



# Edina Police Operations Manual

Policy Number  
330.00

Subject:

## RULES AND REGULATIONS - JOB PERFORMANCE

Effective Date  
06/01/1993

Revised Date  
02/12/2020

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### PURPOSE:

To establish guidelines to assure proper job performance of department members in the working environment.

#### **330.01**      **REPORTING FOR DUTY**

**Subd. 1** Department members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their assigned duties. They shall be cognizant of information required and properly equipped for immediate performance of their duties.

**Subd. 2** Judicial subpoenas, departmental notices of court appearances, overtime assignments, and callback procedures shall constitute an order to appear under this section.

#### **330.02**      **EMERGENCY CALLBACK REPORTING FOR DUTY**

Department members off-duty, upon receiving official notice, shall immediately report for duty. Upon arrival, members should check in with the on-duty supervisor. Members who have been consuming alcohol or are otherwise unfit for duty shall immediately notify the on-duty supervisor prior to reporting for duty.

#### **330 .03**      **SICK LEAVE**

**Subd. 1** Employees who wish to leave work early or who are unable to report for work due to ill health or health related reasons shall report such to the on-duty supervisor. Notification should occur no less than one hour prior to their assigned time of reporting for duty, so that alternative staffing can be arranged.

**Subd. 2** Upon request, department members that are injured or ill may be required to present a doctor's statement of fitness before returning to duty. Such a statement shall include the nature of injury or illness.

**Subd. 3** If, in the judgment of the chief of police, an employee's physical or mental condition is affecting or may affect their job performance or appearance, the employee shall be required to submit to a physical or mental examination at the department's expense.

**Subd. 4** For additional information regarding sick leave regulations, refer to the City of Edina Employee Handbook.

**330.04      SLEEPING ON DUTY**

Department members shall remain awake while on duty. If a member is unable to remain in an alert, fully conscious state of mind, he or she shall notify the on-duty supervisor, who shall then determine the proper course of action to be taken.

**330.05      NEGLECT OF DUTY**

Department members while on duty shall not conduct personal business, read for personal purposes, play games, or otherwise engage in entertainment except as may be required in the performance of their duty or as approved by the chief of police.

**330.06      REQUESTS FOR ASSISTANCE**

Except in unusual cases of natural disaster or civil disorder, all complaints by telephone or in person, shall be received and acted upon, consistent with established department procedures.

**330.07      UNACCEPTABLE PERFORMANCE**

**Subd. 1** Department members shall maintain sufficient confidence to perform their duties and assume the responsibilities of their position.

**Subd. 2** Employees shall perform their duties in such a manner that will tend to establish and maintain the highest standards of efficiency in carrying out the function and objectives of the department.

**Subd. 3** Department members will not engage in acts, which reflect negatively on the professional image of the department.

**Subd. 4** "Unacceptable Performance" includes:

- a) An employee's lack of knowledge regarding laws and ordinances or their application.
- b) An unwillingness or inability to perform assigned tasks.
- c) A failure to conform to act or take appropriate action on the occasion of a crime, disorder, or other situation deserving police attention.
- d) Being absent without leave or the unnecessary absence from an assigned responsibility during a tour of duty.

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- e) Carelessness or negligence in the use, handling, control or protection of City property.

## 330.08 COMPLAINTS

**Subd. 1** When department members encounter a person who wishes to make a complaint or allegation of misconduct against a member of the department, the employee shall refer the complainant to the on-duty supervisor.

**Subd. 2** The on-duty supervisor may attempt to resolve the complaint through conciliations but shall not attempt to dissuade a person from lodging an allegation of misconduct against a member of the department. Members shall follow established department procedures for processing such complaints in accordance with Policy 360.00 of this manual.

## 330.09 MAINTENANCE OF COMMUNICATIONS

Members of the department when on-duty or officially on call shall be directly available by normal radio communication, pager, or telephone. The member shall keep the communication specialist and/or the on-duty supervisor notified of the method of communication.

## 330.10 MESSAGES

### **Subd. 1 Messages for Off Duty Personnel**

- a) All telephone messages received by Central Communications or administrative staff for off duty personnel shall be forwarded to the department member's voicemail.
- b) In the event that a person calls and states that it is urgent to speak to a particular department member who is not presently working, the person should be referred to the on-duty supervisor. The on-duty supervisor shall determine whether or not the department member should be called and advised of the message.

**Subd. 2** All department members are required to check voicemail and e-mail messages in a timely manner.

## 330.11 USE OF ALCOHOL OR DRUGS

**Subd. 1** Department members should not possess, consume, or be under the influence of alcoholic beverages and/or controlled substances, or have the odor of alcoholic beverages or replica on their breath, while in uniform or on scheduled duty, except when authorized by the chief of police as necessary for a special

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assignment (i.e. undercover or DMT training) or when prescribed for personal use by a licensed physician or dentist.

- Subd. 2** Department members who are taking a controlled substance prescribed by a physician or dentist are expected to inform their supervisor of the substance and the frequency of ingestion.
- Subd. 3** For purposes of this section, under the influence is conclusively established by a positive reading on a PBT or duly administered DMT test or the inability to perform normal departmental duties. A department member may be required to submit to a DMT test when a supervisor reasonably suspects alcohol influence. Refusal to obey an order to submit to a breath test is grounds for immediate disciplinary action.
- Subd. 4** Department members are expected to refrain from the off-duty consumption of alcoholic beverages to the extent that it results in unprofessional behavior which discredits them or the department, or renders the member unfit to report for their regular assignment.