



Lunenburg Police Department Rules & Regulations

Policy Number: 10.00	Subject: Attention to Duty
Issue Date: 12/20/2013 Revision Date: 10/30/2021 Effective Date: 12/20/2013	Massachusetts Police Accreditation Standards Referenced: N/A
Issuing Authority: <i>Chief Thomas L. Gammel</i>	

10.00 - ATTENTION TO DUTY

Officers are expected to be constantly alert and vigilant in the performance of their duties and to respond prudently but decisively when police action is 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 or herself with the geography of the community, including: routes of public transportation; the location of streets, highways, bridges, public buildings and places; hospitals; churches; courts; transportation offices and stations; prominent or important office buildings; large industrial plants or commercial establishments; and such information as may be disseminated by the department or a superior officer 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 or her Commanding Officer or the Chief of Police any information given to such officer 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 prevent or detect the commission of crimes; and to apprehend law violators.

RULE 10.01 - PROFESSIONAL IMAGE

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

- a. Smoking or chewing tobacco in uniform when in plain view of the public;
- b. Loitering or otherwise "hanging around" a business, residence or other location longer than is reasonably required for an officer's police purposes; and
- c. Gambling, except when off-duty and at licensed premises, or in the performance of their official duty or while authorized or ordered to do so by a superior officer.

RULE 10.02 - DEVOTION TO DUTY

Officers, while on duty, shall devote their full time and attention to the service of the department and to the citizens of the community. They shall remain alert at all times while on duty.

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.

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 10.03 - 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 uniformed properly and suitably equipped, ready to assume their duties. While on duty they shall not absent themselves from duty without leave. Officers shall notify, or cause to be notified, the department 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) if unable to report for duty because of sickness or injury 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 or she 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 10.04 - SLEEPING

Officers shall not sleep while on duty.

RULE 10.05 - SMOKING WHILE ON DUTY

Officers shall not smoke, chew or use tobacco while they are in formation, nor shall they leave their post or assignment for the purpose of doing so.

Smoking is prohibited in department vehicles. Officers who choose to smoke are to exercise extreme consideration to those who elect not to, regardless of the location, and are reminded that smoking is prohibited within public buildings.

NOTE: See Section 14 for the rule entitled “Use of Tobacco” which applies to officers appointed after January 1, 1988.

RULE 10.06 - AWARENESS OF ACTIVITIES

Officers shall acquaint themselves before or at the beginning of 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, officers shall inform themselves about all new orders, regulations, memoranda, and all other important matters governing their assignments. 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 10.07 - 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 or without permission from the Chief of Police or Commanding Officer. (Permission is implied whereby crossing contiguous borders is geographically more practical for routine patrols or is necessary to reduce response time. E.g. New West Townsend Rd. winds in and out of Fitchburg or Summer St. crosses Lunenburg, Fitchburg and Leominster within a quarter of a mile). An officer shall inform the Commanding Officer or the dispatcher prior to leaving and again upon returning. If an emergency prevents following this procedure, the officer must notify the Commanding Officer as soon as possible. In all such cases, a subsequent report will be submitted, in writing, for the attention of the Chief of Police, to include the circumstances, the reasons for leaving the community and the period of absence.

RULE 10.08 - 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, consistent with an officer's physical and mental condition, even though an officer is not on duty at the time. Off-duty officers shall not consume alcoholic beverages while carrying a firearm, nor shall they carry a firearm while under the influence of alcohol or prescription medicine that may affect their judgment.

RULE 10.09 - 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 difficulties which may arise during the next tour of duty.

RULE 10.10 - COOPERATION WITH INVESTIGATIONS

Officers shall answer questions truthfully, 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 or fitness for duty. Nothing in the Section shall violate one's Federal or State constitutional rights.

Officers shall submit to any medical, ballistics, chemical, DNA or other tests, as well as being photographed or appearing in a line-up when ordered to do so in connection with an internal investigation. Officers shall not be requested or ordered to take a polygraph exam except in the course of a criminal investigation.

RULE 10.11 – NOTIFYING THE CHIEF

In the event any of the below incidents occur, immediate notification of the Chief of Police or his/her designee is mandatory:

1. Homicide, suicide or any questionable death.
2. Traffic Fatalities
3. Aggravated assaults where hospitalization is required or where a shooting has occurred.
4. Any injury sustained by an employee of the department.
5. Any accident resulting in damage to a department vehicle.
6. The arrest of a department employee or alleged criminal conduct.
7. Any officer involved shooting.
8. Any other incident where in the best judgment of the shift supervisor or senior officer on duty, notification should be made