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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 require sworn personnel, prior to assuming sworn status, to take an oath of office and 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 will apply equally to all officers and employees, as appropriate. These rules will 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 will thoroughly familiarize themselves with these rules upon receipt and thereafter comply with each of them.

RULE 2: CONFORMANCE TO LAWS

- A. Employees will obey all; laws of the United States and the State of Maryland, Montgomery County ordinances, Division Directives and Commission rules and regulations.
- B. Employees are required to notify the Chief, Park Police Division in writing, via their chain of command, *prior to their next tour of duty and within 24 hours*, of their arrest, *receipt of criminal citation, citation in lieu of arrest, receipt of any criminal charges*, or the suspension, revocation or cancellation of their driver's license.

RULE 3: COMPLIANCE WITH ORDERS

- A. Employees will promptly obey all lawful 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 will then stand and the subordinate will not be held responsible for disobedience of any previously issued order.
- B. All employees will follow their chain of command whenever conducting any intra-Division business.

RULE 4: DECORUM

Employees will at all times maintain decorum and presence of command and conduct themselves in a professional manner. They will be of even temper and exercise patience and discretion. They will not use harsh, profane or insolent language towards another person or act in any other way so as to bring discredit upon the Commission or the Police Division.

RULE 5: ENFORCING LAWS AND ORDINANCES

- A. It will be the responsibility of each officer to be familiar with the laws of the State of Maryland, County ordinances and Commission regulations. Every officer will enforce these laws, regulations, etc. in a fair and impartial manner. Law enforcement actions, based solely or primarily on a person's race, ethnicity, age or gender are absolutely prohibited.
- B. Employees will take every reasonable precaution to guard against the false arrest of any person.

RULE 6: UNBECOMING CONDUCT

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

RULE 7: DANGEROUS SUBSTANCES

- A. While on duty, employees will not purchase or consume any alcoholic beverages.
- B. No Employee will consume any alcoholic beverage within four hours of the time they are scheduled to report for duty.
- C. No employee will report for duty under the influence of alcohol, to any degree.
- D. No employee will, at any time, illegally consume or possess any controlled dangerous substance.
- E. No employee will 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 will 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 will not dispose of, secrete, or destroy any money or other valuables which are the proceeds or the evidence of a crime.
- C. Employees will not remove or destroy any official police record unless authorized to do so by competent authority.
- D. No employee will accept any bribe or gratuity in conjunction with any official act or duty.

RULE 9: PUBLIC ACTIVITIES

No employee will 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 Chief, Park Police Division or designee.

RULE 10: USE OF FORCE

Officers will 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 will treat all communications and official business transactions as confidential.

RULE 12: INTEGRITY OF THE REPORTING SYSTEM

- A. No employee will make, or cause to be made, any omission, false, inaccurate, or improper entries in any official record, form or report, nor will 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 will, 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 will 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 will report immediately to their supervisor any damage to, or loss of, Commission property in their care, custody or control.
- C. Equipment and supplies will not be appropriated for private use.

RULE 16: MUTUAL PROTECTION

Officers will 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 will be punctual in reporting for duty at the time and place designated.

RULE 18: ATTENTIVENESS TO DUTY

Employees will devote their full time and attention to official duties. Officers will 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 will maintain a telephone at their residence.
- B. All employees will 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 Chief, Park Police Division's Administrative Assistant.
- C. Employees answering a Division telephone will respond by first giving their rank or title and last name.

RULE 20: SOLICITATION

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

RULE 21: FEIGNING - CAUSING ILLNESS

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

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 will notify the Chief, Park Police Division 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 will not disseminate false or malicious information about the Commission, Police Division or any employee.

RULE 25: CORRESPONDENCE

No employee will send any official correspondence outside the Division unless it is approved by a Section Commander or above. No employee will use any official Commission stationery for other than official business.

RULE 26: ENDORSEMENTS

No employee will 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 Chief, Park Police Division.

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, Montgomery County Division, and then only in a non-judicial, administrative setting.

**Approved Park Police Document  
Signed Original on File**

**End of Directive**