

BERLIN POLICE DEPARTMENT
Berlin, Maryland

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| SUBJECT: GENERAL CONDUCT AND COURTESY | | NO: 200 A-1 |
| APPROVED/EFFECTIVE DATE 22 August 1994 | AMENDS | RESCINDS - G.O. 4- 85 Annex A, Rule 1 |
| DISTRIBUTION/DATE A | REFERENCES - L. E. Standards for Accreditation Manual | |

- .10 Any breach of the peace, neglect of duty, misconduct or any conduct by a member of the department, either in or outside of Berlin, on or off duty, which tends to undermine the good order, efficiency or discipline of the department or any member, or which brings the department into disrepute, even though these offenses may not be specifically set forth, shall be considered conduct unbecoming a member of the department and shall subject that member to disciplinary action.
- .20 Members shall be courteous and tactful in performing their duties, shall control their tempers, exercise utmost patience and discretion, and shall not engage in argumentative discussions even with extreme provocation.
- .30 Members shall not use course, violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or other personal characteristics.
- .40 When any person applies for assistance or advice or makes a complaint or report, either by telephone or in person, all pertinent information will be obtained in an official, courteous manner and will be properly acted upon consistent with departmental procedures.
- .50 Personnel shall obey all laws of the United States and of any state, local or foreign jurisdiction in which they are present.
- A. A conviction of the violation of any law shall be the prima facia evidence of a violation of this section.
- B. Neither the placement of criminal charges not the entering of a criminal conviction shall be required prior to the commencement of departmental action under this section.
- C. The suspension, revocation or refusal of a member's driver's license shall be immediately reported by a member to his/her immediate supervisor and shall bring prima facia evidence of a violation of this section.

- D. All personnel are required to report to their immediate supervisor the fact that they have been arrested on any criminal charge including any moving traffic citations, immediately upon their return to duty.
- .60 Members shall not make false accusations of a criminal or traffic charge.
- .70 Members shall not undertake any financial obligations which they know they are unable to meet, and shall pay all just debts when due.
- .80 Personnel shall not possess or use any controlled dangerous substances except when prescribed by a physician or dentist. When controlled dangerous substances are prescribed, employees shall notify their supervisors. This suction does not prohibit possession of controlled substances as required in the line of duty as in drugs seized as evidence.
- .90 Personnel shall submit all reports on time and in accordance with departmental procedures.
- .100 Members shall have telephones in their residences and shall immediately report any change of telephone number and/or residence to their supervisors and to other persons as appropriate.
- .110 Personnel shall carry their badges and/or identification cards at all times, except when impractical or dangerous to their safety or to an investigation. Personnel shall furnish names and identification numbers to any person requesting that information, when they are on duty or presenting themselves in an official capacity, except where withholding such information is necessary for the performance of police duties or is authorized by proper authority.
- .120 Property and evidence which has been discovered, gathered, or received in connection with departmental responsibilities shall be processed in accordance with the law and departmental procedures. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with departmental procedures.