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Job Descriptions

1--1 Each job assignment shall be accompanied by a job description which shall list the duties and responsibilities which are so defined therein. The following is a list of job assignments for the Rock Hall Police Department.

1--2 Chief

The Chief of Police is the Chief administrative officer of the department and the final department authority in all matters of policy, operations, and discipline. He exercises all lawful powers of his office and issues such lawful orders as necessary to assure the effective performance of the department.

Through the Chief of Police the department is responsible for the enforcement of all laws and by-laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling, and staffing all activities of the department, for its continued and efficient operation, for the enforcement of rules and regulations within the department, required by competent authority and for the departments relations with local citizens, the local government, and other related agencies.

Duties and Responsibilities

a- Observe and enforce all laws which the department or its officers have the authority to execute.

b- Organize, direct, and control all resources of the department for the most efficient discharge of his duty to preserve the peace, protect persons and property, and obey and enforce all ordinances of the community and all criminal laws of the State of Maryland and the United States of America.

c- Develop the organizational structure of the department in accordance with professional standards.

d- Establish a routine of daily duties to be performed by officers as designated by him and designate an officer to serve as Commanding Officer in his absence.

e- Assign, detail, or transfer any member or employee of the department to or from any unit or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline, or morale of the department.

f- Cause an adequate and progressive program of training to be organized and conducted for members and employees of the department.

- g- Ensure that all members have available to them copies of the departments rules, regulations, and policies.
- h- Promulgate all general and special orders of the department and issue on his own authority orders, written and oral, not inconsistent with his powers, duties, and responsibilities.
- i- Inspect and be responsible for the appearance of members of the department.
- j- Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders, to recover property and to regulate non-criminal conduct. He shall modify these programs to meet current trends as they are referred to him by analysis of records and reports.
- k- Initiate investigation into all cases of alleged or apparent misconduct by department personnel.
- l- At all times inform himself of the affairs of the department and be assured that the duties and responsibilities of his subordinates are being properly discharged.
- m- Exercise general supervision and inspection of all public places within the community and cause the laws and ordinances concerning them to be obeyed.
- n- Develop or adopt new techniques to improve effectiveness in the discharge of primary police obligations of the department.
- o- Enlist the suggestions of members and employees of the department to ensure maximum relevance and acceptance of all departmental rules, regulations, and policies and procedures.
- p- Be responsible for the safekeeping of all criminal evidence and any recovered or found property brought into the department.

Reporting and Notification

- a- Submit those reports required of him in such form and detail as to clearly depict conditions and police action taken.
- b- Submit monthly and annual reports which present the problems, services, and activities of the department.
- c- Make an annual report to the State Department of Correction indicating the number of arrests and their classification..

- g- Record all activity during his/her tour of duty in the manner prescribed by superiors.
- h- Devote the maximum possible time to the performance of his/her assigned duties.
- i- Maintain arms, uniform, and equipment in a functional, presentable condition, promptly correcting defects and report any serious defects to appropriate authority.
- j- Make reports of crimes, accidents, and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.
- k- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
- l- Be accountable for the securing, receiving and proper transporting of all evidence and property coming into his/her custody.
- m- Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform his/her superiors as soon as the situation permits.
- n- Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. He/she shall collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders and the recovery of property.

Specific Duties and Responsibilities

1) Patrol

- a- Patrol assigned areas in a one or two man radio car for general purposes of crime prevention and enforcement. Pay special attention to those public offenses and criminal activities which are more likely to occur during one's tour of duty. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; legal interrogation of suspicious adults and juveniles; issuing traffic citations; locating fires; reporting street lights and traffic signals out of order; street hazards and other safety problems; checks of schools, parks, and playgrounds.
- b- Examine in the nighttime doors and windows of the business places in his/her assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, he/she shall notify the dispatch and take immediate measures to secure the property if it is apparent that the door or window was inadvertantly left open by the owner. However, if it appears that the door or window was forced open to gain unlawful

entry into the building, he/she shall immediately notify the business owner and take further appropriate action.

c- Become thoroughly familiar with his/her assigned route of patrol. This includes residents, merchants, and institutions; roads, alleyways and paths; conditions that contribute to crime and resources for emergency or other assistance.

d- Remain on his/her assigned area throughout a tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the dispatcher has issued such authorization.

e- Patrol every part of his/her beat giving particular attention to and frequently rechecking locations where the crime hazard is great. In so far as possible, he/she shall not patrol his/her area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location when least expected.

f- Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within his/her patrol area.

g- Take measures to direct the flow of traffic in his/her area during periods of congestion.

h- Keep portable radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.

2) Service to Public

a- Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously injured or ill; assist invalids, senile, and lost persons, or other persons needing police assistance.

b- Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.

c- Preserve the peace at public gatherings, neighborhood disputes, and family fights.

3) Report Writing

a- Complete detailed crime reports on all reported public offenses, crimes, and vehicle accidents. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation supplemental report according to established departmental policy.

b- Take statements from witnesses, suspects, and complainants at the scene of most serious offenses and accidents.

c- Complete brief complaint reports on assignments where no offense has occurred or further police action is not required.

d- When an officer is involved in a situation where there is unfavorable public reactions, or charges are made against a police officer, submit a report through command channels explaining the circumstances in detail.

4) Miscellaneous Activities

a- When directed by a superior officer, serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately.

b- Guard prisoners who are receiving treatment at a medical facility.

c- When dispatched, leave assigned area to assist fellow officers on calls of a serious or dangerous nature.

d- Confer with court prosecutors and, when assigned, testify in court.

e- Accomplish other general duties and functions as they are assigned or become necessary.

f- If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is clean both inside and outside. Immediately report all defects and damages sustained to a supervisor and complete all reports and forms required for such by current procedures. Have a valid Maryland drivers license. Use the call number assigned and operate the radio in accordance with FCC regulations and current departmental procedure.

g- Always drive the assigned vehicle with due regard for the safety of yourself and others. When on regular patrol, drive at a speed and in such a manner as will enable one to see any conditions in the assigned patrol area which may require police attention.

h- Be prepared for inspection of uniforms, equipment, and general appearance.

5) Responding to the Report of a Crime or Serious Incident

a- Use the siren and overhead lights when it is necessary to do so to ease passage through traffic, provided their use does not defeat more important police purposes such as maintaining an element of surprise.

b- When approaching the are of a crime scene, observe all weapons in the vicinity and the registration numbers of vehicles leaving the scene.

c- Keep the dispatcher and/or superior officer informed of all pertinent information relating to the crime scene or serious incident area until a supervisor arrives to take command.

d- Consistent with responsibilities at the scene, and with orders received from superiors, resume regular patrol as soon as possible.

Examples of the types of misconduct which would ordinarily be considered "serious" are the following:

- 1 - Flagrant insubordination
- 2 - Commission of any criminal offense
- 3 - Verbal or physical abuse of a member of the public
- 4 - Excessive use of force upon a prisoner or other person
- 5 - Absence without leave
- 6 - Conflict of interest
- 7 - Repeated failure to properly execute duties in spite of continued efforts by the supervisor to correct them through explanation, instruction, and encouragement
- 8 - Negligent failure to discover or act upon the existence of conditions dangerous to the health or safety of the public.

d- Ensure that all officers under his/her supervision are aware of which departmental and other mandated forms, records, and reports are to be filled out and how they are to be filled out.

e- Inspect members assigned to ensure compliance with departmental standards of uniforms and equipment.

f- Meet with the Chief of Police and Executive Officer in order to exchange information, advise on specific incidents or activities and to assist in helping to solve problems of concern to the overall effective operations of the police department.

g- Assist the Chief of Police in the preparation of any annual, monthly, or other reports.

h- Assist in the orderly operation of the daily functions of the Rock Hall Police Department.

i- Perform any other related or collateral duties which may be assigned by the Chief of Police or Executive Officer.

1-5 Patrolmen

A patrolman assigned to the department shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies, procedures, and orders contained in all manuals issued by the department.

His/her mission shall consist of, but is not necessarily limited to, the following general police responsibilities:

a- Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings.

- b- Reduce the opportunities for the commission of some crimes through preventive and directed patrols and crime prevention measures.
- c- Aid individuals who are in danger of physical harm.
- d- Protect constitutional guarantees.
- e- Facilitate the movement of people and vehicles.
- f- Assist those who cannot care for themselves.
- g- Resolve conflicts.
- h- Identify problems that are potentially serious law enforcement or government problems.
- i- Create and maintain a feeling of security in the community.
- j- Promote and preserve civil order.
- k- Provide other services on an emergency basis.

He/she shall be assigned to perform specific duties and responsibilities as required by the Chief of Police or his designate.

General Duties and Responsibilities

- a- Exercise authority consistent with the obligations imposed by his/her oath of office and be accountable to his/her superior officers, promptly obeying legitimate orders.
- b- Coordinate his/her efforts with those of other members of the department so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.
- c- Communicate to his/her superiors and to co-workers all information he/she may obtain which is pertinent to the achievement of police objectives.
- d- Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.
- e- By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
- f- Acquire and record information concerning events that have taken place since his/her last briefing and be continuously attentive to instruction.

d- Promptly report to the appropriate authority all particulars within his knowledge, relating to injuries to persons or property alleged to have been caused by defects, obstructions, or want of repair on any public street. The same procedure shall be followed whenever it appears likely that the local government may be sued for damages.

e- Report to the FBI on appropriate forms data for the purpose of compiling the Uniform Crime Report.

f- Maintain a personnel record system in which shall be kept confidential information on all department members and employees.

1--3 Executive Officer (Lieutenant)

Subject to the direction and control of the Chief of Police, the Lieutenant is designated as the Executive Officer of the Department. In this capacity, working through the supervisors of the department, he shall have direct control over all members and employees of the Department. He thus possesses full line authority as well as staff authority, and will assume the powers, duties, and responsibilities of the Chief of Police in his absence.

The Executive Officer (Lieutenant) also retains direct responsibility for supervising, coordinating, delegating, and controlling the following functions: assist the Chief with fiscal management of the department, internal affairs, inspections, all facets of the personnel function, training and career development and public information.

Duties and Responsibilities

a- Conduct staff meetings to ensure that the operational, administrative, and service components of the department are functioning properly. Solicit input from supervisors regarding solving daily problems or improving overall department efficiency. Advise and inform the Chief of Police on these matters and other information which can be discussed at future staff meetings.

b- Provide information to members regarding opportunities for career development through outside agencies such as accredited colleges and universities, other criminal justice agencies and special in-service training programs. Encourage their off-duty participation in these programs.

c- Conduct, coordinate, and control all internal affairs investigations in such a manner as to be able to respond appropriately, objectively, impartially, and confidentially to all allegations of misfeasance, malfeasance, and nonfeasance by members and employees.

d- Direct, coordinate, and control all department inspection programs, realizing that the process is an essential mechanism for evaluating the quality of the departments operations,

ensuring that the departments goals are being pursued, identifying the need for additional resources and assuring that control is maintained throughout the agency.

e- Assist the Chief of Police in the selection process of all perspective employees according to established policies and procedures.

f- Direct, coordinate, and control all public information adhering to accepted and legal policies and procedures regarding dissemination of this information.

g- Be accountable for the actions or omissions of those under his supervision which are contrary to departmental policy and which could have been avoided if he had been properly executing supervisory responsibility.

h- When necessary, establish guidelines for personnel allocation, new job description classification and assignment to specialized units or positions.

i- Perform any other related or collateral duties or functions assigned by the Chief of Police.

1 -- 4 Supervisors (Sergeant/Corporal)

The Sergeant(s) or Corporal(s) shall be responsible for the direction, planning, organization, staffing and control of all officers under his/her command. He/she shall be responsible for the accomplishment of the police mission through the strategical and tactical operations of all functions under his/her command and shall see that the personnel under his/her command display the proper performance and adherence to established rules, regulations, policies, procedures, and orders of the Rock Hall Police Department.

Duties and Responsibilities

a- Exercise supervision of all members assigned to his/her command, as well as general supervision of all subordinate members of the Rock Hall Police Department.

b- Supervise daily and monthly activities of officers to ensure the officer is completing his/her work effectively, completely, and in sufficient quantity as to accomplish the goals of the Rock Hall Police Department.

c- In all cases of serious infractions by an officer or whereby an officer has consistently refused, despite the efforts of the supervisor, to conform his/her conduct to departmental standards, he/she shall submit a written report with full supporting details of the incident or series of incidents conveying it to the Chief of Police. Include in the report a recommendation of the action to be taken.

Rules of Conduct

2--1 It is the policy of the Rock Hall Police Department that all employees shall comply with the rules of conduct, with the additions and amendments to these rules that may be promulgated and with all other orders and directives, either verbal or written, which may be issued by the Chief of Police or other competent authority. The violation of any rule of conduct, procedure or lawful order, whether written or verbal, subject the violator to disciplinary action.

2--2 Ignorance of the rules, procedures, and orders of the department is not justification for any such violations. An employee shall be responsible for their own acts and they may not transfer to other their responsibility for executing for failing to execute any lawful order or police duty.

2--3 Unbecoming Conduct: Every employee shall conduct themselves at all times, both on and off duty, in a manner which reflects most favorable on the agency. the phrase "reflects most favorably" pertains to perceptions of both citizens and other departmental employees. Conduct unbecoming by an employee shall include that which tends to bring the department into disrepute, or reflects discredit upon the employee as a representative or the department, or that which tends to impair the operation or efficiency of the department or employee.

2--4 An employee of the department shall not maliciously threaten, strike or assault any other employee of the department.

2--5 A supervisor will not injure or discredit a subordinate through unreasonable, unjust, arbitrary or tyrannical conduct, or abusive language.

2--6 Insubordination:

Employees of the department shall, unless otherwise directed by competent authority, transact all official business with employees senior in rank or classification only through the employees chain of command. Those matter of a personal nature or those in which the employee feels may cause them embarrassment or perceived hardship may request permission to talk directly with the Chief of Police.

- 2--7 An employee shall not permit or authorize the use of their name, photograph, or official title, identifying them as an employee of the Rock Hall Police Department in connection with testimonials or advertisements of any commodity or commercial enterprise, or personal reasons without the approval of the Chief of Police.
- 2--8 An employee shall not sign a petition, without the authority of the Chief of Police when their signature identifies them as an employee of the department, nor shall any employee sign any petition which has an unlawful purpose. However, any employee may sign a lawful petition as a private citizen.
- 2--9 An employee shall not address a public gathering, appear on radio or television, prepare any article for publication, (departmental press release excepted) act as a correspondent to a newspaper or a periodical, release or divulge investigative information or any other matters of the department, either in an official or unofficial capacity without first obtained permission from the Chief of Police.
- 2--10 Association: An employee shall avoid association or dealings with persons when they know or should know, are racketeers, 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 by the Chief of Police.
- 2--10A -- An employee shall not visit or enter a house of prostitution gambling house, or any other establishment where in the law of the United States, the laws of the State of Maryland, or any other law or ordinance of Rock Hall or any other political subdivision are violated except in the performance of duty and while acting in response to lawful and specific orders of the Chief of Police.
- 2--10B --An employee of the department shall not in any manner affiliate themselves with any organization, association, movement, group or combination of persons which advocates the over throw of the government of the United States or any state, or which has adopted the policy of advocacy or approving the commission of acts of force or violence to deny any person their rights under the Constitution of the United States or any state by unconstitutional means.

- 2-11 Immoral Conduct: Every employee shall maintain a level of moral conduct in their personal affairs 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 compromise or has the potential to compromise their ability to perform as a law enforcement officer or as an employee of the Rock Hall Police Department, or caused the department to be brought into disrepute.
- 2-12 Conformance to Laws: An employee shall not violate his/her oath of office and trust or any other condition of his/her employment with the Rock Hall Police Department or commit an offense punishable under the laws or statutes of the United States or any sovereign nation, the state of Maryland or Rock Hall or any other local ordinances. Any employee who has been charged with a violation of any law, statutes the local ordinance stipulated in this section must report the facts concerning such violation immediately to the Chief of Police.
- 2-13 Seeking or Accepting Gifts, Gratuity/Bribes: An employee of the Rock Hall Police Department shall not solicit, see or accept any gift or gratuity, including for himself or for another from any individual, business establishment, or merchant, where such offer of acceptance can be construed to be an effort to influence his/her official conduct as a member of the Rock Hall Police Department.
- 2-14 A police employee shall not receive, seek, solicit, or share in any fee, reward, or other reimbursement for the performance of his official duties, or for his/her failure to perform official duties, except as directed by the Chief of Police. He/she shall immediately report any offer, or attempt to offer, of money, gifts, or other gratuity made in an effort to influence his/her official conduct.
- 2-15 Political Activity: Employees of the Rock Hall Police Department may engage in any political activity not prohibited by local state or federal statutes. Employees uncertain of the propriety of the political activity in which they desire to participate should request assistance of the town attorney through a written request to the Chief of Police.
- 2-16 The Hatch Act prohibits certain political activities of persons whose primary employment is with an agency in connection with an activity financed in whole or in part by federal loans or grants.

- 2--17 Employees of the Rock Hall Police Department shall not use their official authority or influence for the purpose of interfering with or affecting the results of an election, or a nomination for office.
- 2--18 Employees of the Rock Hall Police Department shall not directly or indirectly coerce, attempt to coerce, command, advise or promise to reward an employee to pay, lend, or contribute anything of value to a political party, committee, organization, or for political purposes.
- 2--19 Employees of this department may not engage in political activity while wearing any portion of the official issued uniform, equipment or while using an official departmental vehicle.
- 2--20 An employee of the Rock Hall Police Department shall not engage in any strike or job action. Strike or job action includes, but is not limited to a failure to report for duty, willful absence from duty, unauthorized holidays, sickness unsubstantiated by physician's statement, stoppage of work, or the abstinence in whole or in part from full, faithful, and the proper performance of duties of employment for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, or obligation of employment.
- 2--21 Secondary Employment: A police employee shall not be employed in any capacity in any other business, trade, occupation or profession, while employed by the Rock Hall Police Department, except when approved by the Chief of Police. A request to authorize secondary employment should be submitted to the Chief of Police, and upon approval, will be filed in the officer's personnel file. The officer must realize that secondary employment may not interfere with the officers primary employment or duties as a police officer with the Town of Rock Hall.
- 2--22 Departmental Communication: An employee shall submit all reports both verbal and written, required by the department, on time and in accordance with established procedures. All official business transacted by departmental employees must be processed through established channels.
- 2--23 During any administrative investigation an accused employee shall upon order of competent authority, submit written report detailing the facts concerning his/her involvement in the incident being investigated where the incident is related specifically, directly, and narrowly to the performance of his/her official duties.

2-24 A police employee shall report to the Chief of Police all information that comes to his/her attention concerning organized crime, racketeering, vice conditions, etc.

2--24A All reports submitted by employees of this department will be complete and will not contain improper or inaccurate information. In-accurate or improper information may be characterized by that which is untrue by mistake or accident or made in good faith, after the exercise of reasonable care.

2--25 An employee shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established departmental procedures. An employee may remove or copy official records or reports from a police installation only in accordance with proper procedures. An employee shall not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of police duties.

2-26 Reporting for Duty: An employee of the department shall not absent him/her self without properly approved leave.

2-27 An employee shall report for duty at the time and place specified by his/her supervisor and shall be physically and mentally fit to perform his/her duty. He/she shall be properly equipped and cognizant of information required for the proper performance of duty so that he/she may immediately assume his/her duties.

2--28 Every police employee shall log on the daily run sheet. And the supervisor shall keep a record of the employee time on the assigned time card.

2--29 If any employee of the department is unable to report for duty due to sickness or other causes, such employee shall, as soon as possible, notify the Chief of Police or other supervisor. If no supervisor is available, the employee shall notify the officer on duty, who shall make a record of the notification, and take every reasonable step to see that the shift vacated by the missing employee is filled.

2--30 Police employees, while off duty, shall be subject to call at all times. In the event of an emergency or potential emergency, police employees may be put on call duty status. In this event they should leave word where they may be reached and if they are leaving the area should gain permission from the Chief of Police.

- 2--31 Fictitious illness or Injury Report: An employee shall not feign illness or injury, falsely report him/her self ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of his/her health.
- 2--32 Interference With Duty: An employee shall not attempt to bring influence to bear on the Chief of Police for the purpose of securing promotion secure an assignment or to avoid penalties for violation of the department policies, rules, procedures, or orders.
- 2--33 An employee shall not interfere with the cases assigned to other employees for investigation without consent, except by order of the Chief of Police. An employee shall not interfere with any lawful arrest brought by other employees of the department or other agency. A police employee shall not undertake any investigations or other police action that are not a part of his/her regular police duties without first obtaining permission from the Chief of Police, unless he/she can justify the need for immediate intervention.
- 2--34 An employee of the department shall not directly or indirectly become concerned with making arrangements, agreements or compromises between a criminal and a person who has suffered from his/her criminal acts for the purpose of allowing the criminal to escape punishment prescribed by law. Any employee having knowledge of such an arrangement, agreement, or compromise shall report such to the Chief of Police.
- 2--35 An employee of this department shall not reveal the identity of a police employee of this department or other police agency involved in a covert investigation. An employee shall not recognize such an employee unless such other member acknowledges him/her first.
- 2--36 An employee shall not intentionally manufacture, tamper with falsify, destroy, or withhold evidence or information, or make any false accusations or a criminal or a criminal charge.
- 2--37 Property which has been received as evidence in connection with investigations, or which, for any other reasons, comes into custody of this department, will be processed in accordance with established procedures. An employee shall not convert to his/her own use, tamper with, or damage through negligence, or 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 departmental procedures.

2--38 Suggestions Pertaining to Services: An employee shall not recommend or suggest in any manner, except in the transaction or personal business and then representing him/her self only as a private citizen, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance or towing service, bondsman mortician, etc.)

2--39 When the public requests assistance or advise, 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 departmental procedures.

2--40 Police employees of the department 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.

2--41 Citizen Complaints: An employee shall courteously and promptly accept any allegation or complaint made by a citizen against any employee of the department. The citizen should be advised that the complaint will have to be lodged either in person or in writing to the Chief of Police. An attempt should be made to set up an appointment during regular business hours.

2--42 If the complaint against a member of the department alleges brutality in the execution of his/her duties, it must be made in writing and sworn to by the aggrieved person before a person authorized to administer oaths or by a member of the aggrieved persons immediate family, or by any person with first hand knowledge obtained as a result of the presence at and observation of the alleged incident, or by a parent or guardian in the case of a minor child. This allegation to have credence should be made within ninety days of the alleged incident.

2--43 Courtesy: An employee shall be courteous to the public and to fellow employees. He/she be tactful in the performance of his/her duties. Shall be control their temper and exercise utmost patience and discretion, and shall not engage in argumentative discussions, even in the face of extreme provocation. While on duty or in the performance of his/her duties, he/she shall not use coarse, violent, profane, or insolent language or gestures towards the public or fellow employees. He she shall not express any prejudices or use language which might be insulting or demeaning to the public or fellow employees concerning race sex religion, politics, national origin, life-style or similar personal characteristics.

2--44 Police employees will at all times show respect for their fellow employee and will conform to the rules of military courtesy as set forth by departmental policy.

2--45 Identification: During the times that police employee is not readily identified by the uniform of the Rock Hall Police Department, his/her badge and/or identification card on their person. He/she shall furnish their name, identification number to any person properly entitled to this information at any time except when authorized not to do so by the Chief of Police and when such refusal may be necessary for the proper performance of his/her police duties.

2--46 Personal Appearance: A police employee will maintain a neat, well groomed appearance and will style their hair and wear the uniform consistent with established departmental policy and procedure.

2--47 Neglect of Duty: Departmental employees shall be punctual in attendance to all call, requirements of duty, court appearances and all other assignments.

2--48 An employee will not read, play games, watch television or movies, or engage in any activity or personal business while on duty that would cause him/her to neglect or be inattentive to that duty.

2 -49 The failure of a police employee to take appropriate action, either on or off duty, on the occasion of a crime, disorder, or other condition deserving police or departmental administrative attention while within the jurisdiction of the department is considered neglect of duty.

2--50 An employee will not, without proper authorization, absent him/her self from their assigned place of work during their tour of duty.

2-51 Any member absent from duty for three days due to an illness or accident, must have a doctors certificate in order to return to work. A member may be required to furnish a doctors certificate for the absence from work for any length of time if it appears the member is abusing the sick leave privilege.

2-52 An employee will remain awake and alert while on duty. If unable to do so, he/she will report to the Chief or a superior officer, who will determine the proper course of action.

2-53 A police employee may be authorized to suspend patrol or other assigned activity, subject to immediate recall at all times, for the purpose of having meals during his/her tour of duty, but only for such of time and at such times as authorized by the Chief. He/she remain either in radio or telephone contact with the dispatcher.

2-54 Use of Alcoholic Beverages: An employee will not drink intoxicating beverages while in uniform or while on duty unless it is necessary for the performance of his/her duty. In every case where it is necessary for an employee to use intoxicating beverages while on duty, written permission must be obtained from the Chief. An employee given written permission to consume intoxicating beverages while on duty may not do so to the extent that his/her ability to perform their duty is impaired.

2-55 An employee placed on stand-by status will not consume alcohol during the time he/she is on call. If he/she is placed on a stand by status and has consumed alcohol he/she notify the officer calling of that fact and stop the consumption of the alcoholic beverage. He/she be given sufficient time to become fit for duty prior to being called to active service.

2-56 No employee of the department will bring any intoxicating beverage into the Rock Hall Police building or grounds, or in a patrol vehicle, nor will he/she permit the same to be brought therein, except as evidence or pursuant to departmental property held procedures.

2-57 Use of Drugs: An employee will not use any controlled substance, narcotic, or hallucinogen, except when prescribed in the treatment of an employee by a licensed physician or dentist. When controlled substances, narcotics, or hallucinogens are prescribed an employee will notify the Chief.

2-58 Gambling: An employee will not engage in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from the Chief.

2-59 Treatment of Persons in Custody: A police employee will not mistreat persons who are in his/her custody. He/she will handle all persons in accordance with the departmental procedure.

3--1 Standards of Conduct

The law enforcement code of ethics is adopted as a general standard of conduct for officers of the Rock Hall Police Department

All employees of the department shall adhere to the personnel rules and regulations of the town and the policies of this department that govern conduct.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal life, I will be exemplary in obeying the laws of the community and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever

secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feeling, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately with fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objective and ideals dedicating myself before God to my chosen profession

***** LAW ENFORCEMENT *****

3..2 Loyalty

In the performance of his/her duty to serve society, an officer is often called upon to make difficult decision. He/She must exercise discretion

in situations where his/her rights and liabilities and those of the department hinge upon his/her conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice which may cause him/her hardship or discomfort.

An officer must be faithful to his/her oath of office,, the principles of professional police service, the objectives of the department, and the department, administration and employees of the department itself; and in the discharge of his/her duty he/she must not allow personal motives to govern his/her decisions and conduct

3--3 Conduct Unbecoming an Officer

A police officer is the most conspicuous representative of government and to the majority of the people he/she is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized and when his/her action are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life.

Since the conduct of an officer or employee, on tour of duty, may reflect directly upon the department, they must at all times conduct themselves in a manner which does not bring discredit to themselves, the department, or the town.

3--4 Respect for Rights

No person has a constitutional right to violate the law/ neither may any person be deprived of his/her constitutional rights merely because he/she is suspected of having committed a crime. The task of determining constitutionality of a statute lies with a court of proper jurisdiction, not with an officer who seeks to properly enforce any federal, state, or local statute which is valid on its face without fear of abrogating the constitutional rights of the person violation the statute. An officer who lawfully acts within the scope of his/her authority does not deprive persons of their civil liberties. He may with in the scope of his/her authority make reasonable inquiries, conduct investigations, and make arrest. However, when an officer exceeds his/her authority by unreasonable conduct, he/she violated the sanctity of the law which is sworn to uphold.

Rock Hall Police officer shall not knowingly violate the constitutional rights of any person.

3-5 Integrity

The public demands that the integrity of its law enforcement personnel be above reproach, and the dishonesty of a single departmental member may impair public confidence and cast suspicion upon the entire department. Succumbing to even minor temptation can be the genesis of a malignancy which may contribute to the corruption of countless others. Departmental employees have the obligation to report the dishonesty of others.

1 GIFTS, rewards, or gratuities to the department, or any member of the department, are returned to the provider with an explanation of the department policy.

2-- If the provider is unknown, the item is given to the department's general fund.

3-- Police discounts, special purchasing privileges, or other benefits shall not be knowingly accepted by a member of the department when such benefit is granted for a special privilege to the provider or the provider's business.

4. No member of this department shall offer or give gifts, gratuities, or special privileges to any other person or agency in expectation of special benefit to himself or the department.

5. No employee of this department shall solicit any form of benefit for him/herself, the department, the town, or any other organization from any person, group, or firm when the benefit is to be secured as a result of his/her employment by the department.

3-6 Courtesy

Effective law enforcement depends on a high degree of cooperation between the department, the public it serves and other public agencies. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by department employees. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible.

The practice of courtesy by an officer is not a manifestation of weakness it, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

3--7 Compliance with Lawful Orders

The department is an organization with a clearly defined hierarchy of authority, This is necessary because unquestionable obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness serve. If there is a willful disregard of lawful orders, commands, directives, or policies, retraining of personnel or disciplinary action may be necessary.

1---An employee must comply with all lawful orders however received. The employee shall be held responsible for complying with the last or most recent order received.

3--8 Use of Intoxicants

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a department employee evidencing the use of intoxicants. Additionally, the stress of law enforcement requires an employee to be mentally alert and physically responsive.

1-- Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on duty.

2-- An employee shall not consume intoxicants to such a degree that it impairs his on-duty performance

3-- The odor of an alcoholic beverage on the breath of an on-duty employee is prohibited except when it is attributed to the performance of an official assignment.

4-- An employee shall not operate a motor vehicle if his ability to do so is impaired by the consumption of an alcoholic beverage.

3--9 Attention to Duty

As most police work is necessarily performed without close supervision the responsibility for the proper performance of an officer's duty lies

primarily with the officer himself/herself. An officer carries with him/her a responsibility for the safety of the community and his/her fellow officers. He/she discharge that responsibility by the faithful and diligent performance of his/her assigned duties. Anything less violates the trust placed in them by the people, and nothing less fails to qualify as professional conduct, and will not be tolerated by the department.

3--10 Financial Obligations

Public employees have stable incomes upon which they may forecast future earnings. For this reason and because the public confidence is their responsibility, it is relatively easy for department employees to contract financial obligations which, if not controlled, may become an impossible burden. Such financial distress may impair the individual's effectiveness and tends to bring discredit upon the department.

3--11 Refusal to Work

The alternative to law and its enforcement is anarchy and its resulting devastation. An officer's commitment to public service and professional ethics precludes his engaging in strikes or similar concerted activities.

1.-- The department seeks the removal from office of any officer or civilian employee who plans or engage in any strikes, work stoppage or slowdown.

2.--Employees shall not participate in any strike nor engage in any work stoppage or slowdown.

3--12 Uniform and Appearance

1--Officers shall be neat appearing and well groomed while in uniform. All articles of clothing shall conform to the Departmental uniform regulations. Civilian clothing shall not be worn with any distinguishing part of the uniform .

2--Hair Styles Hair and mustaches shall be evenly trimmed at all times, while on duty. In no event shall hair extend over the shirt collar or over the top of the ears. Mustaches shall not extend below the lipline. Beards are not permitted. Sideburns shall not extend below the ear lobes nor be more than one inch wide at the base.

3. Wearing the Uniform--Uniforms shall be kept neat, clean and well pressed at all times. Care should be paid not to wear threadbare or faded items. While wearing the uniform, maintain a military bearing avoiding mannerisms such as slouching, shuffling, and keeping hands in the pockets. The uniform hat shall be worn out of doors, unless otherwise directed by competent authority. The Chief shall periodically give direction as to changes in the uniform of the day/season, the uniform of the day for special occasions or events.

4.--Civilian Clothing - Male members and employees permitted to civilian clothing during a tour of duty shall wear either a business suit or sports coat and slacks. A dress style shirt with tie shall be worn. Commanding officers may prescribe other types of clothing when necessary to meet particular police objectives. Female members and employees permitted to wear civilian clothing shall conform to standards normally worn by office personnel in private business firms, unless otherwise directed.

3--13 Administration of Discipline

One of the primary tasks of a supervisor is the administration of discipline. Discipline can be positive or negative; it may involve encouragement, inspiration training, or imposition of negative sanctions. It has as its immediate purpose the channeling of individual effort into effective and productive action.

The exercise of positive discipline requires foresight and planning rather than merely reaction. It involves an evaluation of the human factor which, when combined with proper training, motivation, and recognition of individual and group effect, results in self-discipline.

Disciplinary means may range from a warning, where the immediate effect is on the individual, to termination, where the positive result is in the reassurance of other employees as to unacceptable limits of misconduct. In each case, care must be exercised to make the proper choice in obtaining a desired and just results.

General Order

In the administration of discipline, a supervisor must consider the totality of the circumstances surrounding the allegation of misconduct in making determination whether the original action or conduct which prompted the complaint was not only legal but whether, under the circumstances, it was necessary and proper as well. His/her decision must resolve those factors with the individual's interest and the probable effect of the disciplinary action upon the attainment of department objectives.

To be effective, discipline must not only be fair in its application, it must also follow within a responsible time the act which it is intended to correct. Therefore, there must be a prompt resolution of disciplinary cases.

The administration of discipline can take many forms depending upon the severity of misconduct by the employee. The forms of discipline used by the ROCK HALL POLICE DEPARTMENT are as follow:

1- Oral/Written Reprimand

An oral reprimand is the broadest and most flexible disciplinary act. It is warning procedure rather than a punitive one. It can be used more than once on the same individual with widely varying degrees of emphasis and meaning, while preserving his dignity and spirit. In its mildest form, the reprimand may be a cooperative effort to determine the cause of a breach of discipline and to work out a remedy for it. For example, it is frequently found that employee lapses are due to conditions outside the job- which the employee often can be helped to surmount by the understanding guidance of his supervisors. In a more serious form, reprimand carries implication of stronger action to follow if an employee persists in his/her error. Such further discipline is invariably punitive in its intent, being used as a more forceful reminder after counseling and explanation have failed to bring about the necessary improvement.

In all cases except a minor reprimand given n the spot, it is wise to write up a memorandum of the incident covering the following points:

- 1- The situation calling for the interview with the employee;
- 2- Specific reasons for the interview;
- 3- Summary of employee's statement of explanation;

4. Summary of supervisor's statement

5. --- Mutual understanding of what employee and supervisor will do to improve performance or prevent a recurrence with an understanding of future disciplinary action if the employee fails to correct.

Such a memorandum thus shows all of the facts of the case, included the fact that the employee now knows just what is expected of him/her. It is a good idea for the employee to read this memorandum and sign a brief statement that he has. It is a good plan in certain cases to set a follow up time when the employee's performance is again reviewed to see if the corrections have been made. If they have, a second memorandum is made showing this, and again the employee see it and knows it will be in his file showing his performance has improved. This system of memorandums is essential if there is to be a fair and effective plan for handling disciplinary matters.

2- Training

Training is an effective method of improving employee productivity and effectiveness through positive and constructive methods. Often, employees failure to perform in an acceptable manner can be directly related to the employer's lack of knowledge to make position changes; therefore, training should be considered as a disciplinary measure prior to the implementation of harsher methods.

- 1-- When a supervisor feels that the employee's behavior is a direct result of lack of training, he/she identify the areas needed and submit these to the Chief of Police.

- 2-- The employee will then be assigned to a training period, depending on the areas of problems. Training may be a formal training school, or inter-departmental training.

3-- Extra Duty Assignments

Possible the most widely use form of discipline in small departments is the extra duty assignment, since it is always possible to utilize additional manpower. Assignment of an officer to extra duty two or three hours, a day for definite periods generally has a lasting effect on him/her and their fellow officers since it confronts them each day during the disciplinary period. As an alternate, extra duty may be combined with suspension and an officer allowed to work several of his days off, in lieu of a suspension

without pay. This penalizes the officer through the loss of cherished time off but not through his pay check.

4--Suspension

Disciplinary infractions serious enough to warrant suspension without pay suggest the possibility that an officer may be unfit to continue long in service. It would be unusual to permit an officer to remain on a police force after committing a second offense of sufficient gravity to call for suspension. If departmental rules are generally accepted, suspension of a chronic offender not only sets him/her apart from the group, but it also imposes a financial burden on his/her family and reduces the effective strength of the police force. Should the necessity for discipline reach this stage, that in the interests of the officer and the department, the officer should think seriously of obtaining employment in another field.

5. Termination

Dismissal from the public service is not high, and its significance therefore can rather easily exaggerated. But where dismissal becomes necessary, the administrator must be able to demonstrate that the individual was given every opportunity to correct his/her errors and that it is the departmental and public interest to require his/her separation. A department head must take hold the initiative in dismissing an incompetent. While he/she hesitate to expose himself/herself to a prolonged battle with an employee his/her reluctance can perhaps be cured by a realization of the harm to his/her staff, to the individual employee, and to the public which results from continuing an employee in a post for which he/she is not and cannot be fitted.

6--Counseling

An alternative form of disciplinary action, this form of discipline should be used when employee misconduct is directly related to some outside force which decreases the efficiency of the employee. Whether forces be:

- a) Marital problems
- b) Alcohol/Drug addiction
- c) Stress related

The problem should be identified and treatment offered to the employee. Should the employee elect to take the advantage of this form of discipline, the employee should be examined by a competent physician to document the problem to be treated and re-examined after the counseling to insure that the purpose of said counseling has been obtained.

First line supervisor have the best opportunity to observe the conduct and appearance of officers and to detect those incidents where disciplinary action is necessary either in the form of rewards, remedial training, counseling or more severe forms of punishment, therefore, the employee's immediate supervisor shall be consulted prior to the administration of any discipline to insure that the methods selected will be the most effective for the employee under his/her immediate supervision.

Should an allegation of officer misconduct be brought against an employee either by a supervisor or through a citizen complaint, an investigation shall be conducted into the allegation. The disposition of an allegation or complaint is classified in one of the following way:

- a) Sustained- The allegation is substantiated; misconduct did occur.
- b) No Conclusion --The allegation is not substantiated. There is not sufficient evidence to prove or disprove the allegation.
- c) Unfounded--The allegations false, or not factual; no misconduct, the incident did not occur or did not involve the employee named.
- d) Exonerated -- The incident occurred, but the employee involved acted lawfully and properly.
- e) Misconduct not based on complaint substantiated employee misconduct not alleged in the complaint, but disclosed by the investigation.
- f) Violation of Policy, Procedure, or Proper Action minor violations generally unintentional or due to lack of training.

Misconduct is defined as wrongful actions by an employee which result from a lack of training, erroneous judgment, or a disregard for established policies or procedures.

PERSONAL APPEARANCE

4--1 All members of the Rock Hall Police Department are required to be neat, clean, and well-groomed at all times, except when authorized to dress otherwise in a covert investigative assignment. Uniform and civilian clothes shall be kept clean and pressed. Footwear, leather equipment, and brass shall be regularly polished and sidearms shall be clean and serviceable at all times.

a. CLOTHING--- Clothing will be clean and give a pressed appearance before each tour of duty.

b. FOOTWEAR--Shoes will be free of dirt and shined at all times. Boots may be worn in bad weather.

c HAIR REGULATIONS Every employee of the Department while on duty will be required to keep his/her hair in a neat and well groomed manner. The following regulations are not meant to be all inclusive, final judgment shall rest with the Chief of Police (1 through 7 deals with male employees, 8 through 13 pertains to female employees.

1--For males, hair on the crown and sides of the head shall be neatly groomed. The length and bulk of the hair shall not interfere with the proper wearing of authorized uniform headgear. Hair in the front will not be groomed so that it falls below the band of properly worn headgear.

2--Hair shall be worn in a tapered look, and when combed shall not touch either the ear or the collar.

3-- Hair on the back of the head shall be tapered down the neck.

4--Sideburns, shall be neatly trimmed and tapered in the same manner as prescribed for hair. Sideburns shall not extend below the ear lobe, shall be of even width, not flared, and shall end with a clean shaven horizontal line.

5--Mustaches will be kept clean, neatly trimmed and will not be worn so as to allow the hair to hang over the upper line of the upper lip. No portion of the mustache shall extend below the corner of the mouth or one-half inch beyond the corners of the mouth, and no extreme styles may be worn.

6-- No other facial hair such as beards or goatees of any type will be worn.

7-- Wigs or hair pieces shall not be worn except to cover natural baldness or disfiguration. If worn under these circumstances, the wig or hair piece shall conform to all Department hair regulations.

8-- For female employees, the length, bulk or appearance of natural hair will not be excessive, ragged, or unkept. Hair will be neatly groomed. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. The hair may be worn over the ears, but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear. Ponytails or plaited hair is unacceptable.

9--Hair pieces or wigs on duty must conform to the same standards as stipulated for natural hair.

10--Hair coloring, if used, must appear natural.

11--No ribbons or ornament shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes.

12--When worn, cosmetics will be in good taste and natural looking. Eye shadow, false eyelashes, excessive lipstick and large or dangling earrings are prohibited.

13--Burns will be permitted on top of the head or back of the head, in a neat and attractive manner, provided it does not interfere with the wearing of the uniform headgear.

ROCK HALL POLICE DEPARTMENT UNIFORM POLICY

4-2 THE ROCK HALL POLICE DEPARTMENT WILL UTILIZE THE FOLLOWING UNIFORMS.

CLASS A – DRESS BLOUSE WITH SHOULDER STRAP. TO BE WORN WITH THE LONGSLEEVE UNIFORM SHIRT, NECKTIE, UNIFORM TROUSERS, UNIFORM HAT, AND LOW QUARTER SHOES.

CLASS B – UNIFORM SHIRT WITH SHOULDER STRAP. NECKTIE REQUIRED WITH LONGSLEEVE SHIRT. UNIFORM TROUSERS, UNIFORM HAT, AND EITHER POLISHED BOOTS OR LOW QUARTER SHOES. A CLASS B WINTER JACKET IS ALSO AUTHORIZED FOR COLD WEATHER DUTY. THE BASIC UNIFORM FOR PATROL USE. AUTHORIZED FOR COURT APPEARANCES.

CLASS C – UTILITY UNIFORM FOR K-9 OR SPECIAL OPERATIONS. USE TO BE DETERMINED BY THE CHIEF OF POLICE.

4-3 THE FOLLOWING REGULATIONS GOVERNING THE WEAR OF THE ROCK HALL POLICE DEPARTMENT UNIFORM WILL BE OBSERVED BY ALL PERSONNEL UNLESS EXCEPTED BY THE CHIEF OF POLICE.

- A. ONLY HIGHLY POLISHED LOW QUARTER SHOES WILL BE WORN BY UNIFORM PERSONNEL FOR COURT APPEARANCES.
- B. LEATHER GEAR WILL BE WORN BY ALL OFFICERS WHILE ON PATROL. THIS WILL INCLUDE THE SERVICE WEAPON, PEPPER SPRAY, HANDCUFFS, MAGAZINE POUCHES, AND RADIO. ADDITIONAL ITEMS MAY BE CARRIED/WORN BY PERSONNEL TRAINED AND AUTHORIZED TO DO SO.
- C. ALL NON-COMMISSIONED PERSONNEL ABOVE THE RANK OF OFFICER WILL DISPLAY SEW ON CHEVRONS ON THEIR CLASS A BLOUSE, CLASS B UNIFORM SHIRTS, AND CLASS B JACKET.
- D. ALL COMMISSIONED PERSONNEL WILL DISPLAY A GOLD BRAID ON THE LOWER SLEEVE OF THEIR CLASS A JACKET.
- E. ALL CLASS A BLOUSES, CLASS B UNIFORM SHIRTS, AND CLASS B JACKETS WILL DISPLAY THE PATCH OF THE ROCK HALL POLICE DEPARTMENT ON BOTH SLEEVES.
- F. CLASS A AND CLASS B UNIFORMS REQUIRE WEAR OF THE UNIFORM HAT AT ALL TIMES WHEN OUT IN PUBLIC. EXCEPTIONS PERMITTED FOR DRIVING AND WHILE OUT AT THE OFFICE.

4-4 AWARDS AND COMMENDATIONS WILL BE DISPLAYED ABOVE THE NAME TAG ON THE CLASS A BLOUSE OR THE CLASS B UNIFORM SHIRT. THE COMMENDATIONS WILL BE DISPLAYED ONE QUARTER INCH APART. COMMENDATIONS WILL BE DISPLAYED IN DESCENDING ORDER WITH THE HIGHEST COMMENDATION AT THE TOP. THE ORDER OF AWARDS WILL BE AS FOLLOWS: