

Reference Chapter	ALLEGATION	A	B	C	D	E	F
		RULES AND REGULATIONS		X	X	X	X
RULE 1: CONDUCT	Maintain general ethical and professional standards in conformity with the Law Enforcement Code of Ethics.	X	X	X	X		
Section 1	Members of the department shall be quiet, civil, and orderly at all times, and shall refrain from abusive language in the course of their duty.	X	X	X			
Section 1a	No member shall engage in any conduct, whether verbal, written, by gesture, or any other means relating to a person's race, religion, ethnicity, national origin which is inappropriate.		X	X	X	X	X
Section b	No member shall discriminate against any person based on race, religion, and/or ethnicity. In addition, no member shall retaliate against any member who complains of acts of discrimination.				X	X	X
Section 2	Members shall address all citizens and departmental members with courtesy and consideration.	X	X	X			
Section 3	It shall be the duty of every member of the Department to promote good public relations by providing citizens assistance when needed.	X	X				
Section 4	Sworn members of the department shall carry their badge of authority at all times and shall furnish their name and ID number upon request.	X	X				
Section 5	Except as necessary in the performance of official duties members of the department shall avoid regular or continuous associations/dealings with persons who they know or should know are persons under investigation in a criminal matter or indictment, or who are convicted felons, or persons actively involved in criminal activity. If impractical due to family relationships the member must notify the Chief of Police.		X	X			
Section 6	Every member of the Department is prohibited from using unnecessary force or violence, and shall not strike a prisoner or any other person, except in self-defense or the defense of others. However, members must be firm and resolute, and if they are resisted, they may repel force with force, using only such force as is necessary to take a prisoner into custody.				X	X	X
Section 7	Members shall not attempt to bear influence upon a supervisor, the Police Chief or other government official for the purpose of securing a promotion or transfer, or to avoid disciplinary action. Likewise, each supervisor shall avoid such influence and shall report it immediately to the Chief of Police.		X	X			
Section 8	Member of the Department, while on duty, shall not participate in political activity other than as provided by law.		X	X			
Section 9	No member of the department, while on duty, shall publicly criticize or ridicule the official action of any member of the department, public official or judge.		X	X			
Section 10	No member of the department shall at any time be insubordinate or disrespectful to a superior.		X	X			

RULES AND REGULATIONS (continued)		A	B	C	D	E	F
Section 11	All members shall obey all lawful orders, either written or oral, of any superior or other member designated to command. Members shall make commanding officers aware of conflicting orders. If the supervisor does not retract or alter the conflicting order, the order shall stand and the member shall obey it. The responsibility for the conflict shall rest with the supervisor and not the member who disobeyed the previously issued order; however, members shall not obey an order which they reasonably believe would require them to commit an illegal act. If in doubt as to the legality of an order the member shall request the issuing member clarify the order or confer with a member of higher rank than that issuing the order.		X	X	X		
Section 12	No member of the department shall maliciously threaten or assault any other member of the Department. Members who aid, abet, or incite any altercation between members of the department shall be held responsible along with those actually involved.		X	X			
Section 13	All members of the department shall treat as confidential the official communications and business of the Department.		X	X			
Section 14	No member of the department shall knowingly make any false statement or misrepresentation of any material fact, oral or written, under any circumstances, with the intent to mislead any person or tribunal.						X
Section 15	No member of the Department shall violate any Federal or state law or city ordinance.		X	X	X	X	X
Section 16	Members of the Department shall be held strictly responsible for the proper performance of their duties. Members shall maintain sufficient competency 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 Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade and/or position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; absence without leave; or unreasonable absence from the assigned patrol during a tour of duty. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated less than satisfactory evaluations or a written record of repeated infractions of the rules, regulations, directives or orders. Repeated inability to perform assigned duties in a satisfactory manner as delineated in example by the ability to make a forcible arrest, drive a vehicle under emergency conditions, and qualify with a weapon, due to physical, mental or emotional incapacitation including, but not limited to, that brought about a member's use of alcohol shall also be considered unsatisfactory performance. Additionally, repeated inability to perform assigned duties in a satisfactory manner due to physical infirmity or mental/emotional incapacitation shall be considered unsatisfactory performance.			X	X	X	X

	RULES AND REGULATIONS (continued)	A	B	C	D	E	F
Section 17	Members of the Department, on or off duty, shall not interfere with the normal operations and work of others. Members may use the gym and range but shall not interfere with the normal operations and work of others.	X	X	X			
Section 18	Members shall ensure their punctual attendance for all tours of duty; all roll calls; all service calls; all training seminars; all court appointments; and for all other official department activities and assignments.	X	X	X			
Section 19	Members of the Department shall not feign illness, avoid responsibility, or attempt to shirk their duties.		X	X			
Section 20	Sworn personnel while on duty and within the territorial jurisdiction of the City of Annapolis shall take all necessary action to reasonably resolve reported or on view criminal activity in accordance with Departmental policy and recognized standards of police procedures.		X	X			
Section 20a	Sworn members on duty and outside the territorial jurisdiction of the City of Annapolis shall take any action necessary to protect and preserve human life and shall standby until the arrival of local authorities.		X	X			
Section 20b	Sworn personnel encountering a crime while off duty and within the territorial jurisdiction of the City of Annapolis shall take all reasonably appropriate action. If, however, the officer is on medical leave, under the influence of alcohol or otherwise incapacitated, the officer shall report the incident to this Department and stand by until the arrival of other officers.		X	X			
Section 20c	Sworn members encountering a crime while off duty and outside the territorial jurisdiction of the City of Annapolis shall report the incident to the local authorities.		X	X			
Section 20d	Civilian personnel shall report any incidence of criminal activity that comes to their attention to the local police authorities.	X	X				
Section 21	Members of the Department in uniform on patrol duty, or at any public gathering, shall not smoke or chew tobacco. Smoking is permitted at other times when it is done in an authorized location.	X	X				
Section 22	Members of the Department while off-duty and in uniform shall not enter bars, taverns, or liquor establishments.		X	X			
Section 23	All members of the Department are prohibited from indulgence in intoxicating liquors while on-duty, or while off-duty in uniform or partial uniform. Only in cases requiring such action to carry out a duty assignment shall authority be granted to violate this rule. This authority must be given to the officer by that officer's Lieutenant or designee who will document the approval. Officers who receive approval will not consume alcohol to the point of impairment. Habitual overindulgence is forbidden. Members, while off-duty, shall refrain from consuming intoxicating beverages to the extent that it results in obnoxious or offensive behavior which would discredit them or the Department, or to such extent that at the time of the member's next regular tour of duty they are impaired or intoxicated and thereby unfit for duty.		X	X	X		

RULES AND REGULATIONS		A	B	C	D	E	F
Section 24	Members of this Department shall not bring any intoxicating liquor into the police building, boat, or vehicle, nor shall they permit same to be brought therein, except as required in the performance of police duty.		X	X			
Section 25	The use of gambling paraphernalia in the Police Department building is strictly forbidden except as required in the performance of police duty.	X	X	X			
Section 26	No member of the Police Department is permitted to take any employment, either full or part time, outside of the Police Department without special permission of the Police Chief, or consistent with the guidelines contained in General Order M.3, entitled, Secondary Employment.			X	X		
Section 27	No compensation, reward, gift, or other consideration, shall be solicited or accepted by members without permission of the Police Chief.			X	X	X	
Section 28	Members of the Department, while on duty, shall not circulate, distribute, sell, or solicit the sale of tickets, handbills, posters, literature, or any other matter, or permit their names to be used by any person or organization for the purpose of selling tickets or promoting any contest, gift, or enterprise, without special permission of the Police Chief.		X	X	X		
Section 29	Members of the Department, in their private business transactions, shall not place themselves in a position which could interfere or compromise the proper discharge of their police duties.		X	X			
Section 30	Members shall protect and not intentionally disclose the identity of undercover officers or the location or existence of covert operations.			X	X	X	
RECOVERED PROPERTY		A	B	C	D	E	F
GENERAL	RULE 2: RECOVERED PROPERTY All members of the Department who recover or come into the possession, custody, or control of any lost, stolen, seized, or abandoned property, including money, shall be held responsible to properly secure, protect and handle such property or money. Property and money will be submitted in conformity with the established procedures of the Department. Exception: Officers do not have to recover property that is not evidence, if the officer reasonably believes the property is junk, trash or has no value and is abandoned.		X	X	X		
FIREARMS		A	B	C	D	E	F
GENERAL	RULE 3: FIREARMS Members of the Department who are authorized by law to carry firearms shall exercise the utmost care and precaution in the preservation and use of such weapons. Police Officer Trainees, when off-duty, shall not wear, carry or transport a firearm until the successful completion of all Entrance Level Training.		X	X	X		

FIREARMS		A	B	C	D	E	F
Section 1	All sworn members of the Department shall be suitably armed at all times when on-duty. Sworn members, off-duty may be suitably armed, except at such times, or under such circumstances, or when engaged in such activities as a prudent person would reasonably conclude the wearing of a firearm to be inappropriate.		X	X	X		
Section 2	All members must comply with General Order C.3, "Use of Force," whenever a firearm is discharged, regardless of duty status, by any member of the Department, except when it is used on the range or at a departmentally sanctioned activity.			X	X		
Section 3	When not in use, firearms shall be kept in a secure place inaccessible to persons who are not members of the Department. Riot equipment shall be kept under lock and key, in an inconspicuous but available place, and shall not be displayed to the general public.		X	X			
Section 4	All Departmental firearms shall be taken to the Armory Unit for any repairs and adjustments, however minor.		X	X	X		
RULE 4: UNIFORMS AND EQUIPMENT		A	B	C	D	E	F
GENERAL	Members of the Department shall wear such uniforms, badges, insignia of rank, and equipment as prescribed in Departmental procedure. Uniforms and service equipment as covered under this rule are applicable to members having police powers only, and the wearing of any portion of the uniform or the use of police service equipment by civilian employees is a violation of this rule unless covered by orders specifically applicable to the individual or group. No uniform or equipment shall be worn or used by members of this Department unless they conform to the prescribed specifications.	X	X	X			
Section 1	Members of the Department are required at all times to be neat, clean and well-groomed; uniforms and civilian clothes shall be clean and pressed; shoes, boots, leather and metal equipment shall be regularly polished; and side arms shall be clean and serviceable.	X	X	X			
Section 2	Members of the Department while on-duty shall wear the prescribed uniform and be properly armed and equipped, unless otherwise directed.	X	X				
Section 3	Members of the Department shall wear only such uniforms, badges, insignia of rank and equipment as prescribed in Departmental procedure.	X	X				
Section 4	No member of the Department shall allow any other person to use his/her badge or other means of personal identification.		X	X			

	UNIFORMS AND EQUIPMENT (continued)	A	B	C	D	E	F
Section 5	Members of the Department shall not sell, give, exchange, lend, or borrow any part of their prescribed uniform and equipment, to individuals outside of the agency, without permission of the Police Chief.		X	X	X		
Section 6	A member shall not, without the permission of the Chief of Police, wear the uniform or any part thereof or utilize equipment in any private or public performance, exhibition or parade. This shall not preclude officers from utilizing their equipment while off duty as to prevent imminent injury or death.		X	X			
Section 7	Members of the Department who lose any equipment issued to them shall report the facts at once, in writing to the Police Chief, via official channels.	X	X				
Section 8	Members of the Department shall be held responsible for all equipment issued to them and where it is established that any part thereof is lost or damaged through negligence, the officer(s) concerned shall be obligated to replace it at their own expense. All members of this Department shall assume personal responsibility for all Departmental property issued to them or placed in service for their use or convenience, and shall notify their Commanding Officer immediately when such property or equipment requires repair or replacement.		X	X	X		
Section 9	Member of the Department under suspension from duty, or under suspension of police powers, are required to turn over to their Commanding Officer their equipment as outlined in G.3, Suspension From Duty/Suspension of Police Powers.		X	X			
Section 10	Members with an assigned body worn camera shall wear the camera while on duty or while working extra-duty assignments.	X	X	X			
Section 11	Members shall notify their supervisor when their assigned body worn camera is damaged or is not properly working.	X	X	X			
Section 12	Members shall activate their body worn camera at the initiation of a call for service, or when involved in any activity that is investigative or enforcement in nature, during any encounter that becomes confrontational. Members may turn off their body worn camera when the event or encounter has fully concluded, or the officer leaves the scene and anticipates no further involvement in the event, or a supervisor or agency policy has authorized that a recording may cease because the officer is no longer engaged in a related enforcement or investigative activity, or when victims, witnesses or other individuals wish to make a statement or share information, but refuse to do so while being recorded, or request that the camera be turned off.	X	X	X	X	X	X

RULE 5: LEAVE, SICKNESS, AND INJURY		A	B	C	D	E	F
GENERAL	Members of the Department shall, except when on authorized or medical leave, perform their prescribed tour of duty.		X	X			
Section 1	Members of this Department shall not absent themselves from duty without proper authority. Members, while on duty, shall remain within the City limits unless approved by the immediate supervisor.		X	X	X		
Section 2	All applications from members of the Department for leave of absence shall be made on a form provided for that purpose, and shall be approved or disapproved by the supervisor of the squad to which the member is assigned. Refer to General Order B.1 Use of Leave.	X	X				
LEAVE, SICKNESS, AND INJURY (continued)		A	B	C	D	E	F
Section 3	While off-duty, members on authorized leave of absence are subject to recall in the event of any emergency. While on leave of absence, members will notify their Commanding Officers to how they may be contacted.		X	X	X		
Section 4	All members of the Department who are unable to report for duty for any reason shall promptly notify or cause to be notified their supervisor stating the reason for such failure to report. Members who sustain an injury in the line of duty shall promptly notify or cause to be notified their Commanding Officer. Refer to General Order B.6 Use of Leave.		X	X	X		
Section 5	Members of the Department on medical leave, for 3 days or more, shall upon their return to duty, furnish their Commanding Officer with a release certificate from their Physician. This applies to both non line of duty and line of duty medical leave. Members on line of duty medical leave may also be evaluated by a City appointed physician. City Rules and Regulations, Section 6.2.D Employee Benefits Program.		X	X			
Section 6	While on medical leave, members of the Department shall not engage in any extra-duty or secondary employment.		X	X			
RULE 6: REPORTS AND COMMUNICATIONS		A	B	C	D	E	F
GENERAL	In the transaction of departmental business, all reports and communications shall be prepared and handled in accordance with the procedures of the Department.	X	X				
Section 1	Information concerning the business of the Department shall be released only by the Police Chief or persons authorized by the rules, regulations,	X	X				

	or procedures.						
Section 2	Members of the Department are required to report through official channels any change in their address, telephone number or marital status within 24 hours.	X					
Section 3	Such reports as may be required to properly administer the affairs of the Department, or to furnish information, shall be submitted in accordance with departmental procedure.	X	X				
Section 4	Members shall not mark, mar, alter or deface any printed or written notices placed upon departmental bulletin boards. Members shall not post, attach or otherwise affix to any bulletin board or any other area any item that would intimidate, humiliate, insult or subject another person to offensive physical or verbal abuse, including any discriminatory actions of a sexual, ethnic, racial or religious nature.	X	X	X	X	X	X
	RULE 7: DEPARTMENTAL RECORDS	A	B	C	D	E	F
GENERAL	All members of the Department whose duties require them to maintain departmental records shall do so in accordance with provisions of the law and the established procedures of the Department.	X	X				
Section 1	No member of the Department will provide records or a copy of a record to anyone outside of the agency except where permitted by Departmental procedure, or unless so directed by the Police Chief.		X	X			
Section 2	No member of the Department shall remove any official book, document, or file belonging to the Department without authority of the Police Chief or under due process of law.		X	X			
Section 3	No member shall access, or cause to be accessed, any criminal history records or files except in the performance of their duties.		X	X	X		
Section 3a	No member shall disseminate or otherwise release, or cause to be disseminated or released, to any person or entity, any criminal history information or criminal records to any person or entity except in the performance of their duties and as provided by law.		X	X	X		
	RULE 8: MISCELLANEOUS	A	B	C	D	E	F
Section 1	No member of the Department shall be permitted to reside in any building where intoxicating liquors are sold without prior permission of the Police Chief.	X	X				

Section 2	<p>Members of the Department are required to notify in writing, the Commander of the Administrative Support Division via official channels, when joining, re-enlisting in, or transferring to a new branch of any Federal or State military organization. Include the following information:</p> <ul style="list-style-type: none"> ○ Branch of military service. ○ Effective date. ○ Unit's name and location. ○ Your military rank. ○ End of enlistment date. 	X	X				
Section 3	Any member of the Department summonsed by the State's Attorney or any other prosecutor, or before any court concerning any matter in which that member or any other member of the Department may become a defendant, must immediately report the facts in writing to the Police Chief through official channels.	X	X				
	RULE 8: MISCELLANEOUS (continued)	A	B	C	D	E	F
Section 3a	Any member of the Department summonsed to testify for the defense and who has not already been summonsed by the State or has received a subpoena duces tecum from the defense for any material or documentation whatsoever and has not already delivered the same material to the State, or who is appearing voluntarily as a witness for the defense, in any criminal proceeding, must immediately notify the State's Attorney's Office. Additionally, written notification of the member's Summons to Appear must be forwarded to the Commander of the Administrative Support Division. The above notifications are to be made at the earliest possible time and prior to the date of the trial. When a member's appearance at a criminal proceeding is not resulting from their official duties in the case, the member may not wear their uniform.		X	X			
Section 4	Members of the Department shall not recommend or suggest to prisoners or persons suspected of violating the law, or persons involved in accidents, the name of any person, firm, or corporation, as attorney, counsel, or bondsman; nor shall any member be directly or indirectly concerned with making any arrangements, agreements, or compromises between a person charged with a criminal offense and the victim/complainant and/or any other party/person thereto; nor become involved in any matter for the purpose of allowing the criminal to escape punishment as provided by law or in any other way interfere with the criminal justice process, in a manner which is inconsistent with legal and ethical standards.		X	X			
Section 5	Members of the Department shall not, without proper authority, release any prisoner in their charge or through neglect or design, allow any prisoners in their charge to escape.		X	X	X		

Section 6	Members of the Department shall not accept a witness fee or reimbursement for expense incurred in connection with their official duties without reporting same, through channels, to the Police Chief, and obtaining authorization.	X	X				
Section 7	Infractions of Departmental rules and regulations resulting in punishment or reprimand shall be recorded as provided in established procedures of the Department.	X	X				
	RULE 9: INTERNAL INVESTIGATION AND REPORTING OF MISCONDUCT	A	B	C	D	E	F
GENERAL	Members are required to adhere to all rules, regulations, directives, procedures, policies, guidelines, orders, or any other form of directive regarding internal investigations.		X	X	X	X	
	RULE 9: INTERNAL INVESTIGATION AND REPORTING OF MISCONDUCT (continued)	A	B	C	D	E	F
Section 1	Members are required to cooperate fully with the Internal Affairs Section, the Equal Employment Opportunity Compliance Section, or any other person or entity conducting any authorized investigation within the Department.		X	X			
Section 2	Members are required to report any acts of misconduct including, but not limited to, discrimination, harassment, criminal conduct, or any other misconduct or activity detrimental to the operation of the Department, in accordance with established procedures.		X	X	X	X	X
Section 3	No member shall interfere with, obstruct or hinder, nor advise any other person to interfere with, obstruct or hinder, in any manner, any internal investigation, equal employment opportunity investigation, or any other form of internal investigation.			X	X	X	X

