

Bowie State University Police Department

General Order



<i>Subject:</i> Rules and Regulations	<i>Number:</i> 15
<i>Effective Date:</i> January 1, 1996	<i>Rescinds:</i> *
<i>Approved:</i> <i>Capt. B.S. Biscoe</i>	

This article contains the following sections:

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15.1 **Policy**

15.1.1 Establishment of Rules and Regulations.

- a. A well-disciplined and efficient police force which has the confidence and respect of the university administration, faculty, students, employees, and general public can only be accomplished when each member realizes that his/her actions, whether part of their official duty or their private life, reflect on the police force and the university.
- b. To provide for a well-disciplined and effective force, standards of conduct have been established through development of Article 15, "Rules and Regulations," of the BSUPD.
- c. To assure a well-disciplined and effective force, each member of the BSUPD shall be expected to comply with all rules and regulations established in this article.

15.1.2 Compliance with All Orders. The BSUPD shall require all members to comply with the rules of conduct as stated in this article, of all the additions and amendments that may, from time to time, be promulgated, and with all other orders or directives, either verbal or written, which may be issued at any time by competent authority.

15.1.3 Ignorance of the Rules. Ignorance of the rules, regulations, procedures or orders of the BSUPD shall not be considered as justification, or release the member from culpability of any violation.

15.1.4 Responsibility for One's Own Actions.

Members shall be responsible for:

- a. Any act or omission which tends to undermine good order, efficiency, and discipline, or which reflects discredit upon the BSUPD and the general public; and
- b. Their own acts and may not shift to others the burden of responsibility for executing or failing to execute any lawful order or police duty.

15.1.5 Responsibility to be Informed. Members shall be responsible to be informed of the rules, regulations, policies and Digest of Criminal Laws.

15.1.6 Violation of the Rules. The violation of any rule of conduct, procedure or lawful order, whether written or verbal, shall make the violator subject to disciplinary action.

15.2 Authority

15.2.1 Authority to Make Rules. The Director of Campus Safety shall have the power to make any rules necessary to promote the effective and efficient performance of the duties of the department and to insure the good government of the department and its employees.

15.2.2 Authority to Change Rules. The authority of the Director of Campus Safety shall also include the power to suspend, amend, rescind, abrogate, or cancel any rule adopted by the Assistant Director or by any former Chief of Police.

15.2.3 Authority concerning Non-sworn Employees. To the extent that these rules are inconsistent with or in conflict with any provision of the Rules and Regulations of the Department of Human Resources, as they apply to classified non-sworn employees, the Rules and Regulations of the Department of Human Resources shall prevail.

15.3 General Rules of Conduct

15.3.1 Abuse of Office.

- a. Members are prohibited from using their official position or official identification card or badge for personal or financial gain or as a means of obtaining privileges not otherwise available to them, or for avoiding consequences of illegal acts.

- b. Members shall not lend their identification card or badge to another person, or permit it to be photographed or reproduced, without the approval of the Assistant Director.
- c. Members shall not permit or authorize the use of their name, photograph, or official title identifying them as an employee of the BSUPD in connection with testimonials or advertisements, without the approval of the Assistant Director.
- d. While deprived of police powers, members shall not wear the uniform and shall not represent him/herself in an official capacity as an employee of the BSUPD.

15.3.2 Acceptance of Reimbursement. Members shall not accept a witness fee or reimbursement for expenses incurred in connection with their official duties without the written permission of the Assistant Director.

15.3.3 Acknowledgement of Members in Civilian Attire. A member shall not acknowledge another police employee who is in civilian clothes and assigned to investigative or other types of covert work, unless such member acknowledges him/her first.

15.3.4 Affiliations and Associations.

- a. No member shall in any manner affiliate him/herself with any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government or which has adopted a policy advocating or approving the commission of acts of force or violence to deny any person his/her rights under the Constitution of the United States; or which seek to alter the form of government of the United States by unconstitutional means.
- b. No member visit or enter a house of prostitution, gambling house, or any other establishment wherein the laws of the United States, the laws of the State of Maryland, or any other law or ordinance of a political subdivision are violated, except in the performance of duty and while acting upon proper and specific orders from a superior officer.
- c. Members shall avoid associations or dealings with persons whom he/she knows or should know are racketeers, gamblers, felons, or 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 officer.

15.3.5 Citizen Complaints. Members shall courteously and promptly accept any allegation or complaint made by a citizen or employee against any member. The receipt and processing of all complaints shall be in conformity with Article 52.

15.3.6 Compliance with the Law. No member shall violate his/her oath of office and trust or any other condition of his/her employment with the State of Maryland or commit an offense punishable under the laws or statutes of the United States or any sovereign nation, the State of Maryland, or public local laws or ordinances.

15.3.7 Conduct. Members in uniform or while on duty shall:

- a. Be courteous, tactful, quiet, civil, respectful, and orderly at all times;
- b. Refrain from coarse, profane, or insolent language, demeaning gestures, or inflammatory slang expressions;
- c. Control his/her temper and exercise utmost patience and discretion, and shall not engage in argumentative discussions, even in the face of extreme provocation; and
- d. Not express any prejudice or use language which might be insulting or demeaning to the public concerning race, sex, religion, politics, national origin, lifestyle, or similar personal characteristics.

15.3.8 Conduct Representative of the BSUPD and the Criminal Justice System.

- a. Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the BSUPD.
- b. Conduct unbecoming a member shall include:
 - (1) That which tends to bring the force into disrepute;
 - (2) Reflects discredit upon the member as a representative of the force; or
 - (3) That which tends to impair the operation or efficiency of the force or the member.
- c. Members shall not criticize or ridicule the BSUPD, any other state agency, or the Maryland Judiciary, its policies, or its officers by speech, in writing, or other expression is defamatory, obscene, unlawful, exhibits a reckless disregard for truthfulness or tends to undermine the operation of the Bowie State University Police, other State Agency or the Judiciary by impairing their efficiency or interfering with their operation or maintenance of discipline.

15.3.9 Disloyal Activity within the Police Force. Any member, being present at or having knowledge of any mutinous, seditious, rebellious, or reactionary movement within the police force, shall try to suppress same, or knowing or having reason to believe that such movement is to take place, shall give information to a superior officer without delay.

15.3.10 Divulging Police Matters. Members shall not address a public gathering, appear on radio or television, prepare any article for publication, or act as a correspondent to a newspaper or a periodical for the purpose of releasing or divulging investigative information or other matters concerning the BSUPD, either in an official or unofficial capacity, without first having obtained permission from the Assistant Director.

15.3.11 Employee Relations.

- a. Members shall at all times show respect for their fellow employees and conform to the rules of military courtesy and military discipline as prescribed by the Chief of Police.
- b. Members shall be civil and respectful to superior officers
- c. No member shall at any time be insubordinate or disrespectful to a supervisor.
- d. No member shall willfully disobey any lawful command or order, either verbal or written, of any superior or other member designated to command.
- e. The presence of a superior officer on a member's post shall be immediately acknowledged by means of a hand salute.
- f. Members shall, unless otherwise directed by competent authority, transact all official business with employees senior in rank or classification only through the official chain of command.
- g. Any attempt to influence the Assistant Director for the purpose of securing promotion or transfer, or to avoid the penalties for misconduct, shall be considered equivalent to insubordination and treated accordingly.
- h. No member shall maliciously threaten, strike, or assault any other member of the force.
- i. Members who aid, abet, or incite an altercation between members of the force shall be held responsible along with those actually involved.
- j. No commander or supervisor shall injure or discredit a subordinate through unreasonable, unjust, arbitrary, or tyrannical conduct or abusive language.

15.3.12 Fictitious Illness or Injury Reports. Members shall not feign illness or injury, falsely report being ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of their health.

15.3.13 Financial Obligations.

- a. Members shall make every effort to pay all just debts and legal liabilities. Disciplinary action may be taken when:
 - (1) Judgments of creditors have been finally adjudicated and the member, even though able to pay, has refused to comply with such judgment; or
 - (2) The effects of such indebtedness have adversely affected the ability of the member to perform his/her job or have negatively reflected on the reputation or effectiveness of the BSUPD.
- b. Absent extenuating circumstances, disciplinary action shall be inappropriate where:
 - (1) The member has made a genuine and sincere effort to pay his/her debts; or
 - (2) The member has filed for a voluntary bankruptcy petition.

15.3.14 Gratuities.

- a. Members shall not solicit or accept from any person, business, or organization any reward, gift or gratuity (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the member, if it may be reasonably inferred that:
 - (1) It is being given to the member for the performance of official acts;
 - (2) It seeks to influence action of an official nature;
 - (3) It seeks to affect the performance or non-performance of an official duty; or
 - (4) The person, business, or organization has an interest which may be substantially affected, directly or indirectly, by the performance or non-performance of an official duty.
- b. Notwithstanding any of the provisions of Section -a above, members may accept awards for outstanding duties performed as a result of official acts or

other reasons, if the award is open to sworn and/or civilian members of this or any other law enforcement agency, as approved by the Assistant Director. The award must be offered by a recognized organization, business, or person selecting an officer or civilian for a special honor and may include a monetary award, e.g., police officer of the year.

- c. Members shall immediately report any offer or attempt to offer any money, gift, or other gratuity made in an effort to influence their official conduct.
- d. Members shall not solicit or receive any subscription or contribution for any purpose, whatsoever, except with the authorization of the Assistant Director.

15.3.15 Immoral Conduct. Every employee shall maintain a level of moral conduct in his/her personal life which is in keeping with the highest standards of the law enforcement profession. No employee shall be a participant in any incident involving moral turpitude which compromises or has the potential to compromise his/her ability to perform as a law enforcement officer or as an employee of the Bowie State University Police Department or cause the Department to be brought into disrepute.

15.3.16 Labor Organizations. Members have the right to join labor or fraternal organizations, but nothing shall compel the BSUPD to recognize or to engage in collective bargaining with any such labor or fraternal organization, except as provided by law.

15.3.17 Legal Involvement.

- a. Any member, summoned to the State's Attorney's Office or before any magistrate concerning any matter in which the member may become a defendant, shall immediately report the facts to a superior officer. This rule is not intended to abridge the member's right to counsel in any way.
- b. A member who is arrested or required to appear before any court or regulatory agency to answer a charge or to appear as a witness arising out of any incident in which he/she is involved, on or off duty, shall immediately notify a superior officer by telephone, and provide the basic facts of the incident; if unable to comply personally, the member shall have a responsible person make this notification.
- c. No member shall be directly or indirectly concerned with making arrangements, agreements, or compromises between a criminal and a person who has suffered from the criminal's actions, for the purpose of allowing the criminal to escape any punishment prescribed by law. Members having knowledge of such an arrangement, agreement, or compromise shall report such to the violating member's immediate superior without delay.

15.3.18 Political Activity. Members have the same right to engage in political activity as afforded any State employee. This right to engage in political activity shall not, however, apply to any law enforcement officer when he/she is on duty or when he is acting in his official capacity.

15.3.19 Public Relations. Members shall:

- a. Meet the public with courtesy and consideration;
- b. Answer questions civilly and courteously, while avoiding unnecessary conversation;
- c. Not use slang or facetious expressions while talking to the public; and
- d. Promote public relations by giving assistance when it is required, by the impartial administration of the law, and by clean, sober, and orderly habits.

15.3.20 Record of BSUPD Infractions. Infractions of BSUPD rules and regulations resulting in punishment or reprimand shall be recorded as provided in Article 26.

15.3.21 Secondary Employment. Members shall not be employed in any capacity in any other business, trade, occupation, or profession, while employed by the BSUPD, except as provided by Article 23.

15.3.22 Signing Petitions. No member shall sign a petition without the authority of the Assistant Director, when his/her signature implies or indicates he/she is an employee of the BSUPD, nor shall any member sign any petition which has an unlawful purpose. However, any employee may sign a lawful petition as a private citizen.

15.3.23 Suggestions for Service.

- a. Members shall not recommend or suggest in any manner, except in the transaction of personal business and then representing themselves only as private citizens, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance or towing service, bondsman, mortician, etc.).

15.3.24 Use of Force. Members shall refrain from using unnecessary force or violence, and shall not strike a prisoner or any other person, except as provided in Article 6.

15.4 Rules of On-duty Conduct.

15.4.1 Administrative Procedure. On the order of competent authority, members shall submit to any medical, chemical, or other tests, photograph, or lineups. All procedures carried out under this rule shall be specifically, directly, and narrowly related to the nature and scope of the members' employment, where such has resulted

in the potential for disciplinary action.

15.4.2 Alcohol Consumption.

- a. Members shall not consume intoxicants while in uniform or partial uniform, on or off duty.
- b. Members shall not report to work with any concentration of alcohol in his/her system.
- c. A member recalled to duty shall inform the supervisor if the member has consumed alcoholic beverages.
- d. No member shall bring any intoxicating beverage into a campus police building, nor shall he/she permit the same to be brought into a campus police building, except
 - (1) As evidence;
 - (2) Pursuant to department property procedures contained in Article 84; and
 - (3) If taking commercial or prescribed medication for medicinal purposes.

15.4.3 Assigned Posts.

- a. Members shall remain on their assigned posts, unless officially relieved or officially granted permission to leave their post.
- b. Members shall not frequent other duty posts, control room, or police headquarters building, except as duty requires or upon order.
- c. Members on duty shall not absent themselves from the property of BSU without prior approval from their supervisor.
 - (1) Such departure and reason(s) for same shall be recorded in the BSUPD journal in the Control Room.
 - (2) Members shall notify the Control Room upon their return to the campus.
 - (3) The return time shall also be recorded in the member's activity sheet and in the Control Room journal.

15.4.4 Call-back from Authorized Administrative Assignments.

- a. Members while on duty and assigned to an authorized meal and/or relief period shall be subject to calls for emergencies.
- b. Members in this status shall maintain radio communications with the Control Room and/or notify their supervisor of their location and telephone number.

15.4.5 Civil Cases. Members shall not act in an official capacity, without authority, in any civil case, except where such action will prevent a breach of the peace or assist in quelling a disturbance.

15.4.6 Compliance with Orders.

- a. Members shall obey all orders from superior officers, whether written or oral, except when compliance with such orders would require the commission of an illegal act.
- b. No member, without adequate justification, shall intentionally issue an order that is contrary to any order issued by a superior officer.
- c. Members to whom conflicting orders are issued shall call immediate attention to such conflict; however, if the conflict is not resolved, the last order shall be obeyed.
- d. Any order may be countermanded in cases of an emergency.
- e. Any member countermanding a prior order shall immediately report the reason to a superior officer, or the superior who issued the order.
- f. Responsibility for all prudent and reasonable actions necessary for compliance with orders shall remain with the superior officer issuing the order.
- g. Accountability for all action taken in compliance with orders shall remain with members taking such action.

15.4.7 Conduct While in Uniform.

- a. Members in uniform shall not eat, drink, or smoke, except in designated places and out of the public view.
- b. Members in uniform or partial uniform shall not enter bars, taverns or liquor establishments while on or off duty, except in the proper performance of duty.

15.4.8 Controlled Substances.

- a. Members shall not use controlled substance, narcotics, or hallucinogens, except when prescribed by a licensed physician.
- b. Any member who is under the care of a physician and must use such drugs shall notify a superior officer prior to reporting for duty.

15.4.9 Gambling. The use of playing cards or other gambling paraphernalia on campus is strictly forbidden, except as required in the performance of police duties.

15.4.10 Incident Command. At the scene of any incident, the assigned member shall remain in charge until relieved at the direction of another member senior in rank.

15.4.11 Interference with Duty.

Members shall not:

- a. Members shall not interfere with any lawful arrest or any prosecution brought by other police members of the BSUPD or by any other agency or person;
- b. Undertake any investigation or other police action not a part of their regular police duties without first obtaining permission from a superior officer, unless the situation requires immediate police action;
- c. Interfere with cases assigned to other members for investigation without consent, except by order of a superior officer; or
- d. Interfere with other police operations.

15.4.12 Money Transportation.

- a. The task of providing an escort service for the transportation of money shall be assigned to police officers only.
- b. Members shall be prompt in reporting for this assignment.
- c. Members shall only provide an escort service; they shall not carry or handle the money or money-carrying bag or case, unless the individual transporting the money becomes incapacitated.
- d. In providing an escort, members shall remain with the individual carrying the money until it is securely deposited. "Remain" means:
 - (1) To stay close to, i.e., within several feet of, the individual carrying the money, and
 - (2) That at no time should the member lose sight of:
 - (a) The individual, or
 - (b) The ability to render immediate assistance, especially should an attempt be made to rob or steal the money.
- e. The lone exception to the provision in section d above is to render life-saving assistance to another.
- f. At the discretion of the shift commander, two officers may be assigned to accompany large sums of money.

15.4.13 Parking Permits.

- a. Members shall purchase a campus parking permit by August 31st each year.
- b. Members who fail to purchase a permit by:
 - (1) September 5th shall receive a warning letter;
 - (2) September 10th shall receive a reprimand; and
 - (3) September 30th shall be suspended until the permit is purchased.
- c. The notice of disciplinary action shall remain in the member's personnel file for two years from the date of issuance.

15.4.14 Performance of Duty.

- a. Members shall be responsible for the proper performance of their duties.
 - (1) Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.
 - (2) Members shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the BSUPD.
- b. Unsatisfactory performance may be demonstrated by, but is not limited to:
 - (1) Lack of knowledge of the applications of laws required to be enforced;
 - (2) Unwillingness or inability to perform assigned tasks;
 - (3) Failure to conform to work standards established for the member's rank, grade, or position;
 - (4) Failure to take appropriate action on the occasion of crime, disorder, or other condition deserving police attention;
 - (5) Unauthorized absence from assigned patrol during a tour of duty; or
 - (6) Repeated poor evaluations or a written record of repeated infractions of the rules, regulations, directives, or orders, which shall be considered prima facie evidence of unsatisfactory performance.

15.4.15 Police Communications. Members shall remain within communication with other members of the force, and carry and use a police radio or beeper at all times.

15.4.16 Police Identification.

- a. Members shall carry their police badge and access identification card at all times while on duty.
- b. Members shall furnish their name and badge number to any person upon request.
- c. When a member makes a traffic stop or makes an arrest while in plainclothes, he/she shall identify him/herself to the violator and display his/her badge and/or identification card.

15.4.17 Prepared for Duty. Members shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume duty.

15.4.18 Processing Evidence.

- a. Property which has been received as evidence in connection with investigations or which, for any other reason, comes into the custody of the BSUPD, shall be processed in accordance with established procedures.
- b. A member shall not convert to his/her own use, manufacture, tamper with, falsify, destroy, withhold evidence or information, make any false accusations of a criminal charge, damage through negligence, 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 department procedures.

15.4.19 Punctuality. Members shall be punctual in reporting for duty and in maintaining assigned work schedules, attendance to all calls, requirements of duty, court appointments, and other circumstances where the time is specified.

15.4.20 Recall. Members, while off duty, shall be subject to call at any time. In the event of an emergency or potential emergency, members going off duty shall notify their immediate superior where they may be contacted.

15.4.21 Remaining Alert. Members shall remain awake and alert while on duty.

15.4.22 Reporting for Duty.

- a. Members shall report for duty at the time and place specified by their superior officer and shall be physically and mentally fit to perform duty.
- b. Members unable to report for duty for any reason(s) shall notify a superior officer of the reason(s) for the absence in conformity with Article 22.

15.4.23 Solicitation.

- a. Members shall not circulate, distribute, sell or solicit the sale of tickets, handbills, posters, literature, or any other matter while on duty.
- b. Members who are off duty shall not enter police buildings for such purposes.
- c. In addition, no member shall at any time permit his/her position within the force to be used by any person or any contest or enterprise, without the prior written permission of the Assistant Director.

15.4.24 Strike.

- a. Members shall not engage in any strike or job action.
- b. For the purpose of this regulation, strike or job action includes, but is not limited to:
 - (1) Concerted failure to report for duty;
 - (2) Willful absence from one's position;
 - (3) Unauthorized holidays;
 - (4) Sickness unsubstantiated by a physician's statement; or
 - (5) Stoppage of work or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing change in conditions, compensation, rights, privileges, or obligations of employment.

15.4.25 State Certification. Members shall maintain such standards to keep their State Certification to be a Police Officer at BSU valid, i.e., driver's license, training, and firearms qualifications.

15.4.26 Treatment of Persons in Custody.

- a. Members shall handle persons in accordance with established department procedures.
- b. Members shall not mistreat persons who are in their custody.
- c. Members shall not, without proper authority, release any prisoner in their charge or, through neglect or design, allow any prisoner in their charge to escape.

15.4.15 Uniform and Appearance. Members, on duty, shall wear their uniform in the prescribed manner and be neat and clean in their personal appearance. This

regulation shall also apply when the uniform, with prior supervisory approval, is worn off-duty.

15.4.28 Use of Department Equipment.

- a. Members shall use and maintain department equipment in accordance with established department procedures.
- b. Equipment shall not be abused, damaged, altered, or lost through negligence.
- c. A member shall not cause or contribute to the damage, abuse, alteration, or loss of any department equipment through negligence or carelessness.
- d. Members shall operate official vehicles in a careful and prudent manner, and shall not through negligent or careless operation incur or cause damage to be incurred to department property or to the property of another.
- e. Members shall obey all laws of the State of Maryland and all local ordinances, and conform to all department procedures and regulations, pertaining to the operation and maintenance of any department vehicle assigned to them. Members shall take care not operate police vehicles on campus sidewalks, unless an emergency warrants it.
- f. Members shall at all times set a proper example for other persons by their operation of a vehicle.
- g. Damage to or loss of department equipment shall be reported in conformity with department procedures.
- h. Members shall not have any item of department equipment repaired, adjusted, or modified without official authorization.
- i. Only members shall be permitted to use any department-issued firearm, or use any other item of property owned by the department. Specific exceptions to this rule may be authorized by the Assistant Director.

15.4.29 Use of Privately-Owned Vehicles.

Members while on duty shall not use a privately-owned vehicle for patrol purposes.

- a. Members shall not sit in a privately-owned vehicle while on post, unless given permission by their supervisor.
- b. When reporting for duty, once members park their privately-owned vehicle, they shall not move or operate that vehicle without the authorization of a supervisor prior to termination of their shift.

15.5 Reports and Communications

15.5.1 Accuracy of Reporting. All reports submitted by members of the force shall be complete and not contain improper or inaccurate information.

15.5.2 Administrative Investigations. During any administrative investigation, members shall, at the request of competent authority, submit a written report detailing the facts concerning their involvement in the incident, and whether the incident being investigated is related specifically, directly, or narrowly to the performance of their official duties.

15.5.3 Confidentiality of Information.

- a. Members shall treat as confidential the official communications and business of the BSUPD.
- b. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established department procedures.
- c. Members may remove or copy official records or reports from a police department only in accordance with established department procedures.
- d. Members shall not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of police duties.
- e. The content of draft promotional and transfer lists, or other material labeled "Draft" or "Confidential," must be treated with the utmost sensitivity, since items of this nature may differ significantly when finalized.
- f. Only those members officially directed under competent authority to review, discuss, or have input into draft and confidential material may divulge the content of said material, and then only to employees specifically authorized by official directive.

15.5.4 Discussion of Police Business. Unless otherwise ordered, members shall refrain from discussing with the public any of the general policies of the force. Information concerning the business of the force shall be released only by the Director of Public Safety or persons authorized by the rules, regulations, and procedures of the BSUPD.

15.5.5 Intelligence. Members shall report to their superior officer all information that comes to their attention concerning organized crime, racketeering, vice conditions, etc.

15.5.6 Official Business. Only official business of the BSUPD shall be conducted during duty hours. Personal telephone calls, social contacts, and the pursuit of private business shall not be permitted during duty hours.

15.5.7 Reporting Changes in Status. Members shall report, through official channels, in writing, any changes in their marital or military status, residence, or telephone number, and any change which would effect their personnel information, within 24 hours after such change.

15.5.8 Submission of Reports.

- a. Such reports as may be required to properly administer the affairs of the force or to furnish information shall be submitted in accordance with prescribed procedures and not be disseminated outside the BSUPD without proper authorization.
- b. Members shall submit all reports by the end of their tour of duty.
- c. If there are exigent circumstances, the Shift Commander shall make the decision to allow for a specific time for the report to be submitted.
- d. The Shift Commander shall notify the Assistant Director in writing as to the exigent circumstances.
- e. However, all reports shall be submitted through the chain of command no later than 24 hours from the time the initial incident was reported.

15.5.9 Truthfulness in Reporting.

- a. All reports submitted by members of the BSUPD shall be truthful.
- b. No member shall knowingly report or cause to be reported any false information.
- c. No member shall make any false statement or intentionally misrepresent facts under any circumstances.

15.6 Roll Call

15.6.1 Unless otherwise directed, all uniformed patrol members shall:

- a. Report promptly for daily roll call;
- b. Be neat in appearance; and
- c. Be properly uniformed and equipped.

15.6.2 Shift Commanders shall conduct roll call.

- a. Shift Commanders shall relay all pertinent information on Read-Outs to members.
- b. Shift Commanders shall assign posts and special assignments as indicated on the duty roster.
- c. Activity and Vehicle Sheets shall be issued during roll call.
- d. Shift Commanders shall conduct inspections of uniformed members under their supervision. This inspection shall include a random inspection of service revolvers and documentation.
- e. Any member, who has been on sick leave or other approved absence, shall read all orders which have been issued during his absence. Shift Commanders shall make certain that such members under their supervision are informed of all procedural changes and orders issued during their absence.

15.6.3 Reporting late for roll call shall be documented by the Shift Commander in accordance with established procedures.

15.6.4 Roll Call Reporting Time.

- a. 1st Shift 2300 hours
- b. 2nd Shift 0700 hours
- c. 3rd Shift 1500 hours

15.6.5 At the end of the tour of duty, each officer shall turn in activity sheets, vehicle reports, citations, and completed field reports.

15.6.6 Shift Commanders shall account for all members under their supervision at the end of their tour of duty.

15.6.7 Shifts shall change on a quarterly basis.

15.7 Courtesy (Saluting)

15.7.1 The hand salute shall be rendered in the following instances:

- a. When a member encounters a superior officer on his/her post (a superior officer shall mean the rank of Sergeant or above);
- b. When outdoors and in uniform, all junior ranking members shall salute uniformed senior ranking members;
- c. Whenever uniformed members encounter:
 - (1) The Assistant Director, in or out of uniform,
 - (2) The Director of Campus Safety,
 - (3) Lieutenants, in or out of uniform, when the member is an officer, corporal, or sergeant,
 - (4) The Chancellor of BSU,
 - (5) The Governor of the State of Maryland,
 - (6) The Mayor of the City of Bowie, and
 - (7) Uniformed members of other police agencies at the rank of lieutenant and above.
- d. At non-tactical gatherings in formations, the uniformed senior officer-in-charge shall render the hand salute to any uniformed senior ranking officer.
- e. When outdoors, all uniformed members shall render the hand salute when the American Flag is passing or when it is being raised or lowered.
- f. When outdoors, all uniformed members shall render the hand salute during the recitation of the Pledge of Allegiance.
- g. When outdoors, all uniformed members shall render the hand salute when the casket of a deceased police officer, or any casket draped with the American Flag, passes in cortege.
- h. When indoors, all uniformed members shall render the hand salute during the playing of the National Anthem, upon command and if the uniform hat is being worn. If the hat is not being worn, the right hand shall be placed over the badge, on command.

- i. Senior ranking officers in receipt of a salute and/or courtesy greeting (good morning, afternoon, evening) have the obligation to return same to the junior ranking officer.
- j. The hand salute or courtesy greeting may also be rendered to uniformed senior ranking officers of other law enforcement agencies.

15.7.2 The hand salute need not be rendered in the following instances:

- a. When in uniform, junior ranking officers need not salute each other;
- b. Whenever a member is handling a prisoner; and
- c. All non-uniformed (plainclothes) personnel are exempt from saluting; however, senior ranking officers shall be recognized by a courtesy greeting.

15.7.3 The salute is rendered in the following manner:

- a. By raising the right hand smartly until the tip of the forefinger of the hand touches the brim of the hat over the right eye;
- b. By holding the thumb and fingers together and fully extended, with:
 - (1) The upper arm horizontal,
 - (2) The forearm inclined at about 45 degrees, and
 - (3) The hand and wrist turned in toward the face.
- c. Holding the hand in the above position until the salute is returned or until the person saluted has passed by; and
- d. Dropping the arm smartly to the side.

* **Rescissions:** Former Articles

- 1. Article 3, Section 0
 - 2. Article 3, Section 1
 - 3. Article 3, Section 2
 - 4. Article 3, Section 7
 - 5. Article 3, Section 9
 - 6. Article 6, Section
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