



# DEPARTMENT RULES

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## **I. POLICY**

This directive identifies the most important, professional standards of conduct expected of Police Department members. This list is not intended to be all-encompassing, nor is it intended to prevent the department from disciplining members for acts or omissions not specifically enumerated within it.

The policy of the department is to ensure that all members maintain an exemplary standard of personal integrity and ethical conduct. The recognition that our primary responsibility is to the community requires the understanding that police powers are limited and police action, in whatever form, must be accountable to the community.

The department recognizes that members possess certain basic individual rights. Protection of the rights of department members enhances the integrity of the department and further promotes the goal of furnishing to the community the highest quality of police services.

## **II. DEPARTMENT RULES**

Except where specifically noted, the following rules apply to all members.

It is the responsibility of each member to familiarize themselves with the department rules.

### **Rule 1 Conformance to Law**

Members are required to obey all federal, state, and local laws and regulations applicable to the general public.

### **Rule 2 Conformance to Policy**

Members may not commit any act or fail to perform any act that constitutes a violation of any departmental policy without good cause or exigent circumstances.

### **Rule 3 Compliance with Orders**

- A. Members must comply with a superior's lawful orders. Except as noted below, failure to comply with all such orders constitutes insubordination
- B. Superiors may not issue any order which they know would require a subordinate to commit any illegal, immoral, or unethical acts.
- C. Members may not obey any order which they know would require them to commit illegal, immoral, or unethical acts.

- D. Members must obey a lawful order which has been relayed to the member from a superior by any other member

**Rule 4 Conduct Unbecoming**

- A. Members may not conduct themselves in a manner, on or off duty, that casts doubt on their integrity, honesty, moral judgment, or character which brings discredit to this agency.
- B. Members may not conduct themselves in a manner, on or off duty, that impairs the agency's efficient and effective operation.

**Rule 5 Discrimination/Harassment and Use of Derogatory Language**

- A. Members of the department may not discriminate against, harass, or use derogatory language in referring to any other member or citizen on the basis of race, color, national origin, religious beliefs, disability, sex, gender, homelessness, sexual orientation or any other basis as prohibited by county, state, or federal law.
- B. Members may not take nor contribute to any reprisal or adverse action against any individual or group of individuals who have opposed discriminatory practices or who have participated or assisted in a charge, investigation, or proceeding brought under department policy, or county, state, or federal law.
- C. Supervisors and/or managers of the department must ensure a prompt and thorough inquiry into any instance of alleged discrimination or harassment which comes to their attention. All information regarding such allegations must be documented and forwarded to the Internal Affairs Section.

**Rule 6 Courtesy**

Members should be courteous and respectful to others. Members should maintain proper decorum and command of temper and avoid the use of violent, insolent, or obscene language. There are limited occasions where language that might otherwise be considered discourteous may be used for de-escalation, emphasis, or gaining control over chaotic situations.

**Rule 7 Neglect of Duty**

Members may not neglect the essential, expected, assigned, or required duties of their assignment or position.

**Rule 8 Unsatisfactory Performance**

Members must carry out their job responsibilities in a satisfactory manner by reasonably conforming to relevant work standards and department procedures. Unsatisfactory performance may rise to the level of misconduct when the unsatisfactory performance leads to a result which cannot reasonably be corrected or the unsatisfactory performance constitutes a continuing pattern of poor performance that the member has failed to correct despite being given notice and opportunity to improve.

**Rule 9 Punctuality**

- A. Members of the department must be punctual in reporting for duty at the time and place required.
- B. Members may not be absent from duty without approved leave or without a supervisor's authorization.
- C. Members may not leave their assigned work area prior to the end of the scheduled workday without the approval of a supervisor.

**Rule 10 Attentiveness to Duty & Use of Alcohol/Drugs**

- A. Members must remain awake and alert while on duty.

- B. Members may not consume alcohol or other substances which cause impairment while on duty, except while acting under the proper and specific orders of a superior officer.
- C. Members may not consume alcoholic beverages while wearing any part of an issued uniform which may be recognizable as part of an Anne Arundel County Police uniform. Members are prohibited from operating a county vehicle while consuming any alcoholic beverages, while having any measurable levels of alcohol in their breath or blood, or while experiencing any effects from alcohol.
- D. An officer may not exercise any police authority, take any official police action, or represent himself as a police officer for the purpose of influencing a person's actions or behavior while impaired by or under the influence of alcohol or drugs, except in a life-threatening situation.
- E. Officers may not be armed with a firearm when the officer is impaired by or under the influence of drugs or alcohol, except while acting under the proper and specific orders of a superior officer.
- F. Members may not knowingly use/ingest/take any narcotic or controlled dangerous substance unless the substance is prescribed to the member by a qualified medical professional and the member is using/ingesting/taking the substance in accordance with the prescription
- G. Members taking prescription medication which the member knows impairs their performance while on duty must notify their supervisor of the medication prescribed before reporting to work or operating a county vehicle.
- H. Members may not be impaired by alcohol, under the influence of alcohol, or have any measurable level of alcohol in their breath or blood when on duty.
- I. Members are prohibited from consuming alcohol within 4 hours of arrival to work or operating a county vehicle.

#### **Rule 11 Mutual Protection**

An officer must promptly come to the aid of any law enforcement official who, while in the performance of their duties, is in need of assistance.

#### **Rule 12 Use of Force**

Officers may only use force in accordance with law and department policy.

#### **Rule 13 Abuse of Authority**

- A. The lawful authority entrusted to police officers may not be used improperly.
- B. Members may not use their authority or position for personal gain, to obtain privileges or favor, or to avoid the consequences of illegal acts committed by themselves or others.
- C. Members must not intentionally manufacture, tamper with, falsify, destroy, or withhold evidence or information, nor make any false accusations or statements for the purpose of influencing the outcome of any investigation, hearing, or trial.
- D. Members are prohibited from providing confidential information concerning department investigations or operations to any unauthorized person.
- E. Members are prohibited from providing information obtained from the Criminal Justice Information System (CJIS), Motor Vehicle Administration (MVA), National Crime Information Center (NCIC), or confidential or privileged information obtained from any other source to any unauthorized person.

#### **Rule 14 False Statement**

**Definition of False Statement:** A false statement is a statement, written or verbal, that is incorrect, that is untrue, or that omits a material fact, and the statement or omission is made with the intent to deceive or mislead. A false statement under this rule does not include a statement made by an officer which is a legally permissible part of a police investigative process.

- A. Members may not make a false statement in connection with official duties or matters related to employment.
- B. Members may not, in any circumstance, make a false statement which creates an irreparable harm to the member's integrity and credibility.

#### **Rule 15 Inaccurate Statement**

**Definition of Inaccurate Statement:** An inaccurate statement is a statement or omission of relevant fact, whether written or verbal, that is either not true or is incorrect, but is made without the intent to deceive or mislead. An inaccurate statement under this rule does not include a statement made by an officer which is legally permissible part of a police investigative process.

Members may not make an inaccurate statement in the course of their official duties or other matters related to their employment with this agency.

#### **Rule 16 Departmental Investigations (Testifying)**

Members must answer questions or render material reports and relevant statements in a Departmental personnel investigation when directed.

#### **Rule 17 Required Notifications**

A member charged with a criminal, traffic, or civil offense that carries a possible penalty/sentence of incarceration must immediately report the date, place, and nature of the charge to the member's commanding officer who must notify their Bureau Commander via the chain of command. A member who becomes the subject of a protective or peace order must immediately notify his/her commanding officer who must notify their Bureau Commander via the chain of command.

#### **Rule 18 Use of Department Insignia Department**

Department insignia, the department badge, and department shoulder patches, or likenesses thereof, may not be used for personal or department use, without the approval of the Chief of Police or his/her designee. This includes the use of an insignia, badge, or shoulder patch for printed matter, social media or internet uses, products, or other items (i.e., apparel, challenge coins, etc.).

#### **Rule 19 Wearing the Uniform**

Department uniforms may only be worn by members while on duty, when authorized for secondary employment, when going to or from their place of assignment, when representing the agency in an official capacity, or when otherwise authorized by the Chief of Police or the Chief's designee.

#### **Rule 20 Carrying of Credentials/Identification**

- A. All members must carry their department-issued identification card on their person at all times while in uniform, on duty, while carrying an issued or approved firearm, or while operating a department vehicle, unless exempted by the Chief of Police.
- B. All members of the department, while acting in performance of their duties, must identify themselves to any citizen or law enforcement official requesting such identification, either in person or verbally over the phone, by supplying their name and identification number. If requested, identification cards must be displayed, unless exempted by the Chief of Police.

**Rule 21 Recognition of Covert Officers**

No member of the department may visually or verbally recognize or acknowledge any officer assigned to covert duties until that officer acknowledges them first.

**Rule 22 Gratuities**

Except as allowed by County Public Ethics laws, no compensation, reward, gift, or other consideration may be solicited or accepted by members without permission from the Chief of Police. (Anne Arundel County Code: 7-5-106 Public Ethics Article).

**Rule 23 Soliciting/Endorsements**

- A. Members may not solicit votes or contributions for any prize contest, nor engage in the sale of tickets or the solicitation of advertisements or business of any nature while in uniform or while representing themselves as members of the department without prior written approval of the Chief of Police.
- B. Members may not authorize the use of their names, photographs, or official titles which identify them as employees of the department in connection with the endorsement of political candidates or causes, testimonials, or endorsements of any product or enterprise.

**Rule 24 Recommending Attorneys, Bail Bond Services, or Other Services Prohibited**

In the performance of their official duties, members may not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney, bail bond service, towing service, or any other specific service to any person coming to their attention as a result of police department business.

**Rule 25 Secondary Employment**

- A. Employees may not engage in any other employment without complying with the directives in the department's secondary employment policy.
- B. No member may engage in any activity related to other employment while on duty.

**Rule 26 Completeness of the Reporting System**

- A. Members must submit all required reports in accordance with department policies.
- B. Reports submitted by members must be accurate, complete, and timely.

**Rule 27 Maintenance of Property**

Members are required to properly maintain, care for, and use all property, uniforms, vehicles, weapons, firearms, and equipment issued to the member or otherwise under the member's responsibility.

**Rule 28 Property**

Property and/or contraband coming into the possession of a member in an official capacity must be reported and properly stored or otherwise disposed of in accordance with department procedures and state and local laws. A minor administrative violation of reporting, processing, or storing property, or contraband is not police misconduct and is addressed through training. Repeated or flagrant violations may be handled through disciplinary action.

**Rule 29 Incidents Involving Relatives, Associates, or Neighbors**

- A. Officers must answer all assigned calls for service to determine the need for police assistance, regardless of the individuals involved.
- B. Officers may not investigate, make arrests, or take other enforcement actions in any incident involving themselves in a personal capacity, their relatives, associates, or neighbors, regardless of duty status, except to prevent any of the following:
  - 1. Injury or death.
  - 2. A felony or other serious crime from occurring.
  - 3. Destruction of Property.
  - 4. Escape of a person that the member, under normal circumstances, would have arrested.
- C. When involved in such incidents, other than the exceptions listed above, the officer must:
  - 1. Request another officer to take action; and
  - 2. Be available to serve as a witness or to assist in an arrest.

**Rule 30 Associations**

- A. Except as necessary to perform official duties, or where unavoidable due to a family relationship, members must avoid associations with organizations, groups, or associations which have a reputation for or are known to be involved in criminal activity.
- B. Members may not visit or enter a house of illegal prostitution, illegal gambling, or any other establishment wherein the laws of the applicable jurisdiction are violated, except in the performance of duty.
- C. Members may not knowingly affiliate themselves with any organization, association, movement, group, or combination of persons which advocates the unconstitutional or non-charter overthrow of the Government of the United States or any state or local government, or which has adopted the policy of approving the commission of illegal acts of force, destruction of property, or violence to deny any person his/her rights under the Constitution or laws of the United States or State of Maryland, or under the charter or laws of any county or local government, or which seeks to alter the form of government of the United States or any state or local government by unconstitutional means, non-charter means, or other unlawful means.

**Rule 31 Smoking Prohibited**

Members may not smoke tobacco or use an electronic or vapor nicotine delivery system in any county vehicle or any county building.

**III. EXEMPTIONS**

Except as prohibited by constitution, charter, law, or any other lawful directive, the Chief of Police may exempt individuals or units from complying with specific rules contained in this directive. Such exemptions may be made on a case-by-case basis in recognition of individual or unit requirements for the performance of their job.

**IV. PROPONENT UNIT:** Office of the Chief of Police.

**V. CANCELLATION:** This directive cancels Index Code 302, dated **09-28-23**.