

BERLIN POLICE DEPARTMENT  
Berlin, Maryland

SUBJECT: Performance of Duty		NO: 200 B-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 Members shall report to duty at the time and place required by assignment or order and shall be physically and mentally fit to perform their duties. Judicial summonses and other writs shall constitute orders to report for duty.
- .20 Members shall remain alert and awake on duty. If they are unable to do so, they shall report to their supervisor.
- .30 Members shall not publicly place their feet on desks or lean against vehicles, not loiter in any place while on duty, including departmental offices.
- .40 Members shall not leave their assignments during a tour of duty except when authorized.
- .50 Members shall not participate in any form of illegal gambling except in an official capacity with the permission of a supervisor.
- .60 Members shall not purchase nor consume alcoholic beverages on or off duty in uniform nor consume alcoholic beverages prior to reporting for duty to the extent that the ability to perform is impaired.
- .70 Members shall not possess, in any departmental facility or vehicle, any alcoholic beverage or controlled dangerous substance except those held as evidence or prescribed by a doctor. When a member must possess or be under the influence of a controlled dangerous substance while on duty, he shall notify his/her supervisor prior to reporting for duty.
- .80 Members shall not engage in behavior that is sexually offensive or suggestive to others.
- .90 Members shall avoid dealings with persons whom they know, or should know, are under criminal investigation, or who have a reputation for involvement in criminal behavior, except as necessary in official duties or when unavoidable because of personal relationships.

- .100 Members shall not feign illness or injury. All personnel are required to report to their supervisors any condition of health which may affect the ability to perform official duties.
- .110 Members shall not use tobacco or chew materials in view of the public.
- .120 Members shall truthfully answer all questions specifically directed or related to their employment and operations of the department.
- .130 Members shall not mistreat persons/animals/property in the custody of the department and shall handle them in accordance with the law and procedures.
- .140 Members who have knowledge of any mutinous, seditious, rebellious, or reactionary movement within the department must do their utmost to suppress it and shall report the activity to a supervisor without delay.
- .150 Members shall be responsible for the proper performance of their duties. Members shall maintain sufficient competency to perform their duties and assume the responsibilities of their position. Unsatisfactory performance shall be documented for lack of knowledge, unwillingness or inability to perform assigned tasks, failure to conform to work standards of the member's rank, grade or position, failure to take appropriate action on a crime, disorder, or other condition requiring police attention, absence without leave, or unnecessary absence from assignment during work hours. Prima facia evidence of unsatisfactory performance includes: repeated poor evaluations; written records of repeated infractions of rules, regulations, directives or orders; or repeated inability to perform duties due to physical incapacitation resulting from excessive alcohol use.
- .160 Members who have been sworn as police officers are always considered to be on duty in Berlin although they are not involved in the routine performance of it, and are always subject to orders from supervisors and even when they are technically off duty this shall not relieve them from the responsibility for taking police action in any matter coming to their attention. All members are subject to be called in to duty at any time. Necessary police duty while off duty may include, but is not necessarily limited to, immediately notifying the responsible law enforcement agency or causing the appropriate action to be taken by the on duty members of the responsible law enforcement agency. Members should become directly involved only after due consideration of the gravity of the situation and of their present physical and mental ability

to act in an "On-Duty" capacity and of their possible liability and that of the department and the Town of Berlin. Members are reminded that they have no powers of arrest outside the Town of Berlin or properties owned by the Town of Berlin unless acting under fresh pursuit or the mutual aid agreement. When a member assumes his/her official role and takes direct police action, he/she is governed by all policies, rules and regulations applicable to "On-Duty" members.

- .170 Personnel shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty, except as required in the performance of duty. Personnel shall not frequent Headquarters or substations, except as duty requires or upon order. Personnel shall not engage in activity or personal business on duty which could cause them to be negligent or inattentive to their duties.
- .180 Personnel on duty shall not enter bars, taverns, or liquor establishments, except in the performance of official duties.
- .190 Personnel shall courteously and promptly record in writing any complaint made by a citizen concerning any employee of the department or of the department itself, in keeping with departmental procedures.