



Edina Police Operations Manual

Policy Number
340.00

Subject:

RULES & REGULATIONS - JOB RELATED CONDITIONS

Effective Date
06/01/1993

Revised Date
03/04/2020

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PURPOSE:

To establish personal guidelines in the performance of certain job related conditions of department members.

340.01

TELEPHONE

Subd. 1 Department members should maintain a working telephone. They should report any change in their address or telephone number to the Administrative Assistant within 24 hours.

Subd. 2 Confidential Information of Department Members

All personal information of department members is considered confidential and should not be released to non-department members, unless approved by a supervisor. Department members' personal information that is considered confidential should include:

- a) Home addresses.
- b) Home telephone number.
- c) Personal cellular or pager telephone numbers.

340.02

PUBLIC APPEARANCE AND STATEMENTS

Subd. 1 Department members should not publicly criticize or ridicule the department, its policies or personnel by speech, writing, or other expression that is defamatory, obscene, unlawful, which tends to undermine the effectiveness of the department, interferes with the maintenance of discipline and morale, or is made with reckless disregard for the truth.

Subd. 2 Department members should not address public gatherings, appear on radio or television, prepare articles for publication, send correspondence, divulge investigative, private, or confidential information without first obtaining official permission from the chief of police or chief's designee.

Subd. 3 Department members may lecture on police or other related subjects only when they have the prior approval of the chief of police or chief's designee, or when their job description specifically states such a responsibility.

340.03 OUTSIDE EMPLOYMENT

Department members may engage in off-duty employment subject to the limitations and guidelines in accordance of Policy 440.00 of this manual.

340.04 ADMINISTRATIVE LEAVE

Department members who are placed on administrative leave either with or without pay, or who are suspended, may be required to turn in all police and city identification. Members who have such status may not work any police related off-duty employment or pose in any official capacity unless authorized to do so by the Chief of Police. Members on administrative leave are to keep the department notified of their whereabouts as directed.

340.05 PHYSICAL FITNESS

All department members should maintain good physical conditioning to insure their ability to handle those situations often required of a law enforcement officer.

340.06 USE OF DEPARTMENTAL EQUIPMENT

Subd. 1 Department members should utilize department equipment for its intended purpose only. All equipment should be used in accordance with the established department policy. Members should not abuse, damage, tamper with, or lend department equipment to unauthorized persons or organizations. Department equipment should not be used off duty except at the direction of a supervisor.

Subd. 2 All department equipment issued to employees should be maintained in proper working order and are subject to inspection upon request of a supervisor. Members should be accountable for the loss or damage to such equipment and should complete a memo to their immediate supervisor upon discovery of loss or damage, describing such loss, damage or unserviceable condition.

340.07 DEPARTMENTAL REPORTS

Subd. 1 Department members should submit all necessary completed reports by the end of their shift, unless otherwise directed by the duty supervisor. If a report is not going to be completed before the end of shift, the report should be submitted 'Incomplete'.

Subd. 2 All in-custody reports should be completed before end of shift.

Subd. 3 All reports should be truthful and complete. No member should knowingly enter or cause to be entered any false, inaccurate, incomplete, or improper information into official records.

Subd. 4 Department members should not, knowingly withhold factual or pertinent information from any report.

Subd. 5 Supervisors should review and approve completed reports.

340.08 **DISSEMINATION OF INFORMATION**

Department members should treat the business of the Edina Police Department as confidential. Information regarding police business should be disseminated only as required in the course of official duties. Members should not alter, destroy, tamper with, or remove departmental records without supervisor authorization. Members should not divulge the identity of persons giving confidential information except as authorized by legal authority or a supervisor.

340.09 **PROCESSING PROPERTY AND EVIDENCE**

All property, which has been discovered, collected, gathered or received in connection with department business, should be processed in accordance of Policy 800.00 of this manual. Members should not convert to their own use, manufacture, conceal, falsify, destroy, remove, or tamper with any property or evidence in connection with an investigation or other police activity except as provided with department policy.

340.10 **PERSONAL APPEARANCE**

Except when acting under proper and specific orders of a supervisor, department members, when on-duty, should maintain a neat, clean and well-groomed appearance and should wear the uniform or other clothing in accordance with regulations established for their assignment.

340.11 **HAIR REGULATIONS**

Subd. 1 **Male Employees**

- a) Hair must be neat, clean, and combed. Hair should not be worn longer than the top of the shirt collar at the back of the neck when standing at a normal posture. It should not extend past the center of the ear at the sides. The bulk or length of the hair should not interfere with the normal wearing of all standard department headgear.
- b) Wigs and hairpieces are permitted provided that they conform to the standards that apply to the wearing of natural hair.
- c) Sideburns should be neatly trimmed and rectangular in shape and should not extend below the earlobe.
- d) Department members should be clean-shaven except that they may have a mustache that does not extend below the upper lip line or more than one half inch beyond the corners of the mouth.

- e) Extreme fad and/or dyed (other than natural colors) hair and haircuts are not authorized.

Subd. 2 Female Employees

- a) Hair must be neat, clean, and combed. The bulk or length of the hair should not interfere with the wearing of all standard departmental headgear and should not interfere with the efficient performance of assigned duties.
- b) Wigs and hairpieces are permitted provided that they conform to the standards that apply to the wearing of natural hair.
- c) Extreme fad and/or dyed (other than natural colors) hair and haircuts are not authorized.

- Subd. 3** Any department member that wishes to be exempted from a grooming standard must submit the request in writing, to the Chief of Police.

340.12 TATTOOS AND BODY PIERCING

- Subd. 1** This section does not prohibit a department member from having tattoos. However, tattoos should not be visible while in uniform or in a plain-clothes assignment.

- Subd. 2** Body piercing jewelry should not be visible on any department member. The only exception is that department members may wear earrings. One earring per ear is allowed. Uniformed department members are limited to stud-like, silver, gold, or white in color and not more that 1/8-inch in diameter.

- Subd. 3** Any department member that wishes to be exempted from this regulation must submit the request in writing, to the chief of police.

340.13 FINGERNAIL REGULATIONS

All department members should maintain fingernails at a length that does not interfere with the performance of duties.

340.14 JEWELRY AND COSMETICS

- Subd. 1** Jewelry or personal ornaments should not be affixed to the uniform or personal equipment of an officer. Any jewelry that represents a safety hazard or interferes with job performance is not allowed.

- Subd. 2** One watch, two rings per hand and medical alert bracelets are allowed. If worn, neck jewelry should not be visible on uniformed officers.

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Subd. 3 When in uniform, any other ornamentation, including but not limited to, hair devices (i.e. pins, combs, barrettes and bands) should be navy blue, brown, black, gold, or silver colored. No bows, beaded decorations, or other decorative items may be worn.

Subd. 4 When worn, cosmetics should be used in moderation.