

# Spring Grove Hospital Center Police Department Employee Conduct

## Policy

It is the policy of the SGHC Police Department to require sworn personnel, prior to assuming sworn status, to take an oath of office to ensure that all Police and Security Department employees maintain a high standard of personal integrity and ethics in their relationships with other employees and the public. The below rules will apply equally to all officers and civilian employees, as appropriate. These rules will serve as a set of professional standards governing the conduct of all departmental employees and no deviation or flexibility is permitted.

## Purpose

This directive establishes general rules pertaining to the conduct and responsibilities of all officers, and employees assigned to the Spring Grove Hospital Center Police and Security Department.

### I. Rules of Conduct

#### **RULE 1: COMPLIANCE**

Employees will thoroughly familiarize themselves with these rules upon receipt and thereafter comply with each of them.

#### **RULE 2: CONFORMANCE TO LAWS**

- A. Employees will obey all laws of the United States and the State of Maryland, local County City/Ordinances, SGHC Police Departmental Directives/General Orders, Maryland Department of Mental Health and Hygiene as well as the Spring Grove Hospital Center policies and procedures.
- B. Employees are required to notify the Chief of the SGHC Police Department and the Director of Personnel, of their arrest, whenever criminal charges are filed against them, or the suspension, revocation, or cancellation of their driver's license.

#### **RULE 3: COMPLIANCE WITH ORDERS**

- A. Employees will courteously and promptly obey all lawful orders and directives emanating from a superior. If an order or directive being relayed is in conflict with any previous directive or order, the subordinate will respectfully call attention to the conflict. If the superior issuing such a conflicting order does not alter or retract it, the order will then stand and the subordinate will not be held responsible for disobedience of any previously issued order.
- B. All employees will follow their chain of command whenever conducting any intra-SGHC-Police-Departmental business.

**RULE 4: DECORUM**

At all times employees will maintain decorum and presence of command and conduct themselves in a professional manner. They will not use harsh, profane, insolent language or tone towards another person or act in any other way so as to disrupt the work place, engage in harassing behavior, or contribute to a hostile work environment.

The employees will not engage in activities or conduct that negatively impact the productivity of the work place environment for other SGHC employees, or reflect negatively on this Department or the Spring Grove Hospital Center.

Under COMAR Regulations 17.04.05.04 B, employees will refrain from the following:

- (3) Being guilty of conduct that has brought or, if publicized would bring the State into disrepute;
- (4) Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
- (15) Committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the State.

**RULE 5: ENFORCING LAWS AND ORDINANCES**

- A. It will be the responsibility of each Officer to be familiar with the laws of the State of Maryland, County/City ordinances, DHMH, SGHC and the SGHC Police Departmental policies, procedures, and regulations. Every Officer will enforce these laws, regulations, etc., in a fair and impartial manner. Law enforcement actions, based solely or primarily on a person's race, age, religion, sex, country of national origin, gender identity or expression, or sexual orientation are absolutely prohibited.
- B. Officers/Employees will take every reasonable precaution to guard against the false arrest of any person.
- C. Officers/Employees will only use that degree of force which is necessary to affect the arrest.

**RULE 6: UNBECOMING CONDUCT**

- A. Conduct unbecoming an Officer or employee will include but is not limited to any criminal, dishonest, prejudicial, or disgraceful act.
- B. Employees will show respect to all other employees and other persons with which they deal. They shall talk in a calm, collected manner and tone, absent of profanity. When addressing supervisory officers in public, employees will maintain a respectful attitude and use proper titles. Such courtesy will also be afforded to supervisory officers from any other law enforcement agency.

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- C. No employee will knowingly associate with any persons engaged in unlawful activities, except while on official business.
- D. No employee shall make or utter a false statement, withhold, or omit relevant information to a supervisor or investigator during an investigation or supervisory inquiry.
- E. Employees while on duty and while on Spring Grove Hospital Campus, shall refrain from addressing or speaking to/of fellow co-workers by using derogatory words, names, or terms.
- F. Employees will not engage or participate in inappropriate or unprofessional behavior while on the Spring Grove Hospital Campus and/or while on duty.

**RULE 7: DANGEROUS SUBSTANCES**

- A. While on duty, employees will not purchase or consume any alcoholic beverages.
- B. No employee will consume any alcoholic beverage within eight hours of the time they are scheduled to report for duty.
- C. No employee will report for duty under the influence of alcohol or alcoholic beverage to any degree.
- D. No employee will, at any time, illegally consume or possess any controlled dangerous substance.
- E. No employee will store or maintain any alcohol or controlled dangerous substance in any departmental office, vehicle or facility, except in conjunction and compliant with official duties.

**RULE 8: USE OF DHMH, SGHC, or State PROPERTY**

- A. Employees will care for and maintain in proper working order, all equipment or other DHMH / SGHC owned property issued to them or in their care or control. All equipment will be inspected prior to and at the end of their shift. This includes assigned vehicles.
- B. Employees will report immediately to their supervisor any damage to or loss of DHMH, SGHC, State property, or SGHC Police Departmental equipment in their care, custody, or control. Employees will provide a detailed written statement describing the nature of the damage, explaining how it occurred, the date and time of occurrence or discovery, which-ever applicable.
- C. Equipment, resources, and supplies will not be appropriated for private use.

**RULE 9: MUTUAL PROTECTION**

Officers will render aid to any officer or employee from any law enforcement agency who, when carrying out their official duties, requests assistance.

Officers will render aid to a SGHC employee who, when carrying out their official duties, requests assistance.

**RULE 10: PUNCTUALITY**

Employees will be punctual in reporting for duty at the time and place designated.

**RULE 11: ATTENTIVENESS TO DUTY**

Employees will devote their full time and attention to official duties. Officers will diligently patrol, inspect, and otherwise direct their attention to SGHC business within their assigned area, throughout their tour of duty.

Civilian employees will diligently patrol, inspect their work locations to ensure all equipment is operational at the beginning of their shift and direct their full attention to SGHC business within their assigned area, throughout their tour of duty.

Employees are prohibited from using their personal cellular telephone during work hours, except for official business. Telephone calls, text messages, emails made, placed, received, or read on the telephones are prohibited, unless it is SGHC business related. Employees shall not play games on their devices during their work hours.

Employees are to remain at their work locations during their duty hours, unless they are on a designated and pre-approved break.

Employees are to refrain from conducting personal business while on duty.

Employees are to remain alert and aware while on duty at all times.

Employees may not sleep, nap, or rest their eyes while on duty.

**RULE 12: ADDRESS AND TELEPHONE INFORMATION**

- A. All employees will provide the switchboard operator and Personnel Department with a telephone contact number where they can be reached.
- B. All employees will report any change in their telephone number or place of residence to the SGHC Personnel Office and the SGHC Police Department within twenty-four (24) hours after making such change.
- C. Employees answering a SGHC-PD telephone will respond by first giving their rank, title, and last name.

**RULE 13: SOLICITATION**

Employees will not solicit any person to communicate praise, thanks, or commendations for services rendered.

Employees will not solicit or attempt to sell any items or services while on the Spring Grove Hospital Campus or while on duty.

**RULE 14: FEIGNING - CAUSING ILLNESS**

Employees will not feign, simulate, or intentionally cause illness or disability to evade the performance of duty.

**RULE 15: CIVIL ACTIONS**

Employees, prior to initiating any civil litigation for damage as a result of an incident occurring in the course of their employment will notify the SGHC Police Chief, in writing of such intended litigation.

**RULE 16: REFERRALS FOR SERVICES**

Employees are prohibited from recommending attorneys or bail bond persons to any prisoners, suspects or their representatives while on duty.

**RULE 17: CORRESPONDENCE**

No employee will send any official correspondence outside the SGHC-Police Department unless it is approved by the SGHC Police Chief or his /her designee. No employee will use any official SGHC Police Department stationery for other than official business.

No employee shall prepare or submit correspondence/ documents that they know or reasonably should know omits material facts or information, and/or contains false, inaccurate or misleading information.

**RULE 18: ENDORSEMENTS**

No employee will permit their name or photograph to be used to endorse any product or service, if it alludes to their position or employment by the DHMH or the SGHC, without the permission of the SGHC Police Chief.

**II. Conclusion**

These Rules are for internal SGHC Police and Security Department use only and do not enlarge an employee's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidential sense, with respect to third party claims. Violations of these rules, if proven, can only form the basis of a complaint by the Spring Grove Hospital Center Police Department, and then only, in a non-judicial, administrative setting.



Assessing disciplinary action, as a rule, the supervisor should focus on and consider all influential factors rather than the singular factor.

- a. type of incident
- b. severity
- c. amount of damage
- d. intent
- e. employee record and performance level

#### Category "A" Violations

1. Category "A" - minor rules violation.  
Formal Counseling.
2. Same or similar misconduct within 13 months enhances the third violation to Category "B".
3. Combination on any three Category violation within 12 months enhances the third violations to Category "B".

#### Category "B" Violations

1. Category "B": - minor misconduct violations. Summary Punishment limited to loss of leave/suspension for one day or written reprimand.
2. Enhanced violations from Category "A".
3. Third violation of same or similar violations with 12 months from Category "A".
4. Same or similar misconduct within 36 months enhances next violation to Category

"C".

#### Category "C" Violations

1. Category "C" - misconduct violations.  
Summary Punishment limited to loss of leave/suspension for two days.
2. Enhanced violation from Category "B".
3. Same or similar misconduct within 60 months enhances the third violation to Category "D".
4. Combination of any three sustained Category "C" violations within 60 months enhances the third violation to Category "D".

#### Category "D" Violations

1. Category "D" - Misconduct violations. Loss of leave/suspension for 4 to 15 days.
2. Enhanced violation from Category "C".
3. Same or similar misconduct within 60 months from Category "C".
4. Combination of any three sustained Category "D" violations within 60 months enhances the third violation to Category "E".

#### Category "E" Violation

1. Category "E" - serious misconduct. Over 15 days of loss of leave/suspension and or demotion or dismissal.
2. Enhanced violations from Category "D".
3. Same or similar violations repeated from Category "D".

***\*Violation of any other provisions of any other rule or regulations not referenced in the matrix shall be a category A offense.***

| REFERENCE SECTION/STANDARD | DISCIPLINARY MATRIX |   |   |   |   |   |
|----------------------------|---------------------|---|---|---|---|---|
|                            | ALLEGATIONS         | A | B | C | D | E |

**VIOLATIONS RELATING TO INVESTIGATIONS**

|   |   |  |  |   |  |  |
|---|---|--|--|---|--|--|
| Service Regulations, General Orders       | Failure to follow investigation procedures          |  |  | X |  |  |
| Investigation Regulations, General Orders | Failure to submit accurate investigation report     |  |  | X |  |  |
| Investigation Regulations, General Orders | Maintain privacy of all crime, incident information |  |  | X |  |  |

**CRIMINAL/TRAFFIC LAW VIOLATIONS**

|                                     |  |  |  |   |   |  |
|-------------------------------------|--|--|--|---|---|--|
| Conduct Regulations, General Orders | Criminal arrest, to include major traffic violations |  |  |   | X |  |
| Ethics, Conduct Regulations         | Vice participation                                   |  |  |   | X |  |
| Conduct Regulations, General Orders | Driving under the influence alcohol on or off duty   |  |  |   | X |  |
| Conduct Regulations, General Orders | Failure to notify Police Chief of being arrested     |  |  |   | X |  |
| Conduct Regulations, General Orders | Frequenting Bars, Taverns while in uniform           |  |  | X |   |  |

**MISCELLANEOUS VIOLATIONS**

|                                     |  |   |  |  |  |   |
|-------------------------------------|--|---|--|--|--|---|
| Conduct Regulations, General Orders | unauthorized ride along/vehicle passenger            | X |  |  |  |   |
| Conduct Regulations, General Orders | Failure to furnish name, I.D., and assigned location | X |  |  |  |   |
| Conduct Regulations, General Orders | Using official position for personal/financial gain  |   |  |  |  | X |
| Conduct Regulations, General Orders | Failure to comply with investigation, polygraph      |   |  |  |  | X |
| Conduct Regulations, General Orders | urine sample, line-ups and other test                |   |  |  |  | X |



| REFERENCE SECTION/STANDARD | DISCIPLINARY MATRIX<br>ALLEGATIONS |   |   |   |   |   |
|----------------------------|------------------------------------|---|---|---|---|---|
|                            |                                    | A | B | C | D | E |

**VEHICLE, PROPERTY & EQUIPMENT CARE**

|   |  |   |   |  |   |  |
|---|--|---|---|--|---|--|
| General Orders, Fleet Regulations       | Damaging department equipment (unintentional)  | X |   |  |   |  |
| General Orders                          | Loss of department equipment                   |   | X |  |   |  |
| General Orders                          | Damage to police vehicle and/or other property |   | X |  |   |  |
| Transportation Article & General Orders | Damage to police vehicle by reckless driving   |   |   |  | X |  |

**EXCESSIVE FORCE & BRUTALITY**

|                                 |  |  |  |  |   |   |
|---------------------------------|--|--|--|--|---|---|
| Article 27, Conduct Regulations | Excessive force or use of force not required |  |  |  | X |   |
| Article 27, Conduct Regulations | Second charge of excessive force             |  |  |  |   | X |

**NEGLECT OF DUTY**

|                                      |  |   |   |   |   |  |
|--------------------------------------|--|---|---|---|---|--|
| Service Regulations                  | Failure to take necessary police action          |   |   |   | X |  |
| Conduct Regulations                  | Unauthorized Absence from duty                   |   |   | X |   |  |
| General Orders, Conduct regulations  | Late for court/failure to report to court        |   | X |   |   |  |
| Art. 27, Conduct Regulations         | Failure to obey a lawful order/Insubordination   |   |   |   | X |  |
| Conduct Regulations & General Orders | Sleeping on duty                                 |   |   | X |   |  |
| Service Regulations, General Orders  | failure to process citizenen or victim complaint |   | X |   |   |  |
| General Orders                       | Submitting late or Improper reports              | X |   |   |   |  |
| Service Regulations                  | Failure to follow report preparation guide       |   | X |   |   |  |

| REFERENCE SECTION/STANDARD | DISCIPLINARY MATRIX |   |   |   |   |   |
|----------------------------|---------------------|---|---|---|---|---|
|                            | ALLEGATIONS         | A | B | C | D | E |

**EVIDENCE & VALUABLE STORAGE VIOLATIONS**

|                            |  |  |   |   |  |  |
|----------------------------|--|--|---|---|--|--|
| General Orders             | Failure to timely secure & process evidence      |  |   | X |  |  |
| General Orders             | Failure to store/release property or evidence    |  | X |   |  |  |
| General Orders, Article 27 | Failure to secure or properly dispose CDS        |  |   | X |  |  |
| General Orders             | Failure to properly store/release found property |  | X |   |  |  |

**HARASSMENT AND DISCRIMINATION**

|  |   |  |  |  |   |  |
|--|---|--|--|--|---|--|
| Article 27, COMAR, Ethics              | Committing acts of Discrimination                 |  |  |  | X |  |
| Article 27, COMAR, Conduct Regulations | Sexual Harassment/Harassment                      |  |  |  | X |  |
| COMAR, Conduct Regulations, Ethics     | Racial Profiling                                  |  |  |  | X |  |
| Ethics, Conduct Regulations            | Retalitory police actions, Usurping police powers |  |  |  | X |  |

**FIREARMS VIOLATIONS**

|                                   |   |  |  |  |   |   |
|-----------------------------------|---|--|--|--|---|---|
| Local Ordinance, General Orders   | Discharging firearm on DHMH property              |  |  |  |   | X |
| MPCTC Regulations, General Orders | Carrying unapproved weapon                        |  |  |  |   | X |
| General Orders                    | Prevent Police carrying firearms on patient wards |  |  |  | X |   |
| MPCTC Regulations, General Orders | Failure to comply with firearms policy            |  |  |  | X |   |

| REFERENCE SECTION/STANDARD | DISCIPLINARY MATRIX<br>ALLEGATIONS | A | B | C | D | E |
|----------------------------|------------------------------------|---|---|---|---|---|
|----------------------------|------------------------------------|---|---|---|---|---|

**ETHICAL VIOLATIONS**

|                     |  |   |   |  |  |  |
|---------------------|--|---|---|--|--|--|
| Conduct Regulations | Inappropriate comments, ridicule of others, etc. | X |   |  |  |  |
| Conduct Regulations | Use of profane, obscene language or gestures     |   | X |  |  |  |
| Service Regulations | Discourtesy towards the general public           |   | X |  |  |  |

**MISREPRESENTING FACTS**

|                                     |   |  |  |   |   |  |
|-------------------------------------|---|--|--|---|---|--|
| General Orders                      | Intentionally Submitting favored incident reports |  |  | X |   |  |
| Conduct Regulations, General Orders | Filing a false incident or criminal report        |  |  |   | X |  |

**SECONDARY EMPLOYMENT VIOLATIONS**

|                                     |  |  |   |  |   |   |
|-------------------------------------|--|--|---|--|---|---|
| MPCTC & Conduct Regulations         | Misuse of Police Certification             |  |   |  | X |   |
| Conduct Regulations, General Orders | Secondary employment without authorization |  | X |  |   |   |
| Ethics, Conduct Regulations         | Secondary employment while on sick leave   |  |   |  |   | X |

**PRISONER RELATED VIOLATIONS**

|                     |  |  |  |   |   |  |
|---------------------|--|--|--|---|---|--|
| General Orders      | Failing to search incidental to arrest             |  |  | X |   |  |
| General Orders      | Failure to utilize restraint device                |  |  | X |   |  |
| General Orders      | Allowing escape of a prisoner                      |  |  |   | X |  |
| General Orders      | Failure to maintain safety of Prisoner             |  |  |   | X |  |
| Service Regulations | Failing to arrange medical treatment of a prisoner |  |  |   | X |  |