

## General Orders

### PURPOSE

The purpose of this policy is to set guidelines for how members of the Loudon Police Department (“members”) conduct themselves as officers of the law.

#### I. General Order #1 - Standards

- A. Standard of Conduct: Members shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon themselves as members of the Department.
- B. Insubordination: Deliberate refusal by any member to obey a lawful order given by a supervisor shall constitute insubordination. Disciplinary action will be taken.
- C. Conduct towards the public - All persons having business with the Police Department are entitled to courteous and respectful consideration and must be given all assistance proper under the rules of this Department. Members shall give their name to any person who request it.
- D. Cooperation with other law enforcement agencies - Members shall cooperate with all law enforcement agencies, other city departments, and public service organizations. They should give all aid and information these organizations are entitled to receive.
- E. Gifts, gratuities, fees, rewards, loans - Members shall not, under any circumstance, solicit any gift, gratuity, loan, or fee where there is any direct or indirect connection between the solicitation and their Department membership or employment. Members shall not accept any gift, loan, fee, or any other thing of value arising from or offered because of police employment without the approval of the governing body.
- F. Public statements - Members shall not make public addresses or published material concerning the affairs of the Department or service that is in connection with law enforcement, and that is not of public interest, without first informing the Chief of Police and Social Media Policy.
- G. Social networking - Social networking has become a popular activity on the Internet. The City of Loudon Police Department does not prohibit employees from engaging in social networking as long as the content employees post does not pertain directly to any calls for service the City of Loudon Police Department responds to, or any material that may be deemed as detrimental to the Loudon Police Department.

#### II. General Order #2 - Orders

- A. Manner of issuing orders
  - 1. Orders from superior to subordinate shall be in clear, understandable language, civil in tone, and issued pursuant to department of business.
  - 2. Neither the chief of police nor any other supervisory officer knowingly shall issue an order that is in violation of any law, ordinance, Police Department rule or procedure.
- B. Unlawful, unjust, or improper orders

1. Members are not required to obey an order that is contrary to federal state or local laws. Responsibility for refusal to obey rests with members, and they shall be required to justify their refusal.
2. A member receiving an unlawful, unjust or improper order shall, at the first opportunity, report in writing to the Chief of Police. This report should contain the facts of the incident and the action taken.

C. Conflicting orders

1. Orders may be countermanded, or conflicting orders issued only when necessary for the good of the Department
2. Upon receipt of an order in conflict with a previous order or instruction, the member affected shall advise the person issuing the second order of the conflict. Responsibility for countermanding the original order or instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed.

**III. General Order #3 – Prohibited or Required Activities**

A. General - Members are prohibited from engaging in the following activities or actions while on duty, with the exceptions noted.

1. Sleeping, loafing, or idling on duty. Members shall at all times be attentive to their duties.
2. Conducting private business
3. Carrying any articles that distract from the proper performance of their duties

B. Investigation - Members shall not withhold any information of criminal activity or undertake self-assigned investigations without prior or prompt documentation and notified the chief of police

C. Alcohol, intoxicants, or drugs - No member shall be on duty under the influence of intoxicants or drugs or be unfit for duty because of their excessive use. A member taking a controlled substance or other drugs that may affect his or her ability to perform the essential functions of the job shall inform his or her supervisor about the necessary restrictions on work or duties and necessary accommodations needed to perform those duties. All medical information shall be kept in separate files and remain confidential.

No member shall drink or purchased any alcohol beverages while on duty or in uniform. No member in plainclothes shall drink or purchased any alcoholic beverages while on duty.

D. Smoking on duty - Members may smoke while on duty unless it interferes with the ability to perform police functions or is offensive to a citizen or fellow employee. Smoking is allowed only in designated areas of city properties.

E. Intoxicants on Department premises - Member shall not possess intoxicants on Department premises except when necessary in the performance of a police task. Such intoxicants shall be properly identified labeled and stored.

- F. Misrepresentation and falsification - No member shall, in any official capacity, knowingly misrepresent any matter, sign any false official statement or report, commit perjury or give false testimony before any court, grand jury, board, commission, official hearing or departmental hearing.
- G. Consorting - Members of the Department shall avoid personal association with persons who have an open and notorious reputation in the community for criminal behavior (immediate family ties excluded) except in the discharge of their official duties and with the permission of the Chief of Police.
- H. Property: evidence, abandoned, found, safekeeping, etc. – Evidence abandoned and found property, property maintained for safekeeping, and any other property received by a member of this Department shall not be used, converted, copied, distributed, etc., for personal use by any member other than for Department purpose.
- I. Reporting for duty- Members shall be punctual in reporting for duty at the time and place designated by their superior.
- J. In service training - Members shall attend and successfully complete the in-service training sessions at the direction of the Chief of Police.
- K. Offensive material - Members on duty or on city property shall not reproduce, circulate or post any material that may be considered offensive in the basis of religion, race, ethnic origin or sex.
- L. Offensive statements - Members shall not tell jokes or make statements or suggestions that may be considered offensive, based upon religion, race, ethnic origin, sex or disability.
- M. False injury claims - Members injured off duty shall not falsely claim a job-related injury. Members knowingly shall not corroborate a false injury claim.
- N. Use of department property, facilities or equipment – Members must obtain approval from the Chief of Police prior to the use of department property, facilities or equipment for a non-police-related activity.
- O. Departmental Communication Equipment – In regard to all departmental communications equipment, that includes telephones, cellular phones, computers, radios and any other information technology communication devices or recorders. Any and all transmissions, receptions, creations or documentation of obscene, pornographic or nude images and text is strictly prohibited. The only exception is in case related material in which point there shall be a case number generated and prior approval from a member of the command staff (sergeant or above).
  - 1. Obscenity: The quality or state of being offensive or abhorrent to prevailing concepts of morality or decency.
  - 2. Pornographic – Obscene literature or art
  - 3. Nudity – The state of being without clothing or covering
  - 4. Departmental Communication Equipment – Any radio, cell phone, landline, computer or fax machine owned by the City of Loudon.

P. Wrongful use of equipment – The use of equipment in a manner not specified in the rules or procedures or in a manner other than the intended use, unless justified, may be considered wrongful use.

Q. Use of department credentials – The use of badges, uniforms, etc., for other than Police Department official business shall be prohibited. No member of the department shall allow his or her badge or credentials to be used by another person. The badge, credentials or official position shall not be used for the purpose of securing or attempting to secure preferential treatment or personal or financial gain of any kind.

R. No officer shall:

1. Drink alcoholic beverages while in uniform or on duty, or have the odor of alcohol on breath while on duty, or be intoxicated on duty, or be intoxicated in public while off duty
2. Engage in sexual relationships or engage in extra-marital affairs on duty
3. Communicate information that may enable any person to secure or conceal stolen goods or escape arrest.
4. Fail to treat officers and members and all other persons civilly and respectfully at all times.
5. Fail to report to the proper officer any member or employee guilty of violating any rules, regulations, or other of the Chief of Police.
6. Neglect his or her duty
7. Commit any criminal offense
8. Publicly criticize the official action of another officer
9. Make a false official statement

#### **IV. General Order #4 – Scenes of Incidents**

A. General responsibilities of members at crime or traffic scene

1. The first member to arrive at the scene of a crime or other police incident is responsible for these actions:
  - a. Summoning medical assistance if needed
  - b. Security of the scene
  - c. Arrest of Violators
  - d. Private Property Only – If a vehicle has been moved, you shall not draw an accident diagram. In the diagram section of the report you shall indicate “vehicle moved prior to officer’s arrival.” If there are injuries involved in the private property accident, you shall be required to complete the long form, and not the private property report.
2. Members officially assigned to investigate an alleged crime of other incident shall ensure that the above duties are performed, and that a thorough investigation is conducted. This shall include, but not necessarily limited to, the securing of statements and other information that will aid in the successful

completion of the investigation and location, collecting and preserving physical evidence.

- B. Identification as police officer – Officers shall identify themselves by displaying the official badge or identification card and announcing their identity before taking police action, unless they are in uniform or their identity is obvious in another way.

#### **V. General Order #5 – Conduct off duty**

- A. Call Out – During “off duty” time, members of the department shall be subject to call out duty as needed.
- B. Emergency Standby – Members shall be subject to emergency standby as deemed necessary by the Chief of Police
- C. Police Action while off duty – Off-duty officers shall act in an official capacity if they observe an incident requiring police action when time is of the essence, or if such action will safeguard life, property or prevent the escape of a criminal. This order excludes all part-time and reserve officers.
- D. Carrying a Firearm – All full-time officers and part-time officers with a minimum of 1,040 hours of service, may carry a firearm off-duty as provided by the Tennessee State Law. Providing each officer carries in his or her possession the Loudon Police Department identification card authorized by the Chief of Police.

#### **VI. General Order #6 – Residence and Telephone Requirements**

- A. Members shall maintain a telephone and provide the Chief of Police with the current contact number
- B. Members shall keep the police and personnel departments informed as to their current address.

#### **VII. General Order #7 – Uniform Dress and Appearance**

##### **A. General Requirements**

1. Sworn members of the department shall wear the prescribed uniform as is consistent with the content of this order.
2. Officers shall be neat and clean in appearance when in public, whether in or out of uniform, when on duty or engaged in any activity which relates to the department.
3. The department will, annually, provide each uniformed officer with a suitable number of summer and winter uniforms. Upon receipt of issued clothing, officers will turn in replaced uniforms. The department will, annually, provide each plain clothes sworn officer with a clothing allowance.

##### **B. Regulation Uniform Class A**

1. Shirt – Shirts will be the navy-blue uniform type. The Chief of Police shall determine when long or short sleeve shirts will be worn. All members working on the same shift must wear the same style shirt when so ordered. The sleeves shall be worn fully extended, not rolled up. Only the collar button will be open on the short sleeve shirt. All other buttons on both the long and short sleeve shirt must be closed. Metal buttons shall be worn on pockets and

- epaulets, silver in color. The department patch shall be worn centered on the right sleeve ½ inch below the top seam. The American flag patch shall be worn centered on the left sleeve ½ inch below the top seam. The badge shall be worn on the left front side above the pocket. Sergeants will wear silver colored chevrons centered on the sleeves with the top point six (6) inches below the top seam.
2. Insignia – Insignia shall be worn on the uniform shirt. The insignia shall be worn the same way on both the short and long sleeve shirt.
    - a. Collar Insignia – Police officers shall wear silver pins which say L.P.D. on the collar. The pins shall be worn across the collar as shown in diagrams.
    - b. Nameplates – Nameplates will have the officers name engraved on it and shall be metal. Police officers and sergeants will wear silver nameplates. The police chief and detective(s) will wear gold nameplates. The nameplates shall be worn along the top seam of the right pocket as shown in diagrams.
    - c. Specialized Insignia – Insignia may be worn above the name plate on the right pocket.
    - d. Other insignia – other insignia may not be worn except that authorized by the chief of police.
  3. Badge - Officers of the Department shall wear a badge on the Class A uniform. The badge shall be worn on the left side above the left pocket. The badge shall be of a style and finish approved by the chief of police. Police officers and sergeants will wear silver. The police chief and detective(s) shall wear gold.
  4. Trousers - Navy blue uniform trousers will be worn.
  5. Socks - Navy blue or black socks are preferred.
  6. Shoes - Any black low quarter shoe or boot is acceptable. The trooper boot is acceptable.
  7. Coats - Coats acceptable for use by Department members when wearing the official uniform are those issued by the Department to uniformed personnel. Uniform coats are black in color, are water resistant, and include a winter lining which may be zipper removed for spring and fall. Metal buttons shall be worn on the epaulettes, pocket flaps, and front of the coat. Officers and sergeants shall wear silver color buttons. The Department Patch will be worn in the upper right sleeve, centered, one half inch below the top seam. The American flag Patch will be worn on the upper left sleeve, centered, one half inch below at the top seam. The coat will have an embroidered badge on the left front side. Supervisory personnel shall wear rank insignia of an improved type and style. Sergeants will wear silver chevrons centered on the sleeves with the top point six (6) inches below the top seam.
  8. Raincoats and safety vests - Raincoats and safety vests are authorized for use with official uniform when appropriate. No patches or insignia shall be worn on such.

## 9. Leather Gear

- a. Belts – A leather belt at least 1 ½ inches wide with a military type square buckle is acceptable. The belt and all accessory leather items worn on it must be black in color, basket weave finish if available. Any leather item which does not meet this criteria may be disallowed from duty use. Nylon duty gear may be used if authorized by the chief of police.
- b. Gloves – Plain black gloves may be worn during appropriate weather. No member of the department shall possess, wear or carry any glove which has been weighted with powdered lead or other material (sap gloves).

### C. Regulation Uniform Class C

1. Shirt – The Class C uniform shirt shall be of the “Polo” style shirt and the colors of such shirt shall vary and be authorized by the chief of police. A Loudon Police Department embroidered badge shall be permanently sewed to the left breast area and shall be a silver color for Police Officers and Sergeants. The embroidery color shall be gold for the Chief of Police and Detective (s). Name and title of each officer may be embroidered on the right breast area of the shirt. Shirts may be short or long sleeve as determined by the individual officer.
2. Pants – The Class C uniform pants may be a “Khaki” style or “Cargo” style pant and the colors of such pants shall vary and be authorized by the Chief of Police.
3. Coats – The Class C uniform coat may vary in style and color and shall be authorized by the Chief of Police. The coat shall have an embroidered Loudon Police Department badge permanently sewed to the left breast area of the coat and shall be a silver color for Police Officers and Sergeants. The embroidery color shall be gold for the Chief and Detective(s). Name and title of each officer may be embroidered on the right breast area.
4. Leather Gear – A trouser belt shall be worn with holster, badge, handcuff case, and portable radio. The belt and accessories may be leather or nylon and only black or brown in color.

### D. Duty Equipment

1. Required Duty Equipment – All uniformed officers must carry the following issued or approved equipment while on duty
  - a. Uniform
  - b. Duty Belt and leather gear
  - c. Sidearm and (3) magazines of ammunition for same weapon
    - a. The use of full metal jacket ammunition as duty ammunition in the officer’s sidearm is forbidden.
    - b. Full metal jacket ammunition is only authorized for range qualifications, practice and use of the tactical team in appropriate circumstances.

- d. Handcuffs
  - e. Key
  - f. Whistle
  - g. Portable Radio
  - h. Baton
  - i. Reproducing pen
  - j. Recording forms
2. Optional Duty Equipment – All uniformed officers may carry the following issued or approved equipment when on duty
    - a. Body armor
    - b. Shoulder weapon and ammunition for same weapon
    - c. Flashlight
    - d. Other equipment as approved by the Chief of Police
  3. General Requirements – Officers and employees are responsible for the property use and care of department property and equipment assigned to them. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary actions.
  4. Damaged or Inoperative Property or Equipment – Members shall immediately report to the Shift Sergeant any loss or damage to department property assigned to them or used by them. The Shift Sergeant must immediately be notified of any defects or hazardous conditions existing in any departmental equipment or property. Members shall not intentionally abuse, deface, alter or damage any departmental equipment or property.
  5. Required duty equipment - Detectives all detectives must carry the following issued or approved equipment when on duty
    - a. Sidearm and ammunition for same weapon
    - b. Handcuffs
    - c. Portable radio
    - d. Reproducing pin
  6. Optional duty equipment - Detectives - Detectives may carry other issued or approved equipment as authorized by the chief of police
  7. Surrender of Department Equipment - Officers and employees are required to surrender all department equipment and property in their possession upon separation from the service or upon order of the chief of police. Failure to return non-expendable items may obligate and cause the person to reimburse the Department for the fair market value of the article(s).

E. Personal Appearance Standards



1. Wearing the Uniform - Uniform officers shall keep their uniform neat, clean and well pressed at all times. Shoes must be cleaned and shined. Metal appointments must be clean and polished. While wearing the uniform, members shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling and keeping hands in the pockets.
2. Manner of Dress on Duty - Uniformed officers will wear the duty uniform on the tour of duty. However, the shift supervisor may prescribe other clothing as required by the nature of the duty to which a particular member is assigned. Members will not wear on their uniform any insignia not authorized by the chief of police. Pins or insignia denoting contributions to charitable organizations can be worn for the duration of the solicitation campaign. Authorized insignia for service or achievement in the Department can be worn.
3. Civilian Clothing – Manner of Dress - Male members of the Department permitted to wear civilian clothing during a tour of duty shall wear either a business suit or Sport coat, Thai, and slacks. Detectives will also maintain one complete class form. Shift supervisors may prescribe other types of clothing when necessary to meet a particular police objective. Female members and employees permitted to wear civilian clothing shall conform to standards normally observed by personnel in private business firms, unless otherwise directed. All articles of clothing worn on duty shall be such as to not attract undue attention.
4. Manner of dress for court - Members appearing in any court or before the grand jury will wear the Class A uniform or civilian clothes as described in section 3. Detectives will wear clean civilian clothes. In all court appearances, member shall be neat, cleaned and well groomed.
5. Haircut policy - All members shall wear their hair neatly trimmed an of moderate length. The hair shall not extend past the color of the uniform. Officers on special duty plainclothes assignments may be allowed to wear different hairstyles at the discretion of the chief of police. The haircut policy will be applied more stringently in cases where the officer's haircut makes it difficult to wear the uniform cap neatly, and when the hair protrudes from the back or sides of the cap as to distract from general uniform appearances.
6. Mustaches - Employees may elect to wear mustaches. Mustaches may be warned water than the opening of the mouth and no lower than the top edge of the top lip.
7. Personal hygiene - All members of the Department shall be responsible for maintaining their personal hygiene and cleanliness so that they are not offensive to the public or other members of the Department.

#### F. Body Armor

1. The Department will issue soft body armor to all full-time sworn officers of the Department.
2. All sworn officers, both uniformed and plainclothes, are strongly encouraged to wear body armor when in uniform or otherwise on duty.

3. Officers will frequently inspect their issued body armor for possible damage or defects.
4. Officers will report immediately to their shift supervisor any damage or defect they suspect or otherwise become aware of in their issued body armor.
5. Officers who wish to wear personally own body armor shall do so at the sole discretion of the chief of police
6. the Department will issue a replacement unit of body armor to any officer who is required to send his issued body armor to the manufacturer for repair or inspection.

G. Figures and Diagrams