

## **RULES OF CONDUCT**

### **PURPOSE:**

To provide Sykesville Police Department employees with a clear understanding of the constraints and expectations regarding the performance of duties.

### **AUTHORITY:**

The Chief of Police shall have the power to make any rules necessary to promote the effective and efficient performance of the duties of the Department and to insure the good government of the Department and its employees.

The authority of the Police Chief shall also include the power to suspend, amend, rescind, abrogate, or cancel any rule or policy adopted by him or any former Police Chief.

### **POLICY:**

It is the policy of the Sykesville Police Department that all employees shall comply with the rules of conduct as herein stated, with the additions and amendments to these rules that may be promulgated and with all other orders and directives, either verbal or written, which may be issued by competent authority. The violation of any rule of conduct, procedure, or lawful order, whether written or verbal, subjects the violator to disciplinary action.

Ignorance of the rules, procedures, and orders of the Department is not justification for any such violation. Employees shall be responsible for their own acts and may not transfer to others their responsibility for executing or failing to execute any lawful order or police duty.

### **RULES:**

#### **1-0 Unbecoming Conduct**

- 1-1 Every employee shall conduct him/herself at all times, both on and off duty, in a manner which reflects most favorably on the Police Department. The phrase "reflects most favorably" pertains to the perception of both the citizens and other department employees. Conduct unbecoming an employee shall include that which tends to bring the Police Department into disrepute, or reflects discredit upon the employee as a representative of the department, or that which tends to impair the operation or efficiency of the department or employee.

- 1-2 An employee of the Police Department will not injure or discredit a subordinate or fellow employee through unreasonable, unjust, arbitrary, or tyrannical conduct, or abusive language.
- 1-3 An employee of the Police Department shall not maliciously threaten, strike, or assault any other employee of the Police Department.
- 2-0 **Insubordination**
- 2-1 Employees of the Police Department shall, unless otherwise directed by competent authority, transact all official business with employees senior in rank or classification only through the official chain of command.
- 2-2 An employee shall promptly obey all lawful orders of a superior, including those from a superior relayed by an employee of equal or lesser rank. A lawful order is any order, either verbal or written, which an employee should reasonably believe to be in keeping with the performance of his duties or the responsibilities of his post.
- 2-3 Employees will obey all orders from superiors, whether written or verbal, except when compliance with such orders would require the commission of an illegal act. No employee without adequate justification, will intentionally issue an order that is contrary to an order issued by a superior. Employees to whom conflicting orders are issued will call immediate attention to such conflict; however, if the conflict is not resolved, the last order will be obeyed.
- 2-4 Any order may be countermanded in an emergency. An employee countermanding a prior order will immediately report the reason for his/her action to his/her commanding officer. Responsibility for all prudent and reasonable action necessary for compliance with orders will remain with the superior issuing the order. Accountability for all actions taken in compliance with orders remains that of the person taking such action.
- 2-5 At the scene of an incident, the assigned employee shall be in charge until relieved at the direction of another officer senior in rank or as may otherwise be directed by competent authority.
- 3-0 **Criticism**
- 3-1 An employee shall not criticize or ridicule the Sykesville Police Department, any other agency, or the Maryland Judiciary, their policies, or their officers by speech, in writing, or other expression in any other manner, when such speech, writing, or other expression is defamatory, obscene, unlawful, exhibits a reckless disregard for truthfulness, or tends to undermine the operation of the Police Department, other

agency, or the judiciary by impairing their efficiency or interfering with their operation or maintenance of discipline.

4-0 **Abuse of Position**

- 4-1 While deprived of police powers, officers of the Sykesville Police Department will not wear the uniform and will not represent themselves in an official capacity as an employee of the Police Department.
- 4-2 An employee is prohibited from using his/her official position or his/her official identification card or badge for personal or financial benefit or as a means of obtaining privileges not otherwise available to him/her, or for avoiding consequences of illegal acts. An employee is prohibited from using his/her official position or his/her official identification card or badge for financial benefit or as a means of obtaining privileges not otherwise available to another person, or for avoiding consequences of illegal acts by another person. An employee may not lend his/her identification card or badge to another person, or permit it to be photographed or reproduced without written approval of the Chief of Police.
- 4-3 An employee shall not permit or authorize the use of his/her name, photograph, or official title identifying him/her as an employee of the Sykesville Police Department in connection with testimonials or advertisements of any commodity or commercial enterprise, or for personal reasons without the written approval of the Chief of Police.
- 4-4 An employee shall not sign a petition, without the authority of the Chief of Police, when the signature identifies him/her as a member of the Police Department; nor shall any employee sign any petition which has an unlawful purpose. However, any employee may sign a lawful petition as a lawful citizen.
- 4-5 An employee shall not address a public gathering, appear on radio or television, prepare any article for publication, act as a correspondent to a newspaper or a periodical, release or divulge investigative information or any other matters of the Police Department, either in an official or unofficial capacity without first having obtained permission from the Chief of Police.

5-0 **Associations**

- 5-1 Employees shall avoid associations or dealings with persons whom he/she knows or should know, are racketeers, gamblers, felons, persons under criminal investigation or indictment, or others who have a reputation in the community for felonious or criminal behavior, except as directed by a superior.
- 5-2 An employee shall not visit or enter a house of prostitution, gambling house, or any other establishment wherein the laws of the United States, the laws of the State of

Maryland, or any other law or ordinance of a political subdivision are violated except in the performance of duty and while acting in response to law and specific orders of a superior.

5-3 An employee of the Police Department shall not in any manner affiliate him/herself with any organization, association, movement, group or combination of persons which advocates the overthrow of the government of the United States or any state, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny any person his/her right under the Constitution of the United States or any state, or which seeks to alter the form of government of the United States or any state by unconstitutional means.

6-0 **Immoral Conduct**

6-1 Every employee shall maintain a level of moral conduct in his/her personal affairs which is in keeping with the highest standards of the law enforcement profession. No employee shall be a participant in any incident involving illegal activity which compromises or has the potential to compromise his/her ability to perform as a law enforcement officer or as an employee of the Sykesville Police Department, or causes the Police Department to be brought into disrepute.

7-0 **Conformance to Laws**

7-1 An employee shall not violate his/her oath of office and trust or any other condition of his/her employment with the Town of Sykesville, or commit an offense punishable under the laws or statutes of the United States or any sovereign nation, the State of Maryland, or public local laws or ordinances. Any employee who has been charged with a violation of any law, statute, or public local law or ordinance stipulated in this Section must report the facts concerning such violations to the Chief of Police. Parking violations, except when they are issued to a Police Department vehicle, are exempted from this subsection.

7-2 The fact that an employee has been charged with and is awaiting trial for an offense shall not prevent the Chief of Police from taking any action that he/she deems necessary until the charges are resolved.

8-0 **Payment of Debts**

8-1 Employees of the Sykesville Police Department will make every effort to pay all just debts and legal liabilities. Disciplinary action may be taken when:

- a. Judgements or creditors have been finally adjudicated and the employee, even though able to pay, has refused to comply with such judgement, or

- b. The effects of such indebtedness have adversely affected the ability of the employee to perform his/her job or have negatively reflected on the reputation or effectiveness of the Police Department.
- 8-2 Absent extenuating circumstances, disciplinary action shall be inappropriate where:
  - a. The employee has made a genuine and sincere effort to pay the debts, or
  - b. The employee has filed for a voluntary bankruptcy petition.
- 9-0 **Seeking or Accepting Gifts, Gratuities/Bribes**
- 9-1 Police Department employees shall not solicit, seek, or accept any gift or gratuity, including food or drink for him/herself or another individual from any individual, business establishment, or merchant.
- 9-2 An employee shall not receive, seek, solicit, or share in any fee, reward, or other reimbursement for the performance of his/her official duties, or for his/her failure to perform such duties, except as directed by the Chief of Police. He/she shall immediately report any offer, or attempt to offer, of money, gift, or other gratuity made in an effort to influence his/her official conduct.
- 9-3 Employees of the Skesville Police Department shall not solicit or accept any subscription or contribution for any purpose whatsoever except in conformance with policy.
- 10-0 **Political Activity**
- 10-1 The political association and political conduct of employees of the Sykesville Police Department shall be in conformance with established policies and procedures.
- 10-2 Employees of the Sykesville Police Department shall not participate in political activity while on duty or in uniform.
- 11-0 **Labor Activity**
- 11-1 An employee shall not engage in any strike or job action. Strike or job action includes, but is not limited to, failure to report for duty, willful absence from duty, unauthorized holidays, sickness unsubstantiated by physician's statement, stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in condition, compensation, rights, privileges, or obligations of employment.

12-0 **Secondary Employment**

12-1 Police Department personnel shall not be employed in any capacity in other business, trade, occupation, or profession, while employed by the Sykesville Police Department , except as established by policy and approved by the Chief of Police.

13-0 **Department Communications**

13-1 An employee shall submit all reports, both verbal and written, required by the Police Department , on time and in accordance with established procedures. All official business transacted by Police Department employees must be processed through official channels.

13-2 The following procedure will govern the submission of reports on administrative investigations:

- a. During any administrative investigation an accused employee shall, upon order of competent authority, submit a written report detailing the facts concerning involvement in an incident being investigated where the incident is related specifically, directly, and narrowly to the performance of official duties.
- b. Whenever a sworn employee of the Sykesville Police Department is ordered to submit a detailed report concerning an incident in which the employee is alleged to have been involved and if the authority ordering the report knows, or should have known, that the report is likely to contain information which may be used as evidence against the employee in a disciplinary hearing, then the authority ordering the report will, at the time of such order, provide the member with a copy of Notification of Complaint and Waiver of Rights. These criteria do not apply to the submission of procedural reports required by Department operating procedures, rule or policy.

13-3 Police Department employees shall report to his/her superior all information that comes to his/her attention concerning organized crime, racketeering, vice conditions, etc.

13-4 All reports submitted by employees of the Police Department will be truthful; no employee shall knowingly report or cause to be reported any false information. A clear distinction must be made between reports which contain false information and those which contain inaccurate or improper information. To prove by a preponderance of evidence that one has submitted a false report, evidence must be presented for consideration that such report is designedly untrue, deceitful, or made with the intent to deceive the person to whom it was directed.

13-5 All reports submitted by employees of the Police Department will be complete and

will not contain improper or inaccurate information. Inaccurate or improper information may be characterized by that which is untrue by mistake or accident made in good faith, after the exercise of reasonable care.

- 13-6 An employee shall treat the official business of the Sykesville Police Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established procedures. An employee may remove or copy official records or reports only in accordance with established procedures. An employee shall not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of police duties.
- 13-7 The content of draft promotional and transfer lists or other material labeled "DRAFT" or "CONFIDENTIAL" must be treated with the utmost sensitivity, as items of this nature may differ significantly when finalized. Only those employees officially directed under competent authority to review, discuss or have input into draft and confidential material may divulge the content of said material and then only to employees specifically authorized by official directive.
- 13-8 The use of Police Department telephones (including calls from car/portable phones) shall be limited to the conduct of official business except for personal or emergency calls made/received in accordance with policy.
- 13-9 All employees shall maintain a telephone at their place of residence and make the phone number known to the Police Department. This will be done at the expense of the employee.
- 13-10 Employees knowing of other members or employees violating laws, ordinances or rules of the Police Department, or disobeying orders (verbal/written), shall report same verbally and in writing to his/her immediate supervisor through official channels. If the employee believes the information is of such gravity and importance that it must be brought to the immediate personal attention of the Chief of Police, official channels may be bypassed.
- 13-11 It will be the responsibility of the employee to check his/her office mailbox and clean out same at least once a week during a regularly scheduled work week. Since access is not as available as the voice mail which can be checked from the residence, once a week is liberal time to check those mailboxes and have them cleaned out. Should the employee be at training, on annual leave or extended sick leave, the mailboxes will be checked immediately upon his/her return to regular duties. Supervisors should be aware of their subordinates' leave and training schedules and return dates before placing time-dated materials in their mailboxes.
- 13-12 Telephone etiquette - At all times when talking on the telephone, Sykesville Police

Department employees shall conduct themselves in a professional, pleasant and business like manner. The person answering the telephone shall answer, "Sykesville Police Department", their title or rank, and then their last name.

14-0 **Interrogations**

14-1 In all instances where an employee of the Police Department has been accused of an act of misconduct or of any other impropriety, the commission of which is a violation of any rule of conduct, procedure or order, the employee shall, after being advised of his/her rights as specified in the Sykesville Police Department Disciplinary Procedures, be subject to the established procedures. To the extent that the allegations of misconduct against an employee may also involve a violation of the criminal law, the procedures must be administered consistent with established constitutional rights guaranteed to all individuals charged with, or suspected of, criminal offenses.

14-2 During any administrative investigation an accused employee shall, at the request of competent authority, submit to an interrogation. The questions to be asked during the interrogation will be related specifically, directly, and narrowly to the performance of the employee's official duties and to the subject matter of the current investigation.

14-3 On the order of competent authority, an employee shall submit to any medical, chemical, or other tests, photographs or lineups. All procedures carried out under this rule shall be specifically, directly, and narrowly related to the nature and scope of the accused's employment and conduct.

15-0 **Reporting for Duty**

15-1 An employee of the Sykesville Police Department shall not absent him/herself without properly approved leave.

15-2 An employee shall report for duty at the time and place specified by superiors and shall be physically and mentally fit to perform assigned duties. The employee shall be properly equipped and cognizant of information required for the proper performance of duty so that the employee may immediately assume assigned duties. The employee shall report for duty with and use any prescription lenses - eye glasses or contact lenses - that are required for the safe and/or effective performance of duties.

15-3 Every employee shall log or have logged on the appropriate form the time his/her tour of duty began and ended and the times of arrival and departure from and facility to which he/she may report. Notification will be made by radio or in person to the

employee's assigned unit or to the unit within the area which he/she is working or to which he/she has been temporarily assigned.

- 15-4 If any employee is unable to report for duty due to sickness or other causes, such employees shall, not less than one hour prior to reporting time, notify his/her immediate superior of the reasons for the absence, unless unable to do so.
- 15-5 Sykesville Police employees, while off duty, shall be subject to call at all times. In the event of an emergency or potential emergency, employees ordered to an "inactive-on call" duty status and those required to leave work where they may be reached, will notify the shift supervisor of the location and the phone number where they can be contacted.
- 15-6 During emergency situations all employees are subject to 24 hour call to duty.

16-0 **Fictitious Illness or Injury Reports**

- 16-1 An employee shall not feign illness or injury, falsely report him/herself ill or injured, or otherwise deceive or attempt to deceive any official of the Police Department as to the condition of his/her health.
- 16-2 Employees shall render prompt assistance in all cases of accident or illness that require immediate attention and shall take such action as may be necessary.
- 16-3 Employees shall report promptly in writing to their immediate supervisor any injuries to their person, persons in their custody or damage to town equipment in their possession or control irrespective of when or where such injury or damage occurs. This report shall be in complete detail and give the full information of any witness. In the event the employee is injured to such an extent as to make this impossible, his/her immediate supervisor, as the ranking officer, shall make a prompt verbal report to the Chief of Police and follow this as soon as practical with a full written report.

17-0 **Interference with Duty**

- 17-1 An employee shall not attempt to bring influence to bear on the Chief of Police for the purpose of securing promotion or transfer, or to avoid penalties for violations of the Police Department policies, rules, procedures, or orders.
- 17-2 An employee shall not interfere with cases assigned to other employees for investigation without consent, except by order of a supervisor. An employee shall not interfere with any lawful arrest or any prosecution brought by other Department employees, or by any other agency or person. An employee shall not undertake any investigation or other police action not a part of his/her regular duties without first obtaining permission from his/her supervisor unless he/she can justify the need for

immediate intervention.

- 17-3 An employee of the Sykesville Police Department shall not be directly or indirectly concerned with making arrangements, agreements, or compromises between a criminal and a person who has suffered from the criminal acts for the purpose of allowing the criminal to escape punishment prescribed by law. Any employee having knowledge of such an arrangement, agreement, or compromise shall report such to his/her immediate supervisor without delay. If an employee has knowledge of a supervisor making such arrangements, agreements, or compromises the employee may report the information directly to the Chief of Police.
- 17-4 An off duty employee is prohibited from taking official action in a personal dispute involving neighbors, friends or relatives, unless the employee's involvement is necessary to prevent physical injury to others.
- 17-5 An employee of the Police Department shall not reveal the identity of an employee assigned to plain clothes or covert investigative work. An employee shall not recognize such employees unless such other member recognizes or acknowledges him/her first.
- 18-0 **Abuse of Process/Withholding Evidence**
- 18-1 An employee shall not intentionally manufacture, tamper with, negligently handle, falsify, destroy, or withhold evidence, information, or any legal process, or make any false accusations of a criminal charge.
- 19-0 **Evidence/Found and Recovered Property**
- 19-1 Property which has been received as evidence in connection with investigations of which, for any other reason, comes into the custody of the Sykesville Police Department, will be processed in accordance with established procedures. An employee shall not convert to his own use, manufacture, tamper with, or damage through negligence, or destroy, or in any other way misappropriate any evidence or any other material or property found in connection with an investigation or other law enforcement action, except in accordance with established procedures.
- 20-0 **Suggestions Pertaining To Service**
- 20-1 An employee shall not recommend, advise, direct or suggest in any manner, except in the transaction of personal business and then representing him/herself as a private citizen, the employment or procurement of a particular product, professional service, or commercial service.
- 21-0 **Requests for Assistance**

- 21-1 When the public requests assistance or advice, either by telephone or in person, all pertinent information will be taken in an official and courteous manner, and will be acted upon consistent with established procedures.
- 21-2 Sworn employees of the Police Department shall act only in an official capacity, in civil cases, where such action is consistent with the lawful duties of the Police Department.
- 21-3 No employee shall testify in any civil court action unless served with a legal subpoena except in cases where the employee is the plaintiff or is related to the litigant by blood or marriage. Only designated employees shall accept service of any civil process or any subpoena on behalf of any other employee. All employees shall confer with the Chief of Police before giving a deposition or affidavit in a civil case resulting from the performance of official duties.
- 22-0 **Citizens' Complaints**
- 22-1 Employees shall courteously and promptly accept any allegation or complaint made by a citizen against any employee of the Sykesville Police Department. The receipt and processing of all complaints shall be in conformance with established procedures.
- 23-0 **Courtesy**
- 23-1 Employees shall be courteous to the public and to fellow employees. Employees shall be tactful in the performance of duties, shall control temper and exercise utmost patience and discretion, and should refrain from engaging in argumentative discussions. While on duty or in the performance of duties, employees shall not use coarse, violent, profane, or insolent language or gestures toward the public or fellow employees. Employees shall not express any prejudice or use language which might be insulting or demeaning to the public or fellow employees concerning race, sex, religion, politics, national origin, lifestyle, or similar personal characteristics.
- 23-2 Employees will at all times show respect for their fellow employees and will conform to the rules of discipline and courtesy as prescribed by the Chief of Police.
- 24-0 **Identification**
- 24-1 During the times that an employee is on duty and not readily identified by the uniform of the Sykesville Police Department, he/she shall carry a badge and credentials (Police Department Identification Card and MPTC Card) on his/her person. While off duty an employee shall have their credentials with them if they are carrying a firearm. He/she shall furnish name, and identification number to any person properly entitled to this information, at any time except when authorized not to do so by proper authority and when such refusal may be necessary for the proper performance of

duties.

24-2 When a sworn employee makes a traffic stop or makes an arrest while in civilian clothes, he/she shall make proper identification to the violator and display his/her badge and/or identification card.

25-0 **Personal Appearance**

25-1 All employees will maintain a neat, well-groomed appearance and will style hair and wear uniforms consistent with established policy and procedures.

26-0 **Neglect of Duty**

26-1 Employees shall be punctual in attendance to all calls, requirements of duty, court appointments, and other assignments.

26-2 An employee will not read, play games, watch television or movies, or engage in any activity or personal business while on duty that would cause neglect or inattentiveness to that duty.

26-3 The failure of an employee to take appropriate action, either on or off duty, on the occasion of a crime, disorder, or other condition deserving law enforcement attention is considered neglect of duty.

26-4 An employee will not, without proper authorization, absent him/herself from assigned place of work during his/her tour of duty.

26-5 Employees will remain awake and alert while on duty. If unable to do so, he/she will report to a supervisor, who will determine the proper course of action.

26-6 An off duty employee operating an agency vehicle shall take action whenever:

- a. An emergency call is dispatched and the off duty member is close to the call.
- b. When assistance is requested.
- c. When a crime is committed in their presence.

Any official action taken by an off duty employee shall be reported to communications for assignment of an incident number.

27-0 **Use of Alcoholic Beverages**

27-1 Employees will not drink intoxicating beverages while in uniform or while on duty

unless it is necessary for the performance of duty. In every case where it is necessary for an employee to use intoxicating beverages while on duty, written permission must be obtained from the Chief of Police. An employee given written permission to consume intoxicating beverages while on duty may not do so to the extent that his/her ability to perform his/her duty is impaired.

- 27-2 Employees ordered to an "inactive-on call" status will not consume alcoholic beverages during the time the employees are on call. An employee who, by virtue of a written or verbal order, duty schedule, etc., is informed that he/she has been placed in an unrestricted standby duty status and that it is expected the employee will be able to immediately report for duty if so called, will not consume alcoholic beverages.
- 27-3 An employee not in an "inactive-on call" or unrestricted duty status who has consumed intoxicating beverages and is recalled to duty will refrain from further consumption of such beverages and every such employee will be afforded sufficient reporting time to assure fitness for duty.
- 27-4 No employee of the Sykesville Police Department will bring any intoxicating beverage into any building, quarters, or facilities officially occupied by the Police Department, nor will employees permit the same to be brought therein, except as evidence or pursuant to property held procedures, and excluding commercial or prescribed medication.
- 27-5 Off-duty employees are also prohibited from taking official action while under the influence.

28-0 **Use of Drugs**

- 28-1 Employees will not use any controlled dangerous substance, narcotic, or hallucinogen, except when prescribed in the treatment of an employee by a licensed physician or dentist. When controlled dangerous substances, narcotics, or hallucinogens are prescribed, employees will notify their immediate supervisor, who will in turn notify the Chief of Police.

29-0 **Gambling**

- 29-1 Employees will not engage in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior.

30-0 **Treatment of Persons in Custody**

- 30-1 Sykesville Police Department employees will not mistreat prisoners who are in custody. All persons in custody will be handled in accordance with established

procedures.

- 30-2 No employee shall request, demand, or accept personal services from any prisoner, or from anyone on behalf of an prisoner.
- 30-3 Sykesville Police Department employees will not, without proper authority, release any prisoner in his/her charge or, through neglect or design, allow any prisoner in his/her charge to escape.
- 30-4 Sykesville Police Department employees shall not take into or out of the Carroll County Adult Detention Center any letter, message, or communication of any type (written or oral), from or intended for any inmate or prisoner, except as required in the performance of their duties.

31-0 **Use of Force**

- 31-1 Sykesville Police Department employees will not use unnecessary or excessive force at any time.

32-0 **Firearms**

- 32-1 Weapons shall not be stored, used, displayed, or handled in a careless or imprudent fashion. Handguns must be secured in such a manner so that minors cannot access the firearms or ammunition.
- 32-2 Weapons carried by Police Department employees while on or off duty will only be authorized after the employee has qualified on the firing range with that particular weapon(s) and approval of the Police Department Armorer. In no case will employees be authorized to carry a firearm lower than a .380 caliber or higher than a .45 caliber.
- 32-3 Whenever a non-uniformed sworn member acting in an official capacity accosts or confronts any person, and displays a firearm in any manner, the member will simultaneously identify himself/herself verbally as a Police Officer.
- 32-4 *Firearm laws vary from state to state. Personnel who are authorized to carry firearms off-duty will contact the state police of any jurisdiction through which they may travel to ensure compliance with state laws.*

33-0 **Police Department Equipment**

- 33-1 Sykesville Police Department equipment will be used and maintained in accordance with established procedures and will not be abused, damaged, altered, or through

- negligence, lost. Police Department employees will not cause or contribute to the damage, abuse, alteration, or loss of any equipment through negligence or carelessness.
- 33-2 Any employee deprived of police powers will turn in all Police Department issued equipment designated in the order suspending his/her police powers.
- 33-3 Employees will operate official vehicles in a careful and prudent manner, and will not through negligent or careless operation incur or cause damage to be incurred to Police Department property or to the property of another. Employees will obey all laws of the State of Maryland and all local ordinances, and conform to all procedures and regulations pertaining to operation and maintenance of assigned vehicles on a permanent or temporary basis. Employees will at all times set a proper example for other persons in the operation of a vehicle.
- 33-4 Damage to or loss of equipment will be reported in conformance with procedures.
- 33-5 Employees will not have any item of the Police Department equipment repaired, adjusted, or modified without official authorization.
- 33-6 Only employees of the Police Department will be permitted to operate or attempt to operate any Police Department vehicle, or use any issued firearm, or other item of property owned by the Sykesville Police Department; however, specific exceptions to this rule may be authorized by the Chief of Police.
- 33-7 Except as necessary in the performance of duty, in emergencies, or as noted elsewhere in established policy, employees shall not transport, while on duty, family members or other persons not connected with the Police Department, other than full time criminal justice employees or members of another law enforcement agency, without the approval of the Chief of Police.
- 33-8 All employees of the Sykesville Police Department while operating official vehicles shall utilize available safety equipment, such as seat belt and harness.
- 33-9 When any officer is off-duty (on regular day off, annual, sick, holiday, or other leave) for a period exceeding five working days, the assigned vehicle shall be left at headquarters. If the officer is on sick leave in excess of five days, he/she will notify the shift supervisor who will assign someone to drive the vehicle to headquarters.
- 33-10 Personnel leaving vehicles at headquarters will remove all weapons from the vehicle.
- 34-0 **Incompetence**

34-1 Employees of the Sykesville Police Department shall be held strictly responsible for the proper performance of their duties. Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.

34-2 Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Sykesville Police Department.

34-3 Employees are to perform their duties diligently. Indifference, carelessness, or negligence will constitute grounds for disciplinary action. Staff members will at all times cooperate with and protect other staff members. Any shirking of responsibility will be considered neglect of duty.

35-0 **Safety and Fire Prevention**

35-1 It is mandatory that employees become familiar with and comply with safety and fire prevention and control procedures. Employees must immediately correct and/or report unsafe conditions and/or fire hazards.

36-0 **Changing Posts or Assignments**

36-1 Employees are not permitted to leave their assigned post or exchange assigned duties unless properly and officially relieved or authority has been granted by their immediate supervisor.

37-0 **Town Property**

37-1 Employees shall not remove or knowingly allow town or Police Department property to be removed from the work place without permission from the Chief of Police. Personal use of town or Police Department property is forbidden, unless approved by the Chief of Police. Employees are responsible for the proper maintenance of town and Police Department property and are expected to exercise reasonable care in preventing damage, theft, or destroying such property.

38-0 **Control of Keys, Tools, Security Equipment, Drugs, Toxic and Dangerous Materials**

38-1 Employees are responsible for exercising extreme caution at all times to adequately control said items and to prevent prisoners from gaining access to them. The loss of any of these items or the inability to account for them must be immediately reported to the Chief of Police. Under no circumstances is a prisoner to be permitted to handle keys of any type. Personnel shall not duplicate any key without written authorization from the Chief of Police.

39-0 **Employee Searches**

39-1 Employees are subject to search at any time, if probable cause exists, at the discretion of the Chief of Police. The types of searches that employees are subject to shall include the following: frisk and/or complete strip search, search of clothing and/or belongings, alcoholizer and/or urinalysis testing, search of vehicle, and search of locker, office, mail box.

40-0 **Contraband**

40-1 Contraband is defined as any item which is unlawful to possess. Employees are forbidden to possess contraband except in the line of official duty.

41-0 **Chain of Command**

41-1 Employees will always follow the established chain of command in conducting official business. Specific persons in that chain of command may be omitted if such persons are the object of a complaint. Employees will not contact persons outside the agency without first advising the administration through use of the chain of command.

42-0 **Personnel File**

42-1 Personnel files are considered confidential and are not to be handled by anyone other than authorized personnel.

43-0 **Polygraph Examination**

43-1 As a condition of employment and under conditions articulated in the law, Sykesville Police Department are subject to polygraph examinations.

44-0 **Court Time**

44-1 Personnel will be paid for court appearances, whenever they attend in an off-duty status.