MOUNT DORA POLICE
RULES AND REGULATIONS

EFFECTIVE:	05/20/15
RESCINDS:	All Prior Editions
REVISED:	04/10/03; 03/24/04; 09/30/08; 11/01/2011; 06/30/14;05/20/15
DISTRIBUTION:	ALL MEMBERS
REVIEW RESPONSIBILITY:	Deputy Chief
ACCREDITATION STANDARDS:	1.02, 1.03, 1.05, 2.05, 2.06, 2.11, 4.01, 11.01, 11.07, 17.03, 17.09, 29.02, 29.03

John O'Grady
Chief of Police

1. PURPOSE
To establish the Rules and Regulations of the Mount Dora Police Department, the organizational structure, the chain of command, guidelines for performance, and ethical standards.

2. POLICY
It is the policy of the Mount Dora Police Department to require all of its members to adhere to the highest ethical and performance standards of the law enforcement profession.

3. TABLE OF CONTENTS

Section 00	Definitions
Section 100	Formal Organization
Section 200	Professional Conduct and Responsibilities
Section 300	General Conduct on Duty
Section 400	Uniform, Equipment, and Appearance
Section 500	Department Property and Equipment
Section 600	Communications and Correspondence
Section 700	Death and Injury Notifications
Section 800	Investigations, Arrests, and Detentions
Section 900	Public Activities
Section 1000	Judicial Process, Court Appearances, and Truthfulness

SECTION 00--DEFINITIONS

00-1 CHAIN OF COMMAND
Shall mean that each member is responsible to a superior member of the next highest rank and responsible for those of subordinate rank.

00-2 CHIEF
Shall mean the Chief of Police of the Mount Dora Police Department.

00-3 CITY
Shall mean the city of Mount Dora.

00-4 COMPETENT AUTHORITY
Shall mean that authority possessed by any superior, supervisor, or commanding officer.

00-5 DEPARTMENT
Shall mean the Mount Dora Police Department.

00-6 DIRECTIVES
Shall mean any order, rules and regulations, directive, or policy and procedure, issued by any member or supervisor authorized by the Chief of Police to issue such orders.

00-7 MANUAL
Shall mean a controlled and indexed collection of department written directives.

00-8 MEMBER
Shall mean any employee of the department (sworn, non-sworn, paid, or volunteer).

00-9 OFFICER-IN-CHARGE
Shall mean the ranking department member involved in any given police incident.

00-10 ORDERS
Shall mean commands or instructions, oral or written, given by one member or supervisor to members of lesser rank.

00-11 POLICE INCIDENT
Shall mean any occurrence or incident suggesting or requiring police action or service by members of the department.

00-12 SENIOR OFFICER
Shall mean a department member in any given rank with

the longer service in that rank.

00-13 SHALL
Shall mean must, a mandatory requirement.

00-14 SHIFT
Shall mean an established daily tour of duty.

00-15 THROUGH CHANNELS
Shall mean via the chain of command.

00-16 WATCH COMMANDER
Shall mean the ranking command staff member on duty at any given time. A watch commander over a particular incident may be designated according to rank, seniority, or nature of the incident.

SECTION 100—FORMAL ORGANIZATION

100-1 FORMAL ORGANIZATION
The Police Department shall be composed of sworn and non-sworn members. The strength of the department shall not exceed the number or personnel authorized by City Council for the several ranks and positions within the department.

The department shall be organized into **bureaus,** divisions, **sections,** and units as may be established by the Chief of Police.

100-2 CHIEF OF POLICE
Defined: Shall mean any person so appointed by the City Manager.

Duties: The Chief of Police shall:

- Assume command of, exercise leadership over, and direct the operation of the Police Department.
- Train his/her immediate subordinates to be able to assume the duties and responsibilities of his/her office on a temporary basis.

The rank of Chief of Police shall be designated by the collar insignia of **four** (**4**) gold stars.

100-3 ACTING CHIEF OF POLICE [1.03A]
In the absence of the Chief of Police, the Deputy Chief shall be considered the Acting Chief of Police except when any other commander is so designated by the Chief of Police.

In the event of a situation in which both the Chief of Police and the Deputy Chief are absent or become incapacitated and are unable to designate an Acting Chief of Police, the command of the department shall be assumed pursuant to lines of authority as periodically established by the Chief of Police.

100-4 CHIEF'S STAFF
Defined: Shall mean the Chief of Police, Deputy Chief, **Bureau** Commanders, and personnel who report directly to the Chief of Police.

Duties: The Chief's Staff shall:

- Counsel and aid the Chief.
- Assist the Chief by performing those duties as he/she may assign.

100-5 MANAGEMENT STAFF
Defined: Shall mean all sworn members above the rank of sergeant and non-sworn members who are appointed as managers.

Duties: The management staff shall:

- Assist the Chief in the management of the department.
- Counsel and advise the Chief.
- Perform other related duties as directed by the Chief.

100-6 COMMANDING OFFICERS
Defined: Shall mean any sworn member with the rank of lieutenant or higher or any other member so designated by the Chief.

100-7 SUPERIOR OFFICERS
Defined: Shall mean any sworn member with the rank of sergeant or higher, or any other member so designated by the Chief.

100-8 SUPERVISORS
Defined: Shall mean members who have as one of their major responsibilities the general authority to direct other members. This includes the review of personnel problems, and giving recommendations arising from a review, or their performance. Supervisors shall assign, reward, supervise, and train subordinates. Supervisors shall recommend dismissals, transfers, suspensions, demotions, recalls, and discipline. Members shall be accountable to only one supervisor at any given time. [1.02]

100-9 DUTIES OF SUPERVISORY MEMBERS
Deputy Police Chief: A Deputy Police Chief shall:

- Assume command of, exercise leadership over, perform the duties of a supervisor, and direct the operation of all assigned operations within the Department.
- Train his/her immediate subordinates to be able to assume the duties and responsibilities of the office on a temporary or emergency basis.
- Perform other related duties as directed by the Chief of Police.

A Deputy Police Chief shall be designated by the collar insignia of **two** gold stars.

Police Lieutenant: A Police Lieutenant, when so assigned, shall:

- Assume command of, exercise leadership over, perform the duties of a supervisor for, and direct the operations of, any assigned **bureau or** division within the department.
- Train his/her immediate subordinates to be able to assume the duties and responsibilities of the office on a temporary or emergency basis.
- Perform other related duties as directed by superiors.
- **Assume the role of watch commander for all emergencies, serious incidents, and major crime scenes until relieved by a higher authority.**

A Police Lieutenant shall be designated by the collar insignia of single gold bars.

Police Sergeant: A Police Sergeant, when so assigned, shall:

- Exercise leadership over, perform the duties of a supervisor for, and direct the operations of, any assigned **section** within the department.
- Be capable of being assigned as an investigator to any **section** within the department.
- Train his/her immediate subordinates to be able to assume the duties and responsibilities of the office on a temporary or emergency basis.
- Perform other related duties as directed by superiors.

A Police Sergeant shall be designated by the sleeve insignia of three gold chevrons.

Police Corporal: A Police Corporal shall:

- Exercise leadership over, perform the duties of a supervisor for, and direct the operations of, any assigned **section** within the department only when assigned to do so by a higher authority.
- Be capable of being assigned as an investigator to any **section** within the department.
- Perform the duties of a police officer and other related duties as directed by superiors.

A Police Corporal shall be designated by the sleeve insignia of two gold chevrons.

100-10 DUTIES OF NON-SUPERVISORY MEMBERS

Police Officer: A Police Officer shall:

- Be assigned to any **bureau,** division, or **section** within the Department.
- Perform such duties as required by department written directives and any other duties assigned by superiors.
- Not necessarily assume that when he/she is assigned to a unit to which no person of supervisory rank is assigned, he/she is responsible for the supervision of that unit.

100-11 PROBATIONARY OFFICER

Defined: Shall mean a fully sworn member who is on active duty fulfilling his/her probationary period.

Duties: The same as for other non-supervisory sworn members.

100-12 POLICE RESERVE

Defined: Shall mean any certified Reserve Police Officer.

Duties: A Police Reserve shall:

- Be subject to the same rules of conduct as members and employees when such rules are not in conflict with their status as reserves.
- Perform other related duties as directed by the Chief of Police.

100-13 COMMAND AUTHORITY

Defined: Shall mean that authority commensurate with rank held and duties assigned.

- The Chief of Police is the ranking member of the Police Department with command authority over all members of the department.
- The Deputy Chief has command authority over lieutenants. Lieutenants have command authority over sergeants. Sergeants have supervisory authority over Corporals and police officers. Corporals have supervisory authority over officers and other Corporals only when designated as a supervisor by a higher authority.
- Line command is having authority over members directly below, and responsibility to any of the various ranks higher, in the chain of command.
- Staff command is that authority any given rank possesses over a lesser rank regardless of the direct line of authority.
- Those members assigned as **bureau** commanders possess command authority over all members of equal or lesser rank at any time the **bureau** commander is actively pursuing his assigned duties as the watch commander. Unless a specific event or incident commander has been designated, the assigned **bureau** commander, when acting as the watch commander, shall assume command over any major incident occurring during his/her watch, including those situations in which members of different **bureaus**

are engaged in a single operation. The **bureau** commander shall remain in charge until/unless relieved by another command officer. [1.03B,C,D]

100-14 ANTI-NEPOTISM

Florida State Statutes govern the employment and placement of relatives within the police department. "Relative" is defined to include father, mother, son, daughter, brother, sister, uncle, aunt, first-cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

Relatives of members may be employed within these limitations: During the hiring procedure, no relative may take an active role in the employment of related personnel. This policy would preclude among other things, the relative from being a member of any Selection Committee, appointed by the Chief.

Assignment of related members shall not be such that a direct supervisory relationship occurs, or one that would result in this person directly handling sensitive or confidential information regarding a relative.

No manager or supervisor of the department may take part in the promotion process of any relative within the department.

A manager or supervisor may not hold any of the following positions:

a. The immediate supervisor of a relative.
b. The immediate supervisor of the relative's immediate supervisor.
c. A member of a Promotional Committee where a relative is a candidate.

An exception may be made by the Chief of Police for people that may be in an indirect supervisory relationship to a relative. These exceptions shall be made on a case-by-case basis.

100-15 ACTING COMMANDS

Whenever a commanding or superior officer's position is vacant, the Chief or designee may designate a member to temporarily fill that position.

The individual temporarily filling the vacant position shall retain his/her sworn rank or member classification, but shall use the organizational title of the assumed command, preceded by the word "acting" (i.e. Sgt. James Smith, Acting **Bureau** Commander).

100-16 ADA COORDINATOR [2.11]

The ADA Coordinator for the Mount Dora Police Department is the Human Resource Director for the City of Mount Dora.

SECTION 200—PROFESSIONAL CONDUCT AND RESPONSIBILITIES [11.01A]

200-1 STANDARDS OF CONDUCT

Members shall not engage in any conduct that constitutes neglect of duty, conduct unbecoming an officer or city employee, or any act that is likely to adversely affect the discipline, good order, or reputation of the department.

200-2 ASSISTANCE

All members are required to take appropriate police action toward aiding a fellow peace officer exposed to danger or in a situation where danger might be impending.

200-3 GENERAL RESPONSIBILITIES

Within the city, members shall at all times take appropriate action to:

- Protect life and property.
- Preserve the peace.
- Prevent crime.
- Detect and arrest violators of the law.
- Enforce all federal, state, and local laws and ordinances coming within departmental jurisdiction.

200-4 DUTY RESPONSIBILITIES

a. PERFORMANCE

Members shall, at all times, respond to the lawful orders of superior officers as well as calls for police assistance from citizens. The administrative delegation of the enforcement of certain laws and ordinances to particular **sections** of the department does not relieve members of other **sections** from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary. All members shall perform their duties as required or directed by law, departmental rule, policy or order, or by order of a superior officer, including any order of a superior officer relayed to the member by another member. [2.05]

b. ASSIGNMENTS

When a member is assigned to any area, whether it is a zone, post, beat, stakeout, or any other place, it shall be that member's responsibility to remain within the assigned area unless granted permission to leave that area by competent authority. If time is of the essence and competent authority to leave an assigned area is not secured, the member shall be responsible for justifying his/her action.

Members in doubt as to the nature or detail of their assignment shall seek such information from their supervisors through the chain of command.

200-5 SUBSTANDARD PERFORMANCE

a. INCOMPETENCE
A member will be determined to be incompetent in job performance when the member has shown an inability to meet reasonable measures of job performance, or to maintain established standards of efficiency. Depending upon the circumstances the department will undertake appropriate action, including counseling, retraining, transfer, demotion, or discharge.

b. CARELESSNESS
A member may be determined to have impaired or jeopardized the proper and efficient operation of the department due to carelessness or by the member's negligent job performance under this provision where he/she acts or fails to act; either in a deliberate or willful manner that reflects a reckless or wanton disregard for life, safety or property; or in a manner contrary to acceptable standards of performance; or which results or could have resulted in injury, danger or damage to others or to their property.

Furthermore, repeated incidents of minor carelessness or a pattern of errors, neglect, and/or inattentiveness to job performance are of equally serious nature and will not be tolerated.

Each case of carelessness or neglect will be evaluated and considered on its merits and will result in appropriate administrative or disciplinary action up to and including discharge of the member.

200-6 INSUBORDINATION

Any member who deliberately refuses or fails to obey any lawful order given by a superior officer/supervisor or who engages in mutinous conduct such as showing gross and direct disrespect to a superior officer/supervisor shall be guilty of insubordination and in violation of this regulation and may be released from duty as outlined in department policy.

200-7 KNOWLEDGE OF LAWS AND REGULATIONS

Every member is required to establish and maintain a working knowledge of laws and ordinances in force in the city. Every member is required to establish and maintain a working knowledge of rules and policies of the department, and orders of the department and **bureaus** thereof. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, or written directive in question.

200-8 OBEDIENCE TO LAWS AND DEPARTMENT PROCEDURES

a. OBEDIENCE TO LAWS
Members shall observe and obey federal and state laws, and county and municipal ordinances.

b. OBEDIENCE TO WRITTEN DIRECTIVES
Members shall observe and obey department policies and procedures, and all other written directives.

c. OBEDIENCE TO RULES AND REGULATIONS
Members shall observe and obey rules and regulations.

200-9 REPORTING VIOLATIONS OF LAWS, ORDINANCES, RULES OR ORDERS BY EMPLOYEES

Members knowing of other members violating laws, ordinances, or rules of the department, or disobeying orders, shall report the same in writing to the Chief of Police through official channels. The notification shall be no later than the end of the reporting member's current tour of duty. If the reporting member is on a regular day off, he/she shall report the violation no later than the end of his/her next official tour of duty. If the reporting member is in any other status, for example, vacation, suspension, etc., he/she shall contact any supervisor or commander as soon as possible.

200-10 CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS

Members shall treat superior officers / supervisors, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationship with one another. When in the presence of other members or the public, members shall be referred to by rank. Members are required to fully and directly answer all questions asked by superior officers related to their employment with the City of Mount Dora.

200-11 CRITICISM

Members shall not criticize or ridicule publicly the department, its policies or members either verbally, in writing or in any other manner, where such expression:

a. Is defamatory,
b. Is obscene,
c. Is unlawful,
d. Is made with reckless disregard for truth or falsity and impairs the operation of the department by interfering with its efficiency,
e. Is made with reckless disregard for truth or falsity and interferes with the ability of supervisors to maintain discipline.

200-12 MANNER OF ISSUING ORDERS

Orders from superiors shall be in clear, understandable language, civil in tone, and issued in pursuit of department business.

200-13 OBEDIENCE TO UNLAWFUL ORDERS [2.06]
No member is required to obey any order that is contrary to local, federal, or state law. Responsibility for refusal to obey rests with the member. He/she shall be strictly required to justify his/her action.

Members are reminded that the Chief of Police may impose regulations in reference to the conduct of police duties (i.e., deadly force, high-speed pursuit) that are more restrictive than the laws while not in conflict with such laws.

200-14 OBEDIENCE TO UNJUST OR IMPROPER ORDERS
Members, who are given orders they feel to be unjust or contrary to rules and regulations, must first obey the order to the best of their ability and then may proceed to appeal as provided below.

200-15 CONFLICTING ORDERS [2.06]
Upon receipt of an order conflicting with any previous order or instruction, the member affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first.

Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the department.

200-16 REPORTS AND APPEAL - UNLAWFUL, UNJUST, IMPROPER ORDERS [2.06]
A member receiving an unlawful, unjust or improper order shall, at first opportunity, report in writing to the Chief of Police through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. The Chief of Police shall be notified via the chain of command of any extra-departmental action regarding any appeal.

200-17 GIFTS, GRATUITIES, FEES, LOANS, ETC., SOLICITING
Members shall not, under any circumstances, solicit any gift, gratuity, loan, or fee where there is any direct or indirect connection between such solicitation and their departmental membership or employment. Nothing herein shall prohibit a member from listing their employment status on a bona fide credit or loan application form with any properly licensed concern.

200-18 ACCEPTANCE OF GIFTS, GRATUITIES, FEES AND LOANS
Except as provided above, members shall not accept either directly or indirectly any gift, gratuity, loan, fee, or other thing of value arising from or offered because of departmental employment or any activity connected with said employment unless authorized by the Chief of Police. Members shall not accept any gift, gratuity, loan, fee, or other thing of value when such acceptance tends to influence directly or indirectly the actions of said member or any other member in any matter of police business or that might tend to cast an adverse reflection on the department.

200-19 GIFTS FROM CERTAIN CLASSES OF CITIZENS
Members of the department shall not accept, directly or indirectly, any gift, present, or gratuity from any person, firm, group of persons, or relatives, friends or employees of such persons, who may be engaged in, or in any way interested in the operation of any establishment engaged in the sale of alcoholic beverages; or from anyone with a criminal history; or any professional bondsman; or any friend, relative or employee of such aforementioned persons.

200-20 REWARDS
Members shall not accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business, or agency except lawful salary and that authorized by these regulations and law.

Before accepting any reward or remuneration for services a member must receive written approval from the Chief of Police.

The immediate supervisor of the requesting member is responsible for investigating the legitimacy of the claim and endorsing the request to the Chief of Police.

200-21 DISPOSITION OF UNAUTHORIZED GIFTS, GRATUITIES, ETC.
Any unauthorized gift, gratuity, loan, fee, or other thing falling into any of these categories coming into the possession of any member shall be forwarded to the office of the Chief of Police together with a written report explaining the circumstances connected therewith.

200-22 FREE ADMISSIONS AND PASSES
Members shall not solicit free admission to theaters and other places of amusement for themselves or others except in the line of duty.

200-23 ASSOCIATING WITH CRIMINALS AND UNSAVORY CHARACTERS PROHIBITED
Members shall not associate with any person known to be of unsavory character, a person who is generally known to be of bad repute, prisoner, convicted felon or habitual convicted misdemeanant, or generally known associate of convicted felon or habitual convicted misdemeanant except as specifically required as a matter of police duty, or where unavoidable due to family relationships.

200-24 HARASSMENT [11.07A,B]

Members shall not engage in conduct, whether physical or verbal, which constitutes any form of harassment including, but not limited to, race, color, religion, national origin, sex, sexual orientation, age, pregnancy, veteran status, political affiliation, disability, and/or marital status. Any member who is the victim of harassment, or witness to harassment of another department member or citizen by a department member, has an obligation to report immediately the incident. The report of the incident shall be to the member's immediate supervisor. If the supervisor is the perpetrator of the harassment, the member shall report the behavior to a command staff member. Reporting shall be done in the form of an official memo or an e-mail within forty-eight (48) hours of the incident.

SECTION 300—GENERAL CONDUCT ON DUTY [11.01A]

300-1 PROHIBITED ACTIVITIES ON DUTY OR WHILE IN UNIFORM

Members are prohibited from engaging in the following activities while on duty or in uniform with the exceptions as noted:

- Sleeping or loafing.
- Recreational reading, not in furtherance of official duty.
- Conducting private business.
- Carrying any article which distracts from the proper performance of police duty.
- Drinking intoxicating beverages (except in the performance of police duty, and then, only with the specific consent of a commander and never in uniform).
- Gambling (unless to further a police purpose).
- Taking photographs or videotaping not in the furtherance of official job responsibilities (unless written authorization is obtained from the Chief of Police).

300-2 LOITERING

All members on duty or in uniform shall not enter taverns, theaters, or other public places except to perform a police task. Loitering and unnecessary conversation in such locations are forbidden.

300-3 NATIONAL COLORS AND ANTHEM

Uniformed members shall render full military honors to the national colors and anthem at appropriate times. Members in civilian dress shall render proper civilian honors to the national colors and anthem at appropriate times.

300-4 PUNCTUALITY AND ABSENCES

a. PUNCTUALITY
Members shall be at their place of work at the prescribed time unless excused by appropriate authority. This regulation applies to members who are less than one hour late (1-59 minutes). The first two violations of punctuality within 180 days may be addressed informally by a member's supervisor. Third and subsequent violations within 180 days shall be addressed by formal disciplinary procedures.

b. UNAUTHORIZED ABSENCE
An unauthorized absence is an absence in excess of one hour from duty on the date, time, and place specified by duty assignment unless excused by the appropriate authority.

c. REPETITIVE ABSENCES
A pattern of occurrences, indicating abuse or excessive use of sick leave time.

300-5 RELIEF

All members shall remain at their assignment and on duty until properly relieved by another member or until dismissed by competent authority.

300-6 MEALS

Members may, subject to current workload, take a meal period during their tour-of-duty.

300-7 REPORTING

Members shall promptly submit such reports as are required by the performance of their duties or by competent authority.

300-8 PHYSICAL FITNESS FOR DUTY

All members of the department shall maintain good physical condition as established by the city physician.

300-9 USE OF INTOXICANTS

Members shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that ability to perform duty is impaired.

Members shall not, at any time, be intoxicated while on duty. Sworn members shall not, at any time, on or off duty, be intoxicated in public view.

300-10 USE OF DRUGS

Members shall not engage in the illicit use of narcotic drugs or controlled substances, either on or off duty.

300-11 INTOXICANTS ON DEPARTMENT PREMISES

Members shall not bring into or keep any intoxicating liquor on departmental premises except when necessary in the performance of a police task. Liquor brought into departmental premises in the furtherance of a police task shall be properly identified and stored according to current policy.

300-12 USE OF TOBACCO PRODUCTS ON DUTY
The use of tobacco products on city owned property, in city owned vehicles, or in clear view of the public while on duty is prohibited.

300-13 PRESENCE AT UNAUTHORIZED PLACES
No member shall be present in any establishment or other place on or near his/her designated patrol area while on duty except for a legitimate police purpose. Possession of keys to any premises not belonging to the member on or near his/her designated patrol area, without the authorization of the Chief of Police, shall be prima facie evidence of a violation of this subsection.

300-14 MARITAL STATUS, ADDRESS AND TELEPHONE NUMBERS
Members shall record their correct marital status, emergency notification, residence address, and telephone number with their Supervisor and the Chief's Secretary. Members are required to have a telephone at their place of residence. Changes in marital status, address, emergency notification, or telephone number shall be reported within 72 hours of the change. This shall be done in writing within the specified time whether the member is working or on leave.

Bureau commanders will cause a periodic review to assure compliance.

300-15 RESIDENCY REQUIREMENTS
Full-time members of the Mount Dora Police Department shall maintain a permanent residence within the requirements of current city regulations.

300-16 STRIKES - WORK STOPPAGES PROHIBITED
Members shall not strike or participate in any form of concerted work stoppage. Work stoppage shall mean: *The concerted failure to report for duty, the willful and unauthorized absence from one's position or sickness unsubstantiated by a physician's statement. The stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights, privileges, or obligations of employment.*

300-17 IMPARTIAL ATTITUDE AND ACTIONS
All members shall remain completely impartial in their attitudes and actions toward all persons coming to the attention of the department.

300-18 CARING FOR LOST, HELPLESS, INJURED OR ILL PERSONS
Members shall always be alert to assist lost, helpless, injured, or ill persons. Every member shall maintain a proficiency in first aid techniques as taught in police training courses.

300-19 AVAILABILITY WHEN ON DUTY
Members on duty shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours.

300-20 RESPONDING TO CALLS
Members of the department shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence, however all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any telephone or radio call directed to him/her. When responding to radio calls from the Communications **Section**, members shall advise the radio operator of their current location. The Communications **Section** shall be informed by a member when leaving the air and when returning to a duty status.

300-21 COMPENSATION FOR DAMAGES SUSTAINED ON DUTY
Members shall not seek, in any way, nor accept from any person money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police in writing.

300-22 REPORTING SICK
Members desiring to use unscheduled sick leave for illness shall notify their supervisor or the Communications Unit at least one hour prior to their scheduled reporting time. (Communication officers shall then notify the member's supervisor.) Notification shall include the type illness and if recovery will be at home or in hospital.

Members shall not feign illness or injury, falsely report themselves sick, ill, or injured or otherwise deceive or attempt to deceive any official of the department as to the condition of their health or that of their families.

If a member should recover from a reported illness or injury before the end of his/her scheduled duty hours, the member shall contact his/her supervisor immediately.

Members who report themselves ill or injured, and are unable to work shall not engage in any off-duty employment without permission of a command officer.

300-23 UNAUTHORIZED USE OF CITY EQUIPMENT
Unless authorized by a commander, city equipment shall not be used for purposes other than accomplishing the department's mission.

300-24 POSSESSION OF KEYS WHILE WORKING OFF-DUTY JOBS
When working an off-duty job for a commercial

establishment, members, who have in their possession keys for the business, must turn them in to the employer at the end of their shift. Members who provide security for apartment complexes where they reside shall not retain keys in their possession that will allow access to other residential units in the complex.

A master key may be checked out temporarily to assist in cases of lockouts or other police/medical purposes.

SECTION 400—UNIFORM, EQUIPMENT, AND APPEARANCE

400-1 UNIFORM AND APPEARANCE 11.01B

Members shall be neat appearing and well groomed. Civilian clothing will not be mixed with nor worn with any distinguishable part of the uniform except as authorized by the Chief of Police. Articles of uniform shall conform to those as prescribed by the Chief of Police.

A **Bureau** Commander may designate, at his/her discretion, certain assignments for which plainclothes will be the authorized mode of dress.

400-2 HAIR STYLES 11.01B

At all times, while on duty, unless expressly authorized by competent authority, all members of the department shall be well groomed and clean in their person. Male members shall conform to the following additional standards of appearance.

Members shall be smooth shaven and will have their hair neatly trimmed at all times.

Members' hair will not be permitted to attain such length as to extend beyond the upper one-half of the ear nor overlap the shirt collar by more than one-quarter inch when the member is standing. Hair may not be teased or bushed so as to stand more than one and one-half inch from the head.

Moustaches are permitted and, when worn, will be kept neatly trimmed. Extremely curly or bushy styles will not be worn. A moustache will not extend more than one-half inch beyond the corners of the mouth.

Sideburns will be tapered to the contour of the head and neatly trimmed. Sideburns cannot extend below the bottom of the earlobes and must be squared at the bottom.

400-3 TATTOOS AND BODY PIERCINGS 11.01B

All tattoos visible to the public are highly discouraged. Tattoos above the neckline are prohibited. Visible tattoos on body extremities shall not exceed 10% of the exposed skin. In all cases, visible tattoos shall not be obscene, offensive, or derogatory. Members may not display any body piercing. This includes the tongue, eyebrows, nose, and lips. Female members may have pierced ears within policy.

400-4 WEARING THE UNIFORM

Uniforms shall be kept neat, clean, in good order, and well pressed at all times. When worn, the uniform cap will be worn squarely on the head. Shoes will be shined to a high gloss. While wearing the uniform, members shall maintain a military bearing avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets.

400-5 ISSUED LEATHER 11.01B

Issued leather will be maintained in an acceptable condition at all times. The application of commercial products by a member to his/her leather, and any deterioration caused by that product will be the member's responsibility. If a member's leather becomes unpresentable due to the application of any type of commercial product, that member will be responsible for removing the product.

Issued leather will be replaced only when it becomes unserviceable due to wear or destruction in normal performance of duty.

400-6 CIVILIAN CLOTHING - MANNER OF DRESS 11.01B

Male members permitted to wear civilian clothing during a tour of duty shall wear a business suit or sport coat, slacks, and a dress-type shirt with tie. Civilian male members shall dress in a professional manner appropriate to their position and duties in the department. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective. Female members permitted to wear civilian clothing shall conform to standards set by city personnel policy unless otherwise directed.

400-7 REGISTERING FIREARMS WITH THE DEPARTMENT/POSSESSION OF WEAPONS ON CITY PROPERTY

Members are required to register with the department the description and serial number of all personal firearms they may carry in compliance with current departmental regulations.

Possession, use, or threat of use of a weapon as defined by state statute, including any firearms, by members is not permitted at work or on city property, including parking areas, or in a city vehicle, unless such possession or use of a weapon is a necessary and approved requirement of the job, or otherwise specifically approved by a commander.

400-8 OFF-DUTY FIREARMS AND POLICE IDENTIFICATION

Members should carry an approved firearm and police identification when off duty. Members who choose to carry

an approved firearm off duty will also be in possession of their official department identification folder at all times while armed. When so armed, members will adhere to current department directives on firearms and police identification. When any matter requiring police action comes to the attention of an off-duty member who is not in possession of an approved firearm and police identification folder, that member shall, whenever possible, avoid direct police action and instead shall notify the department of the need for police assistance.

400-9 FIREARMS - DISPLAY AND DISCHARGE

Members shall at all times handle firearms in a safe manner. Members shall not display firearms unnecessarily nor draw them in any public place except for inspection or official use. Members are required to report any discharge of firearms (except routine target practice) according to departmental procedures. Members shall adhere to additional current departmental directives on display and discharge of firearms.

400-10 USE OF CHEMICAL AGENTS

Chemical agents should be utilized by members to protect themselves or others from potential or actual bodily harm in the course of their assigned duties and within the force continuum. Members shall be guided by current departmental directives.

400-11 ALTERATION OF FIREARMS AND AMMUNITION

Members shall not alter or repair departmental issue firearms and/or ammunition, nor shall they carry any ammunition other than departmental issue, except as provided in current departmental directives. Members who alter departmental approved off-duty firearms must have them re-inspected immediately as provided in current departmental directives.

400-12 EQUIPMENT REQUIRED ON DUTY

Those members in uniform, on or off duty, shall have their regulation firearm, regulation handcuffs, regulation ammunition, regulation chemical agent, regulation whistle, and regulation I.D. folder on their person. It is not mandatory for those members authorized to wear civilian attire to carry their whistle, but they must carry their regulation I.D. folder, approved firearm, regulation handcuffs, and approved ammunition.

Members assigned to administrative or undercover positions or those who are specifically exempted by a department manager in their chain of command are not required to carry the issued chemical agent while on duty.

400-13 UNAUTHORIZED EQUIPMENT

Members, when on duty, will not carry or use any law enforcement or related equipment not authorized by the Police Department to subdue, restrain, disable, or cause potential or actual body injury to a suspect or prisoner.

SECTION 500—DEPARTMENT PROPERTY AND EQUIPMENT

500-1 RESPONSIBILITY OF DEPARTMENT PROPERTY AND EQUIPMENT

Members shall be responsible for city owned property, money, and equipment assigned to them, used by them or under their control. They shall care for and maintain this property and equipment in such a way that it is available and in good condition at all times. They shall report any loss or damage of this property or equipment to their supervisor as soon as possible and in each event no later than the end of the current tour of duty. The criteria established for property or equipment being used, maintained or secured in a proper manner are the presence or absence of negligence, indifference or carelessness on the part of the member.

Members shall inspect all Department property and equipment both prior to and immediately after use. Any damage, defects, or hazardous conditions existing shall be immediately reported to the member's immediate supervisor.

Members shall not relinquish Department property and equipment assigned to or used by them to any person other than members of the Department or to a superior officer of the Mount Dora Police Department.

When not in physical control of Department property and equipment assigned to them, used by them, or under their control, members shall make an effective effort to secure the property or equipment against loss, theft, or damage.

500-2 CARE OF DEPARTMENT BUILDINGS

Members shall not mar, mark, or deface any surface in any Department building. No materials shall be affixed in any way to any wall in Department buildings without specific authorization of a commander.

500-3 NOTICES

Members shall not mark, alter, deface, nor remove without authorization any posted notice of the department. Notices or announcements shall not be posted on bulletin boards without permission of a commander.

500-4 MANUAL MAINTENANCE

All members who are issued manuals are responsible for their maintenance and will make appropriate changes or inserts as they arise.

500-5 SURRENDER OF DEPARTMENT PROPERTY

Upon separation from the Department, members are required to surrender all property in their possession that

was issued by this Department, or any other Criminal Justice Agency (e.g., deputy badges, and identification).

500-6 SAFE DRIVING OF POLICE VEHICLES

The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. The driver of any police vehicle involved in any collision regardless of the extent of injury or property damage shall report the incident to their supervisor as soon as possible and in any event, no later than the end of the current tour of duty. He/she shall operate the vehicle in compliance with the motor vehicles laws and traffic regulations of the city and state except when actually in pursuit of a violator or responding to an emergency. Members shall adhere to additional current Department directives on high speed driving.

500-7 REPAIR OF VEHICLES BY PRIVATE CONCERNS

No repair work, services, or alterations of any kind shall be permitted to be performed on any police vehicle by any person, firm, or concern unless specifically authorized by Department policy or a member of command staff.

500-8 TRANSPORTING CITIZENS

Citizens shall be transported in Department vehicles only when necessary to accomplish a police purpose. Such transportation will be done in conformance with department policy or at the direction of a commander or an immediate supervisor.

500-9 MANAGEMENT PREROGATIVES INVOLVING DEPARTMENT ASSIGNED EQUIPMENT

Members are hereby placed on notice that equipment such as lockers, desks, files, and cabinets assigned to them as a condition of their employment are subject to inspection by the department, at the discretion of a commander, at any time with or without notice.

500-10 DEPARTMENT TELEPHONES

Department phones are primarily intended for use in conducting department business and any member using such phones does so with that knowledge and understanding.

500-11 VALID DRIVER'S LICENSE REQUIRED

All members must maintain a valid driver's license. All members whose responsibilities include the operation of a city vehicle must maintain a valid driver license.

500-13 USE OF SEAT BELTS [17.09]

All occupants of city vehicles will be required to use seat belts. This includes prisoners unless the threat of violence or exigent circumstances makes applying the seat belt a higher risk to the member and prisoner than transporting without the use of a seat belt. [17.10]

Members shall also use seat belts when operating or riding in personal vehicles while on city business. A routine exception to the wearing of seat belts by members may only be made in writing by a **bureau** commander.

SECTION 600—COMMUNICATIONS AND CORRESPONDENCE

600-1 RESTRICTIONS

Members shall not:

a. Use departmental supplies for private correspondence.
b. Send correspondence out of the department over their signature without permission of a **bureau** commander.

600-2 FORWARDING COMMUNICATIONS TO HIGHER COMMANDS

A member receiving a communication from a subordinate directed to a higher command shall endorse it with a written recommendation and forward it to the next higher command level.

600-3 DEPARTMENT ADDRESS (PRIVATE USE OF)

Members shall not use the department as a mailing address for private purposes. An exception to this is that the department address may be used for motor vehicle registration and driver's license.

600-4 RADIO DISCIPLINE

All members of the department operating any part of the police radio system shall strictly observe all applicable departmental or Federal Communications Commission rules and regulations.

600-5 SECURITY OF CRIMINAL HISTORY DATA

Criminal history data obtained from the Florida Department of Law Enforcement's (FDLE) Florida Crime Information Computer (FCIC), the National Crime Information Computer (NCIC), **and the Department of Highway Safety and Motor Vehicle's (DHSMV) Driver and Vehicle Identification Database (DAVID)** is for law enforcement use only and may not be used for other purposes. Dissemination of such information outside the department is restricted to representatives of law enforcement agencies **authorized to receive such information. Any security violation will be subject to disciplinary action.**

600-6 SUPERVISORY COMMAND NOTIFICATION [17.03]

Certain incidents require supervisory notification and oversight. Members shall notify their shift/field supervisors in the following circumstances or for any other incidents of a significant nature. The shift/field supervisor shall ensure command staff is notified as soon as possible. Shift/field supervisors are required to respond to the incident scene

and assume command and/or overall responsibility in the following situations.

a. Any use of force that requires a Use of Force Report form be completed,
b. All death scenes,
c. All cases that an officer is injured or has a claim of injury,
d. Civil disturbances that are continuing or require substantial additional resources to resolve,
e. Barricaded suspects, hostages, or abduction incidents,
f. Incidents that involve hazardous material spills or handling,
g. Missing person cases that involve juveniles, suspicious circumstances or persons with mental or physical disabilities,
h. Incidents that have the potential to cause news media attention,
i. Incidents that require the notification of the chain of command or call out of additional personnel,
j. Arrests of violent felons, city employees, or law enforcement personnel,
k. Any significant seizure of money or property,
l. Traffic crashes that result in death, serious bodily injury, or the significant disruption of traffic flow,
m. Any other incidents that the responding officer feels that the supervisors need to be aware of and/or assume command.

SECTION 700—DEATH AND INJURY NOTIFICATIONS

700-1 DEATH OR SERIOUS INJURY

When any member or retired member is killed or seriously injured on or off duty, immediate verbal notification shall be made to the Chief of Police by the member in charge. This shall be followed by a written **incident** report **and Supervisor's First Report of Injury report** no later than the end of the current tour of duty. Information shall include the date, location, cause, extent of injuries and property damage. Serious injury in this instance means an injury that could result in death or disability.

700-2 NONSERIOUS INJURY

In cases where an on-duty injury is other than of a serious nature, an incident report **and Supervisor's First Report of Injury report** shall be submitted by the injured member**'s supervisor** no later than at the end of the tour of duty on which the injury occurred, including all information required above.

700-3 NOTIFICATION OF FAMILY

The family of a member seriously injured or killed shall be notified immediately and in person by the Chief of Police or designee.

SECTION 800—INVESTIGATIONS, ARRESTS, AND DETENTIONS

800-1 INVESTIGATIONS

Investigations at the scene of any crime, accident, or other police incident shall be conducted in accordance with current departmental policy.

800-2 ARRESTS

It is the policy of the Mount Dora Police Department to apprehend violators of the law in accordance with the following guidelines:

a. ARRESTS
A person shall not be arrested or detained except as provided by law. [4.01]
b. USE OF FORCE
Members shall not use any more force than is necessary to accomplish their lawful arrest or police purpose. [4.01]
c. TREATMENT OF PRISONERS
All prisoners shall be treated humanely and with regard to their legal rights.
d. DUTY TO REPORT VIOLATIONS
It shall be the duty of each member to report any violations of this regulation by any member.
e. SEARCHES [29.02]
Members shall make a complete and thorough search for weapons and contraband of the persons arrested and of the area within their immediate reach. Any member receiving a prisoner for transport from another member, or from a representative of another agency, shall also conduct such a search of the prisoner before transporting. When practical, female prisoners will be searched by female members.
f. MUTUAL AID AGREEEMENTS
Except in department-approved, pre-planned mutual aid situations, any member making an arrest under a mutual aid agreement shall notify a command staff member utilizing the member's chain of command. Notification shall be made as soon as practical but always before the arrestee is transported to jail. The command staff member shall determine if the arrest was appropriate.

800-3 REPORT CRIMINAL INFORMATION

Members shall report to their immediate superior, in writing, prior to the end of their current tour of duty:

- All information of criminal activity or suspected criminal activity that comes to their attention.
- All reports to appropriate agencies of criminal activity or suspected criminal activity that occurs outside this department's jurisdiction.
- Self-assigned investigations of any nature.
- Off-duty members shall make their written report no

later than their next tour of duty. Immediate verbal report shall be made of serious incidents.

800-4 TRANSPORTING PRISONERS

Arresting members shall, without unnecessary delay, convey their prisoners to the detention facilities and shall not permit their prisoners any special privileges nor shall members accompany prisoners to their homes or rooms without proper authorization from the immediate superior on duty. This shall not be construed to exclude the use of reasonable kindness in the interest of humane treatment. Members shall provide prisoners in the rear of police vehicles with an adequate source of ventilation compatible with existing weather conditions.

Marked patrol vehicles shall be used to transport prisoners to the appropriate booking office. Transportation of prisoners in unmarked vehicles for investigative purposes shall be accomplished in accordance with existing policy.

It is the responsibility of the arresting member to ensure that a member remains with all prisoners from the point of arrest until custody is released to the proper correctional officer unless extreme circumstances exist where this regulation becomes impractical. Activities of prisoners shall be monitored at all times. Every effort will be made to ensure arrestees do not injure themselves or cause property damage.

Members that are transporting prisoners and observe any incident or activity that requires police action shall immediately notify the Communications **Section** to request another unit to be assigned to handle the incident. If the incident is an emergency with actual injuries or substantial risk to the public, the member shall take appropriate action to render aid or stabilize the incident. The member shall remain responsible for maintaining the security of the prisoner and keeping the prisoner from any potentially hazardous situation while dealing with the emergency situation. The member is required to notify the shift/field supervisor as soon as practical. [29.03]

800-5 DEADLY FORCE

Members of the department shall, at all times, exhaust every other reasonable means of apprehension before resorting to the use of deadly force. The use of deadly force shall be in accordance with current department policy.

800-6 RESISTING ARREST CHARGES

When resistance is encountered by members of the department while effecting a lawful arrest and restraining measures or other force is employed in overcoming such resistance, arresting members shall place the additional charge of "Resisting Arrest" upon such arrestee.

Whenever a member of the department has occasion to place the charge of "Resisting Arrest" against any person, he/she shall immediately file a written report of the incident. Resisting arrest charges shall be disposed of by judicial process only.

800-7 INJURED PRISONERS

An unconscious, seriously ill, and/or injured prisoner shall be removed to a hospital. Members of the department shall promptly report to their supervisor any person in their care or custody who is in such condition as to require medical attention, and shall promptly summon medical aid.

800-8 HANDLING MONEY, PROPERTY, AND EVIDENCE

All money, **property**, and evidence coming into the possession of any member of the department through the normal course of police duty, which is not the member's own, shall be delivered to the Property and Evidence Section of the department or to a superior officer, and the necessary reports shall be made of the transaction before the end of the current tour of duty. Members shall adhere to all department directives for further procedures when processing property and evidence.

800-9 IDENTIFICATION AS POLICE OFFICER

Except where impractical or unfeasible, or where the identity is obvious, members shall identify themselves by displaying the official identification before taking police action.

800-10 FALSE REPORTS AND BOOKINGS

No member shall knowingly falsify any official report. Nor shall any member enter, or cause to be entered, any inaccurate, false, or improper information on records of the department.

800-11 PRESS RELATIONS AT CRIME SCENES

When a member receives a request for information or access to a crime scene by a member of the media, that member will, as soon as practical, notify their supervisor or the officer-in-charge. The supervisor or officer-in-charge shall, as soon as practical, facilitate the release of information or access to the scene that will not interfere with police operations or compromise an investigation.

800-12 SECURITY OF DEPARTMENTAL BUSINESS

Members shall not discuss or disseminate police information outside the department except as provided in current departmental directives. Specifically, members shall not discuss or disseminate information contained in police records, other information ordinarily accessible only to members, names of informants, complainants, witnesses, and other persons known to the police that are considered confidential.

800-13 COMPROMISING CRIMINAL CASES

Members shall not:

- Interfere with the service of lawful process.
- Interfere with the attendance or testimony of witnesses through coercion, bribery, or other means.
- Attempt to have any traffic or parking citation or notice to appear reduced, voided, or stricken from the calendar, except as provided by law or by written department directive.
- Take any other action that will interfere with the efficiency or integrity of the administration of criminal justice.
- Having knowledge of such interference, fail to inform a superior officer.

800-14 RECOMMENDING ATTORNEYS AND BAIL BOND BROKERS PROHIBITED

Members shall not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney or bail bond broker to any person coming to their attention as a result of police business. This does not apply when a relative of the member seeks such service. In no case may such advice be given where a fee, gratuity, or reward is solicited, offered, or accepted from the attorney or bail bondsman.

800-15 ACTING AS BONDSMEN PROHIBITED

Members cannot act as bondsmen for any person in custody except relatives, and in no case where any fee, gratuity, or reward is solicited, offered or accepted as a consideration for such action.

800-16 DISMISSAL OF CHARGES BY SWORN MEMBERS

Members shall not be permitted to dismiss charges against arrested persons, who have not yet been booked, unless there is sufficient reason and then only with the knowledge and consent of a commander.

800-17 RELEASING ARRESTED PERSONS WITHOUT BAIL

Only a judge or authorized judicial rules may authorize the release, without bail, of persons arrested and booked for violations of the code of the City of Mount Dora, or Florida Statutes; except persons released on a notice to appear.

800-18 RECOMMENDING BUSINESSES OR SERVICES

While conducting official business, members shall not make any endorsements, recommendations or render any opinions, either personal or otherwise, concerning any business, product, or service without specific permission of the Chief of Police. Members may make such recommendations to personal friends or relatives.

SECTION 900—PUBLIC ACTIVITIES

900-1 COMMERCIAL TESTIMONIALS

Members shall not permit their names or photographs to be used to endorse any product or service if they are identified as members of the Mount Dora Police Department without the permission of the Chief of Police.

900-2 OUTSIDE EMPLOYMENT

Prior to engaging in any outside business, calling, or employment, members shall submit a request to do so to a **bureau** commander through the chain of command.

900-3 ISSUANCE OF EXTRA-DUTY WORK PERMIT

The decision to issue or deny a permit to work outside the department will be guided by Department written directives.

900-4 POLITICAL ACTIVITIES [1.05]

Each member should become fully informed regarding the issues of local, state, and national political campaigns and of the candidates' qualifications for the offices they hope to attain. Each member is urged to vote in all elections.

Members may express their opinions on any candidate or issue, i.e., campaign contributions, and may participate in any political campaign during their off-duty hours and while not in uniform. While on-duty, members shall not campaign nor wear any campaign material nor display any campaign material on any police vehicle.

Members shall not have or display any campaign material, i.e., signs, posters, etc., on their private vehicles while the same are on City property. Bumper stickers actually on bumpers are permitted. City property, for the purpose of this regulation, shall be defined as any City building or facility in which members are engaged in work activities, or any City employee parking area.

Should any member receive a request for information concerning City business, other than that usually and readily available to any citizen from any candidate for public office, the candidate shall be advised to submit the request in writing to the City Manager.

Members shall not be candidates for or hold elected office in the government of the City of Mount Dora.

Members shall not solicit any assessments, contributions, or services for any political candidate or party from any other member, while either member is on duty, or in uniform. Members shall not require political service of any subordinate.

Members shall have the right to hold membership in and support a political party, to vote as he or she chooses, to

express an opinion on all political subjects and candidates, to maintain political neutrality and to attend political meetings, subject to the limitations set forth in this subsection.

Members may not appear before City Council while on duty unless summoned or requested by City Council or with prior approval of the Chief of Police.

Without the expression permission of the Chief of Police, members of this Department are expressly forbidden from participation in any march, picket, or other similar action in support or non-support of any issue seeking public attention, political support or action while utilizing, wearing or openly displaying any article of city property including the police uniform.

"Lobbying" is defined in Florida Statutes as *influencing or attempting to influence legislative action or non-action through oral or written communication or an attempt to obtain the goodwill of a member or employee of the Legislature.* A "lobbyist" is defined as a *person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity* (F.S. 11.045). Currently-employed members of the department shall not act as a lobbyist while identifying themselves in any capacity as a member of the Mount Dora Police Department without the knowledge and express permission of the Chief of Police. This includes, but is not limited to, wearing and/or displaying a department uniform, insignia, patch, utilizing a department vehicle, etc.

In addition to requirements of this written directive, all members shall conform to governmental statutes and regulations as outlined in F.S. 104.31 and 112.313. [1.05]

900-5 SUBVERSIVE ORGANIZATIONS

No member shall knowingly become a member of or connected with any subversive organization except when necessary in the performance of duty and then only under the direction of the Chief of Police. *Subversive Organization* means any organization designated by the Attorney General of the United States, pursuant to Executive Order, #10450.

900-6 PERSONAL PREFERMENT

No member may seek the influence of intervention of any person outside of the department for purposes of personal preferment, advantage, transfer, or advancement.

900-7 CONDUCT TOWARD THE PUBLIC

Members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane, or insolent language and shall always remain calm regardless of provocation to do otherwise. Upon request, the member shall supply a business card when asked for his/her name, I.D., or any other type of identification information. If a business card is not immediately available, the member shall provide his/her name and member number legibly in writing to the requesting citizen. This shall be provided in a courteous manner and as soon as is reasonably possible. Members shall attend to requests from the public quickly and accurately, avoiding unnecessary referrals to other parts of the department.

900-8 SOLICITATIONS AND COLLECTIONS ON CITY PROPERTY

The sale of any merchandise, tickets, subscriptions, or the distribution of handbills or similar advertising materials on City property is prohibited without having first obtained authorization by the Chief. This includes collection of money for installment payment obligations, magazine subscriptions, and similar activity. The distribution and sale of newspapers by an accredited carrier is permitted.

SECTION 1000—JUDICIAL PROCESS, COURT APPEARANCES, AND TRUTHFULNESS

1000-1 COURT APPEARANCES

Members shall, when attending court or quasi-judicial hearings, wear either the official uniform or clothing conforming to standards imposed on sworn members working plain clothes. Members and employees shall present a neat and clean appearance avoiding any mannerism, which might imply disrespect to the court, such as gum chewing and smoking. Members shall report to court or quasi-judicial hearings at the time specified by subpoena or other proper authority.

1000-2 TESTIFYING FOR THE DEFENDANT

Members who volunteer or are subpoenaed to testify for the defense or against the city or department in any trial or hearing, civil or criminal shall notify their commanders immediately.

1000-3 DEPARTMENT INVESTIGATIONS: TESTIFYING

Members are required to answer questions or render material and relevant statements in departmental personnel investigations when so directed by competent authority.

1000-4 TRUTHFULNESS

Members are required to be truthful at all times whether

under oath or not.

1000-5 CIVIL CASES
Members shall request and receive authorization from the Chief of Police prior to serving civil process or assisting in civil cases concerning or related to departmental business, except in cases wherein the member is initiating the suit or has been subpoenaed to testify. In these cases the members shall notify the Chief of Police.

1000-6 ACCEPTANCE OF SUBPOENA
Members will accept and obey all subpoenas legally served to their person or served pursuant to current departmental directions.

1000-7 COURT ATTENDANCE WHILE ON-DUTY
Members who are in an on duty status during the time of a required court appearance or deposition for department business shall not collect witness/mileage or deposition fees.

1000-8 ACCEPTING COMPENSATION FROM INSURANCE COMPANIES
When approached by representatives from insurance companies whose clients are involved in auto crashes (or other incidents) to go to the scene and walk through the facts with their experts, members will:

- Not discuss or assist in any case pending criminal action except when subpoenaed to do so,
- Do so only in civil cases with the authorization of a supervisor based on whether time/activity allows it, and;
- Not accept any compensation for such assistance.