

Geneva Police Department GENERAL ORDERS		RULES OF CONDUCT	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 14.1; 14.3 <input type="checkbox"/> amends:		cross-reference: GO 310 ; GO 400 NYS Election Law; Alcohol Beverage Control Law; Racing Wagering and Breeding Law General Municipal Law	
effective date: 12.5.03		issue/amend date: 12.5.03 / 4.8.08 / 2.8.12 / 11.13.19 / 1.26.21 / 2.26.21	
		Accreditation/Recognition standards: NYS L.E.A.P.: 14.1; 14.3	

I. PURPOSE	<p>The purpose of this General Order is to establish policies and procedures for the general conduct of the members of the Geneva Police Department so that each member will understand what is expected. Certain rules of conduct concern behavior while off duty and these are limited to the extent that official status, police authority or other job-relatedness is involved. The rules as set forth in this order are not exclusive, and members are expected to meet the standards of the law enforcement profession at all times, to uphold public trust, and to act in a manner which is a credit to the department and the profession at all times.</p>
II. POLICY	<p>It is the policy of the Geneva Police Department that all members become familiar with and adhere to the Rules of Conduct as set forth herein and that any violation of the rules shall constitute grounds for disciplinary action.</p>
III. RULES OF CONDUCT	<p>A. <u>The following are the Rules of Conduct for the Geneva Police Department:</u></p> <ol style="list-style-type: none"> 1. <u>Violation of Rules</u> <ol style="list-style-type: none"> a. Officers and employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives or orders of the department, whether stated in this General Order or elsewhere. 2. <u>Unbecoming Conduct</u> <ol style="list-style-type: none"> a. Officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming an officer shall include that which brings the department into disrepute or reflects discredit upon the officer as a member of the department, or that which impairs the operation or efficiency of the department or officer. b. Any officer who is under investigation, is arrested, or is summoned to appear to answer any offense, by any other law enforcement agency, shall, within 24 hours of becoming aware of such investigation, arrest, or summons, notify the Chief of Police. 3. <u>Immoral Conduct</u> <ol style="list-style-type: none"> a. Officers and employees shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Officers/employees shall not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers or causes the department to be brought into disrepute. 4. <u>Conformance to Laws</u> <ol style="list-style-type: none"> a. Officers and employees shall obey all laws of the United States and of any state and local jurisdiction in which the officers/employees are present. b. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

III. RULES OF CONDUCT (CONT.)

5. Reporting for Duty

a. Officers and employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.

6. Neglect of Duty

a. Officers and employees shall not engage in any activities or personal business which would cause them to neglect or be inattentive to their duties.

7. Fictitious Illness or Injury Reports

a. Officers and employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of their health.

8. Lounging/Sleeping on Duty

a. Officers and employees shall at all times be attentive to their duties and by their alertness and observations demonstrate an interest in their work. They shall act with dignity, maintain a professional image and avoid a slouchy, slovenly attitude of mind or body. They shall not show a lazy disposition, lounge around or sleep while on duty.

9. Leaving Duty Post

a. Officers shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority, same being for a supervisor.

10. Meals

a. Officers, while in uniform shall not eat or dine at any restaurant or bar where alcohol is served without the permission of the Chief of Police or his designee.

11. Unsatisfactory Performance

a. Officers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Officers shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position; the failure to take appropriate action, the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance; repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the department.

12. Employment Outside the Department

a. Officers shall submit a written request for off-duty employment through the chain of command to the Chief of Police whose approval must be granted prior to employment. The Chief of Police may deny approval for a variety of reasons, such as the off-duty employment involves the sale of alcohol, interferes with City employment, or it violates state laws.

III. RULES OF CONDUCT (CONT.)

- b. Approval may be denied where it appears that the outside employment might:
 - i. Render the officer unavailable during an emergency;
 - ii. Physically or mentally exhaust the officer to the point that the officer's performance can be affected;
 - iii. Require that any special consideration be given to the scheduling of the officer's regular duty hours; or
 - iv. Brings the department into disrepute or impairs the operation or efficiency of the department or its officers.

13. Alcoholic Beverages and Drugs in Police Installations

- a. Officers shall not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, narcotics or hallucinogens except alcoholic beverages, controlled substances, narcotics or hallucinogens which are held as evidence, or as prescribed by a physician.

14. Possession and Use of Drugs

- a. Officers shall not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of officers by a physician or dentist, or other duly authorized medical personnel. When controlled substances, narcotics, or hallucinogens are prescribed, officers shall notify their superior officer, as work performance could be affected.

15. Use of Alcohol on Duty or in Uniform

- a. Officers shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a superior officer.
- b. Officers and employees shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.
- c. Under no circumstance shall a member partake of an alcoholic beverage in public view while attired in uniform or any part thereof.

16. Use of Alcohol Off Duty

- a. Officers while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in obnoxious or offensive behavior which discredits them or the department, or renders the officer unfit to report for their next regular tour of duty.

17. Use of Tobacco

- a. Smoking is not permitted anywhere within or on the grounds of the Public Safety Building.
- b. Smoking is not permitted in any city owned vehicle.
- c. Officers, when in uniform, may use tobacco as long as:
 - i. They are not in a formation;
 - ii. They do not have to leave their assignment or post for the sole purpose of doing so;
 - iii. They are not engaged in traffic direction and control; and
 - iv. It does not violate any city or state statute.
- d. Officers, when in uniform, are prohibited from using tobacco when they are in direct contact with the public.

III. RULES OF CONDUCT (CONT.)

18. Insubordination

- a. Officers shall promptly obey any lawful orders of a superior officer. This will include any lawful order of a superior, including any order relayed from a superior by a duly authorized agent of that superior.
- b. Officers and employees are prohibited from engaging in any disrespectful, mutinous, insolent or abusive language or action toward a superior officer or other competent authority, or ridiculing a superior officer, whether in or out of his/her presence.

19. Conflicting or Illegal Orders

- a. Officers who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation or directive, shall respectfully inform the person giving the last order of such conflict. If the superior officer issuing the order does not modify or retract the conflicting order, the last order given shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer giving the last order. Officers shall obey the last order and shall not be held responsible for disobedience of the order, rule, regulation or directive previously issued.
- b. Officers are not required to obey any order, which is contrary to the laws of the United States, State of New York, or ordinances of the community; however, such refusal to obey is the responsibility of the officer and he/she will be required to justify his/her action.

20. Gifts, Gratuities, Bribes, or Rewards

- a. Officers shall not solicit or accept from any person, business, or organization, any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the officers or the Department, if it may reasonably be inferred that the person, business or organization:
 - i. Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or
 - ii. Has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.
 - iii. Should any gift, gratuity, or reward come into the possession of any officer, the same must be reported to the Chief of Police immediately setting forth all circumstances.

21. Abuse of Position

- a. Officers shall not use their official position, official identification cards or badges: (1) for personal or financial gain,(2) for obtaining privileges not otherwise available to them except in the performance of duty, or (3) for avoiding consequences of illegal acts. Officers shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.

22. Endorsements and Referrals

- a. Officers and employees shall 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 an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, officers shall proceed in accordance with established departmental procedures.

III. RULES OF CONDUCT (CONT.)

b. Officers shall not allow the publication of any photograph of oneself either in or out of the regulation uniform, which advertises any commodity or commercial enterprise and shall not endorse any commodity or commercial enterprise without the permission of the Chief of Police.

23. Identification

a. Officers shall carry their badges and identification at all times, on or off duty (ID card not necessary when on duty in uniform). If it becomes necessary for the officer to take police action while off duty, the officer must be able to identify him or herself. The only exceptions to this requirement applies to officers in covert operations where revelation of the officer's identity might be dangerous, and situations where the officer is at home or outside his or her jurisdiction, or has no practical way to carry his or her identification.

24. Citizen Complaints

a. Officers shall courteously and promptly receive any complaint made by a citizen against any officer or the department and upon receiving such complaint immediately notify the duty supervisor. Officers shall never attempt to dissuade any citizen from lodging a complaint against any officer or the department. Officers shall follow established departmental procedures for processing complaints.

25. Courtesy

a. Officers and employees shall be courteous to the public. Officers/employees shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, officers/employees shall not use coarse, violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.

26. Requests for Assistance

a. When any person requests assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established departmental procedures.

b. Officers shall be punctual in their attendance to calls for service, assignments, and requirements to their duty and at all times will yield prompt and implicit obedience to the orders of supervisory officers.

c. Officers sent to calls for service or other assignments shall immediately upon completion of the call, notify the dispatcher or assigning supervisor of the completion and shall complete the required paperwork, reports, and the tagging of Body Worn Camera videos of same as soon as practicable.

27. Associations

a. Officers shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the officers.

III. RULES OF CONDUCT (CONT.)

28. Visiting Prohibited Establishments

- a. Officers shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the State or the local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.

29. Gambling

- a. Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.

30. Public Statements and Appearances

- a. Officers and employees shall not publicly criticize or ridicule the Department, its policies, or other officers by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.
- b. Officers shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as representing the Department in such matters without proper authority. Officers may lecture on "police" or other related subjects only with the prior approval of the Chief of Police.

31. Personal Appearance

- a. Employees shall maintain their uniforms, civilian attire and equipment in serviceable condition. Clothing shall be cleaned, pressed and shall not be noticeably patched, or worn. Leather shall be well polished. Any officer, who, reporting for duty, whose uniform is badly soiled, or wrinkled, or whose shoes or leather equipment is not shined, shall be admonished regarding his/her lack of proper appearance and required to correct same at once. A continuation or repetition of the unsatisfactory condition may justify disciplinary action.
- b. Except when acting under proper and specific orders from a superior officer, officers on duty shall maintain a neat, well-groomed appearance. It is expected that each member of the department will take pride in one's appearance and be aware that the public will be more apt to accept direction from an officer who is neat, clean and businesslike.
 - i. **Male Officers**
 - a. Facial hair is permitted, but is to be neatly trimmed and must not be more than 1" in length (except for officers who are undercover). If face is cleanly shaven, sideburns shall not reach below the ear lobe and end in a straight horizontal line. Hair shall be trimmed and combed and hair should be neat and not extend more than 1" in length over their ears or shirt collar. Fingernails shall be clean and not extend beyond the end of the finger.
 - ii. **Female Officers**
 - b. Hair must be clean, neat and combed. Hair shall not be styled longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear.

III. RULES OF CONDUCT (CONT.)

32. Gossip and Payment of Debts

- a. **GOSSIP** - A member or employee of the department shall refrain from participating in the receipt or transmission of groundless rumor of a person, sensational or intimate in nature.
- b. **INDEBTEDNESS** - A member or employee of the department shall be expected to promptly pay all just debts and legal liabilities incurred. No member shall sell or assign one's salary, nor shall one incur or become obligated for any debts or liabilities for which one is unwilling or unable to pay.

33. Status

- a. A member or employee of the department shall advise the supervisor, in writing, of any change of address, telephone number, dependent or marital status within 24 hours of such change. The supervisor will thereafter be responsible for insuring that appropriate official records reflect the change.

34. Dissemination of Information

- a. Officers and employees shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established departmental procedures. Officers may remove or copy official records or reports from a police installation only in accordance with established departmental procedures. Officers and employees shall not divulge the identity of persons, organizations, or other entities giving confidential information except as authorized by proper authority.

35. Intervention

- a. Officers shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:
 - i. Ordered to intervene by a superior officer; or
 - ii. The intervening officer believes that a manifest injustice would result from failure to take action.
- b. Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their superior officer unless the exigencies of the situation require immediate police action.

36. Department Reports

- a. Officers shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by officers shall be truthful and complete, and no officer shall knowingly enter or cause to be entered any inaccurate, false, or improper information.

37. Processing Property and Evidence

- a. Property and evidence which has been discovered, gathered or received in connection with departmental responsibilities will be processed in accordance with established departmental procedures. Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established departmental procedures.

38. Abuse of Process

- i. Officers shall not make false accusations of a criminal or traffic charge.

III. RULES OF CONDUCT (CONT.)

39. Use of Department Equipment

- a. Officers and employees shall utilize equipment only for its intended purpose, in accordance with established departmental procedures, and shall not abuse, damage or lose department equipment. All department equipment issued to officers shall be maintained in proper order.

40. Inspection and Operation of Department Vehicles

- a. When assigned to a motor vehicle and upon going on duty, officers shall inspect their vehicles to see that they are in good condition and ready for duty and to ensure that no weapon, contraband, evidence, or other property has been left in the vehicle. Should an officer find any problems with the vehicle or any piece of equipment missing or not in proper working condition, or any other condition requiring attention, they shall immediately report it to his/her supervisor.
- b. Officers shall operate official vehicles in a careful and prudent manner and shall obey all laws and departmental orders pertaining to such operation. Loss or suspension of any driving license shall be reported to a supervisor immediately.

41. Carrying Firearms

- a. Officers shall carry firearms in accordance with law and established departmental procedures.

42. Truthfulness

- a. Upon the order of the Chief of Police, the Chief of Police's designee or a superior officer, officers shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.

43. Superior Officers Addressed By Rank

- a. When on duty in public, superior officers shall be addressed or referred to by rank.

44. Courtesy

- a. Each member of the Department shall perform one's duties in an efficient, courteous and orderly manner using patience and good judgment at all times; shall refrain from crude, profane or insolent language; and shall be civil in all one's dealings.

45. Timepiece

- a. It shall be the personal responsibility of every member of the Department to equip oneself with a suitable timepiece (which can include a smartphone), reasonably accurate, and to carry it at all times when on duty.

46. Use of Force

- a. The unlawful use of force upon the person of another by an officer of the department is strictly prohibited. For guidelines affecting Use of Force: *See General Order 400 Use of Physical Force / Deadly Physical Force & Firearms.*

47. Legislative Restrictions

- a. **Political Activity-** Officers shall be permitted to:
 - i. Register and vote in any election;
 - ii. Express opinions as individuals privately and publicly on political issues and candidates;
 - iii. Attend political conventions, rallies, fund-raising functions, and similar political gatherings;
 - iv. Actively engage in a nonpartisan political function;

III. RULES OF CONDUCT (CONT.)

- v. Sign political petitions as individuals;
- vi. Serve as election judges or clerks or in a similar position to perform nonpartisan duties as prescribed by state or local laws;
- vii. Hold membership in a political party and participate in its function to the extent consistent with the law and consistent with this section;
- viii. Assume action roles in the management, organization, or financial activities or partisan political clubs, campaigns, or parties;
- ix. Serve as officers of partisan political parties or clubs;
- x. Solicit votes in support of, or in opposition to, any partisan candidates as a private citizen;
- xi. Serve as delegates to a political party convention;
- xii. Endorse or oppose a partisan candidate for public office in a political advertisement, broadcast, or campaign literature as a private citizen;
- xiii. Initiate or circulate a partisan nominating petition as a private citizen;
- xiv. Make financial contributions to political organizations;
- xv. Address political gatherings in support, or in opposition to a partisan candidate as a private citizen;
- xvi. Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

b. Police Officers Prohibitions: (EL, §17-110) Misdemeanors Concerning Police Commissioners or Officers or Members of any Police Force.

- i. Uses or threatens or attempts to use his official power or authority, in any manner, directly or indirectly in aid of or against any political party, organization, association, or society, or to control, affect, influence, reward or punish, the political adherence, affiliation, action, expression or opinion of any citizen; or
- ii. Appoints, promotes, transfers, retires or punishes an Officer or member of a Police force, or asks for aids in the promotion, transfer, retirement or punishment of an Officer or member of a Police force because of the party adherence or affiliation of such Officer or member, or for or on the request, direct or indirect, of any political party, organization, association or society, or of any Officer, member of a committee or representative official or otherwise of any political party, organization, association or society; or
- iii. Solicits, collects or receives any money for any political fund, club, association, society or committee, is guilty of a misdemeanor.

c. Other Political Activity

- i. Nothing in these rules shall be construed to prevent any member of the department from seeking election to public office.
- ii. Depending on the specific political office sought, an officer may or may not be legally permitted to concurrently serve as a sworn police officer. Sworn officers seeking elective office must notify the City Attorney in writing, specifically identifying the public office sought. The City Attorney will review the matter and advise the officer and the Chief of Police whether the officer may concurrently hold the elective office in question and serve as a police officer.

III. RULES OF CONDUCT (CONT.)

- iii. Police officers running for office are prohibited from personally soliciting, collecting, or receiving campaign funds individually, but may do so through a committee organized on their behalf.

d. Alcohol Beverage Control

- i. The Alcohol Beverage Control Law prohibits police officers from having any interest in the sale or manufacture of alcoholic beverages. (ABCL, §128)

Note: It shall not be unlawful for a police officer employed in this state, having written permission and consent from his commanding officer, to work in premises licensed to sell beer at retail for off-premises consumption. (ABCL, §128-a)

e. Racing, Wagering and Breeding Law

- i. The Racing, Wagering and Breeding Law prohibits police officers from holding any office or employment with any firm that is licensed to conduct its business at a racetrack or that owns, leases or manages a racetrack. (RWBL, §107)

f. General Municipal Law

- i. The General Municipal Law prohibits police officers and employees of municipal governments from:
 - a. Accepting gifts having a value of \$75 or more. *GML, §805-a (1)*
 - b. Disclosing confidential information learned in the course of official duties and; *GML, §805-a (1)(b)*
 - c. Receiving compensation for providing services relating to matters before an agency of the employing government. *GML, §805-a (1)(c)*
- ii. The GML also imposes several affirmative duties, including:
 - a. Disclosure of any interest in any contract or dealings with the employing government and; *GML, §803-1*
 - b. Disclosure of the fact that a municipal or state employee has an interest in any real property for which an application for any sort of variance is made. *GML, §809*
 - c. The annual filing of financial disclosure forms required by certain employees. *GML, §806 (1)(b)*

48. Labor Activity

- a. Officers and employees shall have the right to join labor organizations, but nothing shall compel the department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law.
- b. Officers and employees shall not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, 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 purposes of inducing, influencing or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

III. RULES OF CONDUCT (CONT.)

49. Conflict of Interest

- a. Officers will not take police or enforcement action, whether on duty or off duty, in cases that involve a conflict of interest, potential conflict of interest, or that may have the appearance of a conflict of interest or other impropriety. For purposes of this section, circumstances involving a “conflict of interest, potential conflict of interest, or that may have the appearance of a conflict of interest or other impropriety” include but are not limited to situations involving circumstances or persons in which the officer has a personal or family relationship with one or more of the involved parties, or has a personal, family, financial, business, or other private interest in the matter or its outcome. If such circumstances exist or may exist the officer will refrain from taking any police action and refer the matter to a supervisor, except that officers may take action in an emergency situation to deal with an imminent threat to the safety of any person or to prevent the imminent damage, destruction, or theft of property.

50. Use of Mobile/Cellular Phones or other Personal Electronic Devices (PED)

- a. Officers are to comply with Sections 1225-c and 1225-d of the NYS Vehicle and Traffic law with regard to the use of mobile/cellular phones and other Personal Electronic Devices (PED) when operating city owned vehicles.
- b. Using a mobile/cellular phone or other PED while operating a motor vehicle creates a risk of having a motor vehicle accident and increases liability. Therefore, no officer is to use a mobile/cellular phone or PED while operating a city owned vehicle unless exigent circumstances exist such as an emergency call or calling for assistance or a hands free device is being used. All other times, officers are to pull off the roadway at a safe location to use said device.
- c. Officers are prohibited from using mobile/cellular phones or PED’s when they are in direct contact with the public or assigned to details such as traffic control, foot patrol, etc. unless exigent circumstances exist such as an emergency call or calling for assistance.

Approved By

MICHAEL J. PASSALACQUA
CHIEF OF POLICE