

1800. GENERAL PROCEDURES

1801. Department Employees – Duty Status: Department employees who are technically off-duty shall always be subject to orders from superior officers regarding police matters and are fully responsible for assisting in any investigation in which they are involved. They shall take necessary action in any matter that would require the same response from an on-duty sworn employee except as prohibited under Section 1101, Misuse of Authority.
1802. Reporting to Duty upon Request: Department employees who are off-duty shall report for duty immediately upon receipt of a superior officer's order to do so, upon knowledge of a major emergency or disaster or otherwise in accordance with Standard Operation Procedure 382 or procedures governing callback. Extenuating circumstances, which would prevent an employee from obeying such an order, shall be considered by the superior officer.
1803. Reporting Illness or Injury: All department employees who are unable to report for duty due to illness or injury must notify their supervisor, supervisor's designee, or other commanding officer at least one hour prior to their scheduled reporting time.
1804. Roll Call: Department employees shall report for duty properly uniformed and equipped at the time and place specified.
1805. Identification
- .01 Department employees shall carry their badge and identification card on their person, both on and off-duty within their jurisdiction of authority.
 - .02 Department employees shall furnish their name and badge number or employee number; whichever is applicable, to any person requesting such information. An exception shall be made when necessary in the performance of police duties and they are properly authorized not to do so.
1806. Relief: All department employees shall remain at their on-duty assignment until properly relieved by another employee or until dismissed by a supervisor.
1807. Failure to Comply: Departmental Policies: Failure to comply with established, documented departmental policies, general orders, special orders, and standard operating procedures shall constitute a violation of the Tampa Police Department's regulations.
1808. Failure to Report Violation of Departmental Regulations: Department employees having knowledge of a violation of the departmental regulations shall report the violation to their immediate supervisor.
1809. Failure to Report Damage, Loss or Theft of City Property: Department employees who damage, lose or have city property stolen or have knowledge of damaged, lost or stolen

city property shall immediately report the circumstances in writing to their immediate supervisor.

1810. Police Investigation (Self-Assigned): Sworn department employees shall not undertake any investigations or other police action not part of the sworn employee's regular police duties without obtaining permission from a superior officer, unless the situation requires immediate police action. The sworn employee shall file a written report with the superior officer immediately thereafter.
1811. Accepting Payment for Personal Injury or Property Damage: Department employees shall not accept or agree to accept anything as payment for personal injury or property damage incurred in the line-of-duty without first notifying the chief of police.
1812. Safety and Attention to Duty: Department employees shall perform their duties and responsibilities in a careful and prudent manner. They shall comply with all laws of the state, county, and city as well as all departmental directives. Employees shall at all times set a proper example for other persons.
1813. Cooperation with Departmental Investigations: Department employees shall cooperate with all departmental investigations as set forth in departmental policies and procedures and in accordance with law. They shall truthfully answer questions regarding any matter, and shall never knowingly provide false, inaccurate, or misleading information, or withhold information related to investigations.
1814. Restriction on Revealing Information: Department employees shall keep the official business of the department confidential. They shall not divulge the following information unless required by law:
 - .01 Any orders they have received unless required by the nature of the orders.
 - .02 Any information relative to an arrest or investigation except as approved by departmental policy.
1815. Destruction of Official Documents: Department employees shall not destroy or permanently remove from its file, or any other location, any department record or police report, except pursuant to state statute.
1816. Assuming Command at a Crime Scene: In the event that several ranking department employees respond to the scene of any police incident, the ranking department employee shall assume command and direction of police personnel. When two or more superior officers of equal rank are present at the scene of the police incident, the superior representing the unit responsible for continuing the investigation shall assume control and ensure that appropriate action is initiated.
1817. Conflicting Orders: A department employee who is given a proper order that conflicts with a previous order, regulation, directive, or standard operating procedure shall

respectfully so advise the supervisor who issued the conflicting order. Under the circumstances, the responsibility shall be upon the supervisor; the individual obeying the conflicting order shall not be held responsible for disobedience of the previously issued order. When an order is given that conflicts with a standard operating procedure, the individual shall comply with the order unless it is a violation of law or reasonably believed to be a threat to safety. The department employee shall thereafter submit a report containing the facts and circumstances to the commanding officer through the chain of command.

1818. Failure to Secure Departmental Vehicles: Department employees shall be required to properly secure their assigned vehicles while left unattended when time and the situation permits.
1819. Meals: Department employees shall be permitted to suspend patrol or other assigned activity, subject to immediate call pursuant to the existing labor contract, for the purpose of having meals during the tour of duty, but only for such reasonable time that is required to consume the meal.
- .01 Employees who stop to eat shall so advise the Communications Bureau of their location and their status as being out of service subject to call. This shall be accomplished by radio communication only, through the dispatcher of their assigned frequency.
 - .02 Employees with portable radios shall proceed in accordance with .01 above, except that they may choose to advise the dispatcher that they will be in radio contact.
 - .03 No more than two units with a combined total of four employees shall be out of service, subject to call at the same location at the same time.
 - .04 Department employees shall not stop to eat during peak times for calls or when there are insufficient units available to handle calls.
 - .05 Sworn employees shall utilize those eating establishments as are located within their assigned area unless otherwise approved by their supervisor.
1820. Assisting Prisoners in Obtaining Attorneys and Bondsmen: Department employees shall not assist in obtaining attorneys or bondsmen for prisoners unless the prisoner requests that a designated attorney or bondsman be notified. Such a request shall be handled in accordance with court rulings and department policy.
1821. Subpoenas: A department employee who is legally subpoenaed shall be responsible for:
- .01 Punctual attendance in court or any such other location directed by the subpoena.
 - .02 Proper preparation and presentation of relevant information.

These responsibilities shall be excused only after the subpoenaed employee has adhered to the applicable departmental procedures.

1822. Civil Suits: Department employees, who do not institute or are otherwise not a party to a civil action involving the City, shall not testify in any action unless subpoenaed.
1823. Duty to Intervene: Officers who recognize an excessive response to resistance by other officer(s) have a duty to intervene for the purpose of preventing or stopping such action when they have the ability to do so.

Supersedes MOR 1820, dated 7/17.