



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Core Values

Distribution:	All Employees	Index:	PER 0103		
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1. Purpose

To describe the core values of the Harford County Sheriff's Office (HCSO) and outline the employees' responsibility to uphold them.

2. Policy

HCSO will develop and preserve the public's confidence and trust in the HCSO disciplinary process.

3. Procedures

A. Core Values - The following core values will guide the conduct of all employees:

1. COURAGE - employees will:

- a. Have the steadfastness and purpose of mind to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult;
- b. Make decisions in the best interest of the HCSO and our community, without regard to personal consequences;
- c. Meet these challenges while adhering to a higher standard of personal conduct and decency; and
- d. Have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

2. HONOR - employees will:

- a. Treat every person with respect and dignity, and in an unbiased manner;
- b. Remain in control and respond appropriately when dealing with a citizen or an HCSO employee; and

c. Protect the constitutional rights of all persons through impartial enforcement of the law.

3. INTEGRITY - employees will:

a. Uphold the public trust by being honest;

b. Maintain the highest ethical standards and a moral character;

c. Strive to improve the service we provide, the quality of life in the communities we serve and the relationships we have with the community; and

d. Obey HCSO rules, regulations, and procedures.

B. Employees' Responsibility for Supporting Values

1. Employees are responsible for their own actions and may not transfer to others the responsibility for executing or failing to execute any lawful order or police duty.

2. Employees are responsible for complying with all current HCSO directives, either verbal or written, which may be issued by competent authority; ignorance of the directives, procedures, and orders of the HCSO following proper notification is not justification for any violation.

3. Employees will preserve and advance the principles of democracy and freedom in a multi-cultural society by:

a. Protecting life and property; and

b. Bringing traffic and criminal offenders to justice.

4. Employees will remain responsive to the community by:

a. Maintaining the public peace;

b. Reducing the public's fear of crime;

c. Remaining sensitive and responsive to concerns and problems;

d. Actively seeking input from the public; and

e. Remaining courteous, even in the face of provocation.

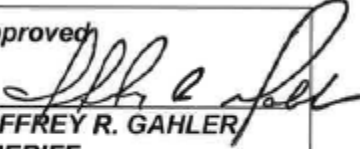
5. Employees will maintain the highest degree of professionalism by:

a. Presenting a neat, professional appearance;

b. Attending to duties in a thorough and timely manner;

- c. Using appropriate and respectful language when dealing with the public, subordinates, and co-workers;
 - d. Never using excessive force;
 - e. Not impairing fitness for duty through the use of alcohol or other controlled dangerous substances;
 - f. Obeying all laws;
 - g. Obeying lawful orders;
 - h. Submitting accurate, factual, and truthful reports;
 - i. Not submitting false reports; and
 - j. Furnishing name, identification number, and duty assignment to any person who is properly entitled to this information.
6. Employees will maintain the highest standards of integrity by:
- a. Not having any contact with a known felon, except in the performance of duty, while acting in response to lawful and specific orders of a superior, or based on necessity because of the relationship of the employee to such person;
 - b. Not disseminating non-public HCSO information to unauthorized people;
 - c. Not placing themselves in a position or acting in a manner that would reflect adversely upon the HCSO;
 - d. Not consuming alcohol or entering establishments that derive their income primarily from serving alcohol, while on-duty or in uniform; or by bringing alcohol onto any HCSO property, except in the performance of their duties; and
 - e. Not engaging in sexual behavior while on-duty or in an HCSO facility or HCSO vehicle while off duty.
7. Employees will treat all people with fairness and dignity by acting impartially and consistently when interacting with subordinates, co-workers, prisoners, and the public.
- C. Commanders' Responsibility for Supporting Values
- 1. Commanders have the ultimate responsibility to ensure the integrity and reputation of the HCSO through the fair and equitable investigation of internal matters and application of disciplinary procedures.
 - 2. Commanders must be sensitive to the concerns of both the complainant and the employee throughout every internal investigation.

3. Commanders will conduct all administrative investigations in compliance with the Harford County Sheriff's Office Accountability Process (HCSOAP), or if applicable the Correctional Officers' Bill of Rights (COBR), and HCSO policy.

Approved

JEFFREY R. GAHLER
SHERIFF
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