

## GENERAL RULES OF CONDUCT

### 1059.1 INTRODUCTION

Employees of the Barstow Police Department are held accountable for their individual actions and must remain cognizant that their actions are constantly being viewed by members of the public, other City employees, as well as peers and supervisors. Members of the Barstow Police Department should be constantly vigilant in conducting themselves in the highest standard of professionalism and dignity. The provisions of this policy are designed to provide standards by which every employee should adhere, although this policy will not include every specific event or circumstance, this policy will provide a basis of general conduct and performance.

### 1059.2 RULES OF CONDUCT

These rules, which may be addressed in more detail in other sections of this manual, are not all-inclusive and are not intended to contradict or replace more specific policies included within this manual.

(a) Rules of Conduct:

1. Employees will at all times keep the Department informed of their current address and telephone number. Since some employees use their cellular telephone as their primary number, this will be permitted. Any exception to this rule must have the approval of the Chief of Police.
2. Employees will preserve all department property assigned to their care against damage or loss.
3. Employees will inform their supervisors of all matters coming to their attention involving the department's welfare or interest.
4. An employee suffering any accident, injury, or illness, or unable to report for duty for any other cause shall report this fact promptly to the on-duty watch commander, as well as the employee's immediate supervisor.
5. All employees of the department who are in public view will conduct themselves in an exemplary manner. Since employees never know when a member of the public may be watching their actions, it is recommended that all employees maintain a level of conduct and performance that would exceed the expectations of their position with this Department.
6. An employee going off-duty will turn over all available information and instructions that may have bearing on the performance of the next work shift to the on-coming supervisor.
7. Employees of the department operating any City vehicle must possess and carry a valid California driver's license.
8. All employees shall be frugal and diligent in the use of supplies and equipment in the performance of their assigned duties.
9. Employees that are off-duty are not to loiter in or near the department, except to conduct necessary personal business.
10. No person shall be allowed to ride in a police vehicle except members of this department, persons being detained or transported incident to **arrest**, or in the

# Barstow Police Department

## Policy Manual

### GENERAL RULES OF CONDUCT

---

course of a legitimate public service request. The Barstow Police Department may also maintain a "Ride Along" program for approved individuals.

11. All City vehicles will be operated in strict conformity with current traffic laws and with due regard for the safety of all persons on the roadway or pedestrians. In emergency responses, consideration for the safety of all persons will be strictly enforced.
12. There will be no changing of shift assignments except by the permission of the Chief of Police, or his/her designee.
13. In the line of duty, an order given by a senior officer must be obeyed.
14. Failure to answer radio calls for service will be considered an act of insubordination, which may result in disciplinary action.
15. Firearms must never be unholstered or displayed in public except in the line of duty.
16. All employees must report for their assigned shift prepared to perform their duties as completely and efficiently as necessary.
17. When requesting sick leave, employees shall notify the on-duty watch commander and their immediate supervisor four (4) hours in advance of their assigned shift, or as soon as possible prior to the beginning of their assigned shift.
18. Any request for a leave of absence, holiday leave, vacation leave, management leave, or other requested time off must be submitted to the employee's immediate supervisor not less than forty-eight (48) hours in advance, except in the event of an emergency.