



## **Lunenburg Police Department Rules & Regulations**

<b>Policy Number:</b> <b>11.00</b>	<b>Subject:</b> <b>General Requirements</b>
<b>Issue Date:</b> <b>12/20/2013</b> <b>Revision Date:</b> <b>10/30/2021</b> <b>Effective Date:</b> <b>12/20/2013</b>	<b>Massachusetts Police Accreditation Standards Referenced:</b> <b>N/A</b>
<b>Issuing Authority:</b>  <i>Chief Thomas L. Gammel</i>	

### **11.00 - GENERAL REQUIREMENTS**

#### **RULE 11.01 – RESIDENCY**

Officers shall comply with any residency requirement specified by any applicable statute, By-Law/ordinance, departmental order or collective bargaining agreement.

#### **RULE 11.02 - 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 of Police within twenty-four hours of such change.

Officers shall not give out the home telephone numbers or home addresses of department personnel to anyone outside the department without the approval of the Chief of Police. 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 11.03 – MEALS**

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

### **RULE 11.04 - POLICIES AND PROCEDURES COMPLIANCE**

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

### **RULE 11.05 - 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 or employee of the department, nor shall they solicit any municipal official or other members or employees of the department to co-sign, endorse or in any way whatsoever guarantee any promissory note or other loan, nor shall they offer to act as co-signor, endorser or guarantor of any promissory note or other loan for any municipal official or other member or employee of the Department. The preceding sentence will not apply to transactions involving spouses that both work for the municipality.

### **RULE 11.06 - WARRANTS FOR ASSAULT**

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 of Police, through the Commanding Officer, and seeking permission to make such application.

### **RULE 11.07 - RELEASE WITHOUT ARRAIGNMENT**

Officers shall notify the 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 Chief of Police or the court.

### **RULE 11.08 - 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 11.09 - DUTIES WHILE SUSPENDED/ON-LEAVE**

Officers shall obey all lawful orders while on suspension or on-leave. Suspended officers or officers' on-leave may be required to testify in connection with cases which originated while an officer was on duty. They may also be required to report to the station to meet with the Chief of Police or a superior officer, and may be required to submit to fitness for duty examinations.

## **RULE 11.10 - CIVIL SUITS FOR PERSONAL INJURY**

Officers shall make any claims for damage to clothing or other personal property belonging to them 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 Chief of Police in writing and receiving approval from the Chief of Police.

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 Chief of Police in writing of any intent to seek, sue, solicit, settle, 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 or responsible party. The Chief of Police shall be kept informed of the status of the case and the final court determination or settlement.

## **RULE 11.11 – IMMORALITY**

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

## **RULE 11.12 - CRIMINAL CONDUCT**

Officers shall not commit any motor vehicle or criminal act (felony or misdemeanor), or violate the regulatory or criminal laws or statutes of the United States or of any state or local jurisdiction (By-Law/ordinance), whether on or off duty.

**NOTE:** An officer may be guilty of violating this rule regardless of the outcome of any criminal court case. Conviction for the violation of any law is prima facie evidence of a violation of this rule. However, even in the absence of a conviction (which requires proof beyond a reasonable doubt), an officer may still be disciplined under this rule for the conduct that was involved since a preponderance of the evidence is the quantity of proof required in such cases.