

# CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL: POLICE

Subject: GENERAL GUIDELINES

## INTRODUCTION

These instructions are intended to summarize the Department's perspective on a variety of ethical matters applicable to those employed in the law enforcement profession. These instructions, many of which are addressed in more detail in other portions of this manual, are not all inclusive and are not intended to contradict more specific general orders included herein.

## INSTRUCTION TO POLICE OFFICERS

The following list of instructions are given to you to assist you in performing your duty efficiently and correctly:

1. Be loyal to yourself, your fellow man, and to your superior officer. Adhere to the Law Enforcement Code of Ethics, and by doing this, you will gain the respect of your fellow officers and superiors and the public. You cannot be loyal and be a mal-content at the same time. The best officer is the man or woman who receives his orders and executes them without complaints or criticisms.
2. If you have a grievance, do not talk about your troubles with your fellow officers. Go directly to your supervisor. You will always get consideration. If you have a grievance on your mind, unload it at once. The longer you think about your troubles, the larger they appear and the more you help to cause a feeling of unrest within the Department, which results in a demoralizing effect among the officers and those with whom you come in contact.
3. Your conduct has much to do with the general impression the citizens have of the Police Department. Citizens very frequently gauge the whole department by the acts of one officer. Whether in uniform or off duty, you are in the eyes of the public. Control your temper; if you have a duty to perform, draw as little attention to yourself as possible. It is a matter of fact: the citizens pay your salary; conduct yourself accordingly.
4. When on duty, especially at night, do not visit or talk with others longer than necessary. You should be especially careful of strangers who might be trying to divert your attention while others are engaging in unlawful activity. When standing at a fixed post, do not stand or lean against the building or other stationary object or loiter in doorways of stores. Your place is where you can be seen in the patrol car.

Reference:

Effective Date

March 01, 1988

Revision No.

Section

Page 1 of 2

104

# CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL: POLICE

Subject: GENERAL GUIDELINES - continued

5. In the execution or transaction of an order, you should not, unless it has been specified in the order, say directly or by inference that your superior officer or any member of the City government told you to enforce same. This is shirking responsibility. This helps impress the person or persons that you are a weakling and that they cannot expect much protection from an officer who is apologizing for doing his duty.
6. Officers should make special efforts to assist and direct persons who are inquiring for addresses or locations of buildings and give freely any other information that may assist the public.
7. Each officer must note the conduct of all persons of known bad character and be able to recognize them in the streets. He must note their movements and the premises they enter, learn their names, residences, occupation, and vehicles, reporting to his superior any information he may obtain.
8. As far as he can, without intruding upon the privacy of individuals, a patrol officer should know many persons in the City and be able to recognize them. It is necessary that he should make himself acquainted with all parts of the City and with the streets, thoroughfares, houses, and buildings in it.
9. He may also observe or question any person he sees walking about late at night, who he has reason to suspect of any unlawful design, and he may demand of him his business about at such time and where he is going. This authority must be exercised with caution.
10. He must, by his vigilance, render it difficult for anyone to commit a crime while he is on duty. The absence of crime may be considered the best proof of the efficiency of the police.
11. While on duty, an officer shall note all street and sidewalk obstructions, traffic signs and like defects which result in accidents. He shall note and report all street lamps defective, providing the location and pole number. He shall note all buildings where any noisome, dangerous, or unwholesome trade is carried on, all nuisances, and all matters affecting the safety and convenience of the public or the interest of the City and shall make reports without delay to his superior officer.

Reference:

Effective Date

March 01, 1988

Revision No.

Page 2 of 2

Section

104