



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John Fitzgerald*

**GENERAL ORDER: 8-1 GENERAL RULES**

DATE: 3/29/2017    Pages: 4    ◇    New    ◇    Amended    ◆    Revised 8-1

DISTRIBUTION:    **All Employees**

**I. PURPOSE**

The purpose of this General Order is to control, direct, and coordinate the activities of all employees of the Chevy Chase Village Police Department in the successful and professional fulfillment of their law enforcement responsibilities.

**II. POLICY**

Employees shall adhere to these rules as well as any rules, regulations and/or procedures established by Chevy Chase Village. Employees shall observe and obey all applicable laws and ordinances (federal, state, and local).

**III. DEFINITIONS**

- A. **Employee:** All personnel—sworn and non-sworn.
- B. **Officer:** A sworn police officer.

**IV. RULES**

**Rule 1. Knowledge and Maintenance of Written Directives**

Employees shall thoroughly familiarize themselves with these rules upon receipt and thereafter comply with them. Officers/Employees shall also become thoroughly familiar with the Chevy Chase Village Police Department manual/Communications manual within thirty (30) days of receipt and thereafter comply with it. Officers and employees who are issued manuals are responsible for their maintenance and will update them as changes are issued.

**Rule 2. Compliance with Written Directives**

- A. Employees shall comply with all general orders (including these rules), special orders, memoranda, Village and Departmental manuals, or other directives which may be issued by the Chief of Police or his designee. The appointment of a new Chief of Police does not invalidate any written directive issued by a predecessor, and all such written directives will continue in force and effect until they are specifically modified or rescinded.

- B. Every employee shall be held responsible for the proper performance of assigned duties and for strict adherence to the rules and regulations of the Chevy Chase Village Police Department. Existence of facts establishing a violation of a law, ordinance, rule, general order or any other written or verbal directive from proper authority is all that is necessary to support an allegation of misconduct.

**Rule 3: Compliance with Orders/Insubordination**

- A. No command or supervisory officer shall knowingly issue an order/directive which is in violation of any or ordinance or departmental rule.
- B. Orders/directives from superiors to subordinates shall be in clear, understandable language, civil in tone, and issued in pursuit of departmental business.
- C. Employees shall promptly obey all lawful orders/directives—whether written or verbal—issued by a superior officer/employee, including any order relayed from a superior by any employee.
- D. Should an order/directive conflict with a previous order from any other superior, or with any memorandum, General Order, or other written directive, the employee to whom such order is given shall respectfully call attention to the conflicting order/directive. If the employee giving the order/directive does not change the order so as to eliminate the conflict, the most recent order/directive shall stand and responsibility shall rest with the employee issuing the most recent order. The employee obeying the order/directive will not be held responsible for disobedience of any orders/directives previously issued.
- E. Obedience to an unlawful order/directive is never a defense for an unlawful action; therefore, no employee is required to obey any order/directive which is contrary to federal or state law or local ordinance. Responsibility for refusal to obey rests with the employee. The employee shall be strictly required to justify his/her actions.

- F. An employee who believes that they have received an unlawful or improper order shall inform the person issuing the order of their belief, and that they wish to appeal to a higher authority by contacting the Chief of Police immediately. At the first opportunity, the employee shall report the incident in writing to the Chief of Police. This report shall contain the facts of the incident and the action taken.
- G. If an employee believes a directive or policy is illegal or unconstitutional, the employee has an obligation to bring it to the attention of his supervisor.

**Rule 4. Conformance to Law**

Employees are required to adhere to the Village Code, and to conform to all laws (federal, state and county) applicable to the general public.

**Rule 5. Untruthful Statements**

- A. Employees shall not make untruthful statements, by assertion or omission, either verbal or in writing, pertaining to official duties.
- B. Untruthful statements undermine the integrity of the employee and the Department. While all untruthful statements are prohibited, the most severe forms of untruthful statements are those made in the following circumstances:
  1. Under oath;
  2. In reports, forms, memos or other official documents;
  3. During or related to an administrative investigation; and
  4. In a manner such that it may adversely effect another person.

**Rule 6. Self-Reporting**

- A. Employees shall notify their supervisor if they:
  - Are arrested or charged with any type of criminal offense in any jurisdiction; or
  - Are arrested or charged with any type of incarcerable traffic offense in any jurisdiction; or
  - Are served with or become the subject of a protective order (or equivalent) or peace order (or equivalent) issued by any court; or
  - Become aware that they are the target of any criminal investigation being conducted by any governmental agency; or
  - Become aware that their driver’s license is suspended.
- B. Notification is not complete until the employee speaks directly (either by telephone or face-to-face) with their supervisor.

- C. If the employee is unable to make direct contact with their immediate supervisor, they must contact the next higher supervisory official until they make direct contact with someone in authority.
- D. The notification shall be made as soon as practical, and in any event, it must be made no later than 24 hours after the employee becomes aware of any of the above circumstances.

**Rule 7. Courtesy**

- A. **To the Public:** Employees shall be courteous and orderly in their dealings with the public. They shall avoid harsh, violent, profane, or insolent language, and shall remain calm regardless of provocation to do otherwise.
- B. **To other employees:** Employees will treat all other employees—regardless of rank or title— with respect and courtesy while on duty and/or while in the workplace.

**Rule 8. Respect for Leadership**

- A. Employees shall maintain a respectful and courteous attitude when interacting with supervisors and managers, and shall not be disobedient, defiant or insolent to them.
- B. Supervisors must not undermine the Chief in any manner. Supervisors must report their work-related concerns or criticisms to the Chief and they are prohibited from expressing the same to any other employees.

**Rule 9. Impartiality/Non-Discrimination**

- A. All citizens are guaranteed equal protection under the law. Employees must remain completely impartial toward all persons coming to the attention of the Department. Exhibiting partiality for or against a person because of race, creed, gender, marital status, religious or sexual preference is prohibited.
- B. Unwarranted interference in the private business of others when not in the interests of justice is prohibited.

**Rule 10. Abuse of Authority**

- A. Employees are prohibited from falsifying, destroying, withholding or manufacturing evidence or information, or from making false accusations or statements for the purpose of influencing the outcome of any investigation or subsequent trial.
- B. Officers who abuse their law enforcement authority or abuse the criminal justice process will be subject to severe disciplinary action.

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**Rule 11. Conduct Unbecoming**

Officers shall conduct themselves at all times, both on and off duty (*including any use of social media*), in such a manner as to reflect favorably on the Department. Conduct unbecoming an officer shall include *acts, failures to act, verbal or written statements, and any other conduct* which embarrasses or brings the Department into disrepute, causes the public to lose confidence in the Department, reflects poorly upon the officer or the Department, or that which impairs the operations, morale, or efficiency of the Department or officer.

**Rule 12. Neglect of Duty**

- A. Officers shall act in concert to protect each other from danger and shall not shrink from their responsibility to do so.
- B. While on duty, employees shall devote their full time and attention to official duties. They shall remain awake and alert while on duty. Officers shall remain attentive to the police radio, and they shall not leave the boundaries of the assigned area except in an emergency or when directed or permitted by proper authority.
- C. Officers shall keep the Communications Center informed of their status and location at all times.
- D. Officers shall respond without delay to all calls for police assistance from citizens or other officers.
- E. Notwithstanding the limited language of written job descriptions, employees shall promptly perform all tasks/duties as directed by proper authority.

**Rule 13. Conflicts of Interest**

- A. Employees must remain impartial and are prohibited from taking advantage of or exploiting their position for personal gain of any sort.
- B. Employees are prohibited from doing anything such that their personal interest takes precedence over the public interest.

**Rule 14. Alcohol, Controlled Substances, Tobacco and Related Products**

- A. Employees are prohibited from consuming, or being under the influence of alcoholic beverages while on duty.
- B. While in uniform, officers shall not purchase, consume, or be under the influence of alcoholic beverages.

- C. Employees shall not consume alcoholic beverages within six hours prior to reporting for any type of duty.
- D. No employee shall knowingly use any controlled substances except for medically approved use as prescribed by a physician. Employees taking medication prior to or while on duty shall notify their supervisor.
- E. Employees are prohibited from placing any alcoholic beverages or controlled substance into any Village vehicle or building unless prescribed by a physician for illness. This section does not apply to intoxicants or controlled substances which are being transported or stored as evidence or found property.
- F. All employees while on duty, and all officers while wearing their uniforms (whether on or off duty), are prohibited from smoking or carrying cigars, pipes, or cigarettes in their mouths when they are in a place where they may be seen by the public, and/or while in engaged in conversations with citizens or superior officers.
- G. Employees are prohibited from using chewing tobacco or similar products while on duty.
- H. A supervisor may require an employee to submit to a medical test/screening for the presence of controlled substances or alcohol under any the following circumstances:
  - 1. The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or CDS while on duty; or
  - 2. An officer discharges a firearm in the performance of his/her duties (excluding training or the authorized euthanasia of an animal); or
  - 3. An officer discharges a firearm issued by the Department while off duty resulting in injury, death or substantial property damage; or
  - 4. An employee becomes involved in a vehicular collision that results in bodily injury, death or substantial damage to property while driving on duty, or while driving a Village-owned vehicle.

**Rule 15. Cooperation with Administrative Investigations**

- A. Employees shall cooperate fully with personnel—whether from this agency or another—conducting an administrative investigation.
- B. Employees shall answer questions from persons with proper authority—regardless of whether the employee is accused of misconduct or merely a witness to alleged misconduct.

**Rule 16. Providing Emergency Contact Information**

- A. Immediately upon being hired, employees shall provide to the Chief of Police or his designee their current residence address, the best telephone numbers to reach the employee (cell and/or landline), and names/contact information for persons to be notified in case of emergency.
- B. Employees are required to have a functioning telephone (cell and/or landline) where they reside.
- C. Changes in address or telephone number shall be reported to the Chief of Police within 24 hours of the change.

**Rule 17. Confidentiality**

Officers and employees shall not reveal police information outside the Department except as provided elsewhere in this manual or as required by law or competent authority. Specifically, information contained in police records, information ordinarily accessible only to officers and employees, and the names of informants, complainants, witnesses, and other persons known to the police are considered confidential. Officers and employees are prohibited from making or causing to be made duplications of official departmental records or reports for other than official use.

**Rule 18. Identification Required**

- A. Except when impractical or unfeasible, or where their identity is obvious, officers shall identify themselves by displaying the official badge or identification card before taking police action.
- B. Employees shall provide their name and badge/ID number to persons who request them.
- C. Employees shall display their departmental identification upon request to any person making such request.

**Rule 19. Soliciting/Endorsements**

- A. Officers and employees shall not permit their names or photographs to be used to endorse any product or service or used in any commercial testimonial which alludes to their position or employment with the Department without the permission of the Chief of Police.
- B. Employees shall not solicit any citizen or public official to communicate any praise, personal publicity, thanks or commendation for services rendered.

- C. Officers and employees shall not suggest, recommend, advise, or otherwise endorse the retention of any specific attorney, bail bond broker, alarm provider, towing service, security company or any other service provider to any person coming to their attention as a result of police business.

**Rule 20. Punctuality and Attendance**

- A. Employees shall report punctually for duty and assignments at the time and place designated by their superiors. Employees shall be responsible for knowing when and where to report.
- B. Employees will not be absent from duty without approved leave or without authority from a superior officer.
- C. Sick leave shall only be requested and used per Section 3-10 of the Village Code (personal illness, etc.).
- D. Employees shall not feign, simulate, or intentionally cause illness or disability to evade the performance of duty. Employees shall not work any outside employment while on sick leave or while collecting Worker's Compensation. Employees shall not cause themselves to be ill by carelessness, improper conduct or excessive indulgences in drink.

**Rule 21. Computer system integrity**

Employees shall not introduce computer software and/or disks into agency-owned computer systems, workstations or MDTs without express authorization from the Chief or Lieutenant.

This directive voids the previous version dated 1/7/2015.