

CITY OF GULFPORT
POLICE MANUAL

December 1964

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INTRODUCTION

This manual has been prepared for the Officers of the Gulfport Police Department. Its purpose is to present a clear and concise statement of the policies and procedures of the Department. However, it does not contain specific or detailed instructions nor does it attempt to provide for specific problems of law enforcement. Detailed information on specific problems will be issued by the Chief of Police in the form of either General Orders or Special Orders as the need arises. This manual provides a general outline of principles which can be applied in specific cases and is intended to be a guide.

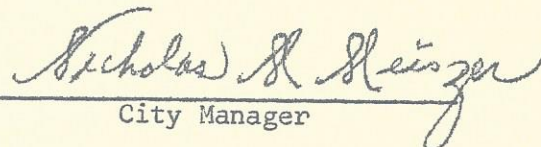
Charter Reference - The Charter of the City of Gulfport in Section 134 provides that "there shall be a Department of Police, the head of which shall be the Chief of Police, who together with the Officers and employees thereof shall be appointed by the City Manager."

Personnel Rules - The Personnel Rules of the City of Gulfport apply to all employees of the City including members of the Police Department. They have been incorporated in this manual by reference in Chapter VIII - Personnel Actions.

It is the responsibility of every Police Officer to thoroughly familiarize himself with the provisions of this manual and to incorporate the spirit as well as the letter of these regulations into the performance of these duties.

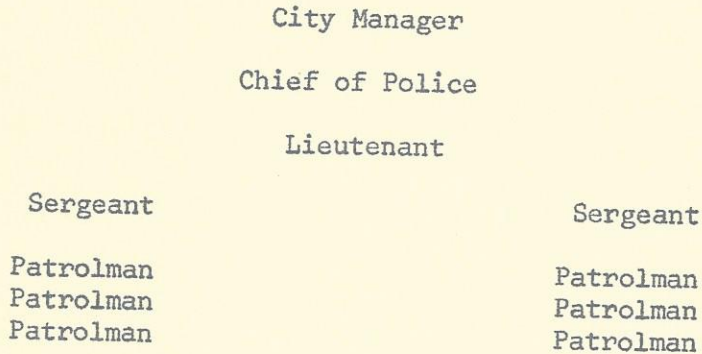
This manual supersedes all previous manuals, memorandums, rules, and regulations which may have been issued in the past and all such rules, regulations, manuals, and memorandums are hereby revoked.

Issued on December 1, 1964 by the City Manager.


City Manager

CHAPTER I
ADMINISTRATION AND ORGANIZATION

1. The Chain of Command



The City Manager as Administrative Head of the City is the final authority in all matters affecting the Police Department. The Chief of Police is the Administrative Head of the Department and is responsible to the City Manager for everything the Department and its members do or fail to do. The lieutenant serves as assistant to the Chief and is Acting Chief during the Police Chief's absence from the City, vacation, or illness. Each sergeant is in charge of a Tour of Duty and is responsible for the patrolmen assigned to work on his particular Tour.

2. General Orders - The Chief of Police may from time to time issue General Orders which must receive the approval of the City Manager. The General Orders will be in the form of a memorandum and will be numbered consecutively and will be issued on important topics or subjects of a more or less permanent nature. All members of the Department must read and initial the General Orders and failure to comply will result in such disciplinary action as may seem appropriate.
3. Special Orders - The Chief of Police may issue Special Orders governing any particular subject as he may deem necessary. These will normally be effective for a limited time, governing a specific subject which is not a grave enough matter to be made a General Order. Special Orders will also be read and initial~~ed~~ by all officers and failure to comply will result in appropriate disciplinary action.

CHAPTER II

APPEARANCE

1. Uniforms -
 - A. The full uniform must be worn by all officers of the Department unless the Chief of Police has exempted an officer from wearing the uniform. Such permission must be given expressly for certain situations and may not be assumed by an officer.
 - B. The wearing of a partial uniform while on or off duty will not be allowed.
 - C. The uniform, insignia, and other equipment shall be worn in the manner prescribed by an appropriate General Order.
2. Insignia - The Departmental Insignia shall be worn on the uniform at all times and shall be kept in a clean and polished condition.
3. Cleanliness - Every officer shall report for duty with his uniform in a neat and clean condition. The shoes are considered to be a part of the uniform and shall be well polished. Every effort will be made to maintain a neat and clean appearance throughout the Tour of Duty.
4. Smoking - A police officer may never approach a citizen or respond to a request for assistance or answer a complaint while smoking. Smoking shall not be permitted by any member of the Department under conditions which would be detrimental to good conduct or procedure. Smoking is permitted during breaks or at such times when the officer is not immediately in the presence of other persons or engaged in official business.
5. Alcohol - No officer shall drink any alcoholic beverage while in uniform or while on duty out of uniform. When off duty he shall not drink alcoholic beverages to an extent which results in the commission of obnoxious or offensive acts which might tend to bring discredit upon himself or the Department. No member of the Department shall report for duty while under the influence of liquor or drugs or be unfit for duty because of their excessive use.
6. Posture and Bearing - All officers shall maintain a soldierly bearing and avoid slouchy or slovenly attitudes or appearance. Officers shall not sleep on duty and at all times be attentive and alert. The reading of newspapers, magazines, or books will not be permitted except as might be necessary in the performance of his duty.

CHAPTER III
COMMUNICATIONS

1. Radio Procedure -

- A. FCC Regulations - The appropriate Federal Communications Commission regulations will be strictly adhered to in all cases where they apply.
- B. Ten-Signals - The official department list of ten-signals will be used in all cases where practical. All vocal transmissions will be as brief as possible. Vulgar or improper language is never permitted on the air.
- C. Control of Radio Net - The dispatcher controls the radio net at all times and on the hour and half-hour gives a time signal and identifies the station by call sign and location. Patrol cars must respond to the time signal by giving car number and location. This should be done in rotation with the lowest number car first. Every passenger must be reported to the dispatcher.
- D. Radio Log - The dispatcher is responsible for keeping a complete and accurate log of all transmissions in accordance with departmental procedures set forth in a General Order governing this subject.

2. Telephone -

- A. Telephone Calls - When the telephone rings, it must be promptly answered usually on or before the second ring. The person answering the telephone will announce "Gulfport Police Department, Officer-----". A polite and courteous tone of voice should be used at all times. All telephone calls should be kept as brief as possible. Obtain the necessary facts and essential information but never encourage long winded or unnecessary conversation. When giving out information, be as specific, concise, and brief as possible.
- B. Long Distance Calls - A long distance call will be permitted only on official police business and a log book will be kept of each call indicating the place called, person spoken to, and the reason for the call or nature of business. It shall be a policy not to accept long distance calls which are received collect.
- C. Fire Telephone - The Fire Telephone may be used for incoming calls only to report a fire. There should never be an outgoing call made from that telephone.

D. Personal Telephone Calls - No member of the department may make personal telephone calls on the official telephones unless of an emergency nature. Officers will not receive telephone calls of a personal nature. When such a call comes in, the dispatcher will take a message and transmit it to the officer concerned. All telephone calls should be as brief as possible.

3. Memos, Correspondence, Reports, Etc. -

A. Brevity Consistent with Clarity - All written communications should be as clear and concise as possible. All necessary facts and relevant information should be included but care must be exercised to exclude unimportant items which merely confuse the issue.

B. Format for Correspondence - A standard format will be established by the Chief for memorandums and reports in accordance with the provisions of this manual and generally accepted principles of good writing.

CHAPTER IV

CONDUCT

1. Loitering -
 - A. On Duty - Police Officers shall not loiter at the Police Station when on duty. Except for official duties or when requested by a superior officer, patrolmen shall remain on their regular patrol and not in or about the Police Station.
 - B. In Public Places - Officers may visit cafes, taverns, drive-ins, restaurants, service stations, stores or other public places while on duty only on official business or for the purpose of taking regular meals or coffee breaks.
 - C. Off Duty - Off duty Police Officers are not to loiter around the Police Station to such an extent that their presence will interfere with the duties or responsibilities of officers who are on duty.
2. Meals and Coffee Breaks - Only one officer at a time may be relieved from duty for the purpose of meals or taking a coffee break. These breaks may be taken at the Police Station or in an appropriate restaurant at a time approved by the officer in charge of the relief. A coffee break may not exceed 15 minutes.
3. Citizens Loitering at the Police Station - At no time shall anyone except City officials and employees on police business be allowed to enter the communications and booking area. All Citizens must remain in the lobby area unless called to another part of the station for a specific purpose. Persons who have no valid reason for being there should be encouraged to leave the station. Do not encourage salesmen, deliverymen, or vendors of any type to remain at the station once they have concluded their business.
4. Political Discussions - Police Officers while on or off duty shall not engage in political activity other than the right to exercise the privilege of voting in an election. They will not enter into religious or political discussions to the detriment of good discipline and shall not speak slightly of the nationality, color, creed, or beliefs of any persons.
5. Gambling - No games of chance, for stakes or wages, card playing, sports pools, or other gambling shall be permitted at the Police Station or in public places by any Police Officers nor shall they participate in such activities.
6. Courtesy - Every officer must constantly bear in mind that all persons having business with the Police Department are entitled to courteous and respectful consideration. They must be given every assistance that is proper. A Police Officer must keep in mind that he is employed by the public to protect and serve them in any way he may legally do so.

CHAPTER V

DUTIES AND RESPONSIBILITIES

1. Chief of Police - Section 134 of the City Charter provides that there shall be a Department of Police the head of which shall be the Chief of Police. He shall be responsible for the enforcement of State Laws and City Ordinances, protection of life and property, preservation of law and order, investigation of crimes, and suppression of vice. He shall direct the proper assignment of police officers, establish training programs, maintain records, provide traffic control, be responsible for the custody of City prisoners, and maintain co-operation with other law enforcement agencies. The Chief of Police is responsible for the operation of the Police Department including budgetary controls, public relations, personnel, planning, and the general supervision of all aspects of police work. The Chief of Police will keep the City Manager informed of all developments affecting the Department by making frequent verbal and written reports.
2. Police Lieutenant - The lieutenant will assist the Chief of Police in carrying out the duties and responsibilities enumerated in paragraph one. He will also be responsible for supervising one Tour of Duty. He will have such specific responsibilities as the Chief may designate which are not inconsistent with the provisions of this manual.
3. Police Sergeant - A sergeant shall have personal direction and supervision over all patrolmen assigned to his Tour of Duty subject at all times to the orders of the Chief or Lieutenant. A sergeant may have specific responsibilities and duties as directed by the Chief which are not inconsistent with the provisions of this manual.
 - A. The sergeant shall maintain a businesslike manner at the Police Desk and shall prohibit unbecoming conduct in the station by other employees of the Department.
 - B. He shall, as soon as practicable, call to the attention of the Chief any matters of unusual importance or occurrence.
 - C. He shall report to the Chief in writing any violation of the provisions of this manual or departmental orders or any improper conduct by any employee of the Department.
 - D. He shall instruct the patrolmen in the proper methods of making reports and advise and assist them in carrying out their responsibilities.
 - E. He shall conduct a roll call at the beginning of each Tour of Duty and inspect the patrolmen to assure that they are in proper uniform and at that time shall pass on any Special Orders or information received from the preceding Tour of Duty.

- F. He shall be responsible for the proper booking of all prisoners and shall be responsible for any prisoner's personal effects left in his possession.
 - G. He shall be responsible for proper manning of the Police Desk. He will insure that either himself or another officer is present to receive complaints and answer the telephone and radio calls promptly.
 - H. He shall be responsible for all reports, records, forms and files which are made out or turned in during his Tour of Duty including radio and telephone logs.
4. Patrolmen - Every patrolman shall constantly direct his best efforts in carrying out the functions, responsibilities, and duties of the Department which include but are not limited to preservation of the public peace, protection of life and property, prevention of crime, arrest of violators of the law and proper enforcement of all laws and ordinances.
- A. He shall be directly responsible to the sergeant in command of his Tour and shall carry out his orders and directions so long as they are not inconsistent with the appropriate laws and ordinances, official City or Department policy, or the provisions of this manual.
 - B. He shall be responsible for City equipment including his vehicle and other City property.
 - C. He will render assistance to any citizen whenever he has an opportunity or occasion to do so in the line of duty.
 - D. He must be familiar with the Criminal Laws of the State of Florida and the Ordinances of the City of Gulfport as well as the practices, procedures, and rules of this Department.

5. Patrolling -

- A. This is the first line of defense against lawbreaking, violence, and disorder. It is one of the most effective means of crime prevention while also providing an effective method of apprehending criminals after the commission of a crime.
- B. While on patrol, the officer must be active and alert. He should notice and pay particular attention to:
 - Strange and suspicious persons
 - Vagrants and juveniles loitering about
 - Out of state, foreign, and unfamiliar license tags
 - Unoccupied houses and commercial establishments
 - Street lights which are out should be reported
 - Fires, possible fires, smoke, etc. should be immediately reported
 - Notice any unusual condition such as parked autos, lights on in public buildings after hours, open windows, etc.
 - Answer complaints, make investigations and perform such other duties as may be prescribed by proper authority.

- C. While patrolling in a cruiser the officer must be careful not to follow a routine or pattern but should vary his procedure in covering the City.

6. Traffic -

- A. In traffic enforcement, as in other forms of law enforcement, the prevention of a violation is the paramount objective. Consequently, it is important that the traffic officer and his cruiser be easily recognized. Ordinarily a violation of traffic laws will not be committed within view of a police officer. By his presence on the streets and avenues, he becomes an effective deterrent to motorists who might otherwise disregard traffic laws. Therefore, such practices as parking in alleyways or behind billboards or shrubbery with the vehicle's lights out or by any other means setting up a trap for motorists will not be permitted.
- B. Whenever it becomes necessary or desirable to stop a vehicle the police cruiser will always be brought to a halt behind the vehicle stopped. The license tag number, description of the vehicle, and location should be radioed to the dispatcher prior to leaving the cruiser. A friendly and helpful attitude and pleasant tone of voice should be used in addressing the stopped motorist even though he may be guilty of having violated some traffic regulation.
- C. Upon hearing that a vehicle has been stopped a second cruiser may proceed to the location to offer assistance. However, the officer who stopped the vehicle should signal the second cruiser if no assistance is required at which time the second cruiser should depart from the scene.
- D. Every effort should be made to be as inconspicuous as possible. Every effort should be made to signal a motorists to stop without use of the red light and siren. However, if there is an attempt to outrun or get away from the cruiser the red light and siren should immediately be brought into use. Whenever the police cruiser exceeds the speed limit, goes through a red light, or assumes any other privilege of an emergency vehicle the red light and siren must be in use.
- E. In addition to enforcing the traffic regulations, the officer should notice such items as improper or malfunctioning headlights or tailpipes, absence of a muffler or excessive noise, improper license tag, or unsafe driving practices. In any of these cases, the motorist should be stopped and warned in a friendly manner. Assistance should also be given if a vehicle appears to be lost or looking for an address.
- F. A complete and detailed report will be made after a thorough investigation of each and every motor vehicle accident. The usual information, such as name, address, telephone number, age, occupation, etc. of the principals and the name, address, and telephone number of any witnesses, must be obtained.

Careful measurements will be made along with a diagram of the accident scene in accordance with an appropriate General Order governing the proper procedure for accident investigation.

7. Investigations -

- A. An investigation at the scene of any crime will be made under the supervision of the officer in charge of the Tour of Duty or by patrolmen assigned by the officer in charge. The investigation will be made in accordance with the best generally accepted police procedures as outlined in an appropriate General Order covering this subject. Care will be taken to protect any evidence found and to prevent unauthorized persons from entering upon the scene. Specialized and technical assistance will be obtained where necessary from the Sheriff's Department Crime Laboratory. Such assistance will be requested by the Chief. Wherever possible, photographs will be taken and diagrams made showing the pertinent details.
- B. Each case will be assigned to a particular officer for the necessary follow-up work and to coordinate the various activities in such a way as to bring it to a successful conclusion.
- C. When complaints or requests for assistance are received at the station, the officer in charge of the Tour of Duty will assign each such complaint to an officer who will respond and follow through until some disposition has been made in each and every case. All complaints are to receive prompt action and should be disposed of as quickly as possible. They should never be filed away and forgotten.

8. Juvenile Offenses -

- A. The Department will emphasize an aggressive program to combat juvenile delinquency. Close cooperation will be maintained with the Juvenile Court and the juvenile counselors so as to maximize the opportunities for rehabilitation of juvenile offenders. All officers of the Department will receive special training in handling juveniles. Whenever it becomes necessary to detain a juvenile his or her parents will be notified as soon as practical.

9. First Aid -

- A. All officers are trained in the proper technique of giving first aid. However, three of the more important principles of first aid are listed here for emphasis:
 - (a.) STOP THE BLEEDING - usually with a clean compress or pressure bandage.
 - (b.) SPLINT ALL FRACTURES OR SUSPECTED FRACTURES.
 - (c.) PREVENT SHOCK - usually by keeping the injured person quiet and covered with blankets.

- B. Remember that you are working in a heavily populated urban area with excellent medical facilities. Therefore, call for an ambulance and obtain medical assistance as soon as possible.
- C. NEVER administer drugs or medicines, germicides or antiseptics or any form of medicinal preparation of any kind.
- D. Obtain as much information as possible concerning the injured person, name, address, age, family doctor's name, etc., type and extent of injury, and name, address, and telephone number of any witnesses.

10. School Crossing Guard -

- A. The primary function of a school crossing guard is to assist children, going to and from school, crossing intersections with heavy traffic. The guard will enforce the 15 mile per hour speed limit in the school zone but will not have power to make arrests or issue traffic citations. The crossing guard will work under the supervision of the sergeant in charge of the Tour of Duty or a patrolman designated by him. He or she must report for duty in the proper uniform and at all times will be courteous and helpful to the public regardless of age. He or she will perform such other duties as may be required which are not inconsistent with the ordinances of the City of Gulfport or the provisions of this manual.

CHAPTER VI

EDUCATION AND TRAINING

1. Basic Training - Newly hired patrolmen will ordinarily receive their initial training in police work at the St. Petersburg Police Academy. Normally new patrolmen will attend the first Academy class held after their appointment. He will also be given introductory training by a sergeant or other supervisory officer in the practices and procedures of the Gulfport Police Department.
2. In-Service-Training - All officers will participate in regular in-service-training programs conducted by the Department. These will include, but not be limited to, Techniques of Police Administration (I. C. M. A. Course); use of technical equipment such as the Breathalyzer, Resuscitator, and Fingerprint Kit; and First Aid. These courses will be conducted on a regular, periodic schedule as required.
3. Special Training - As often as practical, special training classes will be conducted by experts in specific fields relevant to law enforcement. These courses will be conducted by qualified experts from the F. B. I., Sheriff's Department, State Highway Patrol, City Attorney and City Manager. All officers will be required to attend these courses.
4. Meetings, Seminars, and Conferences - Members of the Department will be encouraged to attend local and state meetings of law enforcement officers, courses conducted by the Florida Institute for Continuing University Studies and seminars conducted by the F. B. I. or Sheriff's Department on such specialized subjects as Juvenile Delinquency, Narcotics, Riot Control, etc. The Chief will normally recommend one or two officers to attend these meetings and upon their return they will conduct a class for the other Members of the Department.
5. Marksmanship Training - Every officer is required to qualify with his individual weapon at least every six months. All officers are encouraged to make frequent use of the pistol range to practice marksmanship. All ammunition will be supplied by the City. The minimum qualifying score is 225 and qualification must be under the supervision of the Range Officer or Chief. The Chief may set forth procedures to be followed at the pistol range in the form of a General Order.
6. Physical Training - Every police officer is required to maintain a satisfactory state of physical fitness. Periodic physical training exercises may be required at the discretion of the Chief. The importance of physical fitness cannot be over emphasized, and this includes precautions against becoming overweight. The inability to satisfactorily pass a physical training test or excessive weight may result in suspension

from duty until such time as the condition is remedied.

7. General Educational Development - Every member of the Police Department is encouraged to participate in educational programs for his own personal development even though not specifically related to police work. Officers are encouraged to attend adult education classes and evening college courses. Every effort will be made to assist officers participating in such courses. If it is not possible to attend classes on a regular basis, the possibility of Correspondence Courses, such as those provided by the International City Manager's Association in Police Administration, should be considered. Other extension courses are available from the State University System through the Florida Institute for Continuing University Studies.
 - A. In order to receive full cooperation, any officer who is engaged in taking courses of any type should report that fact to the City Manager's Office through the Chief of Police. It will be noted in the Personnel File and made a part of his permanent record. Upon completion of the course, the final grade and the date of completion is also to be reported for inclusion in the individual's Personnel File.

CHAPTER VII

METHODS AND PROCEDURES

As a matter of policy, it should be understood by each member of the Police Department that all methods and procedures, when properly employed, emphasize the prevention of crime rather than the apprehension of a criminal after the law has been broken. The protection of public and private property and the prevention of violence, disorder, and other anti-social conduct is the primary responsibility of the Police Department.

1. Official Forms - There is an official list of approved forms for use by the Police Department. This list includes both mimeographed and printed forms and these are the only forms which may be used for official business. It is the responsibility of the Chief of Police or in his absence the Officer in Charge of the Tour of Duty to see that the proper forms are used and that all pertinent information is recorded thereon. The practice of using forms as scrap paper or writing on the reverse side is expressly prohibited.
2. Roll Call - As the members of each shift come on duty, there will be a roll call and inspection by the officer in charge. (This need not necessarily be a formal procedure.) The on-coming officers will meet those going off duty in order to exchange any information concerning the activities of the previous shift.
3. Vehicle Inspection - It is the responsibility of each officer to inspect the vehicle before embarking on his Tour of Duty. Any improper condition should be reported prior to leaving the station. An officer failing to do so will be held responsible for any scratches, dents, missing equipment, etc. which might be found by the next officer assigned to that vehicle.
4. Weapons - Only those weapons which are officially approved by the Department may be carried by an officer while on duty. This will include the service revolver, night stick, or shotgun, or other approved weapon. Officers are expressly prohibited from carrying or using brass knuckles, blackjacks, or similar weapons.
5. Firearms - An officer shall not unnecessarily display his service revolver or draw it except to protect his own life or that of someone else or in the apprehension of a felon or armed assailant. Whenever the service revolver is fired, even if accidentally, it must be reported as soon as practical. It is each officer's responsibility to keep his service revolver in a proper state of cleanliness and good mechanical condition. Revolvers with pearl handles or other "flashy" grips will not be permitted.

6. Care of Prisoners - The jail facilities are limited and maintained only for short periods of detention. Prisoners serving a sentence in excess of seven days will normally be transferred to the St. Petersburg City Jail. All female prisoners will be transferred to the Women's Section of the St. Petersburg City Jail and juveniles will be placed in the custody of their parents or transferred to the Juvenile Section of the St. Petersburg City Jail. The detailed procedure concerning personal property, bedding, visiting hours, meals, medical attention, and work which will be required of a prisoner will be set forth by the Chief in an appropriate General Order on this subject.

7. Care of City Property - Every officer will be held personally responsible for the City property placed in his care. He should pay particular attention to City buildings and public areas while on duty so as to prevent acts of vandalism. Particular care is to be exercised in the handling of police cruisers to insure safety of operation and minimize costly repairs.

CHAPTER VIII

PERSONNEL ACTIONS

1. Personnel Rules - The members of the Police Department, just as all other City employees, are subject to the Personnel Rules of the City. All members were issued copies at the time of their adoption and can refer to the file copy kept at the Dispatcher's Desk. This manual will not repeat items already set forth in the Personnel Rules concerning such factors as vacations, sick leave, holidays, etc.
2. Integrity - Because of the specialized nature of law enforcement work and the training which Police Officers receive a very high standard of personal conduct and morals must be adhered to. Consequently, any police officer who by his own personal conduct or reputation brings discredit upon the department shall be subject to dismissal. Section 96 of the Personnel Rules sets forth in detail the grounds for dismissal from the City service, and these grounds are made a part of this manual just as if herein set forth.
3. Outside Employment - Police Officers will be permitted to have other part-time employment so long as such employment does not conflict in any way with their duties as Police Officers. However, prior to accepting any other employment it must be reported to the City Manager's Office through the Chief of Police. Certain types of employment will not be permitted as, for example, working in a bar, tavern, or liquor store, etc. Every case will be considered on its own merits.

CHAPTER IX

POLICE ETHICS

1. General - Every effort must be made to protect the honesty, integrity, and reputation of every individual member of the Police Department and of the Department as a whole. The violation of any provision of this manual (of these rules and regulations) should raise conscientious questions for the Police Officer concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the City. Violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action.
2. Accepting Gifts or Favors - No Police Officer shall accept any valuable gift whether in the form of service, loan, thing or promise from any person, firm, or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City nor shall any Police Officer accept any gift, favor or thing of value that may tend to influence him in the discharge of his duties any improper favor, service or thing of value.
3. Business Activities - No Police Officer shall engage in any business or transaction for any financial or personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties or which would tend to impair his independence of judgment or action in the performance of his official duties.
4. Granting Special Favors - No Police Officer shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
5. Confidential Information - No Police Officer without proper authorization from the City Manager shall disclose confidential information concerning the property, government, or affairs of the City of Gulfport. This includes information concerning official police business, personal information concerning individuals whether members of the Police Department or private citizens, or information concerning insurance or possible liability on the part of the City.
6. Making Recommendations, Giving Advice, or Posting Bail - Police Officers shall not under any circumstances recommend attorneys, bondsmen, bail brokers, wrecker service, ambulance service, or any particular firm or place of business. Officers shall not obtain attorneys or bondsmen for prisoners unless the prisoner requests a particular attorney or bondsman by name. Officers shall not post bail for any person arrested.

7. Contributions - Police Officers shall not make contributions to any political party or organization nor shall they actively participate in anyway whatsoever in a political campaign on behalf of any candidate for public office.
8. Reporting Receipt of Warrant or Summons - Every Police Officer must report to the Chief of Police who will in turn notify the City Manager of any summons, ticket, arrest, or other court action either civil or criminal in which he may be involved. An officer must also report to the Chief should he become involved in any court action either as a defendant or plaintiff.

CHAPTER X

PUBLIC RELATIONS

1. Contact with Citizens - Every Police Officer must be mindful of the fact that he is a public servant and, therefore, is required to be polite and courteous to every citizen, even a suspected criminal or lawbreaker. He may not become angry, belligerent, or use improper language even though he meets with such conduct on the part of a citizen.
2. News Media - Police Officers shall not release official business of the Department to reporters except as directed by their superior officers or under the due process of law. Every officer must be careful not to make rash statements, speculations as to the outcome of a case, accusations, or otherwise express opinions which might be prejudicial to the case at hand or the City as a whole.
3. Information Released to Press and Radio - Official news releases or information for publication shall be released by the Office of the Chief. In doing so, care must be exercised to prevent damage to the reputation or good name of innocent parties who might be involved. Under no circumstances shall there be any attempt to cover up a story, to conceal information, or to hide the facts. It must be recognized that news reporters have a job to do and they should be given every assistance and cooperation which is not contrary to the provisions of this manual.
4. Giving Information - All officers shall give proper information when requested to do so in a careful, courteous, and accurate manner. However, unnecessary conversation and controversies should be avoided. Officers should always be willing to give their name and rank in a courteous manner to any person who may request that information.