

# New Orleans Police Department

## Policy Manual

### **RULE 4: PERFORMANCE OF DUTY**

#### **1. REPORTING FOR DUTY**

A member shall promptly report for duty at the time and place required by assignment or orders. In the event of inability to perform or to begin punctually, he/she shall notify his/her commanding officer or a member of his/her unit authorized to receive such information before the designated time for commencement.

#### **2. INSTRUCTIONS FROM AN AUTHORITATIVE SOURCE**

An employee shall professionally, promptly, and fully abide by or execute instructions issued from any authoritative source, including any order relayed from a superior by an employee of the same or lesser rank. If the instructions are reasonably believed to be in conflict with the Rules, Policies and Procedures of the Department or other issued instructions, this fact shall respectfully be made known to the issuing authority. If the issuing authority elects to insist upon execution of the instructions which are reasonably believed to be in conflict with Department Rules, Policies and Procedures, the employee receiving the instructions shall have the right to request and is entitled to receive, IMMEDIATELY, said instructions in writing, except in cases of emergency as determined by the supervisor. The issuing authority shall be held responsible should any conflict materialize; however, no instructions shall be issued or executed which are in violation of law.

#### **3. DEVOTING ENTIRE TIME TO DUTY**

Employees shall not read, play games, watch television/movies, or otherwise engage in entertainment while on duty, except as may be required in the performance of duty, or by authority of their respective Bureau Chief. They shall not engage in activities or personal business which would cause them to neglect or be inattentive to duty.

#### **4. NEGLIGENCE OF DUTY**

- (a) Each employee, because of his grade and assignment, is required to perform certain duties and assume certain responsibilities. An employee's failure to properly function in either or both of those areas constitutes a neglect of duty.
- (b) An employee with supervisory responsibility shall be in neglect of duty whenever he fails to properly supervise subordinates, or when his actions in matters relating to discipline fail to conform with the dictates of Departmental Rules, Policies and Procedures.
- (c) The following acts or omissions to act, although not exhaustive, are considered neglect of duty:

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1. Failing to take appropriate and necessary police action;
2. Failing to respond to all assignments promptly and failing to report dispositions of assignments to the dispatcher immediately upon completion;
3. Failing to advise the dispatcher on each occasion of his absence from the patrol vehicle (except for signal 10-42 and the reason therefore; and failing to report his/her return to his vehicles;
4. Failing to make a written report when such is indicated;
5. Unauthorized sleeping on duty;
6. Failing to comply with instructions, oral or written, from any authoritative source;
7. Failing to take necessary actions so as to ensure that a prisoner shall not escape as a result of carelessness or neglect;
8. Failing to thoroughly search for, collect, preserve, and identify evidence in an arrest or investigative situation;
9. Failing to ensure that the health, welfare, and property of a prisoner is properly maintained while in individual custody;
10. Failing to properly care for vehicles and other equipment used wherein damage results from carelessness or neglect;
11. Failing to take appropriate action as to illegal activity, including vice and gambling violations, and/or to make a written report of the same to his/her commanding officer.

### **5. CEASING TO PERFORM BEFORE END OF PERIOD OF DUTY**

An employee shall be allowed to end his/her period of duty only with prior approval of his/her Supervisor.

### **6. LEAVING ASSIGNED AREA**

Employees shall remain within the boundaries of their assignment except when specifically authorized by their supervisor, radio dispatcher, or in hot pursuit.

### **7. LEAVING CITY ON DUTY**

Employees shall not go beyond the city limits while on duty unless directed by their Supervisor, radio dispatcher, or in hot pursuit.

### **8. HOURS OF DUTY**

Employees of the Department shall have, as scheduled, regular hours assigned to them for active duty each day, and when not on active duty, shall be considered OFF-DUTY. The fact that commissioned members may be technically OFF-DUTY shall not relieve them from the responsibility of taking the appropriate police action on any serious police matter coming to their attention at any time, providing for the circumstances and the reasonable safety of the off-duty employee and the public.

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### **9. SAFEKEEPING OF VALUABLES BY POLICE DEPARTMENT**

Employees of the Department shall not accept valuables for safekeeping from individuals who merely desire to check them in for that purpose. This does not apply to valuables that have been received as evidence or property in connection with an investigation, or property which is found and relinquished to police.

### **10. ESCORT FOR VALUABLES OR MONEY**

Employees of the Department on duty shall not furnish escort services for transporting of money or valuables unless authorized by a Supervisor.