

BERLIN POLICE DEPARTMENT  
Berlin, Maryland

SUBJECT: PROFESSIONAL COURTESY		NO: 200 D-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 Personnel shall not be insubordinate or disrespectful to superiors or persons designated to command, nor shall they disobey any lawful command, verbal or written.
- .20 Personnel shall not publicly criticize instructions or orders they have received.
- .30 Orders from a superior to a subordinate shall be in clear, understandable language, civil in tone and issued in pursuit of departmental business.
- .40 Personnel who are given an order which conflicts with a previous order, shall respectfully inform the superior of the conflict. If the superior issuing the conflicting order does not alter or retract it, then the order shall be obeyed.
- .50 Personnel shall not obey an order which they know, or should know, would require an illegal or unconstitutional act. If there is any doubt as to the legality of an order, personnel shall request the superior to clarify the order or to confer with higher authority.
- .60 Personnel shall not threaten, strike or assault any other employee. Personnel who aid, abet, or incite any altercation between other personnel shall be held responsible along with those actually involved.
- .70 Members shall not interfere with cases being handled by other members or governmental agencies unless:
- A. ordered to intervene by a superior; or
  - B. the intervening member believes, beyond a reasonable doubt, that injustice would result from failure to take action; or

C. such intervention is required as a result of supervisory or command responsibilities.

1. In the event that such intervention is necessary, detailed documentation shall be effected in all instances.
2. Off-Duty members shall not undertake any investigation or official action without obtaining permission from their supervisors. An exception to these rules shall be in the case where the situation requires immediate police action.

.80 All sworn members, when in uniform, shall present a military salute to any superior officer in uniform. In police facilities, the salute shall be given at the first meeting during the tour of duty and the superior officer shall return the salute. Whenever a sworn member reports to the office of a superior, he/she shall render the salute. Sworn members are not required to salute the Mayor or Council Members, but a courteous salutation shall be given.