

BERLIN POLICE DEPARTMENT
Berlin, Maryland

SUBJECT: DEPARTMENTAL SUPPLIES/SERVICE/EQUIPMENT		NO: 800 D-1
APPROVED/EFFECTIVE DATE January 9, 1994	AMENDS	RESCINDS
DISTRIBUTION/DATE A	REFERENCES	

- .10 Members shall not use departmental envelopes, letterhead, stamps or the postage machine for personal correspondence. Use of departmental envelopes and letterhead in sending official correspondence shall be approved by a supervisor.
- .20 Members shall not use departmental telephones for making personal long distance or excessive calls.
- .30 Members shall not use office supplies, photocopying equipment, or other departmental equipment (including vehicles) for personal purposes without permission of a supervisor.
- .40 Members shall not use their official position, identification cards or badges for personal or financial gain, to obtain privileges, or to avoid the consequences of illegal acts. Members shall not lend identification cards or badges to other persons, nor allow them to be photographed or reproduced without the approval of the Chief of Police.
- .50 Members shall not authorize use of their names, photographs, or titles which identify them as departmental employees in connection with testimonials or advertisements for any commodity or commercial enterprise without the prior approval of the Chief of Police.
- .60 Personnel shall use departmental equipment only for its intended purpose. Personnel shall not abuse, damage or lose departmental equipment. All departmental equipment issued to members shall be maintained in proper order.
- .70 Personnel shall operate departmental vehicles in a careful and prudent manner, and shall obey all laws and departmental orders. Loss or suspension of any driving license shall be immediately reported to the department.