cases, such restrictions would not apply to conversations with an officer's attorney or union representative, or with such employee's spouse.

RULE 6.1 - PUBLIC CRITICISM OF THE DEPARTMENT

Officers shall not publicly criticize the Department, its policies or members by talking, writing, or expression in any manner where such talking, writing, or expression: (a) is defamatory, (b) is obscene, (c) is unlawful, (d) tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or is made with reckless disregard for truth or falsity. An officer of the Department shall not make any vexatious or unnecessary complaint against another member of the Department nor criticize any other officer, except in the line of duty nor shall the officer maliciously gossip about any superior, order, policy, procedure, case or event that should remain police information; nor shall an officer cause to discredit, lower or injure the morale of personnel in the Department, or that of any individual in the Department. To this end, officers shall make maximum utilization of the chain of command, and also the grievance procedure of the Department as described in the applicable collective bargaining agreement. In addition, officers shall not publicly criticize instructions or orders they have received.

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RULE 6.2 - DISPARAGING REMARKS

Officers shall not speak slightingly of any minority, race, nationality, gender, or religion nor make derogatory remarks about individuals on account of their disability, marital status or sexual preference while on duty or while off duty in a public place.

RULE 6.3 - COURTESY

Officers shall not be discourteous or inconsiderate to the public, to their superior officers, and to their fellow officers and employees of the police Department as well as other law enforcement and governmental agencies. They shall refrain from the use of profanity, derogatory comments, ethnic or racial slurs or any other type of demeaning statements or comments. 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.

RULE 6.4 - RECOMMENDING PRIVATE SERVICES

Officers shall not, except in the transacting of personal affairs, recommend or suggest in any manner the employment or purchase of any particular professional or commercial service or product, such as lawyers, bondsmen, undertakers, towing service, or burglar alarm companies.

RULE 6.5 - QUESTIONS OF CITIZENS

Officers shall answer questions from citizens in a courteous manner and if unable to supply an answer, shall make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation.

RULE 6.6 - IDENTIFICATION

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 proper 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 M.G.L. 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.

RULE 6.7 - DISSEMINATION OF OFFICIAL INFORMATION

Officers shall treat as confidential that information which is confided to them personally. They shall disclose such information only as required in the proper performance of their duties.

Officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

Officers shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

Officers shall treat the official business of the police Department as confidential and shall conform to the following guidelines:

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- a. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures.
- b. Access to departmental files, records and reports shall be limited to those officers and employees authorized by the Police Chief.
- c. Official records or reports shall not be copied, or removed from a police facility except in accordance with established departmental procedures.
- d. The identity of any person giving confidential information to the Department or to any officer thereof in the performance of his duties, shall not be divulged except with the prior approval of the Police Chief or by operation of law.
- e. No information shall be released, given or issued to the news media or to any members of the press concerning Department operations, or the evidentiary aspects of any criminal investigations, without the prior approval of the Police Chief.

NOTE: All releases to the press or media of information concerning departmental policy or the evidentiary aspects of any criminal investigation shall conform to the Department's Policy and Procedure entitled *Media Relations*.

- f. Officers shall not communicate or give police information which may aid a person to escape arrest, delay apprehension or avoid prosecution or which contributes to the destruction, removal or loss of evidence, goods or contraband.
- g. Officers shall not communicate to the public, news media or to any other agency or person information connected with the Department or its personnel except as authorized by the Police Chief or by statute. All requests for public appearances or speaking engagements by officers, on the subject of Department operations or policies, shall be submitted to the Chief of Police for approval.

RULE 6.8 - TESTIMONY IN CIVIL CASES

Officers shall not testify in any civil case, arising as a result of the performance of duty, in any court, unless legally summonsed to do so or until having received permission or order from the Police Chief. When summonsed to testify, an officer shall notify the Police Chief in advance of testifying.

RULE 6.9 - TRUTHFULNESS

Officers shall speak the truth at all times. In cases in which an officer is not allowed by the regulations of the Department to divulge facts within his knowledge, he will decline to speak on the subject.

RULE 6.10 - STATEMENTS CONCERNING LIABILITY

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Officers shall not make any oral or written statement to anyone concerning liability in connection with the operation of police vehicles or performance of other police duty, unless specifically authorized to do so by the Chief of Police.

RULE 6.11 - TESTIFYING FOR DEFENDANT IN CRIMINAL CASES

Officers shall not testify for the defendant in a criminal case, parole hearing or other judicial proceeding, in any court or tribunal, unless legally summonsed to do so or with the advance approval of the Police Chief. In cases which involve the Police Department or its Personnel, officers shall, before testifying, inform the Police Chief of the nature of the testimony intended to be given.

RULE 6.12 - RECOMMENDATION FOR DISPOSITION OF CASES

Officers shall not make a recommendation for the disposition of any case pending in the courts without the consent of the Chief of Police, or with the permission of the Prosecutor; or upon the direct request of the Court to the officer.

RULE 6.13 - USE OF DEPARTMENT RECORDS, REPORTS AND COMMUNICATIONS

All communications to municipal officials shall be forwarded through the Chief of Police, unless specifically authorized otherwise.

RULE 6.14 - DEALING WITH LOCAL OFFICIALS

Officers shall not confer with or forward communications to local officials on police matters without first notifying the Police Chief, except as otherwise provided by statute.

NORTHFIELD POLICE DEPARTMENT RULES AND REGULATIONS

7.0 - ORDERS

An order is defined as a command or instruction, oral or written, given by one member of the Department to another member of lesser rank. It is essential to the proper operation of a police agency that officers promptly obey all lawful orders. Every officer of the Department shall promptly obey, without reservation, the rules, regulations, policies and procedures of the Department and all lawful commands of a Superior Officer including those commands relayed from a superior by an officer of the same or lesser rank.

7.01 - UNLAWFUL ORDERS

No Superior Officer shall knowingly issue any order which is a violation of any law. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no officer is required to obey any order which is contrary to any Federal or State law. Responsibility for refusal to obey an unlawful order rests with the officer to whom such order was given. He shall be strictly required to justify such action.

7.02 - CONFLICTING ORDERS

Should any order given by a superior conflict with any previous departmental order, the officer to whom such order is given will call attention to the conflict. If the person responsible for issuing said order does not change his order to avoid such conflict, his order will be obeyed, but the officer obeying such order shall not be held responsible for disobedience of the previous order. It should later be reported to the Police Chief, through the chain of command, for clarification.

7.03 - 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 it 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 Police 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. After complying with this Section, an officer who carries out an order found to be unjust or improper by the Chief will not be held responsible for carrying out such order.

7.04 - INSTRUCTIONS FROM DISPATCHER

All messages transmitted over the police radio system by any officer or employee shall be direct and concise and shall conform with 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 (whether via radio, telephone, and computer or orally in person) transmitted by or conveyed directly from the Desk Officer or the Dispatcher, unless instructed to do so by a Superior Officer.

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7.05 - TYPES OF ORDERS

Written orders come in a variety of forms. Below is a brief description of the types of written directives which may, from time to time, be utilized.

7.05.1 - GENERAL ORDERS

General Orders are permanent written orders issued by the Chief of Police outlining policy matters which affect the entire Department. A General Order is the most authoritative written order the Police Chief issues, and may be used to amend, supersede or cancel any previous order. General Orders remain in full effect until amended, superseded or rescinded by the Police Chief.

7.05.2 - SPECIAL ORDERS

Special Orders are temporary written orders issued by the Police Chief or his designee outlining instructions covering particular situations. Special Orders are automatically canceled when their objective is achieved.

7.05.3 - PERSONNEL ORDERS

Orders issued by the Police Chief or other authorized command personnel pertaining to assignments, change of duty assignments, administrative matters relating to conditions of employment, and employee rights and benefits.

7.05.4 - MEMORANDA

Written communications (generally entitled memorandum or memo) issued by the Police Chief or other authorized command officers for the following purposes: (a) to issue information or instructions which do not warrant a formal order; (b) to direct the actions of subordinates in specific situations; (c) to explain or emphasize portions of previously issued orders; or (d) to inform officers of actions or policies of other agencies.

7.05.5 - RULES AND REGULATIONS

A manual of rules and regulations issued by the Chief (with the approval of the municipal government official(s) where appropriate or required) which defines required and prohibited conduct and generally outlines the basis for departmental discipline.

7.05.6 - POLICIES AND PROCEDURES

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A manual describing the policy of the Department and required procedures to be followed in handling a variety of operational areas confronting law enforcement officers.

RULE 7.06 - INSUBORDINATION

Officers shall not be insubordinate. Insubordination shall include: any failure or deliberate refusal to obey a lawful order (written or oral) given by a Superior Officer or as otherwise specified above. It shall also include any disrespectful, mutinous, insolent, or abusive language or action toward a superior whether in or out of the presence of the superior.

8.0 - UNIFORMS AND APPEARANCE

Officers shall wear such uniforms, equipment, and insignia of rank as the Police Chief or his designee may, from time to time prescribe. A professional, uniform appearance fosters teamwork and *esprit de corps*. Officers should present a professional appearance to the public at all times and reflect a positive image as members of the 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 serves as an appropriate introduction to the members of the community. Certainly, exceptions may be authorized for undercover assignments or for medical necessity. Periodically the Chief may post drawings for guidance in interpreting the following regulations.

RULE 8.1 - HAIR STYLES FOR MALE OFFICERS

Officers shall keep their hair neat, clean and trimmed and shall 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 groomed so that it does not fall below the band of properly worn headgear. In no cases will the bulk or length of the hair interfere with the proper wearing of any authorized headgear. Exceptions to the following rules are for those who are protected by the Respectful and Open World for Natural Hair Act (CROWN Act), prohibiting discrimination against employees, students and other individuals based on their natural or protective hairstyle.

RULE 8.1.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 lowermost limit of the earlobe, will be of even width (not flared), and will end with a clean shaven horizontal line.

RULE 8.1.B. - Mustache

Mustaches shall be neatly trimmed at all times and shall not extend beyond the upper lip in any direction and shall not extend below the lip line.

RULE 8.1.C. - Beards

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If a beard or mustache is worn, it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance. Full and partial beards are authorized, but patchy, spotty clumps of facial hair are not considered beards and as such are not permitted. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half an inch. The length of the individual facial hair shall be limited to three quarters of an inch.

RULE 8.1.D. - Wigs or Hairpieces

Wigs or hairpieces may be worn on duty for cosmetic reasons to cover natural baldness or physical disfiguration. When they are 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.

RULE 8.2 - HAIR STYLES FOR FEMALE OFFICERS

Female officers shall wear their hair so that it does not touch the collar of the shirt. Longer hair will be fashioned up, and all hair styles must be such as to stay in place and not hang over the eyes. All styles will render a neat appearance. No scarves, headbands or ribbons will be worn in the hair. In no case will the bulk or length of the hair interfere with the proper wearing of any police headgear.

RULE 8.3 - EARRINGS

Male officers may not wear earrings or studs, on or off duty. Female officers may only wear stud-type earrings on duty (no hoops or dangling styles).

RULE 8.4 - WEARING THE UNIFORM

Officers shall keep their uniforms 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 Police Chief shall periodically issue special orders pertaining to daily or seasonal wearing of uniforms.

Officers shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while commuting to and from duty, or with the permission of the Chief of Police.

RULE 8.5 - CIVILIAN CLOTHING

Male officers permitted to wear civilian clothing during a tour of duty, including court appearances, shall wear either a business suit with tie, or sports coat with tie and slacks. Female officers permitted to wear civilian clothing during a tour of duty, including court appearances, may wear a dress or skirt and blouse, or blouse and dress pants. Dungarees and/or designer jeans etc. are not considered proper attire for officers—male or female. The Police Chief may prescribe other types of clothing when necessary to meet particular police objectives. Civilian clothing shall not be worn with any distinguishable part of the police uniform. No shorts, T-shirts or shirts without a collar may be worn. Leather shoes are required (no sneakers/tennis shoes, etc.)

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9.0 - ATTENTION TO DUTY

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

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

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

It shall be the duty of every officer to report to his Commanding Officer or the Chief of Police any information given to him in good faith by any citizen regarding matters that indicate the need for police action. Officers, regardless of rank or assignment, shall act immediately: to protect life, liberty or property; to enforce all laws; to detect the commission of crimes; and to apprehend law violators.

RULE 9.1 - PROFESSIONAL IMAGE

Officers shall not act in a manner which is not consistent with the image of a professional police officer, which shall include but not be necessarily limited to:

- a. Unnecessary shouting or using obscene language;
- b. Leaning on walls, posts, cars, etc.;
- c. Tardiness in reporting for work;
- d. Conducting personal business while on duty;
- e. Taking excessively long meals or refreshment breaks;
- f. Failure to respond promptly to a request for police service;
- g. Failure to return promptly to service after finishing handling a call for police service;
- h. Lack of courtesy to an individual, either on the phone or in person.
- i. Gambling, except when off-duty and at licensed premises.

RULE 9.2 - DEVOTION TO DUTY

Officers, while on duty, shall devote their full time and attention to the service of the Northfield Police Department and to the citizens of the community. They shall remain

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awake, attentive and alert at all times while on duty. Recreational reading, watching television, leisurely use of the cell phone and/or any other similar type activities, including listening to music or any audible transmission (other than the police radio) with headphone or an earpiece, which would tend to detract from the proper performance of your assigned duties and responsibilities shall not be permitted while on duty.

RULE 9.3 - LOITERING

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

RULE 9.4 - DUTY TIME LIMITED TO POLICE WORK

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

RULE 9.5 - REPORTING FOR DUTY

Officers shall report for duty promptly at the time and place required by their assignment or as otherwise directed by proper authority. They shall be properly uniformed and suitably equipped, ready to 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. Officers unable to report for duty because of sickness or injury shall notify, or cause to be notified a supervisor as soon as possible, but in any event at least four hours prior to their next tour of duty (unless the injury or illness occurs less than four hours before the officer's next tour of duty) and subsequently await a return call from their supervisor or other command personnel at which time the injured or ill officer shall notify said supervisor of the nature of the illness or injury and as to how long he anticipates the illness or injury to continue.

Officers shall endeavor in good faith to remain in compliance with the above requirements or forfeit their salary for said scheduled tour of duty in addition to appropriate disciplinary sanctions.

RULE 9.6 - SLEEPING

Officers shall not sleep while on duty.

RULE 9.7 - GAMBLING

Officers shall not gamble while on duty, unless to further a police purpose.

RULE 9.8 - READING

Officers shall not engage in recreational reading while on duty, except during meals.

RULE 9.9 - LEAVING VEHICLES UNATTENDED

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Officers shall not leave vehicles unattended. When leaving a cruiser, a portable radio shall be activated and the keys shall be removed from the vehicle and the doors secured.

RULE 9.10 - SMOKING WHILE ON DUTY

Officers shall not use any type of tobacco product. (See Town of Northfield policy S VII, T, 6/ pg15)

RULE 9.11 - AWARENESS OF ACTIVITIES

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

RULE 9.12 - LEAVING THE COMMUNITY

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

RULE 9.13 - DUTY STATUS

Officers shall be considered on duty or available for duty at all times (whether during assigned hours or while *off-duty*) for the preservation of the public peace and the protection of life and property, and shall be prepared to take all reasonable police action to accomplish this purpose. All serious matters of public concern shall receive appropriate attention, even though an officer is not on duty at the time.

RULE 9.14 - DEPARTMENTAL COMMUNICATIONS

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 which may arise during the next tour of duty.

RULE 9.15 - MUTUAL PROTECTION

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.

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RULE 9.16 - DUTIES WHILE IN COURTS

Officers concerned with cases before courts, grand juries, etc., shall be punctual in attendance, and shall make a clean and neat appearance.

RULE 9.17 - REPORTS

Officers shall promptly and accurately complete all reports and forms required by the Department. Before leaving the station at the end of his/ her tour, an officer shall complete all reports and forms which pertain to events occurring during the concluded tour.

RULE 9.18 - COOPERATION WITH INTERNAL INVESTIGATIONS

Officers shall answer questions, respond to lawful orders, and render material and relevant statements, in an internal Department investigation when such orders, questions and statements are directly related to job responsibilities. Nothing in the Section shall be violative of one's Federal or State constitutional rights.

RULE 9.19 - WITHHOLDING EVIDENCE

Officers shall not fabricate, withhold, or destroy any evidence of any kind. Final disposition of evidence shall be in accordance with established departmental policies and procedures and as governed by statute.

RULE 9.20 - TESTIFYING AT INVESTIGATION

Officers shall truthfully testify to or state the facts as they know them when they appear before or are involved in any judicial, departmental or other official investigation, hearing, trial or proceeding and in all other ways cooperate fully during such.

RULE 9.21 - REPORT RULE VIOLATION

Officers shall, upon observing or otherwise becoming aware of a violation by another officer of the force or by an employee of the Department's Rules and Regulations or Policies and Procedures, as set forth in this Manual or by other Departmental directives or as governed by law, report said violations to their Superior Officer who will be responsible for appropriate action, report submission and follow-up.

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10.0 - GENERAL REQUIREMENTS

RULE 10.1 - RESIDENCY

Officers shall comply with any residency requirement specified by any applicable statute, and or by-law/ordinance.

RULE 10.2 - HOME ADDRESS AND TELEPHONE

Officers shall have a telephone in their place of residence, or where they can be reached, and shall report any change of telephone number or home address to the Chief within twenty four hours of such change. The telephone numbers or home addresses of Department personnel shall not be given out to anyone outside the Department without the approval of the Police Chief. In the event of an emergency request, the officer's telephone number will be called with a notification to call the person making the request.

RULE 10.3 - DEFECTS IN STREETS OR ROADWAYS

Officers shall observe and promptly report in writing to the Commanding Officer 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 dispatcher for more immediate remedial action where necessary.

RULE 10.4 - MEALS

Officers shall take meals and breaks at such times as are approved in the discretion of the Commanding Officer who may limit the number of officers who may be off at any one time.

RULE 10.5 - POLICIES AND PROCEDURES COMPLIANCE

Officers shall read and be familiar with and comply with the requirements of the Department's policies and procedures manual.

RULE 10.6 - PAYMENT OF DEBTS/LEGAL LIABILITIES

Officers shall not willfully or negligently fail to pay just debts and legal liabilities, especially where creditors solicit the assistance of the Chief of Police in the collection process. Officers shall not borrow any money from or otherwise become indebted to any municipal official or other officer, nor shall they solicit any municipal official or other members or employees of the Defendant to co-sign, endorse or in any way whatsoever guarantee any promissory note, or other loan nor shall they offer to act as consignor, endorser or guarantor of any promissory note or other loan for any municipal official or other member or employee of the Department.

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RULE 10.7 - WARRANTS FOR ASSAULT UPON A POLICE OFFICER

Officers shall not make application for a warrant charging that they were assaulted while in the performance of duty without first reporting the facts of the case to the Chief, through the Commanding Officer, and seeking permission to make such application.

RULE 10.8 - RELEASE WITHOUT ARRAIGNMENT

Officers shall notify the Chief or Commanding Officer in all cases where a release without arraignment is to be sought for any person arrested. In no case shall any discharge without arraignment be made without the approval of the court.

RULE 10.9 - INCURRING DEPARTMENT LIABILITY

Officers shall not incur a liability chargeable to the Department or municipality, except with the knowledge and consent of the Chief of Police.

RULE 10.10 - DUTIES WHILE SUSPENDED

Officers shall obey all lawful orders while on suspension. Suspended officers may be required to testify in connection with cases which originated while an officer was on duty or to submit to fitness for duty examinations.

RULE 10.11 - FIGHTING/QUARRELING

Officers shall not fight or quarrel with one another.

RULE 10.12 - CIVIL DISPUTES

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 and enforce any orders of a criminal nature as issued by a court of competent jurisdiction.

RULE 10.13 - CIVIL SUITS FOR PERSONAL INJURY

Officers shall make any claims for damage to clothing or other personal property belonging to an officer resulting during the proper and lawful performance of duty only in accordance with current departmental directives, regulations and contractual provisions. 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 Police Chief in writing and receiving approval from the Police Chief. Officers who have received municipal salaries or have been indemnified or reimbursed for medical bills for illness or for personal injuries sustained off duty or in the line of duty, shall notify the Police Chief in writing of any intent to seek, sue, solicit, or accept compensation or damages for such injury or illness. Notice shall be filed in writing before the action is taken, which notice shall include the facts of the claim and the name of the defendant. The Police Chief shall be kept informed of the status of the case and the final court determination.

RULE 10.14 - IMMORALITY

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Officers shall not engage in grossly immoral conduct or public lewdness.

RULE 10.15 - CRIMINAL CONDUCT

Officers shall not commit any criminal act (felony or misdemeanor), or violate the criminal laws or statutes of the United States or of any state or local jurisdiction (by-law/ordinance), whether on or off duty. An officer may be guilty of violating this rule regardless of the outcome of any criminal court case.

11.0 - DEPARTMENTAL PROPERTY AND EQUIPMENT

Equipment and uniforms issued to officers shall remain the property of the Department. Officers shall maintain departmental property, uniforms 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.

In the event that Department property is found bearing evidence of damage which has not been previously reported, it will be considered prima facie evidence that the last person using the property or vehicle is responsible for said damage until he comes forward and proves by a preponderance of the evidence that he was not responsible.

RULE 11.1 - DAMAGED, DEFECTIVE OR INOPERATIVE PROPERTY AND EQUIPMENT

Officers shall immediately report to their Superior Officer any damaged, defective or inoperative property or equipment. The Superior Officer involved shall submit a report to the Police Chief, detailing the circumstances leading up to the lost, damaged, defective or inoperative equipment and cause to have submitted a report by the officer assigned or in control of said property when said damage occurred. The Commanding Officer or the Police Chief shall also be notified as soon as practicable of any defects or hazardous conditions existing in any Department property or equipment.

RULE 11.2 - CARE OF DEPARTMENT BUILDINGS

Officers shall not mar, mark or deface any surface in any Department building or motor vehicle. No material of any type shall be affixed in any way to any wall or other place or location in departmental buildings or property without specific authorization from the Police Chief.

RULE 11.3 - AUTHORIZED EQUIPMENT

Officers shall carry, while on duty, only such equipment as is authorized by the Police Chief or issued by the Department.

RULE 11.4 - SURRENDER OF DEPARTMENT PROPERTY

Officers are required to surrender all Department property in their possession upon separation from service, or when otherwise ordered.

RULE 11.5 - PRIVATE VEHICLES

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Officers shall not drive or utilize a private vehicle while actually on a duty assignment or otherwise engage in a police service, function, duty, or responsibility without the specific authorization of the Police Chief or his designee. An exception will be made for emergency circumstances requiring immediate police services or outside paid details when a cruiser is not requested or deemed necessary.

Note: Officer may install blue lights in their private vehicles subject to the approval of the Police Chief.

RULE 11.5A – EMPLOYEE PARKING PLACARDS

Not applicable for Town of Northfield employees.

RULE 11.6 - DEPARTMENT TELEPHONES

Officers shall not use department telephones for the transmission of private messages, without the permission of the Chief of Police. Permission is likewise required prior to making any official toll calls, and the required departmental forms will be submitted on all such toll calls.

RULE 11.7 - DEPARTMENT VEHICLES

Officers must have and maintain a current Massachusetts driver's license. Officers shall not use any Department vehicle without the permission of a Commanding Officer or Chief of Police, 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.

RULE 11.8 - UPKEEP OF POLICE MANUAL

Officers who are issued this Manual and the Department's Policies and Procedures Manual are responsible for their maintenance and knowledge of their contents and they are required to make appropriate changes or inserts as issued by the Police Chief. The Manuals shall be readily available for inspection and review when so directed by lawful authority. The Manuals shall be considered Department property and shall be surrendered to the Police Department upon separation from service with the Department.

RULE 11.9 - TRANSPORTING CITIZENS

Officers shall assure that only authorized police personnel or employees drive or are transported in departmental vehicles. Citizens shall be transported in Department vehicles only when necessary to accomplish a proper police purpose. Such transportation shall be in conformance with Department policy and procedure or at the direction of the Police Chief or a Commanding Officer.

RULE 11.10 - RESPONSIBILITY FOR DEPARTMENT PROPERTY

Officers who are the actual custodians or users of any Department property shall be responsible for the safe-keeping and proper use of the property during the time that such

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officer has control of the property, and it shall be returned upon demand of a superior, or when its use is terminated.

RULE 11.11 - CARE OF DEPARTMENT PROPERTY

Officers shall make every effort to conserve the physical resources of the Department. Culpable negligence in the use and care of Department property, as well as its abuse, misuse, willful or negligent loss or destruction, is not only cause for Department discipline, but may also require restitution. Intentionally or negligently abusing, defacing, misusing, damaging or losing Police Department property is prohibited. In more serious cases, such shall incur liability for prosecution in the criminal courts.

RULE 11.12 - PROPERTY - ITEMS OF IDENTIFICATION

Officers shall be responsible for the items of identification issued to them as an officer of the Department, including but not limited to, the police badge, any numbered hat badge or name plate, and the police identification card. They shall not permit any other person to borrow or use the items of identification issued to them by the Department. Any loss of such items shall be reported immediately by the officer to the Chief of Police together with a written report of the circumstances leading to such loss.

RULE 11.13 - PERSONAL POLICE EQUIPMENT

Officers shall register with the Department the description and serial numbers of all personal firearms or other police equipment they may own or carry.

RULE 11.14 - CARE AND SECURITY OF FIREARMS

Officers shall maintain their service firearms and authorized off-duty weapons, if any, in proper working order at all times and report any damage, loss or unserviceable condition immediately to the Chief or their Commanding Officer, who shall take appropriate steps to remedy said situation. All officers shall be personally responsible for the security and safekeeping of said firearms at all times and shall not alter or repair any part of their service or authorized off-duty firearms without the approval of the Police Chief.

RULE 11.15 - CARE AND CUSTODY OF PROPERTY

Officers shall assure that all personal property, including money, which comes into an officer's custody while on duty, whether lost, stolen, confiscated, abandoned, turned over to the Department or taken from a prisoner or detainee, is properly tagged, recorded and turned over to the proper Department authority, or placed in the designated place of storage for safe keeping, all in accordance with current Department policies and procedures.

RULE 11.16 - EVIDENCE/SUSPECTED CONTRABAND

Officers shall assure that whenever evidence of any kind, including suspected contraband such as questionable controlled substances, alcoholic beverages, or other items kept contrary to law comes into the possession of an officer of the Department, said evidence or suspected contraband is turned into the temporary evidence/property locker for safe-keeping and

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analysis if necessary and documented in records management. This regulation shall be adhered to in all cases, whether or not court action is contemplated, whether or not an arrest is made, and whether or not the owner of such evidence or suspected contraband is known to the officer.

Officers are not authorized to destroy or dispose of evidence or suspected contraband, except by direction of the Chief of Police, or in accordance with procedures established by law for the destruction or disposal of the same, and in accordance with Department policies and procedures.

RULE 11.17 - RESPONSIBILITY FOR VEHICLE

Officers who are assigned to duty as an operator of a Department vehicle shall be responsible for checking on the serviceability of the vehicle. Except when the vehicle is in emergency use, the officer shall inspect the vehicle when it is turned over to him and shall submit a written report to his supervisor of any defect, damage or unserviceability not previously reported. The officer at the same time shall also inspect the interior of the vehicle for the presence of unauthorized articles. Responsibility for cleanliness of the vehicle shall be the responsibility of the officer(s) assigned said vehicle under the supervision of his (their) immediate supervisor.

RULE 11.18 - DEPARTMENT NOTICES

Officers shall not alter, deface, or remove without permission, any posted notice on the Department bulletin board or from any other location where said notice may be posted. No notice of a derogatory, libelous or profane nature of any kind shall be posted upon the Department, or within or upon any other Department property or location.

RULE 11.19 - REPORTING ACCIDENTS

Officers who are involved in an accident with a Department vehicle, or when a vehicle is disabled and has been damaged, shall not move the vehicle except in an emergency. The Commanding Officer or his designee shall immediately go to the scene and make an investigation and report all particulars to the Chief forthwith. The officer involved shall promptly submit a written report in accordance with Department policies and procedures.

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12.0 - REPORTS

RULE 12.1 - FILING REPORTS

Officers shall promptly and accurately complete all reports and forms as required by this Manual and by Department policies and procedures.

RULE 12.2 - FALSIFYING RECORDS

Officers shall not knowingly or willingly enter or cause to be entered upon a police report or police record any inaccurate, false or improper information.

RULE 12.3 - WITHHOLDING EVIDENCE

Officers shall not fabricate, withhold, or destroy any evidence of any kind.

RULE 12.4 - FEIGNING ILLNESS OR INJURY

Officers shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive the Department as to the condition of their health.

RULE 12.5 - DEPARTMENTAL RECORDS/REPORTS/ CITATIONS

Officers shall not steal, alter, forge or tamper with any kind of police record, report or citation. To this end, the removal of any record, card, report, letter, document, or other official file from 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 Department files, sources or reports other than that to which one is properly entitled in accordance with one's duties or assignment is prohibited.

RULE 12.6 - LINE-OF-DUTY DISABILITY

Officers who are injured in the line of duty may apply for leave without loss of compensation as provided in Chapter 41, Section 111F of the General Laws of the Commonwealth of Massachusetts. Any injury, illness or disability incurred in the line of duty, shall be reported in writing by the officer concerned to his Commanding Officer or Chief of Police, and this report will be properly investigated. Such report shall be made prior to the end of an officer's shift unless the seriousness prevents such notice. In such case notice will be made as soon as the officer is physically able to do so. Departmental forms and insurance claim forms will be utilized for notification purposes as the Chief may direct. Final disposition as to line-of-duty injuries, illness, or disabilities shall be made by the Chief and Selectboard who may consult with a physician. In each case of illness, injury or disability incurred in the line-of-duty, the Chief may require that an officer shall not be returned to duty until his ability to be placed on full duty status is certified by proper medical authority.

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RULE 12.7 – SUBMISSION OF FRAUDULENT TIME SHEETS

Pursuant to SECTION 90 of the **Police Reform Legislation** passed on **12/31/2020**, Chapter 231 of the General Laws was amended by inserting after section 85AA the following new section:-

MGL Chapter 231 Section 85BB:

(a) A law enforcement officer (Including all Northfield Police Officers),

- as defined in section 1 of chapter 6E [POST Chapter],
- who **knowingly submits** to a state agency, state authority, city, town or agency,
 - as defined in said section 1 of said chapter 6E,
- a **false or fraudulent claim of hours worked for payment**
- and **receives payment** therefor
- or knowingly makes, uses or causes to be made
- or used a false record
 - or statement
- material to a false or fraudulent claim of hours worked for payment
- that **results in** a law enforcement officer **receiving payment** therefor
- or any person who conspires to commit a violation of this section

Penalty: Shall be punished by a **fine of Three (3) times the amount of the fraudulent wages** paid or by imprisonment for not more than **2 years** [in the HOC].

Note: Subject to immediate ***Decertification*** by **POST** by if convicted regardless of the sentence imposed.

13.0 - FITNESS FOR DUTY

RULE 13.1 - ABSENCE

Officers shall not be absent from duty without permission. For a proper reason, and only for a limited time, a Commanding Officer or the Chief of Police may excuse an officer from reporting or being present for duty. All unauthorized absences shall be investigated by the Commanding Officer concerned and shall be reported to the Chief of Police for appropriate action.

RULE 13.2 - MILITARY LEAVE OF ABSENCE

Officers who are members of a reserve component of the Armed Forces of the United States shall be granted leave, in accordance with Chapter 33, section 59, of the General Laws of the Commonwealth of Massachusetts, and the provisions of any applicable collective bargaining agreement.

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RULE 13.3 - SICK LEAVE

Officers shall utilize sick leave for personal illness or physical incapacity only when thereby rendered unable to perform the duties of an officer's present position. Compensation for sick leave shall be subject to review by the Chief of Police who may disallow such leave for improper or unauthorized use.

RULE 13.4 - DOCTORS CERTIFICATE

Officers shall provide a certificate from a doctor if required at the discretion of the Chief of Police for an absence from duty because of sickness or injury.

RULE 13.5 - PHYSICAL FITNESS

Officers shall maintain good physical condition in accordance with standards determined by the Chief.

The Chief may order any officer of the Department to submit to a physical or psychological examination whenever circumstances dictate that it is in the best interests of the officer and/or the Department.

RULE 13.6 - NOTIFICATION

Officers shall notify a Superior Officer or the Chief when ill and unable to report for work, or if there is any change in an officer's physical/mental health that could disqualify the individual from being employed by the Department. Additionally, the use of sick leave without just cause or the furnishing of any false information with reference thereto by any officer of the Department is strictly prohibited.

RULE 13.7 - POSSESSION/USE OF ALCOHOL

Officers shall not possess and/or use alcohol on duty other than in an authorized duty capacity. No officer shall report for duty while under the influence of intoxicating liquor or with an odor of alcoholic beverage on his breath. No officer shall drink alcoholic beverages so as to render himself unfit to report for scheduled duty. Additionally, being intoxicated in public while off duty is prohibited. (For purposes of this rule, an officer shall be considered intoxicated if the amount of alcohol in the officer's blood attains or exceeds the level of the presumption of being under the influence as found in the M.G.L. c. 90, s. 24.)

RULE 13.8 - SMOKING TOBACCO

Officers appointed after January 1, 1988 shall not smoke tobacco products of any kind whether on or off duty. Whoever violates said statute is subject to dismissal as specified in Chapter 41 section 101A of the Mass General Laws.

RULE 13.9 - POSSESSION/USE OF CONTROLLED SUBSTANCES

Officers shall not possess and/or use on or off duty any controlled substances, except with the approval and guidance of a licensed physician and with the specific knowledge of the Police Chief to the extent that it is not in conflict with Rule 10.15. At no time may an officer use or

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be under the influence of a controlled substance whereby such use or influence impairs or compromises the efficiency and integrity of the Officer, the Department or the Municipality.

RULE 13.10 - INTOXICANTS, DRUGS, ETC., POSSESSION

Officers shall not bring, place, or permit to be brought or placed, or allow to be kept in any building, location or vehicle of the Department, any intoxicant, exhilarant, hypnotic, hallucinogen, or narcotic, except in the strict performance of police duty i.e. evidence, etc., or when it is needed for administration by, or at the direction of a licensed physician, and then only after notification to and approval from the Police Chief of designee.

RULE 13.11 - MEDICAL/PSYCHOLOGICAL EXAMINATION

Officers shall submit to a medical or psychological examination, at the expense of the Department when so ordered to do so by the Police Chief.

RULE 13.12 – POSSESSION / USE / DISTRIBUTION OF MARIJUANA

The Federal Controlled Substances Act of 1970 completely prohibits all medicinal use of marijuana by placing it in the most restrictive category of Schedule I.

The DEA has determined that controlled substances placed in this Category:

- 1) have no therapeutic value,
- 2) are not safe for medical use, and
- 3) have a high abuse potential.

Therefore, under federal law, there are **no “lawful uses” of marijuana** (including uses prescribed by a doctor), notwithstanding any state registration, decriminalization, or “legalization.” **As such, the possession, distribution and/or use of marijuana continues to violate Federal Law of the United States of America.**

For the reasons set forth above as well as those enumerated in SPD Rule 10.5 and SPD Rule 13.9, notwithstanding the legalization of marijuana for approved medical uses in this State and the “*decriminalization*” of an ounce or less of marijuana (which remains subject to the imposition of a civil fine), the possession and/or use of marijuana is inherently incompatible with the duties and responsibilities of a duly sworn Northfield Police Officer, as it still remains a federal misdemeanor enforceable and punishable by the federal government.

Therefore, the possession, use and/or distribution of marijuana by department personnel is **strictly prohibited.**

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2.0 - RECEIPT

Officers have been provided the updated Rules and Regulation on 8/29/23. Officers shall subscribe their names to the following agreement:

I hereby acknowledge receipt of a copy of the Manual of Rules and Regulations for the government of the Police Department.

Date: _____

Signature of Officer: _____

Issued By: _____

SIGNATURE OF ISSUING OFFICER

(Two copies of receipt - one to remain in Manual and the other to be filed in personnel folder.)