1.600 STANDARDS OF CONDUCT *(12.2.1.g, 26.1.1)*

1.602 Applicability Of Directives

A. Directives contained in this Manual are applicable to all agency employees during the conduct of their duties and responsibilities.
B. Employees will comply with all applicable agency directives even though they are off-duty.

1.604 Courtesy

A. The practice of courtesy in all official contacts encourages understanding and appreciation. While the urgency of situations might preclude ordinary social amenities, discourtesy under any circumstance is indefensible. Employees will treat citizens, superiors, subordinates, and peers with courtesy and respect for their personal dignity.
B. Employees:
    1. Unless precluded by specific duty assignments will:
        a. Be courteous, discreet, and maintain proper decorum and temper while refraining from using harsh, insolent, profane, or derogatory language or gestures;
        b. Treat each other with the respect and courtesy due every individual in a professional work atmosphere;
        c. Greet each other with respect and courtesy when encountering one another;
        d. Not address another in profane, threatening, or abusive language;
        e. Refer to other employees by their rank or title status when conducting official business in public;
    2. Will not maliciously threaten, verbally or physically assault, strike or sexually harass anyone; and
    3. Who aid, abet or incite any altercation between other employees will be held responsible along with those actually involved.

1.606 Compliance With Orders *(12.1.3)*

A. The agency is an organization with a clearly defined hierarchy of authority. This is necessary because the obedience of lawful commands issued by superiors is essential for the safe and prompt performance of police operations. Employees will perform their duties as required or directed by law, rule, regulation, policy, or by order of superiors.
B. Employees will not be insubordinate by deliberately failing or refusing to obey lawful orders given by superiors.
C. Orders from superiors to subordinates must be clear, understandable, civil, and issued in pursuit of agency business. Orders relayed from superiors, including orders relayed from superiors by employees of the same or lesser rank, will be followed as if issued by superiors directly.
D. Superiors will not knowingly issue unlawful orders.
E. Employees will not obey unlawful orders. Responsibilities for refusing to obey orders rest with employees who will be required to justify their actions of refusal.
F. Employees receiving unlawful orders will, at first opportunity, report to the supervisor of the employee who issued the order. This report will ask for relief from such orders and will contain incident facts and the unlawful orders believed issued.
G. Upon receipt of orders conflicting with previous orders, employees affected will advise persons issuing second orders of these facts. Responsibility for countermanding original orders rests with individuals issuing second orders. If so directed, latter commands will be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the agency.
H. Employees in doubt as to the nature or details of orders or assignments will seek clarification from supervisors by going through the chain of command. Questions will receive a timely response.

1.608 Abuse Of Position

Employees will not seek or accept personal advantages that might reasonably be interpreted as attempts to influence them in the conduct of their university duties. Such personal advantages may be gifts, personal loans, advances or accommodations, financial or other, not readily available to other persons on similar terms.

1.608.02 Improper Transactions

Employees will not buy or sell anything from or to complainants, suspects, witnesses, defendants, detainees, or other persons involved in cases which have come to their attention or which arose out of their agency employment thereby creating personal advantages not readily available to others similarly situated. The Chief may authorize exceptions.

1.608.04 Gifts, Gratuities, Loans, Fees, Rewards, Bribes, etc.

A. Employees will not solicit or accept any gifts, gratuities, loans, fees, rewards, or other considerations benefiting employees or the agency, if it may be reasonably inferred that the actions were made to:
   1. Influence actions of an official nature;
   2. Affect the performance or non-performance of official duties; or
   3. Affect directly or indirectly the interests of the persons, organizations, or businesses involved.

B. Unauthorized gifts, gratuities, loans, fees, rewards or other things falling into these categories coming into possession of employees will be forwarded to the commander responsible for the human resources function together with written reports explaining the circumstances connected therewith.

1.608.06 Personal Preferment

Employees will not seek the influence or intervention of persons outside the agency for purposes of personal preferment, advantage, transfer, or advancement.

1.610 Testimonials & Endorsements

A. Employees will not use their official positions, official identification cards, or badges for identification as agency employees in connection with testimonials or advertisements of property or commercial enterprises without prior approval of the Chief or specific designee.

B. Agency uniforms, vehicles, equipment, facilities, and on-duty personnel will not be used for commercial purposes without approval of the Chief or specific designee.

1.612 Associations

A. Employees will avoid regular or continuous associations or dealings with persons that would bring discredit upon the agency or with persons involved in criminal behavior, except as may be necessary in connection with official duties or where unavoidable because of other personal relationships.

B. Unless required by official job related duties, employees will not be affiliated with any organization, association, movement, group or combination of persons which advocates, has advocated, or incites:
   1. Overthrowing of the government of the United States or this state by force, violence, or any unconstitutional means;
   2. Committing acts of force or violence to deny any person rights under the Constitution of the United States or any state, or
   3. Committing criminal acts or conspiracies.

1.614 National Colors & Anthem

A. Uniformed employees will render full military honors and employees in civilian dress will render proper civilian honors to the national colors and anthem at appropriate times. This applies to both indoor and outdoor venues and regardless if employees wearing or not wearing uniform hats.

B. Employees in uniform will render military salutes to the flag when it is carried by color bearers in marching formations or when being hoisted or lowered from flagstaffs during ceremonies.
C. During the rendition of the national anthem, employees in uniform will face the flag and render military salutes at the first note of the anthem and retain their position until the last note. Employees in civilian clothes will place their right hand over their heart at the first note of the anthem and retain this position until the last note.

1.616 Relief

Employees are to remain on duty and at their assignments until properly relieved by other employees or until dismissed by competent authority.

1.618 Meals

A. Officers, Police Aides, PCOs and FLSA exempt employees are normally allowed to take meal periods within their basic work schedules.
B. Other FLSA non-exempt employees' schedules, meal breaks, etc. are managed consistent with **TU 07-06.10 –Hours of Work & Attendance.**

1.620 Intoxicants, Drugs, & Narcotics

1.620.02 Prohibited Conduct

A. Employees are prohibited from:
   1. Abusing alcohol or drugs;
   2. Committing a controlled dangerous substance offense;
   3. Committing an alcohol driving offense;
   4. Working under the influence of alcohol;
   5. Working under the inappropriate influence of prescription drugs or over-the-counter drugs;
   6. Working under the influence of a controlled dangerous substance; and
   7. Being armed while impaired or under the influence of, alcohol, drugs, or both.
B. Employees will not drink intoxicating beverages on-duty except in performance of police duties, and then only in context of police duties and with specific consent of their commanders.
C. Employees will not be under the influence of intoxicating beverages while on-duty except for *bona fide* job related reasons and with specific consent of their commanders.
D. Employees, whether on-duty or off-duty, will not purchase or consume intoxicating beverages while in uniform, or recognizable parts of issued uniforms.
E. Unless authorized by the Chief, employees will not store or bring into any police facility or vehicle intoxicating beverages, controlled substances, narcotics, or hallucinogens except those items that are evidence, are to be used in the course of authorized police business, or are OR prescribed by licensed health care practitioners.
F. Employees will not operate agency vehicles after consuming alcoholic beverages except for *bona fide* job related reasons without specific consent of their commanders.
G. Use of intoxicating beverages on property owned, operated, leased, or under control of the USM will be consistent with state law, agency directives, and university regulations.
H. Employees will not possess any narcotic, hypnotic, amphetamine, barbiturate, hallucinogenic drug, tranquilizer medication, or other controlled dangerous substance except in the performance of their lawful duties or if prescribed by licensed health care practitioners.
I. Use of any narcotic, hypnotic, amphetamine, barbiturate, hallucinogenic drug, tranquilizer medication, or other controlled dangerous substances by employees is prohibited unless uses are in accordance with lawful prescriptions obtained from licensed health care practitioners.

J. Employees are responsible for the timely notification of their immediate supervisors whenever they are taking prescription or over-the-counter medications that have the potential for rendering them unable to perform their assigned duties and responsibilities.
K. Supervisors are responsible for making notifications to their commanders if employees are not physically or mentally fit for duty.

1.620.04 Impaired Employees

A. On duty employees will neither have contact with the public nor be within public view while under the influence of intoxicating beverages or controlled substances.
B. Unless ordered by supervisors or commanders or forced to act in defense of self or others, employees under the influence of intoxicating beverages or controlled substances, whether on-duty or off-duty, will not utilize agency equipment or exercise police powers. In such cases, the standard of conduct will be the authorized and allowed behaviors of non-impaired employees. Impairment will not be a defense of employees' actions.
C. Employees learning of or suspecting that other employees have violated laws, policies, or directives relating to controlled dangerous substances or alcohol will refer same to the appropriate supervisor or commander for further investigation and appropriate actions.
D. Employees may voluntarily submit, or be ordered to submit, to breath or blood analysis for administrative investigation purposes. See also **1.720.10 Internal Investigations – Generally**.

1.620.06 Evidentiary Presumptions

A. Evidentiary presumptions are consistent with **Courts and Judicial Proceedings (CJ) § 10-307 Chemical Test for Alcohol, Drug or Controlled Dangerous Substance Content - Results of Analysis and Presumptions**.
B. Persons are presumed to not be under the influence of alcohol if, at the time of testing, persons tested have less than 0.02% BrAC.
C. *Prima facie* evidence for being under the influence of alcohol exists if, at the time of testing, persons tested have greater than 0.05% BrAC.
D. *Prima facie* evidence for being under the influence of alcohol does not exist if, at the time of testing, persons tested have 0.02% - 0.05% BrAC. However, other facts, circumstances, or observations may be considered along with BrAC results to support allegations of being under the influence of alcohol.

1.622 Presence At Unauthorized Places

A. Employees will not be present at any place while on-duty except for legitimate purposes. Employees will not use master keys to access areas except in the normal course of duties or with permission of controlling agents of facilities. Mere presence in unauthorized places or areas is *prima facie* evidence of a violation of this section.
B. Employees will comply with university regulations governing the use of university facilities. However, it is recognized that the agency maintains exceptions with other university components relating to the use of certain facilities. Use of facilities in these situations must be in accordance with written agreements or permission from controlling agents of the facilities.

1.624 Leaving The University Area

On-duty officers and aides must, when needing to leave the immediate vicinity of the agency primary jurisdiction, request permission from a supervisor or commander, and if approved, inform Communications when they leave and return to the area.

1.626 Address & Telephone Numbers

Employees are required to have working, reliable telephone service. Employees will ensure their notification information is updated within 24 hours of changes in addresses, telephone numbers, or emergency notification information.

1.628 Use Of Agency Address

Employees will not utilize the agency's mailing address as their private mailing addresses, addresses for purposes of motor vehicle registrations, or addresses on their drivers' licenses.

1.630 Reporting For Duty

A. Employees will report for duty at times and places designated by assignments or orders and will be physically and mentally fit to perform their duties.
B. Employees reporting for duty will be equipped for the proper performance of their duties.
C. Judicial subpoenas and administrative notices constitute orders to report for duty.

1.632 Identification *(22.2.7)* **{Revised: 06/18/14}**

A. The university issues a photo identification card to each university employee and student.
   1. The university's identification card can be used for various purposes on campus, including building access.
   2. Officers' ID cards have the designation "Police" on them. Non-sworn employee ID cards have the designation "Faculty/Staff" on them.
B. The agency issues a photo ID card to each police officer.
C. Officers will carry their university and departmental identification cards, MPTC certification cards, and wear or carry their badges as appropriate on their persons at all times when they are armed and/or on duty, except when impractical or inconsistent with duty assignments.
D. Police Aides and PCO's will wear their badges and carry their university identification cards on their persons when they are on duty, except when impractical or inconsistent with duty assignments.
E. Non-sworn employees will prominently wear and display their university ID cards while on-duty except when impractical or inconsistent with duty assignments.

1.632.02 Providing Name and Identification

Employees will politely give their names, ranks or assignments, departmental identification numbers, and supervisors' names to persons when requested to do so, unless such actions are likely to jeopardize police operations or assignments.

1.632.03 Verbal Identification over the Phone

EMPLOYEES WILL ENSURE THEIR IDENTITIES AND POSITIONS WITHIN THE AGENCY ARE CLEARLY COMMUNICATED AND UNDERSTOOD WHEN PLACING OR RECEIVING PHONE CALLS, UNLESS SUCH ACTIONS ARE LIKELY TO JEOPARDIZE POLICE OPERATIONS OR ASSIGNMENTS. SEE ALSO **2.904.06 GENERAL TELEPHONE PROCEDURES.**

1.632.04 Unauthorized use of Identification

Employees will make every effort to ensure the security and safekeeping of their police identifications at all times. Employees will not lend to other persons their identification cards or other forms of police identification or permit them to be photographed or reproduced without the approval of the Chief.

1.634 Recommending Attorneys & Bail Bondsmen

Employees will not suggest, recommend, advise, or otherwise counsel retention of specific attorneys or bail bondsmen to persons coming to their attention as a result of agency business.

1.636 Neglect Of Duty

Employees:

A. Will not fail to act reasonably and prudently as would be expected of another employee of like classification faced with similar circumstances;
B. Will not engage in any activities or personal business that would cause them to neglect or be inattentive to their duties; or
C. Will remain awake while on duty. If unable to do so, they will contact supervisors who will determine proper courses of action.

1.638 Injury Or Illness Report

A. All employees will immediately report to their supervisors any health conditions that might adversely affect employees' abilities to perform their duties. This includes notifications of prescription or over-the-counter medications that might adversely affect employees' performance.
B. Employees will not feign illness or injury, falsely report themselves as ill or injured, or otherwise deceive or attempt to deceive the agency as to the condition of their health.

1.640 Performance Level

A. Employees will maintain competence to perform their duties and to assume responsibilities of their assignments. They will perform their duties commensurate with standards established by the agency.
B. Unsatisfactory performance may be demonstrated by lack of knowledge, unwillingness or inability to perform assigned tasks, failure to conform to established requirements for positions or ranks, or by failure to take appropriate actions when required.
C. Unsatisfactory evaluations or a record of repeated infractions of agency orders or directives is *prima facie* evidence of unsatisfactory performance.
D. Actions taken as the result of unsatisfactory performance levels will be consistent, as applicable, with agency directives, OR University regulations.

1.642 Loitering

A. Employees are not permitted to loiter while on-duty.
B. Off-duty employees will not disrupt the activities of on-duty personnel.

1.644 Public Statements & Appearances

A. Employees will not address public gatherings, appear on radio, television or other electronic media, prepare articles for publication, act as correspondents to publishers, or otherwise appear in public or present themselves as representing the agency without the approval of the Chief.
B. Employees are prohibited from using their official capacities, titles, or positions to endorse products, organizations, programs, or services without the permission of the Chief.
C. Employees are prohibited from representing themselves in official capacities, either in or out of uniform, before hearing or licensing boards, when their appearances before such boards are not official acts required of them as employees of the agency or authorized by the Chief.

1.644.02 Social Media, Speech & Expression {Revised: 09/11/26}

A. Employees retain their rights to engage in lawful speech and expression, including lawful use of social media and social networking platforms while off-duty. Nothing in this section is intended to prohibit or infringe upon communication, speech, expression, association, collective bargaining activity, or other activity protected by the United States Constitution, Maryland law, applicable labor laws, or other controlling authority. This includes employees speaking as private citizens on matters of public concern and reporting alleged misconduct, corruption, or unlawful activity. See also TU 10-01.06 - Social Media Policy.

B. For purposes of this section, social media and electronic communications include, but are not limited to, social networking sites, websites, blogs, forums, messaging applications, email, podcasts, photographs, video, audio recordings, file-sharing services, and other forms of electronic or digital communication.

C. Employees may maintain and use personal social media accounts while off-duty, consistent with law and agency directives. Employees:
   1. Are responsible for content they personally create, post, transmit, publish, or otherwise disseminate;
   2. Will not create, record, produce, livestream, post, transmit, or otherwise generate personal social media content while on-duty, except when specifically authorized for official agency purposes;
   3. Whether on-duty or off-duty, will not knowingly create, record, produce, livestream, or participate in personal social media content in which the employee appears wearing an agency uniform or any recognizable portion of an agency uniform, or wearing or displaying agency-issued or agency-branded clothing, badges, credentials, identification, insignia, equipment, vehicles, or other items that would reasonably identify the employee as acting for or representing the agency, unless specifically authorized for official agency purposes;
   4. Paragraph C.3 does not prohibit an employee from appearing in or posing for a still photograph while in uniform or agency-identifiable attire when the photograph is taken for a legitimate personal, family, ceremonial, commemorative, recognition, promotion, graduation, or similar purpose. Such still photographs may also be posted, transmitted, published, or otherwise shared through an employee's personal social media account, provided the content does not violate any other provision of this directive or other applicable agency or university policy, including prohibitions relating to confidential or non-releasable information, officer or public safety, unauthorized endorsements, political activity, commercial use, or conduct that falsely implies the employee is speaking or acting on behalf of the agency or Towson University.
   5. Will not use personal social media accounts in a manner that falsely represents that they are speaking on behalf of the agency or Towson University;
   6. Will not use their official authority, title, uniform, badge, identification, agency equipment, facilities, logos, insignia, or other indicia of office to imply agency or university endorsement of personal, commercial, political, or organizational activities except as specifically authorized; and
   7. When their affiliation with the agency could reasonably cause others to believe they are speaking on behalf of the agency, should make clear that the views expressed are their own and do not represent the official position of the agency or university.

D. Employees will not use social media or other means of communication to:
   1. Disclose, post, transmit, or otherwise disseminate confidential, privileged, law-enforcement-sensitive, security-sensitive, or otherwise restricted information obtained through their employment except as authorized by law, agency directive, or competent authority;
   2. Post or disseminate photographs, video, audio recordings, reports, records, documents, evidence, or other materials created, received, maintained, or accessed through their employment when release of those materials has not been authorized;
   3. Disclose non-public information concerning an active criminal, administrative, personnel, or internal investigation when disclosure is not authorized;
   4. Disclose the identity of confidential informants, protected witnesses, crime victims, juveniles, undercover personnel, or other persons whose identities are protected by law or agency directive;
   5. Use or disclose agency information, photographs, recordings, records, or other materials obtained through employment for personal or financial gain; or
   6. Release information to the media or public when such release would otherwise be prohibited by 1.644 Public Statements & Appearances, 1.652 Confidentiality, or other agency directives.

E. Employees will exercise reasonable care when posting information that could compromise the safety or security of agency employees, their families, other law enforcement personnel, members of the

university community, or police operations. Employees will not knowingly post or disseminate non-public information that could reasonably be expected to:

1. Identify or compromise an undercover employee, confidential assignment, surveillance operation, or similar police activity;
2. Reveal another employee's non-public home address, personal contact information, family information, or off-duty location without authorization;
3. Reveal non-public tactical plans, deployment strategies, security measures, prisoner movements, investigative techniques, or other operational information when disclosure could reasonably create a safety or security risk; or
4. Otherwise create a reasonably foreseeable threat to the safety of employees, members of the university community, witnesses, victims, or other persons.

F. Consistent with applicable constitutional and statutory protections, employees will not engage in speech or expression made pursuant to their official duties that knowingly discloses information prohibited from release by law or agency directive, compromises an ongoing investigation or police operation, advocates unlawful conduct, or otherwise constitutes conduct prohibited by agency directive or law.

G. Employees will remain mindful that statements, photographs, videos, or other electronic communications significantly linked to their agency employment may affect their ability to perform official duties, testify as witnesses, maintain working relationships, or maintain public trust. Any administrative review of employee speech or expression will consider whether the activity is protected by law and the relationship, if any, between the activity and legitimate agency interests, including public safety, operational effectiveness, confidentiality, impartiality, discipline, and the efficient delivery of police services.

H. Official agency social media accounts will be created, administered, or used only by employees authorized by the Chief or specific designee. Employees will not create or operate an account purporting to be an official Towson University Police Department account, or publish content in the name of the agency, without authorization.

I. Employees' use of social media for political or commercial activity will be governed by 1.610 Testimonials & Endorsements, 1.646 Political Activity, and applicable law.

J. Employees have no expectation of personal privacy in electronic communications created, transmitted, received, accessed, or stored using agency or university-owned information technology systems, except as otherwise provided by law or university policy. The agency will not request or require an employee to disclose a username, password, or other means of accessing the employee's personal social media account except as authorized or required by applicable law.

K. Publicly available social media information, or information otherwise lawfully obtained by the agency, may be considered when relevant to a legitimate administrative or criminal investigation. Employees will not be disciplined solely for engaging in speech, expression, association, or other activity protected by law.

1.646 Political Activity

A. Employees retain all rights and obligations of citizenship provided in the Constitution and laws of the State of Maryland, and in the Constitution and laws of the United States of America. They will not jeopardize the impartial position of this agency in political matters, other than to exercise their right of suffrage, while in uniform or on-duty.

B. Employees will not:

1. Use or authorize the use of their university or agency title, any photographic image portraying them in issued uniform or using agency or university equipment or vehicles for political purposes;
2. Campaign or engage in political activities while on-duty;
3. Advocate overthrow of the government by unconstitutional and violent means;
4. Be obligated to contribute or render political services; or

5. When off-duty, campaign or conduct political business in agency facilities.

C. Employees must submit written notifications through their chain of command to the Chief at least three business days prior to filing as candidates for elected political office.

1.648 Civil Actions

A. Employees will send notifications through their chains of command to the Chief within one business day when, as the result of their job performance or affiliation with the agency or the university, they become aware of their:
   1. Being subpoenaed;
   2. Becoming party to or filing civil actions; or
   3. Needing to be deposed, answer interrogatories, provide affidavits, etc.

B. Employees will not:
   1. Make statements, or otherwise furnish information regarding incidents or allegations of liability against the agency, the university, or the state without notifying and receiving permission from the Chief or university counsel;
   2. Compromise, discharge, or settle against the agency's, the university's, or state's interest without consent of the Chief or university counsel; or
   3. Enter into financial understandings for appearances as witnesses prior to trials except in accordance with other directives or law.

C. Employees when summonsed requested, or voluntarily offering to testify, write correspondence, or make statements on behalf of criminal defendants or civil litigants will:
   1. Initiate notifications along their chain of command to the Chief within one business day of their being summonsed, requested, or volunteering;
   2. Advise requestors of employees' needing to be summonsed or subpoenaed, unless actions are voluntary; and
   3. Make no voluntary references to their position or employment with the agency, the university, or the state.

1.650 Truthfulness

A. Employees will be truthful when answering questions relating to their duties or employment that are asked of them except in the furtherance of a *bona fide* police duty.

B. Employees will not knowingly or deceptively make any false statements, reports, or records relating to their employment except in the furtherance of bona fide police duties.

C. Employees will not knowingly misrepresent fact by submitting inaccurate or improper statements, reports, or records relating to their duties or employment except in the furtherance of *bona fide* police duties.

1.652 Confidentiality

A. Information regarding agency business will be disseminated consistent with agency, university, and external controlling directives.

B. Employees:
   1. Will treat the official business, evidence, documents, photographs, etc. of the agency as confidential;
   2. May remove or copy official records or reports only in accordance with established procedures, permissions, and duty obligations;
   3. Will not divulge the identity of persons giving confidential information except as authorized by a commander or court order; and
   4. Will not release items of evidence, documents, photographs, etc. to members of the media or others outside the criminal justice system without specific duty obligations or approval by an appropriate commander.

C. All non-sworn employees (full-time, contingent, contractual, temporary employees, volunteers, etc.) are required to sign confidentiality agreements.

1.654 Sexual Misconduct & Abusive Conduct/Bullying *(26.1.3)* {Revised: 03/03/15}

A. EMPLOYEES WILL NOT ENGAGE IN ANY SEXUAL MISCONDUCT, ABUSIVE CONDUCT, OR BULLYING AS DESCRIBED IN:
   1. **TU 06-01.60 POLICY ON SEXUAL MISCONDUCT**; AND
   2. **TU 06-01.80 PROHIBITING ABUSIVE CONDUCT / BULLYING.**
B. These policies contain procedures that include, but are not limited to:
   1. PROHIBITION OF IMPROPER OR UNLAWFUL DISCRIMINATION OR HARASSMENT IN THE WORK PLACE; and
   2. Means by which prohibited activities can be reported, even if offending parties are in complainants' chains of command.
C. Methods of investigating and disposing of illegal harassment allegations will be consistent with due process systems applicable to respondent employees' job classifications, such as investigations involving sworn employees being conducted.

1.656 Legal Compliance

A. Employees will obey laws of the United States and local, state and foreign jurisdictions in which they are present.
B. Employees will make notifications as soon as reasonably practical within 24 hours through their chain of command to their commanders upon being:
   1. Charged with criminal or civil violations by arrest, criminal or civil citation, summons, or other charging documents, arrestable traffic violations, or non-arrestable traffic violations for which points may be assessed. This requirement does not apply to parking, automated enforcement violations, or other traffic violations that does not assess points, except when they are issued to departmental or university vehicles,
   2. Made aware that they are the subjects of criminal investigations;
   3. Made aware that legal actions are pending or on file, but have yet to be served;
   4. Made aware of driver's license suspensions or revocations; or
   5. Made aware of the loss or pending loss of any critical job certifications.
C. If initial notifications to supervisors are verbal, employees will ensure written notifications are submitted as soon as reasonably possible through their respective chains of command.
D. Commanders so notified will ensure the commander responsible for the internal affairs function is promptly notified of the alleged incidents so that internal investigations can be conducted to determine if agency directives have been violated.
E. Misdemeanor or felony convictions, guilty pleas, "Alford" pleas, etc. will be *prima facie* evidence of violations of this section.

1.658 Supervisor & Commander Responsibilities

A. Supervisors and commanders are responsible for their subordinates' job performance and adherence to agency rules, regulations, policies, orders, directives, and procedures.
B. Supervisors and commanders are responsible and accountable for the maintenance of discipline and will provide leadership, supervision, and example to ensure efficiency of agency operations.
C. Authority and functions may be delegated to subordinates, but responsibilities remain with supervisors or commanders who make assignments. Supervisors and commanders remain answerable and accountable for all job related failures on the part of their subordinates when they were aware of potential failures and did not take appropriate actions to correct deficiencies.

D. Supervisors and commanders will not undermine or communicate to subordinates their disagreement or non-support of agency directives or initiatives. Doing so undermines, or is prejudicial to, the good order, efficiency, or discipline of the agency and is conduct unbecoming of a superior.

1.660 Timeliness

A. Employees are expected to complete tasks for which they are responsible in reasonable and prudent time frames or as otherwise specifically directed by orders, laws, regulations, or directives.
B. Employees will seek the assistance and guidance of supervisors or commanders as necessary to clarify time frame performance expectations.

1.662 Responsibility For Actions

A. Employees who initiate operational or administrative actions and activities are responsible for ensuring all required, necessary, or appropriate actions are conducted thoroughly, accurately, and on a timely basis.
B. Employees will seek the assistance and guidance of supervisors or commanders as necessary to clarify what actions must be taken consistent with initiated activities.

1.664 Conflict Of Interest

A. Conflicts of interest arise when individuals' private interests, such as social, romantic, professional, secondary employment, or financial relationships, might interfere with their professional obligations. Such situations do not imply wrongdoing or inappropriate activities, but in a police agency, they can compromise, or be perceived as compromising, the agency's mission, values, administration, or operations.
B. The agency complies with **USM 188.0 VII-2.10 Policy on employment of members of the same family** (nepotism) for classified and administrative personnel. Members of the same family are eligible for employment in the USM. However a supervisor-subordinate relationship will not exist between family members nor will one member of a family assume for the other the role of advocate or judge with respect to conditions of employment or promotion.
C. Employees are responsible for disclosing real or potential conflict of interest and/or nepotism situations, along their chain of command, to the Chief who will determine, within the scope of reason, prudence, and controlling directives, how best to protect the agency from real and perceived conflicts of interest.

1.666 Labor Activities

A. Consistent with **State Personnel & Pensions (SP) § 3-306**, employees are prohibited from engaging in any unfair labor practice.
B. See also **1.434 Collective Bargaining**.

1.668 Retaliation Prohibited {Revised: 12/21/16}

A. All employees are responsible for establishing and maintaining work environment in which employees are free from retaliation.
B. Employees will not retaliate or take adverse actions against anyone who engages in activities that are protected or authorized by the Constitution, statutes, or other directives.
C. POLICE OFFICERS WILL NOT BE SUBJECTED TO RETALIATION AS DESCRIBED IN **PUBLIC SAFETY (PS) §3-103(D)**.
D. Supervisors and commanders are accountable for subordinates who engage in behavior that was known or should have been known to formally or informally punish or retaliate against employees for engaging in protected activities.