



## GENERAL DUTIES AND RESPONSIBILITIES

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### **I. Purpose**

The purpose of this Written Directive is to establish a clear understanding of Agency expectations for all University of Maryland, Baltimore Police Force (UMBPF) members. This Written Directive establishes guidelines for punctuality, performance of duty, and general conduct while on duty.

### **II. Policy**

It shall be the policy of the UMBPF for all members to adhere to the performance measures as defined in this written directive.

### **III. Reporting for Duty**

#### **A. Performance**

1. Members shall, except when on authorized or medical leave, report for duty at the time and place specified by a supervisor and shall be physically and mentally fit to perform their duty.
2. In order to protect the health, safety, and welfare of the campus community, members are scheduled to work those hours and/or days as directed by the Chief of Police, regardless of whether said workday falls on holidays or weekends.
3. Members shall be properly equipped and cognizant of information required for the proper performance of duty.
4. Members shall be punctual in reporting for duty and in maintaining assigned work schedules, attendance to all calls, requirements of duty, court appointments, and other requirements of duty and/or circumstances where time is specified. Members shall handle and address the questions and concerns of students, staff and faculty.

5. Members shall remain on their assigned posts unless officially relieved or officially granted permission to leave that post. They shall report directly to their post assignments when released from roll call.
6. Members shall remain awake and alert while on duty.
7. Uniformed members, while on corner details, shall engage the community and be observant of suspicious items or activity. Sworn members shall spend the majority of the corner detail on foot patrol, outside of patrol vehicles.
8. Members in uniform shall maintain a professional decorum while on duty, being mindful while eating, drinking, or smoking cigarettes, electronic cigarettes, or vapor devices.
9. Members shall answer a phone with courtesy and in the following manner:
  - a. When on an agency phone, members shall identify the agency, themselves and ask the caller how they may be of assistance; and
  - b. When on a stationary post, such as Post 14, or stationary security post for example, all members shall identify their post location, themselves and ask the caller how they may be of assistance.

B. Unsatisfactory Performance

1. Members of the UMBPF shall be held responsible for the proper performance of their duties. Members shall be competent to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the UMBPF.
2. Unsatisfactory performance may be demonstrated by a lack of knowledge of the applications of laws required to be enforced.
3. Some examples of unsatisfactory performance are:
  - a. An unwillingness or inability to perform assigned tasks;
  - b. The failure to conform to work standards established for the member's rank, grade, or position;
  - c. The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; and
  - d. The unauthorized absence from the assigned patrol during a tour of duty.
4. In addition to other indicators of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance:

- a. Repeated poor evaluations; and
- b. A written record of repeated infractions and/or violations of the rules, regulations, directives, or orders.

C. Conduct While on Duty

1. While on duty, members shall remain in communication with other members of the UMBPF. Sworn and uniformed non-sworn members will carry and use a police radio and, if assigned, a cell phone at all times.
2. Members in uniform shall not enter bars, taverns, or liquor establishments while on or off duty except in the proper performance of duty.
3. Members shall not congregate on other duty posts for extended periods of time.
4. Members shall not consume intoxicants while in uniform, on or off duty. Further, no member of the UMBPF will report for duty while under the influence of an intoxicant.
5. Members shall not use any controlled substance or narcotics, except when prescribed by a licensed physician. Any member who is under the care of a physician and must use such drugs is obligated to notify the Chief of Police through the chain of command prior to reporting for duty.
6. Members will obey all orders from their superior, whether written or oral, except when compliance with such orders would require the commission of an illegal act.
7. No employee, without adequate justification, will intentionally issue an order that is contrary to any order issued by a superior. Members to whom conflicting orders are issued will call immediate attention to such conflict. If the conflict is not resolved, the last order will be obeyed.
8. Any order may be countermanded in cases of emergency. Any member countermanding a prior order will immediately report the reason to their commanding officer. Responsibility for all prudent and reasonable actions necessary for compliance with orders will remain with the superior issuing the order. Accountability for all action taken in compliance with orders remains with the personnel taking such action.
9. Members who sustain an injury while on duty shall promptly report the injury to their supervisor.

D. Required Medical/Chemical Tests

When ordered by competent authority, all members shall submit to any medical, chemical, or other tests, photographs, or lineups. All procedures carried out under this rule shall be specifically, directly, and narrowly related to the nature and scope of the member's employment.

Further information on Chemical or Drug Testing can be found in **WD 3.10, Drug Testing and the Use of CDS.**

**E. Gambling or Game Playing Paraphernalia**

The use of playing cards or other gambling paraphernalia, such as cell phone applications, while on duty, is strictly forbidden, except as required in the performance of police duty.

**F. Authority**

1. All sworn members of the UMBPF shall carry their badge of authority, police identification card and Police Certification card. All members shall carry their access identification card at all times while on duty and shall furnish their name and badge number to any person upon request.
2. When off duty and carrying a departmental weapon or authorized personal off-duty weapon, sworn members of the UMBPF shall have their MPCTC certification card, badge, and police identification card in their possession.
3. Due to the hazardous nature of their assignment, undercover officers may be given permission from their supervisor not to carry their badge or identification card if being in possession of the previous mentioned equipment will expose their true identity and cause a safety issue. During such assignments, an alternative means of verifying their identity will be established by the shift supervisor and given to the shift regarding where and when the undercover operation is being conducted. This information will also be given to the shift commanders of the Baltimore Police Department's Central District, Southern District, or Western District.

**G. Emergency Calls**

Members, while on duty and assigned to an authorized meal and/or relief period, will be subject to calls for emergencies. While in this status, members will maintain radio communications with the Communications Center and/or notify their supervisor of a location and telephone number where they can be reached. Sworn members shall remain within the concurrent jurisdiction boundaries of the UMBPF unless instructed otherwise or authorized by a shift supervisor or higher authority. Non-sworn members shall remain with the campus boundaries unless instructed otherwise or authorized by a supervisor or higher authority.

**H. Reporting for Duty**

Members unable to report for duty for any reason(s) shall notify the Communications Center of the reason(s) for the absence. Notification shall be made at least three (3) hours prior to the member's duty reporting time, unless exigent circumstances exist.

**I. Absent Without Leave**

Absent without leave shall be defined as a member failing to report for duty (to include training, details, etc.), the member has not notified the Communications Center as required, and has not received permission from the supervisor to be absent from duty. Progressive discipline shall be implemented at the discretion of the Chief of Police based on the seriousness of the incident.

**J. Late Reporting for Duty**

When a member becomes aware that they will be late for duty, it is incumbent upon them to notify the Communications Center and to provide an approximate time of arrival. Disciplinary action for tardiness shall be progressive and shall occur in the following manner:

1. Tardy occasion one (1) through three (3) within a twelve-month period shall be documented on the Notice of Tardy Occasion Form (Appendix 3.2.1 Notice of Tardy Occasion).
2. Tardy occasion four (4) within a twelve-month period shall result in a formal counseling issued to the member.
3. Tardy occasion five (5) within a twelve-month period shall result in a written reprimand issued to the member.
4. Tardy occasion six (6) or more within a twelve-month period shall result in a fine or disciplinary suspension. The number of days of suspension shall be determined by the Chief of Police. Continued accumulation of tardy occasions within a twelve-month period of time may result in termination.

**K. Feigning Illness**

No member of the UMBPF shall feign illness, avoid responsibility, or attempt to shirk their duties and responsibilities.

**L. Personal Communication Devices**

1. The carrying and use of personal communication devices, such as cell phones, is not generally prohibited. Discretion shall be used by members while on duty. The use of such devices shall be kept to a minimum and not distract the member from the conduct of their assigned duties.
2. Uniformed members shall not use a personal communication device while driving.
3. Uniformed members shall not write, send or read text or email messages while driving.
4. Members shall not conduct personal commercial business while on duty.

**IV. Concurrent Jurisdiction, Use of Motor Vehicles on Duty, and Appearance**

**A. Concurrent Jurisdiction**

1. A sworn member on duty shall not leave the boundaries specified in the Concurrent Jurisdiction Agreement without prior approval from their supervisor. Non-sworn members shall not leave the boundaries of the campus patrol area without prior approval from their supervisor or other competent authority.

2. Such departure and reason(s) for the departure shall be recorded on the member's activity sheet and/or in the Communications Center CAD log.
3. The member shall notify the Communications Center upon their return to the Concurrent Jurisdiction Agreement boundaries or campus patrol area. The return time will also be recorded in the Communications Center CAD log.

**B. Privately Owned Vehicle**

1. Members, while on duty, will not use a privately owned vehicle for patrol purposes nor will the privately owned vehicle be used in any way while on post.
2. Once the member parks their privately owned vehicle, it will not be moved or operated without the authorization of supervisory personnel. The exception is for travel to authorized training.

**C. Appearance**

Members will wear their uniform in the prescribed manner and be neat and clean in personal appearance. This applies when the uniform is worn on or off duty (See WD 10.3 "Professional Appearance Standards").

**V. Job Actions, Off-Duty Conduct, Recall, and Certification**

**A. Job Actions**

No member shall engage in any strike or job action. Strike or job action includes, but for purposes of this rule, is not limited to the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or obtaining privileges or obligations of employment.

**B. 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.

**C. Recall**

Members who have been identified as an essential employee, while off duty, shall be subject to recall at any time.

D. Certification

All sworn members shall maintain certification through the Maryland Police Standards and Training Commission in order to be a police officer in the State of Maryland. All sworn members shall maintain a valid driver license issued by their legal state of residence.

**VI. Prisoner Release, Internal Investigations, and Case Interference**

A. Prisoner Release

No sworn member of the UMBPF shall, without proper authority, release any prisoner in their charge. Additionally, members will not allow a prisoner to escape.

B. Investigations

1. A member shall not interfere with cases assigned to other members for investigation without consent of a supervisor.
2. A sworn member shall not undertake any investigation or other police action not a part of their regular police duties without first obtaining permission from their supervisor, unless the situation requires immediate police action.

C. Interfering with Arrests

A member shall not interfere with any lawful arrest or any prosecution brought by other police members of the UMBPF or by any other agency or person with arrest powers.

**VII. Carry and Discharge of Firearms**

A. General

1. Sworn members, when on duty, shall be armed with an issued firearm and carry their badge, Maryland Police Standards and Training Commission (MPSTC) certification card, and UMBPF identification card.
2. When a sworn member is off duty and elects to carry a firearm, it must be either an issued weapon or an approved firearm as described in **WD 12.5, Firearms Training** and **WD 10.2 Authorized Weapons and Ammunition**. The badge, certification card, and UMBPF identification card must be carried on the sworn member's person.

B. Firearms Use Permitted

Firearms shall be used by sworn members as described in **WD 6.6, Firearms and Deadly Force, Section IV, D and E**.

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**Written Directive System Impact**

Upon approval and publication, this edition of WD 3.2 supersedes all previous editions.

Martinez Quteaz Davenport, Sr., MS  
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CALEA Standard (s): 22.1.8;