



Policy 302

Subject

RULES AND REGULATIONS

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By Order of the Police Commissioner

POLICY

1. **Establish Rules.** Consistent with state, local and federal laws, it is the policy of the Baltimore Police Department (BPD) to establish rules and regulations for the good of the BPD, its members, and the community.
2. **Follow the Law.** BPD employees are responsible for adhering to federal, state, and local laws, BPD policies, BPD trainings, and any applicable collective bargaining agreements and relevant labor laws.
3. **Regulate Conduct.** Rules and Regulations are necessary for the achievement of BPD's goals. Primary among these goals is a requirement that all members adopt a general standard of conduct both on and off-duty consistent with the professional standards of the law enforcement community.
4. **Exercise Good Judgement.** All members, both sworn and civilian, shall be thoroughly familiar with the rules in this policy and other BPD policies and adhere to their requirements. Although these rules cannot and do not cover every specific act of conduct or specific situation which a member may face, their fundamental aim is to ensure optimum professionalism and safety, and shall be the prevailing guideline for all behavior. Members are required to exercise good judgment and their common sense, which, together with the highest degree of cooperation by those entrusted with law enforcement, is essential to effective police work.
5. **Disciplined and Efficient.** The development of a well-disciplined and efficient police department, which has the confidence and respect of the public, can only be accomplished when each member realizes that every action, whether it is a part of one's official duty or private life, is closely observed by the public. Acts of misconduct, unprofessional behavior, or poor police tactics not only reflect on the member as an individual, but on the Department as a whole.
6. **Penalties.** Violations of this and other BPD policies may subject a member to discipline. Infractions of BPD rules and regulations resulting in discipline shall be recorded as provided in established BPD procedures.

POLICE COMMISSIONER'S AUTHORITY AND RESPONSIBILITY

1. The Omnibus Bill of 1966, known as Subtitle 16, Police Department, of the Code of Public Local Laws of Baltimore City, being Article 4 of the Code of Public Local Laws of Maryland, provides the Police Commissioner with all the powers, rights and privileges attending the responsibility of management of the Baltimore Police Department.
2. The Omnibus Bill grants the Police Commissioner the specific authority which includes, but is not limited to, the following:

- 2.1. Regulate attendance, conduct, training, discipline and procedure for all members of the Department and to make all other rules, regulations and orders as may be necessary for the good of the Department and of its members.
 - 2.2. Suspend, amend, rescind, abrogate or cancel any rule, regulation, order or other Department policy adopted by the Police Commissioner (PC), or by any former PC, and to adopt all such other reasonable rules, regulations and orders as the PC may deem necessary to enable the Department to effectively discharge the duties imposed upon it by this subtitle.
3. The Police Commissioner has the power, consistent with law, to impose punishment as deemed appropriate under the circumstances for violations of the rules and regulations of the Department. Such punishment may include, but is not limited to suspension from duty, fine or forfeiture of pay, reduction in rank, transfer, or dismissal from the Department.
4. The Police Commissioner may place charges against a member of the Department consistent with established procedures for any violation, either by omission or commission, of the Departmental rules, regulations or procedures, or for any conduct or omission detrimental to the good order, efficiency, or discipline of the Department. This rule shall apply in every case, even though such offense may not be specifically defined or set out in the rules, regulations, or procedures of the Department.
5. The Police Commissioner reserves the right to alter, amend or repeal any of these rules and regulations or to make additions thereto as circumstances may require.
 - 5.1. If the occasion demands, the PC may issue verbal or written orders which shall have the same force and effect as these rules and regulations.

RULES AND REGULATIONS

RULE 1: CONDUCT

Any breach of the peace, neglect of duty, misconduct or any conduct or omission on the part of any member of the Department, either within or outside the City of Baltimore, and whether on or off duty, which tends to undermine the good order, efficiency or discipline of the Department, or which reflects discredit upon the Department or any member thereof, or which is prejudicial to the efficiency and discipline of the Department, even though these offenses may not be specifically enumerated or laid down, shall be considered conduct unbecoming a member of the BPD, and subject to disciplinary action by the Police Commissioner, unless such conduct is protected by the Constitution of the United States, the Maryland Declaration of Rights, or any other federal, state or local law.

1. Members shall be professional, civil and orderly at all times, and shall refrain from coarse, profane, or insolent language.
2. No member shall engage in any conduct, whether verbal, written, by gesture, or any other means, relating to a person's race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, disability, or social status. (See Policy 317, *Fair and Impartial Policing* for further guidance)
 - 2.1. No member shall discriminate against any person based on race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, disability or social status.

- 2.2. Commanding officers who receive a complaint or hear a concern made about potential discrimination or harassment, or who observe or learn of information about potential discrimination or harassment in some other manner, must report that information to the Equal Opportunity and Diversity Section (EODS).
- 2.3. It is the duty of employees who have observed or are aware of others who have engaged in bias-based policing to specifically report such incidents to a supervisor, providing all information known to them, before the end of the shift during which they make the observation or become aware of the incident.
- 2.4. No member shall retaliate against any person or other member who exercises their right to complain of acts of discrimination.
3. Members will meet the public with courtesy and consideration. Questions must be answered civilly and courteously. Members will not use facetious expressions while talking to the public.
4. Members have a duty to promote good public relations by giving assistance when it is required; by the impartial administration of the law; and by clean, sober, and orderly habits.
5. Sworn members will carry their badge of authority at all times while on-duty and will furnish their name and badge number to any person, upon request.
6. Members will refrain from making personal contacts with persons of questionable character, or visiting places where known violations of the law are occurring, unless necessary to do so in the performance of their duty.
7. Members are prohibited from using unnecessary force.
 - 7.1. Members shall consult Policy 1115, *Use of Force* for the full Use of Force policy.
8. Members, while riding for free on any type of public transportation, are not permitted to be seated while other passengers are standing.
9. Members will fulfill their personal financial obligations.
10. Members shall not attempt to influence the Police Commissioner for the purpose of securing promotion or transfer, or to avoid the penalties for reprehensible action or conduct.
 - 10.1. Members who know or have reason to believe that such movement is to take place, must give information thereof to their commanding officer without delay. Commanding officers are required to report that information up the chain of command.
11. Members will familiarize themselves with, and comply with the policies that concern a member's communications to the public, whether on or off-duty. All members shall comply with:
 - 11.1. Policy 601, *Member Confidentiality Obligations and Media Releases*,
 - 11.2. Policy 602, *Public Speech*, and
 - 11.3. Policy 604, *Social Media*.
12. Members will not, at any time, be insubordinate or disrespectful to a superior.

13. Members will not disobey any lawful command or order, either verbal or written, of any superior or other member designated to command.
14. Members will not threaten, strike, or assault any other member. Members who aid, abet, or incite any altercation between members shall be held responsible along with those actually involved.
15. Members will not make, orally or in writing, any false statement, or misrepresentation of any material fact, or make any material omission of fact, including but not limited to statements or omissions made with the intent to mislead any person or tribunal.
16. Members will be held strictly responsible for the proper performance of their duties.
 - 16.1. Members will 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.
 - 16.2. 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 unnecessary absence from the assigned patrol during a tour of duty.
 - 16.3. In addition to other indications of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance:
 - 16.3.1. Repeated less than satisfactory evaluations or a written record of infractions of the rules, regulations, directives or orders;
 - 16.3.2. Repeated inability to perform the duties of a police officer in a satisfactory manner;
 - 16.3.3. The abuse of alcohol or prescription drugs, the use of illegal drugs, or long-term necessary use of legal medications that impair a member's ability to safely and satisfactorily perform his or her law enforcement duties;
 - 16.3.4. The inability to make a forcible arrest, drive a vehicle under emergency conditions, and/or qualify with a weapon, for any reason;
 - 16.3.5. The inability to perform the essential functions required of a police officer as described herein in a safe and satisfactory manner;
 - 16.3.6. The demonstration of poor judgment that puts the officer's safety, the safety of his or her colleagues, or the safety of any citizen at unreasonable or unnecessary risk;
 - 16.3.7. Providing untruthful or false information, or making any material omission of fact, including in connection with any internal investigation, court proceeding, affidavit or other legal proceeding.

17. Members shall not frequent station houses or Headquarters, except as duty requires or upon order.
18. Members must be punctual in attendance to all calls, requirements of duty, medical/psychological appointments, court appointments, and other circumstances where a time is specified.
19. Members will not feign illness, avoid responsibility, or attempt to shirk their duties.
20. Members are sworn in as peace officers of Baltimore City and, as such, are considered to be on-duty or ready for duty at all times. Failure to stop and perform the necessary police duties while off-duty or on leave shall be considered neglect of duty, unless a verified excuse is accepted by a supervisor.
 - 20.1. Necessary police duties, while off-duty may include, but are not necessarily limited to:
 - 20.1.1. Immediately notifying the responsible law enforcement agency,
 - 20.1.2. Causing such notification, or
 - 20.1.3. Taking direct police action.
 - 20.2. Off-duty members, both inside and outside of the City limits, are to first consider whether the appropriate action can be effected by the on-duty members of the responsible law enforcement agency.
 - 20.2.1. Members should become directly involved only after due consideration of the gravity of the situation, their present physical and mental ability to act in an on-duty capacity and of their possible liability, along with that of the Department and the City of Baltimore.
 - 20.2.2. Members have no powers of arrest outside the City of Baltimore or properties owned by the City of Baltimore, other than those of common citizens.
 - 20.2.3. Whenever members assume their official role and take direct police action, they are governed by all policies, rules and regulations applicable to on-duty members.
 - 20.3. The BPD acknowledges that circumstances and events may exist when it is in the best interest of the member, Department, and community, for sworn members to refrain from personally taking official police action while off-duty.
 - 20.3.1. Consistent with this, the BPD cautions off-duty sworn members to use discretion when invoking police powers, particularly involving the use of a firearm. This in no way, however, relieves sworn members from their obligation to notify appropriate on-duty authorities and provide assistance when necessary.
21. Members in uniform on patrol duty, or at any public gathering, shall not smoke or chew tobacco. Smoking or chewing tobacco is permitted at other times when done in an authorized location.
22. Members, while on-duty or when off-duty in uniform, shall not enter bars, taverns, or liquor establishments, except in the proper performance of their duties.

23. Members are prohibited from indulgence in intoxicating liquors while on-duty, or while off-duty in 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 concerned by that officer's immediate superior.
- 23.1. 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 BPD, 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.
24. Members will not bring any intoxicating liquor into any BPD building, boat, or vehicle, nor shall they permit same to be brought therein, except as required in the performance of police duty.
25. Members are strictly prohibited from playing cards, dice or engaging in any gambling or wagering activities on BPD property, in a BPD vehicle, while in BPD uniform or while on-duty, except as required in the performance of police duty. Members are also strictly prohibited from using BPD smart phones, laptops and other electronic devices for gambling or wagering purposes, whether on or off-duty.
26. Members are not permitted to take any employment, either full or part time, outside of BPD without special permission of the Police Commissioner, or consistent with the guidelines contained in Policy 1702, *Secondary Employment*.
27. Members will not accept any compensation, reward, gift, or other consideration without special written permission of the Police Commissioner.
- 27.1. Members are directed to Subtitle 16, Police Department, Section 22, Monies in Special Fund, Subsection 3, of the Code of Public Local Laws of Baltimore City, being Article 4 of the Code of Public Local Laws of Maryland; and the Criminal Law Article of Maryland entitled, "Offering bribe to or receiving bribe by public officer; witnesses in prosecution."
- 27.2. No member shall accept any monetary reward for the apprehension or surrender of any military personnel absent without leave (AWOL).
28. Members will 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 written permission of the Police Commissioner.
29. Members, in their private business transactions with persons residing or doing business on their posts or elsewhere, will not place themselves in a position which would interfere with the proper discharge of their police duties.
30. Uniformed members, when encountering the Police Commissioner and other superior officers, except those assigned to plainclothes or detective duty, and superior officers in uniform when encountering each other, will salute in the prescribed manner. All uniformed members will also salute the Governor of Maryland and Mayor of Baltimore in the prescribed manner.
31. Members will refrain from making personal cellular telephone calls while on-duty, either in uniform or in plain-clothes capacity. When the infrequent occasion requires making a personal cellular telephone call that communication shall be brief in duration and conducted out of public

view.

Personal earpieces for entertainment devices are prohibited from use while on-duty, either in uniform or in plain-clothes capacity. The prohibited devices include, but are not limited to, speakers and microphones, both wired and wireless.

RULE 2: RECOVERED PROPERTY

Members who recover or come into the possession, custody, or control of any lost, stolen, seized, or abandoned property, including money, shall secure and handle such property or money in strict conformity with the law and the established procedure of the Department. See Policy 1401, *Control of Property and Evidence* and Policy 1402, *Management of Evidentiary Controlled Dangerous Substances*.

RULE 3: FIREARMS

1. Members of the Department who are authorized by law to carry firearms shall exercise the utmost care and caution 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, unless authorized by the Director, Professional Development and Training Academy, to meet training or other manpower and deployment needs.
2. Members shall refer to Policy 409, *Firearms Regulations* for further guidance.
3. Members must comply with Policy 710, *Serious Use of Force and In-Custody Death Response*, and Policy 1115, *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.
4. Use of force is governed by Policy 1115, *Use of Force*.

RULE 4: UNIFORMS AND EQUIPMENT

1. Members of the Department shall wear such uniforms, badges, insignia of rank, and equipment as prescribed in departmental Policy 1504, *Departmental Uniforms and Equipment*. Uniforms and service equipment as covered under that Policy 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 departmental policy, 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.
2. Members shall refer to Policy 1504, *Departmental Uniforms and Equipment* for further guidance.

RULE 5: LEAVE, SICKNESS, AND INJURY

Members shall, except when on authorized or medical leave, perform their prescribed tour of duty.

1. Members of the Department shall not be absent from duty without proper authority.
2. All applications from members for leave of absence shall be made on a form provided by the Human Resources Section. See Policy 1727, *Leave of Absence without Pay*, and Policy 1726, *Family Medical Leave*.

NOTE: Employees are not required to give their Commanding Officer Family Medical Leave paperwork. Said paperwork goes directly to the Human Resources Section.

3. While off-duty, members on an authorized leave of absence are subject to recall in the event of any emergency. Prior to taking a leave of absence, members will notify their Commanding Officers as to how they may be contacted while on leave.
4. Members who are unable to report for duty for any reason shall promptly notify their Commanding Officer, stating the reason for such failure to report. Members must personally provide that notification unless his or her medical condition makes it strictly impossible to do so. Members must provide notification of their absence as soon as they anticipate the absence and no later than the start of a member's scheduled shift.
5. Members on medical leave, or on authorized leave of absence due to a contagious disease of anyone in their home, are under the control and command of the Medical Unit and shall obey Medical Unit orders and instructions.
6. Members on medical leave of three (3) days or more will furnish their Commanding Officer with a medical certification consistent with the terms of the Memorandum Of Understanding. Members who are on medical leave for an extended period of time may be required to be recertified for medical leave on a periodic basis.
7. While on medical leave or on light duty, members shall not engage in any secondary employment.
8. Members who sustain an injury in the line of duty shall promptly notify or cause to be notified their Commanding Officer.
9. Any Commanding Officer who believes it might be appropriate to refer a member of his or her staff for a fitness for duty review must schedule the review through Human Resources.

RULE 6: REPORTS AND COMMUNICATIONS

In the transaction of departmental business, all reports and communications shall be prepared and handled in accordance with the procedures of the Department.

1. Members are strictly prohibited from releasing information about the Department and its law enforcement activities subject to the terms provided in Policy 601, *Member Confidentiality Obligations and Media Releases*.
2. No member of the Department shall sign any petition as a member, except on authority of the Police Commissioner.
3. Departmental telephone service and data plans are intended for official business only and shall not be used for personal calls, text messages, and emails. Members shall refer to Policy 604, *Social Media* for further guidance on use of departmental devices to access a social media site.
4. Members of the Department are required to report through official channels any change in their address, telephone number, or marital status within 24 hours.
5. 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.

RULE 7: DEPARTMENTAL RECORDS

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.

1. No member or other person or persons, shall have access to, copy, excerpt or make a transcript from departmental records (whether printed or stored in electronic format), except where permitted by departmental procedure, or unless so directed by the Police Commissioner.
2. No member shall remove, alter or destroy any official book, document, file or electronic record or document belonging to the Department, whether contained at Headquarters, a station house, or any division of the Department, without written authority of the Police Commissioner or under due process of law.
3. No member shall access, or caused to be accessed, any criminal history records or files except in the performance of their official duties.
4. 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 official duties and as provided by law.

RULE 8: MISCELLANEOUS

1. Members shall not associate themselves into a team, club, or organization within the Police Department, unless such association has the approval of the Police Commissioner.
2. Members are prohibited from affiliating with any organization or body, the provisions of whose constitution or charter would in any way exact prior consideration, and prevent them from performing their duty as members of the Department.
3. Members are prohibited from residing in any building where intoxicating liquors are sold.
4. Members are required to notify in writing, the Director of Human Resources, via official channels, when joining, re-enlisting in, or transferring to a new branch of any federal or state military organization.
 - 4.1. When notifying the Director of Human Resources, members are required to include the following information:
 - 4.1.1. Branch of military service;
 - 4.1.2. Effective date;
 - 4.1.3. Unit's name;
 - 4.1.4. Unit's location;
 - 4.1.5. Your military rank; and,
 - 4.1.6. End of enlistment date.
5. Any member summonsed by the State's Attorney of Baltimore City or any other prosecutor, or

before any court concerning any matter in which that member or any other may become a defendant, must immediately report the facts in writing to the Police Commissioner through official channels.

5.1. Any member summonsed to testify for the defense and who has not already been summoned 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 Deputy State's Attorney for Operations.

5.1.1. Written notification of the member's Summons to Appear must be forwarded to the Chief of Legal Affairs.

5.1.2. The above notifications shall be made at the earliest possible time and prior to the date of appearance. When a member's appearance at a criminal proceeding is not resulting from their official duties in the case, the member may not wear his or her uniform.

5.2. Members must not involve themselves without departmental permission, either officially or unofficially, in any civil matter such as those pertaining to indebtedness and domestic affairs, except where the member has been summoned by regular court procedure or where it becomes necessary to prevent a breach of the peace.

6. Members shall not, directly or indirectly, refer, recommend or suggest the name of any person, firm, or corporation to any individual assisted or encountered by the member during the course of his or her law enforcement duties, except that members may refer individuals in need and victims to nonprofit social welfare programs, as appropriate.

6.1. This prohibition includes, but is not limited to, any referral of attorneys, bondsmen, tow truck operators, and health care providers.

6.2. Members shall not be directly or indirectly involved with making any arrangements, agreements, settlements or compromises between (i) a person who is being questioned, investigated or charged with a criminal offense and (ii) the victim/complainant and/or any other party/person thereto.

6.3. Members shall not, directly or indirectly, take or omit to take any action, or become involved in any matter, for the purpose of allowing the criminal to escape the punishment provided by law.

7. Members shall not, without proper authority, release any prisoner in their charge or through neglect or design, allow any prisoners in their charge to escape. See Policy 1114, *Persons in Police Custody*.

8. No member of the Department shall file a claim, bring suit, or accept settlement for the recovery of damages sustained from any injury or loss in or out of duty without prior written notification through official channels to the Police Commissioner. Such notification will be officially acknowledged by publication of a Personnel Order.

8.1. Personnel injured, either in the line of duty or not, by the negligence of a third party, shall be required to reimburse BPD for expenses it advanced provided that such reimbursement shall be made out of the proceeds of settlement with the tortfeasor or

his/her insurer.

- 8.2. Expenses for which the BPD must be reimbursed shall consist of wages, hospital costs, doctors' fees, and any other medical expenses advanced by the Department.
- 8.3. Reimbursement to the BPD shall be made by the claimant or his/her counsel for monies payable to the Mayor and City Council, through the Director, Fiscal Services.
9. Members shall not compound any offense committed against their person or property, or withdraw any complaint in relation thereto, without the consent of the Police Commissioner.
10. Members shall not accept a witness fee or reimbursement for expenses incurred in connection with their official duties without reporting it, through official channels, to the Police Commissioner, and obtaining the Police Commissioner's authorization.

RULE 9: INTERNAL INVESTIGATION AND REPORTING OF MISCONDUCT

Members are required to adhere to all rules, regulations, directives, procedures, policies, guidelines, orders, or any other form of directive regarding internal investigations.

1. Members are required to provide full and honest cooperation with the Office of Professional Responsibility (OPR), the Equal Opportunity and Diversity Section (EODS), Compliance, Accountability and External Affairs Division (CAEAD) or any other person or entity conducting any authorized investigation within the Department.
2. Members are required to report any acts of misconduct by a member including, but not limited to, discrimination, harassment, criminal conduct, misuse of or excessive force, corruption or misappropriation of property, dishonesty, or any other misconduct or activity detrimental to the operation of the Department, in accordance with established procedures.
 - 2.1. At a minimum, reports of potential serious misconduct or illegal behavior by a member shall be made to the reporting member's Commanding Officer and the Chief, OPR. Commanding Officers who receive complaints about potential misconduct, or who come into possession of information about potential misconduct, are required to report that potential misconduct up the chain of command.
3. No member shall be dishonest with, interfere with, obstruct or hinder, nor advise any other person to be dishonest with, interfere with, obstruct or hinder, in any manner, any OPR investigation, integrity test, EODS investigation or any other form of internal investigation.
4. Any member who is arrested or charged with a criminal offense or a serious traffic violation as described in section 26-202 of the Maryland Transportation Code, or learns that he or she is the subject of a criminal investigation must immediately notify OPR.
5. A misdemeanor or felony conviction, guilty plea, finding of guilty, probation before judgment, or equivalent disposition (e.g., pre-trial diversion or ADR) shall be assumed to be an admission of the violation charged.

ASSOCIATED POLICIES

Policy 304, *Suspension Procedures*
Policy 409, *Firearms Regulations*
Policy 601, *Member Confidentiality Obligations and Media Releases*
Policy 602, *Public Speech*
Policy 604, *Social Media*
Policy 710, *Level 3 Use of Force Investigations/Special Investigation Response Team (SIRT)*
Policy 1114, *Persons in Police Custody*
Policy 1115, *Use of Force*
Policy 1401, *Control of Property and Evidence*
Policy 1402, *Management of Evidentiary Controlled Dangerous Substances*
Policy 1504, *Departmental Uniforms and Equipment*
Policy 1726, *Family Medical Leave*
Policy 1727, *Leave of Absence without Pay*

RESCISSION

Remove and destroy/recycle Policy 302, *Rules and Regulations*, dated 16 July 2016.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.