

GENERAL CONDUCT

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I. Purpose

The purpose of this Written Directive shall be to identify the appropriate conduct for University of Maryland, Baltimore Police Force (UMBPF) members.

II. Policy

It shall be the policy of the UMBPF for all members to adhere to the rules and regulations for proper conduct as defined in this Written Directive.

III. General Conduct

A. Generally

1. All members of the UMBPF on or off duty shall be quiet, civil, respectful and orderly at all times and shall refrain from coarse, profane and insolent language. Members shall also refrain from using demeaning gestures and/or inflammatory slang expressions while on duty or off duty.
2. Members of the UMBPF shall meet the public with courtesy and consideration. Questions must be answered civilly and courteously, while at the same time avoiding unnecessary conversation.
3. It shall be the duty of every member of the UMBPF to promote public relations by providing assistance as requested and through the impartial administration of the law.
4. No member of the UMBPF shall feign illness, avoid responsibility, or attempt to shirk their duties and responsibilities.

B. Complaint Reception

An employee shall courteously and promptly accept any allegation or complaint made by a citizen against a UMBPF member or the Agency. Members of the UMBPF shall also accept

complaints against members made by other members. The receipt and processing of all complaints shall be in conformance with established procedures as stated in **WD 5.1, Filing and Investigation of Minor Complaints.**

C. On and Off Duty Conduct

1. Members of the UMBPF shall not circulate, distribute, sell, or solicit the sale of tickets, handbills, posters, literature or any other matter while on-duty. Members who are off-duty shall not enter University buildings for such purposes.
2. In addition, no member will at any time permit their position within the UMBPF to be used by any person or organization for the purpose of selling tickets or promoting any contest, gift, or enterprise, without the prior written permission of the Chief of Police or designee.

D. Respect for Authority

1. No member of the UMBPF shall at any time be insubordinate or disrespectful to a supervisor.
2. No member of the UMBPF shall willfully disobey any lawful command or order, either verbal or written, of any superior or other member designated as command personnel.
3. All members of the Agency shall be civil and respectful to officers of superior rank. The presence of a superior officer on a member's post must be immediately acknowledged by means of a hand salute by uniformed agency members.
4. All members of the Agency shall, unless otherwise directed by competent authority, transact official business with senior ranking officers through the official chain of command.

E. Respect for Rank and File

No commander or superior will injure or discredit a subordinate through unreasonable, unjust, arbitrary, or tyrannical conduct. In addition, abusive language will not be tolerated.

F. Respect for Others

No member of the UMBPF shall maliciously threaten, strike, or assault any other member. Members who aid, abet, or incite any altercation between members of the organization shall themselves be held responsible along with those actually involved.

H. Changes in Status

Members of the UMBPF are required to report, through the chain of command, in writing or email, any changes in their marital status, military status, residence, telephone number and/or any other such change that could impact the Agency's ability to contact the member or the member's immediate family or next of kin in the event of an emergency, within 24 hours.

G. On-Duty Requirements

Only the official business of the UMBPF will be conducted during duty hours. Personal telephone calls, social contacts and the pursuit of private business will not be permitted during duty hours.

IV. Conduct Unbecoming, Criticism, and Influence

A. Conduct Unbecoming

A member shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the UMBPF. Conduct unbecoming of an employee shall include that which tends to bring the UMBPF into disrepute, or reflects discredit upon the employee and the Agency.

B. Criticism of the University/Agency

1. A member of the Agency shall not criticize or ridicule the University of Maryland, Baltimore, the University of Maryland, Baltimore Police Force, any other State Agency, or the Maryland Judiciary, their policies, or their officers by speech, in writing, or by expression in any other manner.
2. Unless otherwise directed, members of the UMBPF shall not discuss the policies and/or procedures with anyone outside of the Agency. Information concerning the business of the UMBPF shall be released only by the Chief of Police or designee.
3. When such speech, writing, or other expression is defamatory, obscene, or unlawful and exhibits a reckless disregard for truthfulness, or tends to undermine the operation of the UMBPF by impairing efficiency or interfering with operations, it shall be prohibited.

C. Influence

Any attempt to bring influence to bear upon the Chief of Police for the purpose of securing promotion or transfer, or to avoid the penalties for reprehensible action or conduct, shall be considered equivalent to insubordination and treated accordingly.

V. Law Violations, Affiliations, Finance, Identification, Badge, and Force

A. Violations of the Law

1. No member of the UMBPF shall violate any Federal, State, or Local law or city ordinance.
2. No member of the UMBPF shall visit or enter any establishment wherein the laws of the United States, the laws of the State of Maryland, or any other law or ordinance of a political subdivision are violated. An exception shall be made for acting in the performance of duty and/or while acting under proper and specific orders from a superior officer.

3. No member of the UMBPF shall compound any offense committed against their person or property or withdraw any complaint in relation thereto, without the consent of the Chief of Police.
4. No member of the UMBPF shall in any manner affiliate with any organization, association, movement, group, or persons that advocates the overthrow of our constitutional form of government.
5. No member of the UMBPF shall adopt a policy of advocating or approving the commission of acts of force or violence to deny any person their rights under the Constitution of the United States.
6. No member of the UMBPF shall seek to alter the form of government of the United States of America by unconstitutional means.

B. Affiliations

1. A member of the UMBPF shall avoid an association or dealings with persons that are known to be under criminal investigation of indictment, or others who have a reputation in the community for felonious or criminal behavior, except as directed otherwise by a superior.
2. Any member being present at or having cognizance of any mutinous, seditious, rebellious, or reactionary movement within the UMBPF, must use the utmost effort to suppress it. Any member knowing or having reason to believe that such a movement is to take place must notify a supervisor without delay.

C. Finances, Identification, and Badges

1. All members of the UMBPF shall fulfill their financial obligations.
2. All members are prohibited from using their official position, official identification card, or badge for personal or financial gain, or as a means of obtaining privileges not otherwise available.
3. No member shall lend their police identification card, access card, or badge to another person, or permit it to be photographed or reproduced without the approval of the Chief of Police.

D. Use of Force

Every member must refrain from using unnecessary force or violence and shall not strike a prisoner or any other person, except in self-defense. Even in self-defense, only the force necessary to achieve the lawful objectives of the UMBPF shall be used as stated in **WD 3.11, Use of Force**.

VI. Gratuities

A. Rewards and Gifts

1. Members of the UMBPF shall not solicit or accept from any person, business, or organization any reward, gift or gratuity (including money, tangible or intangible personal property, food and beverage, loan, promise, service, or entertainment) for the benefit of the member, if it may be reasonably inferred that:
 - a. The gratuity is being given to the member for official acts that they performed;
 - b. The gratuity seeks to influence action of an official nature;
 - c. The gratuity seeks to affect the performance or non-performance of an official duty; and
 - d. The person, business, organization has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.
2. Notwithstanding any of the prohibitions indicated earlier in this Written Directive, members may accept awards for outstanding duties performed as a result of official acts or other reasons if the award is open to sworn and/or civilian members of this or any other law enforcement agency as approved by the Chief of Police. The award must be:
 - a. Offered by a recognized organization or business, and/or
 - b. Offered by a person selecting an officer or civilian for a special honor (may include a monetary award).

B. Reporting Gratuities

A member shall immediately report any offer or attempt to offer any money, gift, or other gratuity made in an effort to influence their official conduct.

C. Soliciting Gratuities

Members of the UMBPF shall not solicit or receive any subscription or contribution for any purpose whatsoever except in conformance with Agency policy.

VII. Testimonials, Members as Defendants, and Plain Clothes Assignments

A. Testimonials

1. An employee shall not permit or authorize the use of their name, photograph, or official title identifying them as an employee of the UMBPF in connection with testimonials or advertisements without the approval of the Chief of Police.

2. An employee shall not address a public gathering, appear on radio or television, prepare any article for publication or act as a correspondent to any newspaper or periodical without the permission of the Chief of Police. The member shall not release or divulge investigative information or any other information without first having obtained permission from the Chief of Police.

B. Members as Defendants

1. Any member summoned to the State's Attorney's Office or called before a magistrate concerning any matter outside of their official capacity as a law enforcement officer or agency employee, shall at once report the facts in detail to their immediate supervisor. This rule is not intended to abridge the member's right to counsel.
2. A member who is arrested or is required to appear before any court or regulatory agency to answer a charge or to appear as a witness arising out of any incident outside of their official duty, must immediately notify the Chief of Police or designee through the chain of command.

C. Plain Clothes Assignments

A member shall not acknowledge another police employee who is in civilian clothes and assigned to investigative or other types of covert work, unless such member acknowledges them first.

VIII. Recommendations, Reimbursement, Political Activity, Records, and Discipline

A. Recommendations

Members of the UMBPF in an official capacity will not recommend or suggest the name of any person, firm, or corporation as attorney, counsel or bondsman.

B. Reimbursements

A member will not accept a witness fee or reimbursement for expenses incurred in connection with their official duties without the written permission of the Chief of Police.

C. Political Activity

1. A law enforcement officer has the same rights to engage in political activity as afforded to any State of Maryland employee. The right to engage in political activity; however, is not a right granted while on-duty or when acting in an official capacity.
2. An employee has the right to join labor or fraternal organizations, but nothing shall compel the Agency to recognize or to engage in collective bargaining with any such labor or fraternal organization except as provided by law, University System of Maryland and University of Maryland, Baltimore policy.
3. No member, while on duty, shall sign a petition without the permission of the Chief of Police, nor shall an employee sign any petition which has an unlawful purpose. However, all employees are entitled to sign a lawful petition as a private citizen.

D. Records

No member shall remove records, documents, and/or papers from any University facility without proper authorization from the Chief of Police or designee, nor shall any member duplicate any UMBPF record, document or other paper without authorization. Further information regarding records is found in **WD 1.11, Records** and **WD 8.0, Official Files of the UMBPF**.

E. Discipline


Infractions of UMBPF rules and regulations may result in disciplinary action and shall be charged and recorded as established in the **WD 5.8 Disciplinary Procedures**.

IX. Annex List

None.

Written Directive System Impact

Upon approval and publication, this edition of WD 3.1 supersedes all previous editions; it also incorporates and replaces PFM 3.9 Gratuities, SOM 3.7 Gratuities, and CSM 3.9 Gratuities. Further, WD 3.1 shall incorporate and replace sections of WD 3.7 Reports and Communications that apply to general conduct. All other information in WD 3.7 is redundant to other WD in the Agency Written Directive system.


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CALEA Standard (s): 26.1.1