

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 06/17/02	<b>RULES AND REGULATIONS</b>	<b>Revised Date:</b> 01/12/16
<b>Chief of Police:</b> 	<b>Section 1: Duties of All Department Personnel</b>	

Personnel shall comply with all police department rules and regulations, orders, and established written directives. Additionally, the rules and procedures outlined in the city's employee manual shall be followed. Some of the police department rules and regulations, orders, and written directives may be more restrictive than those in the city's employee manual. In the case of conflict between city rules and procedures and those of the police department, personnel shall immediately bring such conflicting matters to the attention of his/her immediate supervisor for clarification. *(Formerly 1.2 & 1.3)*

#### 1.1 General Conduct

It is the duty of all personnel to maintain a course of conduct which benefits the city and the department, and that will not adversely reflect on the city, the department, or the employee.

#### 1.2 Duty to Read, Understand, and Maintain Knowledge of Laws/Procedure/Rules & Regulations/Written Directives

Personnel shall establish and maintain a working knowledge of laws, procedures, rules & regulations, and written directives. Upon commencing employment, personnel shall read and comply with all assigned written directives. All employees are responsible for reading all newly assigned or updated written directives and maintain an understanding of the outlined procedures. Failure to read, understand, inquire, or comply with the established written directives and laws shall be considered a neglect of duty.

*(Formerly 1.9 and Rules & Regulations – Section 2, 2.13 & 2.56)*

#### 1.3 Lawful Orders

Personnel shall issue only lawful orders that pertain to police department business. Personnel are not required to obey an order which is contrary to city, state, or federal law. Compliance to an unlawful order is never a defense for an unlawful action. Personnel receiving lawful orders they feel to be improper shall first obey the order to the best of their ability and in compliance with the law. The order may be appealed through the chain of command. *(Formerly 1.6, 1.7 & 1.8)*

#### 1.4 Compliance to Orders

Personnel shall comply and fully execute in a prompt and timely manner any lawful order given to them by a supervisor or an employee serving as the acting supervisor, including any order relayed by any employee. Failure to comply with a lawful order shall be considered insubordination.

#### 1.5 Prompt, Efficient, and Professional Performance of Duty

Personnel shall promptly and efficiently perform job functions, respond to and handle calls for service, and provide professional contacts with citizens. *(Formerly 1.14 & Rules & Regulations – Section 2, 2.20 & 2.31)*

#### 1.6 Completion of Reports, Records, Etc.

Personnel shall complete reports, records, etc., in accordance with department directives. Furthermore, these documents shall be executed in an accurate, complete, and timely manner to include all necessary and appropriate information. *(Formerly 1.15)*

## 1.7 Radio Responses

Personnel shall promptly respond to radio traffic and will ensure their radio is functioning properly.  
(Formerly Rules & Regulations - Section 2, 2.33)

## 1.8 Certification/Training for Specialized and/or Extra Duty Assignments

Personnel shall maintain certification and complete the training required for specialized and/or extra duty assignments. (Formerly Rules & Regulations - Section 2, 2.37)

## 1.9 Registration of On and Off Duty Firearms/Duty of Qualify

Personnel shall register and qualify with their authorized on and off duty firearm with the department, which will be carried in connection with his/her status as a police officer.  
(Formerly Rules & Regulations - Section 2, 2.14)

## 1.10 Phone Number and Residential Address

Personnel shall maintain an operable phone number, at all times, and will provide the Office of the Chief of Police their current phone number and residential address.  
(Formerly Rules & Regulations - Section 2, 2.24 & 2.25)

## 1.11 Personal Appearance

Personnel shall maintain a neat and clean personal appearance while on duty and shall comply with department directives on the wearing of uniforms, grooming, and personal appearance. (Formerly 1.10)

## 1.12 Speaking Engagements, Exhibitions, Etc.

Personnel shall keep their supervisor or designee informed on public appearances, presentations, or speeches. In the event the request is outside the employee's normal job duties, the employee shall receive supervisory authorization first. (Formerly 1.11)

## 1.13 Electronic Mail Accounts

Personnel shall check their department assigned electronic mail accounts(s) and voice mail box at a minimum of every working day. (Formerly 1.23)

## 1.14 Impartiality

Personnel shall perform their duties in a fair and impartial manner, without being influenced by race, creed, national origin, or lifestyle.

It shall be considered a violation of this rule to engage in any practice of discriminatory profiling, which is defined as discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality of officers toward classes of individuals or persons based on individual demographics. It shall not be a violation of this rule to detain, stop, question, search, or arrest any person based on such person's match with a specific physical description provided to personnel in the normal and lawful course of department business. (Formerly 1.13)

## 1.15 Courtesy/Cooperation with Others

Personnel shall perform their duties in a courteous, professional manner, and cooperate with other employees of the department, city employees, the public, and other law enforcement agencies. When requested, personnel shall accurately provide one's name and identification number, and/or official Elgin Police employee photo in a respectful manner. (Formerly 1.12 and Rules & Regulations - Section 2, 2.39)

#### 1.16 Cooperation with Investigations

Personnel shall truthfully answer questions or cooperate in investigations being conducted by any lawfully authorized individual or agency, including but not limited to any other law enforcement agency, a grand jury, the State's Attorney's Office, the Attorney General's Office for the United States or for the State of Illinois, the City of Elgin, when properly called to do so, and when there is no properly asserted constitutional privilege, or when immunity from prosecution has been granted.

*(Formerly Rules & Regulations - Section 2, 2.63)*

#### 1.17 Truthful Statements

Personnel shall truthfully conduct any police business, answer questions, or provide relevant information/statements to any person or body lawfully conducting an investigation. Such orders, questions and statements are specifically related to the employee's job responsibilities and/or fitness for office. Nothing in this section will be construed as to be in violation of an employee's federal or state constitutional rights. Inaccurate statements or materially incomplete reports and the withholding of relevant information by employees shall also be considered in violation of this rule.

*(Formerly Rules & Regulations - Section 2, 2.8 & 2.58)*

#### 1.18 Immediate Notification of Arrest

Personnel shall immediately notify their supervisor or in their absence, the on-duty supervisor of any incidents leading to their arrest, criminal charges, excluding minor traffic violations which are petty offenses, and any subsequent convictions. *(Formerly 1.16)*

#### 1.19 Misconduct Known to Department Personnel

Personnel shall promptly report a fellow employee's violation of law, rule or regulation, policy or procedure, general or special order, and written or verbal orders from a supervisor. To this end, all such violations coming to the attention of another employee shall immediately be reported to their supervisor or in their absence, the on-duty supervisor. *(Formerly Rules & Regulations - Section 2, 2.7)*

#### 1.20 Court Appearance

Personnel shall appear in court as required and provide timely notification, when possible, to the respective state's attorney's office when unable to appear for a scheduled court date. If an employee has an emergency which prevents him/her from attending court, the respective state's attorney's office and department supervisor shall be notified.

#### 1.21 Courtroom Demeanor

When appearing in court, personnel shall appear in either their uniform or business attire as outlined in the Uniform and Appearance Guidelines Manual, and shall adhere to all courtroom regulations.

*(Formerly Rules & Regulations - Section 2, 2.57)*

#### 1.22 Testimony

Personnel shall be prepared to testify and provide truthful, complete oral, and written testimony under oath. *(Formerly 1.22)*

#### 1.23 Participation in Civil Matters

Personnel shall provide notification to the Office of the Chief of Police, in writing, prior to giving a deposition or executing an affidavit stemming from one's official duties as a department employee and where the city has an interest in the matter. *(Formerly Rules & Regulations - Section 2, 2.9)*

#### 1.24 Compensation for Civil Matters

Personnel are compensated by the department for court appearances, depositions or other civil matters. Therefore, monies directly received from an outside source shall be forwarded to the budget analyst for payment into the general fund. *(Formerly Rules & Regulations - Section 2, 2.10)*

#### 1.25 Duty Incurred Expenses/Damages

Personnel shall notify the Office of the Chief of Police prior to accepting money or other compensation from any person or entity other than the City of Elgin. For purposes of this rule, ongoing payments from any source need only be reported once as being ongoing. *(Formerly Rules & Regulations - Section 2, 2.16)*

#### 1.26 Press Relations

Personnel shall comply with department policy when dealing with the press. All information released shall be in accordance with current policy. *(Formerly 1.17)*

#### 1.27 Release of Information/Confidentiality of Records

Personnel shall safeguard confidential information. Information regarding suspects, witnesses and ongoing investigations, as well as juvenile information, shall not be released to any person, except in accordance with the law and department policy. Any information accessible only to personnel, as a result of their employment, shall be considered confidential, unless otherwise defined.  
*(Formerly 1.18)*

#### 1.28 Extended Leave/Reporting Requirements

Personnel on leave beyond two weeks, for reasons other than scheduled vacations, compensatory time, and military deployment, shall make contact by phone or in person, with their direct supervisor or designee, a minimum of once a week. Personnel shall supply current emergency contact information, an update of their condition and expected date of return to duty. For purposes of this rule, personnel shall be responsible for establishing contact. Messages, i.e. voice mail/e-mail, shall be insufficient to establish compliance with this rule, unless authorized by a supervisor. *(Formerly 1.21)*

#### 1.29 Medical Reporting Requirements

Personnel shall immediately report to their supervisor or in their absence, the on-duty supervisor if they have a medical issue or are using medication or any other substance which may impede their ability to perform their duties or if they have failed to take prescribed medication or treatment which may impede their ability to perform their duties. *(Formerly 1.20 and Rules & Regulations - Section 2, 2.54)*

#### 1.30 Reporting Outside Employment

Personnel shall notify the department of secondary employment and receive written authorization.  
*(Formerly Rules & Regulations - Section 2, 2.55)*

#### 1.31 Possession of a Valid Driver's License

Personnel required to operate city vehicles in connection with their duties shall be in possession of a valid driver's license, unless specifically relieved of this responsibility by the chief of police. Any employee whose driving privileges are suspended, revoked, or canceled shall immediately notify his/her immediate supervisor or in their absence, the on-duty supervisor. *(Formerly 1.19)*

#### 1.32 Safety Violations

Personnel shall exercise due care and caution in the performance of duties and adhere to the safety practices outlined in written directives. *(Formerly Rules & Regulations - Section 2, 2.36)*

#### 1.33 Protection of City or Department Property

Personnel shall adequately secure and care for city or department property. The employee is required to notify his/her supervisor in writing when property is lost, damaged, or stolen.  
*(Formerly Rules & Regulations - Section 2, 2.40 & 2.41)*

#### 1.34 Surrender of Department Property

Personnel shall surrender all department issued/owned property upon request or separation from the department.  
*(Formerly Rules & Regulations - Section 2, 2.26)*