RESOLUTION 12-2015

A RESOLUTION ACCEPTING THE RULES AND REGULATIONS

OF THE HASKELL POLICE DEPARTMENT AS SUBMITTED BY

POLICE CHIEF JAMES BAULDREE

ACCEPTED THIS 14th DAY OF DECEMBER 2015

ATTEST _____ **APPROVED** _____

Dori Lyman, Recorder **Janie Lyman, Mayor**

CITY OF HASKELL

HASKELL POLICE DEPARTMENT
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Chief of Police

RULES AND REGULATIONS

OF THE

HASKELL

POLICE DEPARTMENT

CITY OF HASKELL, ARKANSAS

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RULES AND REGULATIONS OF THE HASKELL POLICE DEPARTMENT

1/1000.00 **RULES AND REGULATIONS.**

1/1001.00 Authority and Purpose

The Rules and Regulations of the Haskell Police Department are promulgated by the Chief of Police and approved by the legislative body of the City of Haskell.

1/1002.00 The Rules and Regulations of the Haskell Police Department are designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of every sworn member (officer) of the Police Department, both on and off duty. The terms "sworn member" and "officer" refer to any person commissioned as a police officer pursuant to authority of State Law and under the ordinances of the City of Haskell.

1/1003.00 Where reference is made to the "Office of the Chief of Police", that term shall mean the Chief and any Assistant Chief's.

1/1004.00 The conduct of non-sworn (civilian) personnel shall be governed by the City of Haskell Employee Handbook, Haskell Police Policy Manual, Rules and Regulations, and Departmental Rules, Regulations, and Directives governing non-sworn employees.

1/2000.00 **SCOPE**

1/2001.00 The provisions of these Rules and Regulations shall be observed by all sworn members of the Department in order to maintain the confidence, respect and support of the community.

1/2002.00 Violations of these Rules and Regulations, the ordinances of the City of Haskell, and/or laws of the State of Arkansas or the United States, and Departmental orders, policies and directives shall subject the offender to disciplinary action which may take the form of a verbal or written reprimand, reduction in rank, and/or suspension, or discharge from employment. Action taken will depend on the severity of the offense, the record of the offender, and the seriousness of the consequences of the violation.

1/2003.00 Disciplinary action under these Rules and Regulations shall be in accordance with the Policy Manual approved by the Haskell City Counsel.

1/2004.00 It shall be the duty of all officers (no matter the rank) to take corrective action and submit a written report to an immediate supervisor whenever they learn through personal observation or report any violation of these Rules and Regulations, the ordinances of the City of Haskell, and/or laws of the State of Arkansas or the United States by any sworn member of the Department.

A. Should the violation involve an incident of a serious nature, the supervisor or commanding officer detecting the violation shall relieve the offender from duty and take custody of any credentials and firearms issued by the Department. Should the observing officer be of lesser rank than the offender, he/she shall notify an on-duty supervisor of equal or superior rank. The offender shall be instructed to keep himself/herself immediately available to the Chief of Police and shall not perform any police duties while being relieved of duty.

B. A written report of the incident shall be submitted by the reporting supervisor or commander to the Chief of Police.

1/2005.00 When a violation does not involve gross misconduct, but could cause discredit to the Department or any member thereof, a report shall be made in writing setting out the known facts of the case and an investigation initiated to determine the nature and degree of the violation.

1/2006.00 Minor violations which do not involve gross misconduct and which will not reflect discredit upon the Department, but which indicate a need for some form of discipline and/or training, may be handled by the offender's commander or supervisor.

1/2007.00 Pursuant to the authority granted by the legislative body of the City of Haskell, the Chief of Police shall have the right to suspend any employee who may be under his/her jurisdiction and control for incompetence, neglect of duty, immorality, drunkenness, the improper use of any substance that modifies behavior, or failure or refusal to obey orders given by proper authority or the orders, rules and regulations and directives promulgated by the Chief of Police.

1/2008.00 Sworn members of the Department holding the position of Probationary Police Officer may be terminated from employment by the Chief of Police when he/she fails to meet the minimum standards of employee performance or when he/she violates these Rules and Regulations, ordinances of the City of Haskell, and/or the laws of the State of Arkansas or the United States. Such employee has no right of appeal and is subject to "AT WILL". The decision of the Chief of Police shall be final in these cases.

1/2009.00 No officer shall procure appointment in the Department by means of willful misrepresentation or omission of any fact concerning his/her personal history, qualifications for employment, or physical condition.

1/2010.00 No promotion of any member shall be deemed complete until a period of six (6) months shall have elapsed following said promotion. At any time during this six (6) month probationary period, the Chief of Police may rescind the promotion.

1/2011.00 Should any officer who has successfully completed the entire probationary period be discharged, suspended, or reprimanded because he/she has violated any of these Rules and Regulations, the ordinances of the City of Haskell, and/or laws of the State of Arkansas or the United States, he/she shall receive a letter of discharge, suspension or reprimand which shall set forth the rule(s) violated and the details of said violation(s).

A. Upon receipt of written notification from the Chief of Police of a suspension, dismissal, and/or demotion, the officer shall have (10) days to exercise his/her right to appeal to the Haskell City Mayor.

1/3000.00 **UNIFORMS, EQUIPMENT AND APPEARANCE.**

1/3001.00 Police officers of the Haskell Police Department must present a "neutral image" to effectively relate to all segments of the population they serve. Societal interest demands highly trained and motivated officers who demonstrate disciplined conduct, regimentation and strict adherence to Rules and Regulations and Departmental Directives. Therefore, officers shall be subject to and shall comply with the uniform and appearance standards prescribed by the Chief of Police.

1/3002.00 Uniforms shall be kept neat, clean and in good repair at all times. While wearing the uniform, officers shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling or keeping hands in the pockets. The uniform hat, when worn, shall be of authorized design and when courtesy demands it shall be removed in respect.

1/3003.00 Normally, officers shall wear the duty uniform on their tour of duty. However, a Commander may prescribe other clothing as required by the nature of the duty to which a particular officer is assigned.

1/3004.00 No officer, while in uniform, shall carry an umbrella, cane, or other similar object or wear on the uniform any item not specifically authorized by the Chief of Police.

1/3005.00 Officers shall carry their identification card, identifying them as a law enforcement officer of this Department at all times, except when required to surrender such by these Rules and Regulations.

1/3006.00 Officers may go armed at all times off duty, but only when they also carry their approved Department Identification, as the officer is still a representative of this Department on or off duty. As a sworn law enforcement officer, by law, you are authorized to carry concealed when off duty.

1/3007.00 No officer, when dressed in civilian attire, shall wear a weapon in such a manner that it will attract attention or be open carried without badge and police identification also displayed as to not cause public alarm.

1/3008.00 No officer shall wear the uniform, be armed, or carry his/her identification card while suspended or relieved of duty. Such officer shall immediately surrender his/her badge, identification card and issued weapon/ ammunition to the supervisor notifying the offender of his/her suspension or relief from duty.

1/3009.00 Improper or negligent handling of or negligent damage to city property is a violation of these Rules and Regulations.

A. Reckless handling of or reckless damage to city property is a serious violation of these Rules and Regulations and shall subject the offender to severe disciplinary action.

1/3010.00 Officers who have lost, damaged, or destroyed any equipment issued to them by the Department shall immediately report such to their immediate supervisor. The officer may be required to make restitution if the loss or damage is the result of negligence on the officer's part.

1/3011.00 Officers shall promptly report the need for repairs of any city owned property issued, used, or possessed by them to their immediate supervisor, commander, or the Office of the Chief of Police, whichever is most appropriate.

1/3012.00 No officer shall alter, repair, or in any way change, add to, or remove any parts or accessories of any city owned property without permission from the Chief of Police. This includes buildings, office equipment, machines, firearms, communications equipment, and motor vehicles or any other issued items.

1/4000.00 **PROFESSIONAL CONDUCT AND PERSONAL BEARING.**

1/4001.00 Dereliction of duty on the part of any officer, detrimental to the proper performance of the functions of the Department, is cause for disciplinary action. The offender shall be punished according to the severity of the dereliction, and the effect it has upon the Department. The following sections 1/4002.00 through 1/4012.00 constitute dereliction of duty:

1/4002.00 Failure of a supervisor or commander to immediately take action when a violation of these Rules and Regulations comes to his/her attention, regardless of the supervisor's or violator's assignment or rank within the Department.

1/4003.00 Failure to observe and adhere to the Rules and Regulations, Policies and Directives of the Department.

1/4004.00 Failure to deliver to the official departmental custodian any property found or confiscated by or relinquished to officers of this Department without undue delay and, in any event, before their tour of duty ends.

1/4005.00 Failure to place evidence in its officially designated place for preservation and storage.

1/4006.00 Failure to give name, badge number and/or employee number to any person upon request.

1/4007.00 To be under the influence of drugs or to be a user of drugs when such are not prescribed by a physician or dentist or to take drugs in a manner not prescribed by a physician or dentist.

1/4008.00 Unnecessary violence toward any person.

1/4009.00 Disrespect shown towards any supervisory officer, any civilian supervisor or to any subordinate officer.

1/4010.00 Use of loud, indecent, profane, or harsh language in the performance of official duties or in the presence of the public.

1/4011.00 To accept, agree to accept, or solicit a bribe. A (bribe shall be defined as a gift, money, thing of value, testimonial, appointment or personal advantage, or the promise or solicitation of same for the purpose of obtaining special privileges or personal gain by the donor or other person.)

1/4012.00 Cowardice or failure to perform police duties because of danger.

1/4013.00 Officers shall not engage in any conduct which constitutes conduct unbecoming an officer or neglect of duty.

1/4014.00 Officers shall not engage in any personal act or conduct which, if brought to the attention of the public, could result in justified criticism of that officer or the Department. No officer shall be personally involved in disturbances or police incidents to his/her discredit.

1/4015.00 Police officers shall treat supervisors, subordinates and associates with respect. Employees shall be courteous and civil at all times in their relationships with one another, when on duty, in the presence of the public or other employees, employees shall be referred to by rank or proper surname.

1/4016.00 Officers shall not publicly criticize or ridicule the Department, its policies or other employees by speaking, writing or expressing in any manner which:

A. Is defamatory.

B. Is obscene.

C. Is unlawful.

D. Tends to impair the operation of the Department by interfering with its efficiency, with the ability of supervisors to maintain discipline or by reckless disregard for the truth.

1/4017.00 No officer shall ridicule, mock, taunt, or belittle any person at any time. Neither shall he/she willfully embarrass, humiliate, nor shame any person, nor do anything that might incite any person to violence.

1/4018.00 No officer shall conduct himself/herself in the offices and buildings of the Department in a manner which would discredit the officer or the Department.

1/4019.00 No officer shall engage in any form of gambling in or upon any police facility.

1/4020.00 No officer shall engage in "horseplay" or the playing of pranks while on duty. Such conduct is prohibited while in or upon any police facility.

1/4021.00 No officer shall solicit any funds for the purpose of buying a gift for any member of the Department. However, officers may solicit funds from their fellow officers for retirement gifts or special circumstances with the permission from the Chief of Police.

1/4022.00 No officer shall receive any money or gifts from any type of solicitation except when retiring from the Department or for special circumstances approved by the Chief of Police.

1/4023.00 Officers shall not under any circumstances solicit any gift, gratuity, loan or fee where there is any direct or indirect relationship between the solicitation and their department membership except as provided by law and approved by the Chief of Police.

1/4024.00 Officers shall not accept, either directly or indirectly any gift, gratuity, reward, loan, fee, discount, rebate or special consideration arising from or offered because of police employment that might reasonably tend to influence him/her in the discharge of his/her official duties.

1/4025.00 No officer shall receive any gift or gratuity from members who are junior in rank without permission from the Chief of Police.

1/4026.00 Officers shall not purchase from or sell anything to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to their attention through their employment with the Department, nor can they act as an intermediary in the payment of a reward for the return of stolen property without prior written authorization by the Chief of Police. This does not prohibit officers from dealing with legitimate businesses.

1/4027.00 Officers in uniform shall render the proper military salute to the flag of the United States of America and the National Anthem at appropriate times. Officers in civilian dress shall render proper civilian honors to the flag of the United States of America and its National Anthem at appropriate times.

1/5000.00 **RESPONSIBILITIES AND GENERAL CONDUCT ON DUTY.**

1/5001.00 For the purpose of protecting life and property, officers shall always be considered on duty while in the City of Haskell and shall be prepared to act any time circumstances indicate their services are required.

1/5002.00 Officers shall respond without delay to all calls for police assistance. Emergency calls take precedence. However, all calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws. Except under the most extraordinary circumstances, no officer shall fail to answer any call for service directed to him/her.

1/5003.00 Within the City of Haskell, officers shall at all times take appropriate action to:

A. Protect life and property.

B. Preserve the peace.

C. Prevent crimes.

D. Detect and arrest violators of the law.

E. Enforce all federal, state and local laws and ordinances.

1/5004.00 The ranking on-duty supervisor at the scene of any police incident shall be in charge and responsible for the proper conclusion of that incident. In the absence of a supervisor, the senior officer present shall be in charge and responsible for the handling of the incident. The supervisor or senior officer shall remain at the scene until such time as the incident is under control, is being properly handled in accordance with existing policies, and sufficient instructions have been issued to ensure the proper conclusion of the incident.

1/5005.00 Officers shall, at all times, respond to the lawful orders of supervisors and other authorities as well as requests for police assistance from the public. The administrative delegation to a specific officer(s) to enforce certain laws and ordinances does not relieve other officers from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Officers assigned to special duties are not relieved from taking enforcement action outside the scope of their special assignment, when necessary. All officers shall perform their duties as required or directed by law, department rule, department policy, department directives, or by order of a supervisory officer.

1/5006.00 Failure or deliberate refusal of any officer to obey a lawful order given by a supervisory officer of this Department shall be considered insubordination.

1/5007.00 Officers are required to take appropriate action to aid a fellow law enforcement officer exposed to danger or in a situation where danger might be impending.

1/5008.00 The hours of all police employees shall be regulated by the Chief of Police, who has the authority to call any police employee back to duty, regardless of the hours assigned that employee.

1/5009.00 No officer shall be absent without leave. (Absent without leave shall mean either a failure to report for duty at the time and place of duty or the leaving of a place of duty or assignment without the authorization of a supervisor.).

1/5010.00 Unless otherwise directed, officers shall report to the police department office at the beginning of their shift in proper uniform and equipment to check their mail, inbox, dry erase board and e-mail, and receive any messages left for them prior to their tour of duty. They shall give careful attention to orders and instructions relayed by the officer who is ending his shift.

1/5011.00 It shall be the responsibility of officers who cannot report for duty due to illness (sick personal or sick in family) to notify their immediate supervisor at least (1) hour prior to their reporting time beginning no sooner than (2) hours prior to their reporting time. If the officer's immediate supervisor is not on-duty at this time, the employee shall be instructed to contact a supervisor by telephone and make voice contact, if no contact is made on that telephone attempt then the employee shall leave a message by text to that supervisor. The employee shall then go up the chain of command until voice contact with a supervisor is made. If no supervisor answers by voice conformation of receiving the call then the officer must attempt to make contact with the on duty officer to remain on duty until relief can be assigned.

1/5012.00 When an employee becomes sick while on duty to the extent that he/she must leave their duty assignment, the employee shall notify his/her supervisor immediately.

1/5013.00 Any employee of this Department who absent from duty and reports sickness as the reason for such absence, shall at the discretion of the Chief of Police, submit to an examination by a physician connected with the Department of Health and/or a physician of the City of Haskell's choice.

1/5014.00 Supervisory officers shall make diligent inquiry into every case of unexplained tardiness and shall document such tardiness with a view toward disciplinary action.

1/5015.00 In cases of extended illness, reports and statements from the physician attending the officer shall be immediately furnished as to the officer's illness, condition, and expected time to return to duty. It shall be the responsibility of the officer concerned to ensure that this documentation is prepared and presented to the employee's immediate supervisor who will forward the documentation up the Chain of Command to the Chief of Police.

1/5016.00 Officers shall furnish the Department an address and telephone number at which they may be reached in the event of an emergency.

1/5017.00 Police employees shall report changes in home address, telephone number, emergency phone number and name changes within seventy-two (72) hours of such change to the Chief of Police.

1/5018.00 Officers shall not work at any outside or extra employment on the same calendar day that they fail to report for duty due to illness or injury or sickness in the family.

1/5019.00 Officers shall remain alert, observant, and occupied with police business during their tour of duty. While on duty, officers shall devote their entire time and attention to the business of the Department.

1/5020.00 Officers are prohibited from engaging in the following activities while on duty:

A. Sleeping, loafing, or idling.

B. Recreational reading (except during meals).

C. Conducting personal business (except with permission granted by a supervisor).

D. Carrying any articles which distracts from the proper performance of police duties.

E. Drinking intoxicating beverages or gambling while in uniform or in civilian attire on duty (except in the performance of a police duty and then only with the specific consent of the Chief of Police.

F. Any promiscuous sexual conduct or act.

1/5021.00 Officers are prohibited from following any other vocation which might conflict or interfere with their responsibilities to the Department. Officers must receive permission from the Chief of Police before engaging in off-duty employment or business activities.

1/5022.00 Officers shall promptly submit reports which are required by the performance of their duties, departmental policies, and directives or by competent authority.

1/5023.00 Officers shall not consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when he/she reports for duty or to the extent his/her job performance is impaired.

1/5024.00 Officers shall not be intoxicated while on-duty. They shall not, at any time, on or off-duty, be intoxicated in public view.

1/5025.00 Officers in uniform shall not drink intoxicants while on or off-duty.

1/5026.00 Officers shall not bring or keep intoxicating liquor on departmental premises, except for liquor brought to the department in the furtherance of a police task and such shall be properly identified and stored according to policy.

1/5027.00 Officers on duty or in uniform shall not enter taverns, theaters, arcades, or other similar public places except to perform a police service. Loitering and unnecessary conversation in such places are forbidden.

1/5028.00 No officer shall smoke, chew tobacco or gum while making personal contacts with the public in the performance of his/her duties in homes, offices, places of business, or in public gathering locales where someone may be offended. Officers will obey all no smoking locations marked or unmarked.

1/5029.00 No expenditure of money shall be made or liability incurred in the name of the City of Haskell or the Haskell Police Department unless authorized by the Chief of Police.

1/5030.00 No officer shall permit any person to enter any police facility or City Hall whose purpose it is to sell goods, offer them for sale, canvas or solicit for any purpose without permission from the Chief of Police.

1/6000.00 **PROTECTION OF PRISONERS, THEIR RIGHTS AND THEIR PROPERTY.**

1/6001.00 No officer shall arrest any person or search any premises or person except with a warrant of arrest, a search warrant, or where such arrest or search is authorized without a warrant under the laws of the State of Arkansas, the United States of America, or the ordinances enacted by the City of Haskell.

1/6002.00 All officers shall protect the rights of any person held in custody and no officers shall verbally abuse or use any unnecessary violence against any person.

1/6003.00 No officer shall knowingly falsely arrest, imprison, or direct any malicious prosecution against any person.

1/6004.00 No officer shall willfully mistreat or give inhumane treatment to any person held in custody.

1/6005.00 Officers shall use only such force as is necessary to effect an arrest.

1/6006.00 Officers shall not use deadly force in effecting an arrest except as justified by Arkansas State law and as prescribed by the policies and directives of the Haskell Police Department.

1/6007.00 Any officer who has lost, destroyed or damaged any property or equipment belonging to any person in custody or which has come into their possession by reason of his/her duties, may be required to make restitution if the loss or damage is the result of negligence on the part of the officer.

1/7000.00 **PUBLIC ACTIVITIES.**

1/7001.00 No member of the Department or person seeking admission thereto, shall be appointed, reduced, removed or in any way favored or discriminated against because of political or religious opinions or affiliations.

1/7002.00 No officer shall, directly or indirectly, solicit or receive or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party or for any political purpose and shall not be connected with any political campaign or political management except to cast his/her vote and express his/her personal opinion privately.

1/7003.00 No member of this Department shall become a candidate for nomination or election to any public office. Any employee who desires to be a candidate or nominee shall be required to resign his/her position prior to such public announcement.

1/7004.00 No officer shall seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement. Should any officer learn of any intervention on his/her behalf, he/she shall notify his/her supervisor of such in writing to be forwarded to the Chief of Police.

1/7005.00 No officer shall become a member of any organization, association, movement or group that commits acts of force or violence to deny others their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means.

1/7006.00 No officer shall participate in any type of disruptive protest demonstration nor shall any officer act as a spokesman, representative or agent for any group engaged in or planning to engage in any type of disruptive protest demonstration.

1/7007.00 Except for official police duties, no officer shall knowingly associate with persons of immoral character, convicted felons, gamblers or other persons who habitually commit violations of the law. This does not exclude an officer from associating with immediate members of his/her family if they fall within the aforementioned category.

1/7008.00 Officers shall not permit their name or photograph to be used to endorse any product or service which is in any way connected with law enforcement without the permission from the Chief of Police. Officers shall not, without prior permission from the Chief of Police, allow their name or photograph to be used in any commercial testimonial which alludes to their position or employment with the Department.

1/7009.00 Debts- Incurred and payment.

A. Officers shall not solicit subordinate members to co-sign or endorse any promissory note or other loan.

B. Officers shall pay all just debts and legal liabilities incurred by them.

1/8000.00 **CIVIL, CRIMINAL, JUDICIAL AND INVESTIGATIVE ACTIONS.**

1/8001.00 The Department has jurisdiction in criminal cases only. No officer shall render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. This rule is not intended to prevent officers from informing any person as to the steps necessary to institute a civil lawsuit.

1/8002.00 No officer shall investigate any criminal case or personally file any criminal charges in any court against any person for a criminal offense committed against him/her or any member of his/her family except Class C misdemeanors occurring in the officer's presence while on duty. Other offenses that may be committed against him/her or members of his/her family shall be reported to the responsible investigator of such offenses. The person assigned the investigation will file such charges as may be proper.

1/8003.00 Officers shall be truthful at all times, whether under oath or not, when conducting official police business.

1/8004.00 Officers shall answer questions, render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.

1/8005.00 No officer shall willfully misrepresent any matter, sign any false statement or report, commit perjury or give false testimony before any court, grand jury, commission, official hearing, or departmental hearing or investigation.

1/8006.00 No officer shall knowingly falsify or alter any report, document or record or cause to be entered any inaccurate, false or improper information on records, documents or reports of the Department or of any court. No officer shall remove or destroy or cause the removal or destruction of any report, document or record without written authorization.

1/8007.00 Officers must be present and available to testify in any court or before any grand jury when officially notified to appear. In all cases outside Saline County and in all civil cases, officers shall notify their immediate supervisor that they are responding to a legal subpoena.

1/8008.00 Officers who, for a valid reason, are unable to answer an official summons must be excused by the court or grand jury prior to the time they are scheduled to appear.

1/8009.00 Any officer who is subpoenaed or volunteers to testify for the defense in any criminal or civil trial or hearing or any case against the City or Department shall notify his/her supervisor in writing upon receipt of the subpoena or of his/her intention to testify or his/her appearance as a witness. The supervisor will forward the letter up the chain of command.

1/8010.00 Officers shall not engage in any of the following conduct:

A. Interfering with the service of lawful process.

B. Interfering with the attendance or testimony of witnesses through coercion, bribery or other means.

C. Attempting to have any Notice to Appear or traffic citation reduced, voided or stricken from the calendar without written approval from the Chief of Police.

D. Recommending a dismissal, reduction of charges or other disposition of a pending criminal or traffic case which has been previously filed in any criminal or traffic court or before any grand jury except by written approval from the Chief of Police.

E. Taking any other action which interferes with the efficiency or integrity of the administration of criminal justice.

F. Having knowledge of such interference and failing to inform a supervisory officer in writing.

1/8011.00 Officers shall not suggest, recommend, advise or otherwise counsel the retention of any attorney or bail broker to any person coming to their attention as a result of police business. This does not apply when a relative or personal acquaintance of the officer seeks such advice. In no case may such advice be given where a fee, gratuity or reward is offered by, solicited or accepted from the attorney or bail bondsman.

1/8012.00 No officer shall give any lawyer, bondsman, or the agent for either, or any other person unauthorized information regarding prisoners, property in custody, or records of the Department.

1/8013.00 Officers shall not furnish bail or act as a principal or surety on any bail bond or bail bond application for any person charged with any type criminal offense except members of their immediate family.

1/8014.00 No officer shall reveal any confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.

1/8015.00 No officer shall make known any information concerning the progress of an ongoing investigation, a known or reported law violation, a condition against which action is to be taken at a future date or any other proposed police operation to any person not authorized to receive it.

1/8016.00 Officers shall not communicate in any manner, either directly or indirectly, any information which may assist persons accused of or guilty of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secret evidence of unlawful activity, money, merchandise, or other property unlawfully obtained.

1/8017.00 No officer shall release any police record, arrest report, prosecution report, criminal history file, mug shot picture or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena, court order or approval is granted by the Chief of Police.

1/9000.00 **EFFECTIVE DATE.**

1/9001.00 These Rules and Regulations shall become effective January 1, 2016 at which time the previous Rules and Regulations and any amendments shall be superseded, except as provided in 1/9002.00 of this code.

1/9002.00 The previous Rules and Regulations and any amendments shall remain in full force and effect for any violations which occur prior to the effective date of this code.

1/9003.00 If any section, sentence, clause or phrase of these Rules and Regulations is for any reason held invalid, such decision shall not effect the validity of the remaining portions.

1/9004.00 These Rules and Regulations are in addition to the Haskell Police Department Policy Manual and are simply a version of policy, if any of these rules contradict policy, the policy manual will override these rules, but does not lesson the responsibility of compliance.