



MISSOULA POLICE DEPARTMENT POLICY MANUAL

Subject:

DEPARTMENT RULES AND REGULATIONS

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Chapter

3

Policy #

3.10

Distribution:

References:

I. Purpose

Management provides rules to provide consistent and clear directives of expected performance of specific tasks, responsibilities, duties, or assignments to all members.

II. Policy

It is the policy of the Missoula Police Department that Rules are statements that specify what will or will not be done by its' members. Rules are firm principles leaving little or no discretion and cannot be violated.

Wherever a member encounters a posted rule(s), *i.e., firing ranges*, those rules must be adhered to and carry the same significance as a rule contained in this policy.

Violation of a rule may subject a member to disciplinary action, up to and including termination, depending on the significance or severity of violation.

III. Rules and Regulations

Rules and Regulation are presented in alphabetical order, not order of importance.

Address and Phone Changes: Employees shall report any change of their telephone number and/or address to the department's Business Manager as soon as possible and in no event later than three (3) days after the change becomes effective.

Administrative Temporary Assignments or Leave: Employees placed on administrative leave or assignment will maintain contact with the department as directed.

Bail Posting: To comply with Section 46-9-402 MCA, no member of the Police Department is to post bail, act as surety, or accept custody of any person under arrest.

Calls, Follow-up of: Officers should make an attempt to contact the complainant after responding to a call.

Complaints of Civilian Personnel: Civilian employees who have a complaint must follow the Chain of Command unless the matter pertains to their immediate supervisor.

Complaints of Officers: Officers who have a complaint must follow the chain of command unless the matter pertains to their immediate supervisor.

Code of Ethics: All officers are sworn officers of the Missoula Police Department. When hired, they are required to sign the Code of Ethics. A violation of the Code of Ethics is grounds for dismissal.

Conduct requiring Notice to Administration: Members shall notify a supervisor when cited or arrested for any offense.

Endorsement or Referral: On duty Personnel will not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance, request through 9-1-1. For towing service when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, a member will proceed in accordance with established Department procedures.

Equipment Abuse: Abuse of department equipment can be cause for discipline or restitution for the damage to the equipment or both. This will include any unapproved alterations to department owned equipment.

Hours of Work – Desk Personnel: Police Support Specialists (PSS) are not to leave their post at the end of the shift until relieved by the oncoming PSS or an officer. Police Support Specialists should pass on any information that the next Police Support Specialist should be made aware of. **Hold-over or call-in overtime will not result in a desk person working more than fifteen (15) hours. All overtime must have prior approval by the shift supervisor.**

Hours of Work – Officers: Officers are required to be in the station at the time their shift is to start. If officers are assigned to a special duty, officers shall be at the location at the assigned time. Officers are required to remain at their assigned duty station until the end of their scheduled shift. Hold-over or call-in overtime will not result in an officer working more than fifteen (15) hours without permission of a staff officer. All overtime must have prior approval by the immediate supervisor.

Use of Department Lockers and other Department Storage Spaces: The department will issue lockers to individual employees for the purpose of storing equipment necessary to perform the employee's job, and the temporary storage of personal items. Locks will be issued for the purpose of securing the employee's locker. No other locks are permitted, and the issued locker will not be left unsecured while unattended.

The locker will not be modified, defaced, or altered in any way without department approval. Employees will not affix, hang, or write anything on the exterior of the locker. Employees may temporarily tape items on the inside of the locker, so long as said items are not construed to be offensive, discriminatory, or inflammatory to others.

An employee's locker may only be searched under one of the following conditions, in the employee's presence, with the employee's consent, with notification to the employee that a search will be conducted, or a valid search warrant has been obtained. This section shall apply only to lockers that are owned or leased by the department.

The above rules also apply to other department owned storage spaces issued or assigned to specific employees, including but not limited to offices, cabinets, desks, and department owned or leased vehicles and storage areas therein. The above rules do not apply to privately owned items such as refrigerators, coolers, armoires, and privately-owned vehicles.

Identification: An officer will carry a proper identification card at all times. Members will furnish name and identification to any person requesting that information while on duty or while holding themselves out as having official capacity, except when the withholding of such information is necessary for the

performance of police duties or is authorized by the Chief of Police. On duty civilian personnel are required, upon request, to give name.

Injury on Duty: Any member of the Department sustaining an injury in the course of or arising out of their employment with the City of Missoula shall immediately report such injury to their supervisor. All Workers' Compensation forms shall be completed according to policy.

Insubordination: A member will be considered insubordinate for deliberately refusing or failing to obey a lawful order issued by a supervisor. This will include an order relayed from a superior officer by a member of the same or lesser rank.

Neglect of Duty: While on duty Officers will not engage in any activity or personal business which would cause them to neglect or be inattentive to duty.

Notification of On-Call Staff Person: The Shift Commander or designee shall make timely notification to the Chief of Police or On-Call Staff member of significant police matters occurring on nights and weekends, including, but not limited to: incidents involving death or serious bodily injury to anyone, incidents receiving media or political attention, any significant use of force, officer injuries, police vehicle crashes, incidents requiring additional resources such as call-outs of detectives or special teams, etc.

Outside Activity: Members of the Department shall not engage in any outside activity that is in any way related to or influenced by their connection with the Police Department without the consent of the Chief of Police. An officer must not allow other activities to interfere with the performance of police officer duties.

Physical Condition of Officers: All officers should consider their health and keep their bodies physically fit.

Police Facility Access and Visitor Management: To ensure the safety of all Missoula Police Department personnel and to maintain compliance with Confidential Criminal Justice Information security standards and applicable departmental policies, all visitors and guests must be escorted and under supervision at all times while inside police facilities. This requirement does not apply to current police department employees, authorized City of Missoula personnel with valid access credentials (e.g., Facilities staff), official interns or volunteers, or contractors who have been appropriately vetted and approved for unescorted access.

Radios: All Officers, Reserve Officers, Community Service Specialists and Civilian Crash Investigators of the Missoula Police Department are issued a portable radio.

All Uniform Patrol Division Officers and Civilian Traffic Specialists will carry their radio on their person (belt holders are always provided) while on duty.

Uniform Patrol Division Officers, Reserve Officers, Community Service Specialists and Civilian Crash Investigators will be accessible via radio at all times unless safety factors dictate a radio off and/or volume down condition.

Records: Only authorized civilian employees and officers are provided with the ability to print reports and records. Access to hard copies of reports in the Records Vault is limited via the door-access-system. Any hard-copy reports or files stored in Records Vault that are removed must be photocopied, the originals are not to leave the Admin Area. All reports taken from files will be returned to the Records Clerk for re-filing.

Residency Requirements: Police Officers must live within the authorized travel time from the city limits permitted under City Ordinance No. 2.80.030. The distance and travel time from the City limits will be verified by the Chief of Police; and a letter of verification will be submitted to the Officer's file by the Chief of Police.

Sick Leave: No abuse of sick leave will be tolerated. Sick leave may only be used in compliance with conditions of the bargaining agreement and City of Missoula personnel policy.

Statistical and/or Pictorial Information Release: The authority to release to the media or public statistical data compiled or related to this Department or its operations is vested in the Chief of Police. No member shall release information of a statistical nature unless it has first been approved by the Chief of Police or designee.

Telephone Use: All Department personnel will identify themselves when answering Police Department lines.

All department telephone equipment including VOIP, cellular phones or faxes are intended for business use. No member shall incur long distance or other charges to the City for personal phone use without explicit permission and will be subject to reimbursement of those charges.

Timesheets: Timesheets are to be completed each week to accurately reflect hours worked and other lost time such as T/C, vacation, or sick leave. A member's signature on the timesheet is required to authenticate reported hours.

Trials: All members of the Department shall attend Court trials as scheduled.

Weapons: All officers, and Reserve Officers must ensure all assigned weapons are secured at all times, including off duty.