

REGULATION 8

GENERAL POLICIES

A. PERFORMANCE OF DUTIES

1. All employees of the Department are expected to meet or exceed the expectations of their positions in order to fulfill their duties and best serve the interests of the Department and the public. Employees shall not compromise their integrity and shall serve in a polite, courteous, efficient, and dutiful manner that will aid them in assisting the Department to achieve its goals and mission.

2. Every employee vested with enforcement authority shall enforce (as they are authorized by statute) the laws of the state of Indiana and such federal statutes as the law may prescribe in a just, impartial and reasonable manner, having due regard for the powers and duties of other police agencies and public officials and being ever mindful of the rights of every citizen under our constitution and laws.

3. Required Action.

Whenever knowledge of any crime or incident requiring police action comes to the attention of any police employee, the employee shall immediately take appropriate action to ensure that such crime is investigated or such incident is properly handled by the most expeditious means.

4. Reporting.

Employees shall submit all required reports in a true, accurate, and timely manner. This shall apply to reports requested by legally authorized entities (e.g. courts, probation, prosecutor's offices, etc.) that employees may have to complete as part of their required duties.

5. Duty Officer (District or Regional) Responsibilities.

The officer assigned as the regional or district duty officer may not leave the district facility without first ensuring that a replacement duty officer has been designated.

B. Employees may be reassigned or transferred by the Superintendent as needed to serve the best interests of the Department.

C. OFFICIAL AWARDS and CEREMONIES

1. The Superintendent may present service awards to sworn employees and certificates of recognition to civilians, from recommendations made by the Department Awards Committee.

2. A memorial service for members of the Department who have died in the line of duty shall be conducted annually at each district and GHQ, as designated by the Superintendent, in accordance with PRO-002.

3. A semi-military ceremony may be conducted at the funeral of a police employee as prescribed in PRO-005, if desired by the employee's immediate family.

4. Other official ceremonies of the Department may be established by standard operating procedures or at the direction of the Superintendent.

D. PUBLIC INFORMATION POLICIES

1. Activities of the Department shall be planned and executed in such a manner as to achieve and maintain favorable relations with the people served by the Department. This shall be accomplished in accordance with specific Department occurrences and consistent with state and federal law and Department regulations, rules, policies, and procedures.

2. The public relations function shall be designed and implemented to present Department service objectives to the general public in order that a sound, essential program shall have informed active support by citizens.

3. Employees shall participate in the development and implementation of Department approved programs and shall maintain a harmonious relationship with citizens, public officials, and news media.

4. Authorized spokespersons for the Department shall be selected and information about newsworthy incidents disseminated in accordance with Standard Operating Procedure PIO-002.

E. DISPATCH CENTER POLICIES

1. Regional Dispatch Centers shall be operated continuously on a 24-hour per day basis, unless otherwise specified by the Superintendent.

2. Employees shall be governed in their use of the Department's communications facilities by the regulations of the Federal Communications Commission and Department regulations, rules, policies, and procedures

F. GENERAL EQUIPMENT and SUPPLY

1. The Superintendent, Chief of Staff, assistant chiefs of staff, major subordinate commanders, area, district, division, and section commanders shall be held accountable for the requisitioning, care, use, and inventory of Department equipment and property used under their respective commands.

2. All employees of the Department shall be held responsible for the proper care and use of issued property and equipment and shall return such property and equipment when no longer serviceable, needed, or when separating from the Department as outlined in FSS-006.
3. No issued equipment or property shall be used in a manner that will reflect discredit upon the department.
4. Distribution of Department owned equipment and supplies to non-department personnel is prohibited without approval of the Superintendent.
5. When a state police badge, identification, or firearm is lost or stolen, the circumstances thereof shall be reported immediately, through channels, to the Superintendent by the affected employee or the employee's commander.
6. All offices, storerooms, arsenals and other facilities of the Department shall be either locked or attended at every hour of the day and night to prevent intrusion, theft, or destruction of property.

G. FUND ACCOUNTING

1. All fees or monies collected from any of the following sources by employees shall be forwarded to the Superintendent. The Superintendent shall furnish the employee with a receipt and forward the fees or monies to the Treasurer of the State who shall deposit them into the State Police Benefit Fund.
 - a. Witness fees received by employees, less necessary expenses actually incurred, and accounted for by memo to the Superintendent.
 - b. Reward for the capture of a criminal or military deserter.
 - c. Any award or fee received by an employee in the course of, or by reason of, their duties as an employee.
2. All districts are prohibited from accepting cash as a form of payment for reports, photos, etc. Only personal or certified checks or money orders are acceptable forms of payment. Cash shall not be accepted in person and if received in the mail shall be returned to the sender by certified mail with the proper instructions for making payment.