


Washington Suburban Sanitary Commission Police

**GENERAL ORDER**

TITLE <b>RULES OF CONDUCT</b>			PROCEDURE NUMBER <b>G.O. 1100.0</b>
SECTION <b>Conduct &amp; Disciplinary Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>02/03/16</b>	REVIEW DATE <b>02/03/18</b>
REPLACES <b>G.O. 200.0 – “Ethics”, issued 05/09/94</b> <b>G.O. 1100.0 – “Conduct of Members”, issued 05/09/94</b>			
RELATED GENERAL ORDERS	REFERENCES <b>CALEA 1, 12, 26</b>	AUTHORITY  <b>Chief Harvey R. Baker</b>	

**I. PURPOSE**

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

DEFINITIONS:

Employee is defined as all personnel of the WSSC Police & Security Services Group.

An officer is defined as a sworn police officer, commissioned by the Maryland Police and Corrections Training Commission

**II. POLICY**

It is the policy of this Department 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.

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#### Rule 2: Conformance to laws

- A. Employees shall obey all; laws of the United States and the State of Maryland, Prince George's and Montgomery County ordinances, General Orders and Commission rules and regulations.
- B. Employees are required to notify the Chief of Police in writing, via their chain of command, of their arrest or suspension, revocation or cancellation of their driver's license.
- C. An officer who becomes the subject of a protective or peace order is required to notify his/her commanding officer immediately upon becoming aware of the issuance of such order to transmission to the Chief of Police via the chain of command.
- D. An officer involved in any off duty or off-commission property incident acting as a police officer shall, as soon as practical, notify the Chief of Police via chain of command the circumstances and actions of the officer.

#### 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 General Order 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-Departmental business.

#### 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 Washington Suburban Sanitary Commission (WSSC) or the WSSC Police Department.

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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 and Montgomery County ordinances and Commission regulations. Every officer shall enforce these laws, regulations, etc. in a fair and impartial manner.
- B. No employee, without justifiable and excusable cause, shall assault, resist, oppose, impede, intimidate, or interfere with any other officer of this Department 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 Department's management of a supervisor if the action by the officer is improper or is not in the best interests of the Department.
- D. Employees shall take every reasonable precaution to guard against the false arrest of any person.

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.

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- 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 General Order.
- F. No employee may consume alcohol while wearing any part of their uniform or operate a Commission vehicle while impaired or under the influence of alcohol or drugs.
- G. An officer will not exercise any police authority, take official police action or represent himself as a police officer while impaired by or under the influence of alcohol or drugs, except in life threatening situations.

#### 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.

#### 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 Department without the permission of the Chief of Police or Deputy 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.

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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.
- C. Employees are required to answer questions or render material reports and relevant statements in any Departmental personnel investigation when so directed.

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 Departmental 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.
- 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.

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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 Commission business within their assigned area, throughout their tour of duty. Employees shall remain awake and alert while on duty and may not leave their work site during or before the end of their work shift without the approval of a supervisor.

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 within twenty-four (24) hours after making such change and as soon as practical to the Chief of Police's Administrative Assistant.
- C. Employees answering a Departmental 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.

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 Chief of Police in writing of such intended litigation.

Rule 23: Referrals for Services

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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, the Department, any employees or any officers.

Rule 25: Correspondence

No employee shall send any official correspondence outside the Department unless approved by the Chief, Deputy 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 Chief of Police.

Rule 27: Wearing of the Uniform

- a. The issued uniform will be worn only while on official duty or assignment, when authorized for secondary employment, or when going to or from their place employment.
- b. Uniforms will be clean and neat; worn in their entirety and in the manner intended.

Rule 28: Property

Property and/ or contraband into the possession of an employee in an official capacity will be reported and properly stored or otherwise disposed of in accordance with Department/ Commission procedures and/or policy.

Rule 29: Insubordination

Employees that refuse to comply with a proper order by an authorized authority shall be considered insubordination.

**IV. EXEMPTIONS**

In certain instances, the Chief of Police may exempt individuals or units from complying with specific rules contained in this general order. Such exemptions will be made on a case -by-case basis in recognition of individual or unit requirements for the performance of their job.

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**V. CONCLUSION**

These Rules are for internal Departmental 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 Washington Suburban Sanitary Commission Police, and then only in a non-judicial, administrative setting.

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