



GENERAL ORDERS		NO: 14-14
<b>SEARCHING OF PATROL VEHICLE PRIOR TO START OF SHIFT</b>		
PAGE 1 OF 1		<b>AUTHORITY: CHIEF CHRISTOPHER J. PREMO</b>
EFFECTIVE DATE: 10/16/2014	AMMENDMENT DATE:	

**Search of Patrol Vehicle prior to the start of your shift:**

For the safety of all Officers you will check the patrol vehicle you will be driving during your shift. This will include filling out a form and making sure all equipment is in the vehicle.

- a. The seats will be checked for contraband.
- b. The inside and outside will be checked for damage, and if any is found you will mark it down. (You will then notify your supervisor of any issues you have and place the checklist in the Chief's mailbox.)

If the Chief finds that a check sheet was not done, it will be assumed that you did not do one, and this will be a violation of the Malone Village Police Department policy.



GENERAL ORDERS		NO: 14-02
<b>SOCIAL NETWORKING AND MEDIA WEBSITES</b>		
PAGE 1 OF 3		<b>AUTHORITY:</b>
EFFECTIVE DATE: 10/01/2014	AMMENDMENT DATE:	<b>CHIEF CHRISTOPHER J. PREMO</b>

**POLICY:**

To establish guidelines concerning personal web pages, such as Facebook, Twitter, YouTube, LinkedIn, etc., when referencing the Village of Malone Police Department so as not to discredit or disrespect this Department; to ensure that the release, directly or indirectly, of information concerning Village Police related matters, crimes or violations of statutes to persons this agency is not disseminated; and that all employees treat as confidential the official business of this Department. Nothing contained in this policy is intended to infringe upon a member’s protected constitutional rights.

**PURPOSE:**

Employees of the Village of Malone Police Department have a right to maintain personal web pages or sites. When reference is made to or about the Village of Malone Police Department, a review of that reference is needed to ensure that such does not compromise our integrity and, thus, undercut the public confidence in this agency or this profession. Therefore, employees of this Department are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likeness, or images of this Department’s logos, emblems, uniforms, marked or unmarked vehicles, equipment or other material that specifically identified The Village of Malone Police Department on any personal or social networking website or web page, without the expressed written permission of the Chief or his designee.

Professionalism, ethics and integrity are of paramount importance in the law enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance whether on or off duty. An employee's actions must never bring this Department into disrepute nor should conduct be detrimental to its efficient operation.

**PROCEDURE:**

**A. Prohibited Media/Internet Activity**

1. Any use of the Village of Malone Police Department name, logo, patch, badge, uniform, marked or unmarked vehicles, equipment, or any other agency property, or any other identifying symbols of this Department without the expressed permission of the Chief or his designee.
2. Posting, transmitting and/or disseminating any photographs or videos of official Department training, activities, including investigations, incidents, or work related assignments, without the expressed permission of the Chief or his designee.
3. Posting of Department confidential or proprietary information, including but not limited to, sensitive or copyrighted information, data from an ongoing or completed investigation, or photographs of suspects, arrestees, or evidence.
4. Posting one's photograph wearing Department uniforms, or similar attire, that can be misidentified as an official uniform.
5. Posting of personal comments in reference to any use of force, patrol related matter, incident or pending prosecutions etc.
6. Posting of negative comments in reference to internal operations of this Department or any specific conduct of supervisors or peers that impact the public perception of this Department.
7. Posting of comments in reference to defendants/arrestees.
8. Employees shall not use their Department e-mail address to register for or respond to social media sites, unless for approved official Department purposes.

## **B. Approval Process**

1. An employee seeking approval to use references to this Department on a personal website, web page or other public Internet forum shall submit a request, in writing, to the Chief.
2. The request shall describe the proposed reference and purpose; a list of the reference(s) and any media to be used.
3. A draft mock up including photos or items to be posted shall be provided.

## **C. Limitations**

1. No sexual, violent, racial, ethically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any Department approved reference.
2. Employees shall not post any material on the Internet that brings discredit to, or may adversely affect the efficient or integrity of this Department.
3. Employees should consider the possible adverse consequences of Internet postings, such as future employment, cross-examination in court cases, and public as well as private embarrassment.
4. Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social networking sites.

## **D. Reporting**

1. Any employee becoming aware of, or having knowledge of, a posting or of any website or web page in violation of the provisions of this policy shall notify his or her supervisor immediately.
2. The supervisor shall complete a detailed report regarding the matter and obtain any pertinent documents/evidence as made available and forward to the Chief for further action.