

RULES AND REGULATIONS		Operations Order 3.13
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5. S. Endorsements/Recommendations

- (1) Employees are prohibited from making any recommendations regarding the employment of any:
 - Attorney
 - Bail bond business
 - Wrecker
 - Service where a fee is charged
- (2) Employees will not endorse any commercial product while identifying themselves as members of the Phoenix Police Department.

T. Reporting to Supervisors

- (1) All employees will keep their supervisors informed of any unusual activity, situation, or problem with which the Department would be concerned.
 - All incidents will be reported to a supervisor as soon as possible and/or within 24 hours of the incident.
 - If an employee's immediate supervisor is not available, the employee will notify another supervisor in their chain of command.
- (2) Employees will notify their supervisor when:
 - They receive a moving vehicle citation or are involved as a witness, victim, or suspect in any situation under investigation by any law enforcement agency.
 - Served with any court order or have another party served with a court order (for example Order of Protection, Injunction Against Harassment, etc.).
 - There is any neglect of duty or misconduct, either on or off duty, on the part of any other employee of this Department.
 - They are the subject of a lawsuit for any act performed while engaged in police activity, either on or off duty; this information will be reported in writing to be routed through the chain of command to the Police Chief.
 - They have a medical condition that might inhibit job performance.

U. Employee Respect

- (1) Department employees will not speak critically of or in a derogatory manner to other employees.
- (2) In a case where there is sound reason to believe that orders or instructions are inconsistent or unjust, it is the right of any employee to respectfully call it to the attention of the employee issuing the order.

V. Mechanical Recordings - Employees will not covertly record conversations involving other employees unless the recording is in furtherance of an official Department investigation and prior approval for the covert recording has been obtained from a division commander or designee.