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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Code of Conduct

<b>Distribution:</b>	<b>All Personnel</b>		<b>Policy Number:</b>	<b>PER 0101</b>	
<b>Responsible Unit:</b>	<b>Administrative Services Division</b>		<b>Rescinds:</b>	<b>MAN0100</b>	
<b>Original Issued Date:</b>	<b>12/28/16</b>	<b>Revision #:</b>	<b>4</b>	<b>Latest Revision Date:</b>	<b>11/04/24</b>
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### 1. Purpose

To describe the rules of conduct for all Harford County Sheriff's Office (HCSO) employees.

### 2. Policy

All personnel will obey the rules of conduct listed below.

### 3. Overview

All employees of the Harford County Sheriff's Office must uphold, adhere to, and are responsible for knowing the policies, procedures, and the rules and regulations of the HCSO as described throughout the HCSO's Manual of Operations, Special Orders and Standard Operating Procedures. Failure to comply with the standards and rules and regulations as set forth could reflect on the employee's annual performance evaluation and could subject members to disciplinary action. Employees are aware of the ever-changing rules, procedures, and orders of the HCSO and ignorance is not justification or an excuse for any violation of HCSO policies.

### 4. Procedures

#### A. Disciplinary Guidelines

1. All administrative charges preferred by a commander should be based on the rules listed in this directive.
2. Commanders may prefer charges based on other written directives when more appropriate.

#### B. Behavior/Conduct/Insubordination

1. An employee will courteously and promptly accept and process any allegation or complaint made by a citizen against any HCSO employee per established HCSO procedures.
2. An employee will be courteous to the public and to fellow employees. He will be tactful in the performance of his duties, will control his temper and exercise utmost patience and discretion, and will not argue, even in the face of extreme provocation. While on duty or in the performance of his duties, he will use appropriate and respectful language when dealing with the public and fellow employees. He will not express any prejudice or use language which is insulting or demeaning to the public or fellow employees concerning race, sex, religion, politics, national origin, lifestyle, mental or physical disabilities or other personal characteristics. He will avoid using profanity except in situations where it is necessary to maintain order, control a volatile situation, or communicate effectively.

3. Employees will show respect for their fellow employees and in keeping with the para-military traditions of the HCSO, will show proper respect to the Sheriff, commissioned officers, and supervisory personnel; and adhere to the chain of command.
4. Every employee will conduct himself, both on and off-duty, in a manner which reflects most favorably on the HCSO. The phrase "reflects most favorably" pertains to the perceptions of both citizens and other HCSO employees. Conduct unbecoming of an employee will include that which tends to bring the HCSO into disrepute, discredits the employee as a representative of the HCSO, or tends to impair the operation or efficiency of the HCSO or the employee.
5. An HCSO employee will not maliciously threaten to strike or assault any other HCSO employee.
6. HCSO employees will, unless otherwise directed by competent authority, perform all official business with employee's senior in rank or classification only through the chain of command.
7. An employee will promptly obey all lawful orders of a superior, including those from a superior relayed by an employee of equal or lesser rank.
8. An employee will obey all orders from superiors, whether written or verbal, except when compliance with such orders would require the commission of an illegal act.
9. No employee, without adequate justification, will intentionally issue an order that is contrary to an order issued by a superior. Accountability for all action taken in compliance with orders remains that of the person taking such action.
10. At the scene of any incident, the assigned deputy will be in charge until relieved at the direction of another deputy who is senior in rank.
11. Employees will submit to orders and cooperate fully with Agency administrative investigations, as outlined in the Complaints Against Deputies policy. Failure to do so may result in further disciplinary action.
12. In accordance with the Complaints Against Deputies policy, when ordered to do so, employees will submit to an interview, interrogation, polygraph, photo line-up, and/or medical/chemical test.
13. Regarding Agency administrative investigations, employees will adhere to orders not to discuss or disclose information relating to the case.
14. An employee will not criticize or ridicule the HCSO, or any other government agency, the Maryland Judiciary, or any other police agency and/or member, their policies, or their officers by speech, in writing, on the internet, or by expression in any other manner, when such speech, writing, or other expression is defamatory, obscene, unlawful, exhibits a reckless disregard for truthfulness, or tends to undermine the operation of the Sheriff's Office, other police agencies, state agencies, or the Judiciary by impairing their efficiency or interfering with their operation or maintenance of discipline. This shall not be used to inhibit an employee's right to free speech.
15. An employee will avoid associations or dealings with persons whom he knows, or should know, are racketeers, illegal gamblers, felons, persons under criminal investigation or indictment, or others who have a reputation in the community for felonious or criminal behavior, except as directed otherwise by

a superior. The purpose of this rule is to maintain the integrity of the employee and to avoid relationships which would tend to impair the operation of the HCSO. In each case, the superior will be mindful of the need for such persons to be rehabilitated; of the fact that such persons already may have been rehabilitated at the time that the association occurs and of the necessity for some associations because of the relationship of the employee to such a person.

16. An employee will not visit or enter a house of prostitution, illegal gambling house or any other establishment wherein the laws of the United States, the laws of the State or any other law or ordinance of a political subdivision are violated except in the performance of duty, and while acting in response to lawful and specific orders of a superior.
17. An employee of the HCSO will not in any manner affiliate himself with any organization, association, movement, group, or combination of persons which advocates the overthrow of the Government of the United States or any state, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny any person his rights under the Constitution of the United States, or which seeks to alter the form of government of the United States or any state by unconstitutional means.
18. An employee will not engage in any strike or job action.
19. During the times that a deputy is not readily identified by uniform, he will carry his badge or identification card on his person. He will furnish his name, identification number and assignment to any person properly entitled to this information, at any time except when authorized not to do so by proper authority and when such refusal may be necessary for the proper performance of his police duties.
20. A deputy must furnish his name, identification number and assignment to any person properly entitled to this information, at any time except when authorized not to do so by proper authority and when such refusal may be necessary for the proper performance of his police duties.
21. When a deputy makes a traffic stop or takes enforcement action while in plainclothes, he will identify himself to the violator and display his badge and/or identification card.
22. Employees may not engage in political activity when on-duty, (other than voting and registering to vote in uniform) and will not engage in political activity while identifying themselves as representatives of the HCSO by virtue of their uniform or otherwise.
23. Employees shall not be identified as an employee of the HCSO in any campaign literature or appear in uniform while endorsing a political party or candidate.
24. Employees shall not use Agency vehicles or equipment for political purposes.
25. Deputies are statutorily prohibited from engaging in sexual contact, vaginal intercourse, or a sexual act with a person who is a victim, witness, or suspect in any open investigation that the deputy is conducting, supervising, or assisting with if the deputy knew or should have known that the person is a victim, witness, or suspect in the investigation or a person requesting assistance from or responding to the deputy in the course of the deputy's official duties. These prohibitions do not apply if the deputy had a prior existing legal sexual relationship with the individual.
26. There shall be no fraternization or private relationships of any Agency member with any person in custody, including the Harford County Detention Center, or other correctional facility, inmates/parolees, members of their families, or their boyfriend/girlfriend. This includes but is not limited to, trading,

bartering or receiving gifts, money, and favors from the inmate, or from the inmate's friends, relatives, or representatives. Additionally, Agency members are not to deliver to, nor facilitate the delivery of, gifts or money to inmates, or inmate's friends, relatives, or representatives. Online communications, including email, texting, or social media site/mobile application interaction with any of the above listed persons is also prohibited.

27. Agency members shall not engage in, or attempt to engage in, any sexual act, sexual misconduct, or sexual harassment with any offender, any person in custody, or any listed visitor of an inmate or offender, incarcerated in the Harford County Detention Center or any other correctional facility. Agency members shall also not engage in overfamiliarity with any inmate or offender, any listed visitor of an inmate or offender, or any boyfriend/girlfriend of any inmate or offender. Online communications, to include email, texting, or social media site/mobile application interaction with any of the above listed persons is also prohibited.
28. An Agency member shall not make any contact with any offender or person in custody, incarcerated in the Harford County Detention Center, or any other correctional facility, outside of the regular performance of his duties, and shall not make, or attempt to make, contact with any family member, boyfriend/girlfriend, or listed visitor of an inmate outside of the regular performance of his duties, unless specifically granted authority in writing by the Sheriff through the chain of command. Online communications, including email, texting, or social media site/mobile application interaction with any of the above listed persons is also prohibited.
29. Agency members shall not knowingly associate with, accompany, correspond, consort, or develop a personal relationship with a former inmate or other individual within three years of their release from the Harford County Detention Center and Parole and Probation, except for a chance meeting, without the specific approval from the Sheriff or his designee.

#### C. Integrity

1. Employees of the HCSO will make every effort to pay all debts and legal liabilities. Disciplinary action may be taken when:
  - a. judgments of creditors have been finally adjudicated and the employee, even though able to pay, has refused to comply with such judgment; or
  - b. the effects of such indebtedness have adversely affected the ability of the employee to perform his job or have negatively reflected on the reputation or effectiveness of the HCSO. (Absent extenuating circumstances, disciplinary action will be inappropriate where the employee has made a genuine and sincere effort to pay his debts, or the employee has filed a voluntary bankruptcy petition.)
2. A deputy will not solicit, seek, or accept any gift or gratuity, including food or drink for himself or another from any individual, business establishment or merchant, where such offer of acceptance can be construed to be an effort to influence his official conduct as a deputy.
3. A deputy will not receive, seek, solicit, share or misappropriate any fee, reward, or other reimbursement for the performance of his official duties, or for his failure to perform official duties, except as directed by the Sheriff. He will immediately report to his supervisor any offer of money, gift or other gratuity made in an effort to influence his official conduct as a deputy.

4. Employees of the HCSO will not solicit or accept any subscription or contribution for any purpose whatsoever except in conformance with HCSO policy.
5. Employees, in the course of performing law enforcement functions, shall not solicit for personal benefit, any personal information from the citizenry or provide personal information of himself, which could reasonably be construed as using their position as a deputy for personal benefit or personal gain.
6. All reports submitted by HCSO employees will be truthful; no employee will knowingly report or cause to be reported any false information. A clear distinction must be made between reports which contain false information and those which contain inaccurate or improper information. To prove by a preponderance of evidence that one has submitted a false report, evidence must be presented for consideration that such report is purposely untrue, deceitful, or made with the intent to deceive the person to whom it was directed.
7. All reports submitted by HCSO employees will be complete and will not contain improper or inaccurate information. Inaccurate or improper information may be characterized as that which is untrue by mistake or accident or made in good faith, after the exercise of reasonable care.
8. An employee will treat the official business of the HCSO as confidential. Information regarding official business will be disseminated only to those for whom it is intended in accordance with established HCSO procedures. An employee may only remove or copy official records or reports from an Agency facility in accordance with established HCSO procedures. An employee will not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of police duties.
9. An employee who participates in the promotional process or has been exposed to questions and/or answers to any promotional testing material prior to the completion of the examination period will not disclose the questions and/or answers to any other person, unless authorized to do so by the Services and Support Bureau Commander.
10. An employee will not attempt to bring influence to bear on the Sheriff for the purpose of securing promotion or transfer, or to avoid penalties for violations of the HCSO's policies, rules, procedures, or orders.
11. An employee will not interfere with cases assigned to other employees for investigation without approval, except on the order of a superior; nor will he interfere with the operation of a unit. An employee will not interfere with any lawful arrest, or any prosecution brought by other deputies or by any other agency or person. A deputy will not undertake any investigation or other police action, not a part of his regular police duties without first obtaining permission from his superior unless he can justify the need for his immediate intervention.
12. An employee of the HCSO will not be directly or indirectly involved with making arrangements, agreements, or compromises between a criminal and a person who has suffered from his criminal acts for the purpose of allowing the criminal to escape any punishment prescribed by law. Any employee having knowledge of such an arrangement, agreement or compromise will immediately report such to his immediate superior.
13. An employee of the HCSO will not intentionally or knowingly reveal the identity of a deputy assigned to plain clothes or covert investigative work. An employee will not acknowledge such employees unless such other member acknowledges him first.

14. Employees will cooperate with legally authorized agencies in the pursuit of justice.
15. An employee will not recommend or suggest in any manner, except in the transaction of personal business when representing himself only as a private citizen, the employment or procurement of a particular product, professional service, or commercial service (e.g., attorney, towing service, and bondsman). In the case of a towing service, when such service is necessary and the person needing service is unable or unwilling to procure it, the deputy will proceed as a law enforcement officer in accordance with HCSO procedure.
16. An employee will not intentionally manufacture, tamper with, falsify, destroy, or withhold evidence or information, or make any false accusations of a criminal or administrative charge.
17. Property which has been received as evidence in connection with an investigation, or for any other reason comes into the custody of an HCSO employee, will be processed in accordance with established procedures. An employee will not convert to his own use, manufacture, tamper with, damage through negligence, destroy or in any other way misappropriate any evidence or any other material or property found in connection with an investigation or other police action, except in accordance with established HCSO procedures.
18. An employee will not engage in any sexual behavior while on duty. While off-duty HCSO personnel will not engage in any sexual behavior in an HCSO facility or HCSO vehicle.
19. Employees are prohibited from intentionally making any materially false written or verbal statements, or false testimony in connection with their performance of official duties.
20. Employees are prohibited from intentionally failing to disclose information in connection with the performance of official duties when the purpose of such nondisclosure is to conceal suitability or unsuitability for duty of themselves or another or to gain improper personal advantage.
21. Any material falsification of, or any intentional failure to disclose, information relevant to suitability or fitness for police employment which is discovered after an individual is hired can result in the termination of that employee.

D. Abuse of Position

1. While relieved of police powers, deputies will not wear the uniform and will not represent themselves in an official capacity as an HCSO employee with police powers.
2. An employee is prohibited from using his official position or his official identification card or badge for personal or financial benefit or as a means of obtaining privileges not otherwise available to him, or for avoiding consequences of illegal acts.
3. An employee may not lend his identification card or badge to another person or permit it to be reproduced without the approval of the Sheriff.
4. An employee will not permit or authorize the use of his name, photograph or title identifying him as an employee of the HCSO in connection with testimonials or advertisements of any commodity or commercial enterprise or for personal reasons without the approval of the Sheriff.

5. An employee will not sign a petition without the authority of the Sheriff when his signature identifies him as an employee of the HCSO; nor will an employee sign a petition that has an unlawful purpose. An employee may sign a lawful petition as a private citizen.
  6. An employee will not release or divulge investigative information or any other matters of the HCSO, that are not available to the public, without first having obtained permission from his supervisor.
  7. Employees shall not act in an official capacity without authority in a civil case except where such action will prevent a breach of the peace or assist in quelling a disturbance.
- E. Brutality/Excessive Force/Prisoner Related
1. A deputy will not mistreat persons who are in his custody. He will handle persons in accordance with established procedures.
  2. A deputy will not, without proper authority, release any prisoner or, through negligence or design, allow any prisoner to escape.
  3. A deputy will provide proper and timely medical treatment or call for advanced medical treatment for prisoners or persons in their custody.
  4. A deputy arresting a suspect or taking custody of a prisoner will perform a proper search for weapons and contraband.
  5. A deputy, acting in his official capacity, will use no more force than necessary in the performance of their duties and will then do so only in accordance with HCSO procedures and the law.
  6. Deputies will comply with HCSO procedures concerning the documentation and investigation of the use of physical force.
- F. Discrimination/Harassment/Racial Profiling
1. Deputies will not make any arrest, search, or seizure, which they know, or should know, is not in accordance with the law and HCSO procedure.
  2. Employees will not engage in any form of discrimination.
  3. Employees will not engage in any form of harassment.
  4. Employees will not retaliate or take action against another employee because he has opposed any unlawful employment practice or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.
  5. Deputies will not unlawfully detain any person based upon race, religion, color, ethnicity, national origin, gender, age, sexual orientation, disability, or genetic information.
  6. Deputies will not participate in the use of any race-based profiling as a cause for stopping, detaining, or searching citizens and/or motorists traveling on Maryland roadways.

7. Employees will not participate in the use of any unlawful discriminatory characteristic as a cause for taking any law enforcement or regulatory action against any individual or group of individuals.
  8. Nothing in this policy statement precludes an employee from relying upon race as a part of a description where a specific suspect is sought.
- G. Conformance to Laws, Policies, and Procedures
1. Employees will not commit any acts or make any omissions which constitute a violation of any of the rules, policies, procedures, or other directives of the HCSO.
  2. An employee will not violate his oath of office or any other condition of his employment with the Agency or commit an offense punishable under the laws or statutes of the United States or any sovereign nation, the State, public local laws, ordinances or commit civil violations. Any employee who has been charged with a violation of any law, statute, public local law or ordinance stipulated in this subsection must report the facts concerning such violation immediately to his Division Commander, via the chain of command. Parking, speed camera and red-light camera violations, except when they are issued to an HCSO vehicle, are exempt from this subsection.
  3. While operating an Agency vehicle, an employee will obey all laws of the State and all local ordinances and conform to all HCSO procedures and regulations pertaining to operation and maintenance of any HCSO vehicle assigned to him permanently or temporarily.
- H. Alcohol/CDS/Tobacco
1. An employee will not purchase or drink alcohol while in uniform, or any portion of the uniform, or while on-duty, unless it is necessary for the performance of his duty and in accordance with HCSO policy. An employee given written permission to consume alcohol while on duty may not do so to the extent that his ability to perform his duty is impaired.
  2. An employee will not report to work, drive any Agency vehicle, or carry an approved firearm with any measurable level of alcohol in his system.
    - a. Consumption of alcoholic beverages within six hours of reporting for duty is prohibited.
    - b. Employees shall not operate any agency vehicle within six hours of consuming alcoholic beverages.
  3. An employee who is placed on an active on-call list will not consume alcoholic beverages.
  4. An employee not in an inactive on-call, who has consumed alcoholic beverages and is recalled to duty, will notify the supervisor on-duty of his condition, and will refrain from further consumption of alcoholic beverages. The employee will be afforded sufficient reporting time to assure that a measurable amount of alcohol is no longer in his system.
  5. No employee will bring any intoxicating beverage into any building or facility officially occupied by the HCSO, nor will he permit the same to be brought therein, except as evidence, pursuant to HCSO procedures, or in conjunction with a training seminar relating to the detection of alcoholic beverages.
  6. Personnel shall not possess, transport, or allow to be transported any alcoholic beverages in HCSO vehicles unless said possession is in the performance of their official duty.



7. An employee will not use any controlled substance, narcotic, or hallucinogen, absent a medically prescribed reason.
  8. When narcotics are prescribed to an employee, the employee will notify his or her supervisor prior to reporting for duty under the influence of such medication. When a medication other than a narcotic is prescribed and that medication could affect an employee's fitness for duty, the employee will notify his or her supervisor prior to reporting for duty under the influence of such medication.
    - a. The employee prescribed a narcotic or medication that could affect their ability to perform will be required to provide a note from the prescribing physician indicating the possible side effects and restrictions upon work (if any) that the employee may experience while taking the medication.
    - b. The supervisor receiving a medication notification will forward the notification to the employee's chain of command, through the Bureau Chief rank, via email. This notification will also include the Agency Human Resources Manager.
  9. Deputies will not use tobacco products while engaged in any activity that causes them to be in direct contact with the public, while engaged in traffic direction and control, when they must leave their duty assignment for the sole purpose of doing so, when the use of tobacco is prohibited by law, or when the use of tobacco would violate any written County or HCSO policy.
  10. Employees will not use tobacco products inside of any Agency facility. Employees will follow specific facility tobacco guidelines for each property owned, leased, or operated by Harford County to include buildings and grounds.
  11. Employees will not use tobacco products in Agency vehicles.
  12. Employees will not use, possess, manufacture, or distribute Cannabis.
- I. Firearms and Weapons
1. Only approved firearms will be carried on-duty or off-duty in compliance with the Agency Firearms policy.
  2. Weapons will not be used, displayed or handled in a careless or imprudent fashion or contrary to HCSO policy, statute, or training.
  3. Only approved Agency ammunition may be carried in on-duty or off-duty weapons in compliance with the Firearms policy.
  4. Only approved holsters may be used on-duty or off-duty in compliance with the Firearms policy.
  5. Deputies will be responsible for properly securing their weapons.
  6. All firearms discharges will be reported in compliance with Agency policy. Discharges of firearms outside of Agency policy, statute, or training may result in disciplinary action.
  7. While attending any court as a defendant in a criminal trial, a plaintiff in a civil trial, or while serving as a juror, deputies shall not carry a firearm.

J. Vehicle Operation

1. Employees of the HCSO will adhere to the policies set forth in the Agency Vehicles policy.
2. Employees will not allow unauthorized personnel to operate an HCSO owned or leased vehicle.
3. Deputies operating an Agency vehicle in an off-duty status will not travel out of the State of Maryland. Exemption: Deputies that have completed all requirements as set forth in the Agency Vehicles policy, and it has been approved by their Bureau Chief to travel out of state to and from their residence.
4. Deputies operating Agency vehicles, while in an on-call status, will follow the policy and be able to respond to the County within the allotted 45-minute timeframe.
5. An employee will operate an official vehicle in a careful and prudent manner and will not incur or cause damage to be incurred to HCSO property or to the property of another through negligence or reckless operation.
6. Employees will adhere to HCSO procedures and regulations pertaining to operation, maintenance, and care of any HCSO vehicle assigned to him permanently or temporarily.

K. Equipment and Agency Computers

1. The use of Agency computers, tablets, cellphones, telephones, and fax machines will be in accordance with established policy.
2. HCSO equipment will be used and maintained in accordance with established HCSO procedures and will not be abused, damaged, altered or lost through negligence or carelessness. An employee may not misappropriate or convert to his own use in any way HCSO equipment or property.
3. In compliance with the Mobile Video System in the Vehicles policy, deputies will properly use a Mobile Video System (MVS) if installed in the vehicle they are operating.
4. Damage to or loss of HCSO equipment will be reported per HCSO policy.
5. An employee will not have any item of HCSO equipment repaired, adjusted, or modified without official authorization.
6. Employees are prohibited from using, causing to be used, or assisting in the use of the METERS, NCIC, or CJIS system for personal reasons or for any purposes other than those authorized by law or HCSO policy.
7. Employees shall access only those files and perform only those operations they are authorized to perform when using Agency computer equipment and systems.
8. Employees shall access their agency email at a minimum of once a shift to check for pertinent agency information, updates, or tasks.
9. When using the Internet, personnel will adhere to the provisions of the established policies of the HCSO and will not access locations contrary to policy.

L. Supervisory Responsibilities

1. Supervisors and Commanders will demonstrate model behavior that exemplifies the performance expectations of all members and continuously and consistently lead personnel and effectively manage resources.
2. Supervisors and Commanders will be responsible and accountable for the performance of subordinate personnel under their command and observation and will take appropriate action when a deficiency is observed and are expected to consistently demonstrate initiative; effective and timely decision making; and the ability to correctly interpret and reinforce written directives and applicable training.
3. Supervisors are charged with ensuring compliance with all applicable laws, Agency policies, directives, and Standard Operating Procedures by those employees under their supervision. Supervisors are responsible for investigating and reporting all known violations to their immediate supervisor.
4. All HCSO employees, sworn or non-sworn, who supervise any other HCSO employees will perform their duties completely, diligently, promptly, professionally, and satisfactorily. Orders from supervisory personnel will not be illegal, in violation of Agency policy, or reckless.
  - a. Reckless orders would be distinct by the unreasonableness of the order, thus putting Agency members, other first responders, or citizens in unnecessary risk of death or serious bodily injury.
5. Sworn or civilian supervisors will actively oversee the performance of subordinates and will ensure that their directives or orders are in compliance with all HCSO policies and procedures.

M. Neglect of Duty

1. An employee will submit all reports, both verbal and written, required by the HCSO, on time and in accordance with established procedures.
2. An employee will, upon order of a supervisor, submit a written and/or oral statement detailing the facts concerning his involvement in an incident being investigated where the incident is related specifically, directly and narrowly to the performance of his official duties.
3. Whenever a HCSO employee is ordered to submit a detailed memorandum or oral statement concerning an incident in which he is alleged to have been involved, and if the authority ordering the report knows or should have known that the report is likely to contain information which may be used as evidence against the employee in a disciplinary hearing, then the authority ordering the report will, adhere to the agency disciplinary policy. These criteria do not apply to the submission of procedural reports required by HCSO standard operating procedure, rule, or policy.
4. A deputy will report, without delay, to his superior all information that comes to his attention concerning criminal activity.
5. Personnel of the HCSO shall not address a public gathering, appear on radio or television, prepare any law enforcement related article for publication, act as a correspondent to a newspaper or a periodical, release or divulge investigative information or any other matters of the HCSO, either in an official or unofficial capacity without receiving prior approval from the Sheriff or designee. This includes but is not limited to all forms of the media and the Internet.

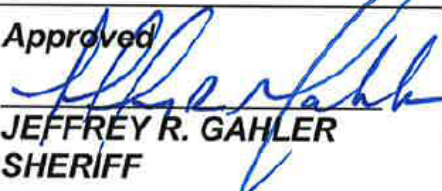
6. Employees will promptly (usually within 24 hours) return messages from citizens and should keep a record of unsuccessful efforts to return messages.
7. An employee of the HCSO will not be absent without properly approved leave.
8. An employee will report for duty or any assignment; including court, Grand Jury appearances, and training, at the time and place specified by his superior or the court. He will be physically and mentally fit to perform his duty and will be properly equipped and cognizant of information required for the proper performance of duty.
9. A law enforcement deputy will notify the Department of Emergency Services Communications Center, via radio, at the time his tour of duty begins and ends, or as required by his Division Commander.
10. If an employee is unable to report for duty due to sickness or other causes, such employee will, as soon as possible, make notification in conformance with established policy.
11. An employee will not abuse sick leave by feigning illness or injury, or otherwise deceive or attempt to deceive any official of the HCSO as to the condition of his health.
12. When the public requests assistance or advice, either by telephone or in person, all pertinent information will be taken in an official and courteous manner and will be acted upon consistent with established HCSO procedures.
13. A deputy will maintain his appearance in conformance with HCSO policy.
14. Employees will provide current contact information to the Agency and changes will be reported within 24 hours.
15. Members will ensure that appropriate and timely notification is made in the event an incident occurs that either creates, or has the potential of creating, a heightened Agency or community interest, or poses potential liability to the HCSO or the County.
16. Employees will maintain sufficient competence to properly perform their duties and assume the responsibilities of their position.
17. Employees will perform their duties in a manner that will maintain the highest standard of efficiency in carrying out the functions and objectives of the HCSO. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws to be enforced; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for an employee's rank, grade, or position; the neglect of duty; the display of cowardice, absence without leave, or the physical or mental inability to perform the essential functions of the position and required duties.
18. In addition to other indications of unsatisfactory performance, the following will be considered unsatisfactory performance: repeated poor evaluations and records of repeated violations of orders, rules, procedures, or other directives of the HCSO.
19. Employees will follow established procedures for processing complaints as outlined in the Complaints Against Deputies policy.

20. Employees may attempt to amicably resolve citizen complaints, but they will not attempt to prevent any citizen from lodging a formal complaint against any individual employee or against the HCSO.
  21. Employees will be punctual in attendance to all calls, requirements of duty, court appointments and other assignments.
  22. An employee will not engage in any activity or personal business while on duty that would cause him to neglect or be inattentive to that duty.
  23. The failure of any on-duty employee or a deputy (on-duty or off-duty) to take appropriate action, on the occasion of a crime, disorder or other condition deserving police assistance or HCSO administrative attention is considered neglect of duty.
  24. Deputies stopping, detaining, holding, or arresting citizens will properly report and document these encounters in compliance with Agency policy.
  25. An employee will not, without proper authorization, be absent from his assigned place of work during his tour of duty.
  26. An employee will remain awake and alert while he is on duty. If unable to do so, he will report to his superior, who will determine the proper course of action.
  27. A deputy may be authorized to suspend patrol or other assigned activity, subject to immediate recall, for the purpose of having meals during his tour of duty but only for such periods and at such times as are authorized by his supervisor.
- N. Off-Duty Conduct and Secondary Employment
1. An employee will not be employed in any capacity in any business, trade, occupation, or profession while employed by the HCSO except as established by HCSO policy and approved by the Sheriff.
  2. Members are absolutely prohibited from working secondary employment while on duty.
  3. Deputies, while off-duty, will be subject to call. In the event of an emergency or potential emergency, deputies ordered to an inactive on-call duty status and those required to leave word where they may be reached, will notify their Duty Officer or on-call supervisor of potential response time and telephone number where they can be contacted.

## 5. Summary of Changes

- A. 12/28/16 Policy MAN0100 was revised to the new reformat.
- B. 01/29/21 the following addition was made:
  1. Section 4.B.29 - Agency members will not knowingly associate with, accompany, correspond, consort, or develop a personal relationship with a former inmate or other individual within three years of their release from the Harford County Detention Center and Parole and Probation, except for a chance meeting, without the specific approval from the Sheriff or his designee.

- C. 09/08/23 the following additions were made:
1. Section 4.H.12 - Employees will not use, possess, manufacture, or distribute Cannabis.
  2. Section 4.K.8 - Employees will access their Agency email at a minimum of once a shift to check for pertinent Agency information, updates, or tasks.
- D. 05/15/24 a required three-year review was conducted and no changes were made.
- E. 11/04/24 the following revisions were made to Section 4.B.2:
1. While on duty or in the performance of his duties, he will use appropriate and respectful language when dealing with the public and fellow employees. .
  2. He will avoid using profanity except in situations where it is necessary to maintain order, control a volatile situation, or communicate effectively.

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 11.14.24