

<p>Billerica Police Department</p> 	POLICY NUMBER ADM-12	PAGES 4	EFFECTIVE 10/23/15
	<p>Accreditation Standards: 1.1.1, 1.1.2, 1.2.1, 26.1.1, 61.3.4(a)</p> <p>General Orders:</p>		
Authority and Responsibility			

I. General Considerations and Guidelines

The intent of this directive is to provide basic information relative to the role and authority of the Billerica Police Department and its staff.

II. Policy

It is the policy of the Billerica Police Department that:

- A. All Billerica Police Department personnel, prior to assuming sworn status, shall take and subsequently abide by an oath of office to uphold the Constitution of the United States and the Constitution of the Commonwealth of Massachusetts, and to enforce the laws of the Commonwealth and the bylaws of the Town of Billerica.
- B. All Billerica Police Department employees shall abide by the appropriate code of ethics for the position held as adopted by this department. **[1.1.2]**
- C. All Billerica Police Department employees shall operate within the limits of their authority.

III. Definitions

- A. *Civilian Employees:* All non-sworn employees of the department. They have no arrest authority but may be authorized to issue civil citations for violation of town by-laws or ordinances. Civilian employees may or may not be uniformed.
- B. *Employee:* Any person officially affiliated with the department whether full or part time, sworn, civilian, special or auxiliary police, crossing guard, animal control officer, volunteer, intern, or other.
- C. *Full Time Permanent Police Officers (FTPPO):* Full time, permanent, sworn police officers. This category includes all sworn ranks.
- D. *Permanent Intermittent Officer:* A sworn officer who works less than full time.
- E. *Special Officer:* A sworn officer whose police authority is limited in scope in relation to hours of the day, geographic area, assignment, and/or length of (days/months) authority.
- F. *Sworn:* Refers to a person's ability to make a full custody arrest; it does not refer to the administration of an oath of office.

- G. *Sworn Personnel*: Those members of the Department, full and part time, who are duly sworn and vested with police power under M.G.L. Chapter 41, Section 98. Sworn personnel have the authority to make “full custody” arrest (as opposed to a citizen’s arrest). This definition does not apply to civilian employees who take an oath of office or are sworn-in.

IV. Procedures

A. Sworn Personnel

1. Oath of Office [1.1.1]

- a. The oath of office shall be administered to sworn personnel by the Town clerk following successful completion of the basic recruit academy, upon transfer from another law enforcement agency, or upon promotion to a higher rank. Each officer shall state, sign and abide by the Oath of Office:
“I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all of the duties incumbent on me, as a member of the town of Billerica, in according with the By-laws of the town, the terms of the Town Charter and the General Laws of the Commonwealth of Massachusetts, and that I will uphold and defend the Constitution of the United States of America and the Constitution of the Commonwealth of Massachusetts, so help me God.”
- b. The oath shall become a permanent record maintained in the employee's personnel file.

2. Legal Authority [1.2.1]: The Billerica Police Department is composed of the following categories of sworn agency personnel. All sworn officers shall have, within the territorial limits of the Town of Billerica, the powers and duties conferred or imposed upon Police Officers by MGL c. 41, § 98.

- a. *Full Time Permanent Police Officers (FTPPO)*: The category includes all sworn ranks. FTPPOs are appointed by the Chief of Police. FTPPOs shall have police powers at all times.
 - 1) Officers from other communities may be also appointed as Special Police Officers in this community for such purposes as the appointing authority determines, including but not limited to paid details and mutual aid pursuant to M.G.L. c. 41 §99.

B. All Employees

1. Ethics Training [1.1.2]: Ethics training shall be conducted for all personnel at least biennially.

Code of Conduct [26.1.1]: All department employees shall adhere to a code of conduct and appearance guidelines adopted by this agency and published in the department **Rules and Regulations**.

V. Mission Statement, Values and Code of Ethics

A. Mission Statement **[12.2.1(a)]**

The Billerica Police Department is committed to the Community Policing Concept. To this end, the members of this department are dedicated to working harmoniously with other Town agencies and with the citizens of the Town of Billerica to create a safe and secure community environment and to help maintain the maximum quality of life to all residents herein, irrespective of race, creed, or cultural, social or political orientation.

Specifically, the Billerica Police Department will serve the Town of Billerica by protecting life and property, by preventing crime and criminal activity whenever possible and by maintaining order within the community. This department will uphold the laws and principles of the United States' Constitution and the laws of the Commonwealth of Massachusetts to its utmost ability.

Every member of the Billerica Police Department will be expected to act with respect, sensitivity, personal discipline and reliability while following the department's mission. Each officer is expected to understand his or her responsibility to the Police Department, other Town agencies and to its citizens and will act with the highest degree of integrity and professionalism.

B. Values **[12.2.1(a)]**

1. The members of the Billerica Police Department will be guided by the following set of values:
 - a. We will constantly strive to provide quality service.
 - b. We are dedicated and committed to being a part of the community.
 - c. We will operate in coordination with all federal, state and local agencies.
 - d. We are empowered through continuous self-improvement.
 - e. We practice equality to all regardless of race, gender, religious belief, sexual preference or other differences.
 - f. We are accountable for our actions.
 - g. We hold to the highest ethical standards.

C. Code of Ethics **[1.1.2]**

1. Law Enforcement Code of Ethics

As a law Enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deceptions, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all individuals to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly

mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature will be kept forever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendship to influence my decisions. With no compromise for crime and with relentless persecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve those objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

2. Civilian Code of Ethics

Civilian employees of the Billerica Police are as much a reflection on our department's reputation as sworn employees, and as such, the department has outlined a Code of Ethics for all civilian employees. Civilian employees are required to abide by this Code of Ethics.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature will be kept forever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions, and I dedicate myself to our department's vision, mission and values.

The Law Enforcement and Civilian Code of Ethics shall not serve as a basis for imposing discipline.