

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE		PROCEDURE NUMBER	
RULES OF CONDUCT		PG300.0	
SECTION	DISTRIBUTION	EFFECTIVE DATE	REVIEW DATE
Duties and Responsibilities	A	03/01/04	01/01/06
REPLACES			
D.D. 300.0 – “Rules of Conduct”, issued 05/01/02			
RELATED DIRECTIVES	REFERENCES	AUTHORITY	
	CALEA 1, 12, 26	Commander Larry M. Brownlee, Sr. -Division Chief	

I. PURPOSE

This directive establishes general rules pertaining to the conduct and responsibilities of all officers and employees.

II. POLICY

It is the policy of this Division to ensure that all employees maintain a high standard of personal integrity and ethics in their relationships with other employees and the public. The below rules shall apply equally to all officers and employees, as appropriate. These rules shall serve as a set of professional standards governing the conduct of all employees and no deviation or flexibility is permitted.

III. RULES OF CONDUCT

Rule 1: Compliance

Employees shall thoroughly familiarize themselves with these rules upon receipt and thereafter comply with each of them.

Rule 2: Conformance to laws

- A. Employees shall obey all; laws of the United States and the State of Maryland, Prince George's County ordinances, Division Directives and Commission rules and regulations.

RULES OF CONDUCT

PG300.0

- B. Employees are required to notify the Division Chief in writing, via their chain of command, of their arrest or suspension, revocation or cancellation of their driver's license.

Rule 3: Compliance with orders

- A. Employees shall promptly obey all orders emanating from a superior. This includes any order relayed from a superior by an employee of equal or lesser rank. Should such an order conflict with any Directive or previous order, the subordinate will respectfully call attention to the conflict. If the superior issuing such a conflicting order does not alter or retract it, the order shall then stand and the subordinate shall not be held responsible for disobedience of any previously issued order.
- B. All employees shall follow their chain of command whenever conducting any Intra-Division business.
- C. Employees will also obey a lawful order, which has been relayed from superior by an employee of the same or lesser rank.

Rule 4: Decorum

Employees shall at all times maintain decorum and presence of command and conduct themselves in a professional manner. They shall be of even temper and exercise patience and discretion. They shall not use harsh, profane or insolent language towards another person nor act in any other way so as to bring discredit upon the Commission or the Police Division.

Rule 5: Enforcing Law and Ordinances

- A. It shall be the responsibility of each officer to be familiar with the laws of the State of Maryland, Prince George's County ordinances and Commission regulations. Every officer shall enforce these laws, regulations, etc. in a fair and impartial manner.
- B. No officer, without justifiable and excusable cause, shall assault, resist, oppose, impede, intimidate, or interfere with any other officer of this Division or any other law enforcement officers while engaged in or as a result of the performances of official duty.
- C. An officer shall not interfere with a court case of another officers(s). This does not preclude action by the Division's management of a supervisor if the action by the officer is improper or is not in the best interests of the Division.
- D. Employees shall take every reasonable precaution to guard against the false arrest of any person.

RULES OF CONDUCT

PG300.0

Rule 6: Unbecoming Conduct

- A. Conduct unbecoming an officer or employee shall include any criminal, dishonest, prejudicial or disgraceful act.
- B. Employees shall show respect to all other employees and other persons with which they deal. When addressing supervisory officers in public, employees shall maintain a respectful attitude and use proper titles. Such courtesy shall also be afforded to supervisory officers from any other law enforcement agency.
- C. No employee shall knowingly associate with any persons engaged in unlawful activities, except while on official business.

Rule 7: Dangerous Substances

- A. While on duty, employees shall not purchase or consume any alcoholic beverages.
- B. No Employee shall consume any alcoholic beverage within four hours of the time they are scheduled to report for duty.
- C. No employee shall report for duty under the influence of alcohol, to any degree.
- D. No employee shall, at any time, illegally consume or possess any controlled dangerous substance.
- E. No employee shall store or maintain any alcohol or controlled dangerous substance in any Commission vehicle or facility except in conjunction with official duties, except where explicitly provided for by contract or Directive.

Rule 8: Obstruction of Justice

- A. Employees shall not make any compromise or arrangement between suspected violators and alleged victims, nor communicate any information, which may enable persons guilty of criminal acts to escape arrest or punishment.
- B. Employees shall not dispose of, secrete, or destroy any money or other valuables, which are the proceeds or the evidence of a crime.
- C. Employees shall not remove or destroy any official police record unless authorized to do so by competent authority.
- D. No employee shall accept any bribe or gratuity in conjunction with any official act or duty.

RULES OF CONDUCT

PG300.0

Rule 9: Public Activities

No employee shall attend any meeting or make any speeches or other public statements, in any manner, as a representative of the Division without the permission of the Division Chief or Assistant Division Chief.

Rule 10: Use of Force

Officers shall use only that degree of force, which is reasonable and necessary to overcome actual resistance, effect an arrest or to defend themselves or others from bodily harm.

Rule 11: Confidentiality of Communications

Employees shall treat all communications and official business transactions as confidential.

Rule 12: Integrity of the Reporting System

- A. No employee shall make, or cause to be made, any omission, false, inaccurate, or improper entries in any official record, form or report, nor shall they under any circumstances make any false official statement or intentional misrepresentation of fact.
- B. Employees are prohibited from making or causing to be made, duplications of official records, reports or correspondence for other than official criminal justice agency use.

Rule 13: Furnishing Name and I.D. Number

Employees shall, while on duty or acting in any official capacity, provide their full name and identification to any person upon request.

Rule 14: Carrying Credentials

All officers are required to carry their Division credentials and badge on their person while on duty and off duty, when armed.

Rule 15: Use of Commission Property

- A. Employees shall care for and maintain in proper working order, all equipment or other Commission owned property, issued to them or in their care or control.
- B. Employees shall report immediately to their supervisor any damage to, or loss of, Commission property in their care, custody or control.

RULES OF CONDUCT

PG300.0

- C. Equipment and supplies shall not be appropriated for private use.

Rule 16: Mutual Protection

Officers shall render aid to any officer or employee from any law enforcement agency who, when carrying out their official duties, requests assistance.

Rule 17: Punctuality

Employees shall be punctual in reporting for duty at the time and place designated.

Rule 18: Attentiveness to Duty

- A. Officers shall recognize the limitation of their authority and at no time use the power of their office for their own personal advantage.
- B. Employees shall devote their full time and attention of official duties. Officers shall diligently patrol, inspect and otherwise direct their attention to Park Police business within their assigned area, throughout their tour of duty.

Rule 19: Address and Telephone Information

- A. All employees shall maintain a telephone at their residence.
- B. All employees shall report any change in their telephone number or place of residence to communications personnel within twenty-four (24) hours after making such change and as soon as practical to the Division Chief's Administrative Assistant.
- C. Employees answering a Division telephone shall respond by first giving their rank or title and last name.

Rule 20: Solicitation

Employees shall not solicit any person to communicate praise, thanks or commendations for services rendered.

Rule 21: Feigning – Causing Illness

- A. Employees shall not feign, simulate or intentionally cause illness or disability to evade the performance of duty.
- B. Employees shall not cause themselves to be ill, injured or unable to work due to carelessness, improper conduct or excessive indulgence in any harmful substance.

RULES OF CONDUCT

PG300.0

Rule 22: Civil Actions

Employees, prior to initiating any civil litigation for damage as a result of an incident occurring in the course of their employment shall notify the Division Chief in writing of such intended litigation.

Rule 23: Referrals for Services

Employees are prohibited from recommending attorneys or bail bond persons to any prisoners, suspects or their representatives while on duty.

Rule 24: Rumors

Employees shall not disseminate false or malicious information about the Commission, Park Police Division, any employees or any officers.

Rule 25: Correspondence

No employee shall send any official correspondence outside the Division unless approved by the Chief, Park Police Division, an Area Operations Assistant Chief and/or their designee's. No employee shall use any official Commission stationery for other than official business.

Rule 26: Endorsements

No employee shall permit their name or photograph to be used to endorse any product or service, if it alludes to their position or employment by the Commission, without the permission of the Division Chief.

IV. Conclusion

These Rules are for internal Division use only and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidential sense, with respect to third party claims.

Violations of these Rules, if proven, can only form the basis of a complaint by the Maryland-National Capital Park Police, Prince George's County Division, and then only in a non-judicial, administrative setting.

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