



Greenbelt Police Department – General Orders

	Title: Rules of the Police Department		Order #: 201	
	Effective Date: January 20, 2004		Review Date:	
	<input checked="" type="radio"/> New		<input type="radio"/> Amends <input type="radio"/> Rescinds	
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 12.2.1			Pages: 2	

01 PURPOSE: To establish Rules relating to operations of the Department and the duties, responsibilities, appearance and conduct of employees.

02 POLICY: It is the policy of the Greenbelt Police Department to ensure that all members maintain an exemplary standard of personal integrity and ethical conduct in their relationships with other employees and the community. Employees are reminded that police powers are limited and that all police action is accountable to the Department and the community. All officers will study and adhere to the Law Enforcement Officers Code of Ethics distributed to them and made part of this Manual (Order 103-Code of Ethics). All officers will take the Oath of Office (Order 104-Oath of Office) promising to enforce and uphold the Constitution of the United States and local laws.

03 INTRODUCTION: “Rules and Regulations” as used in law enforcement are synonymous. They are a means of defining and controlling the behavior of all employees, sworn and non-sworn. A Department Rule, although it may be revised or amended, is definite, inflexible and restrictive. Violation may lead to disciplinary action. When the word “officer” is used, the Rule shall apply to sworn personnel only. When the word “employee” is used, the Rule shall apply to all personnel.

04 GENERAL:

A. If any Rule herein conflicts with a law of federal, state, county or City government, the law of the higher jurisdiction shall apply. If any clause, sentence, provision or section of these

rules or other directives is held illegal or invalid by any court, the illegality or invalidity shall not affect the remaining clauses, sentences, provisions or sections, and the Rule or directive shall be construed and enforced as if such illegal or invalid portion were not contained therein.

B. Nothing in these Rules is limiting in the sense of charges because the alleged act or omission does not specifically appear in the Department’s Rules and Regulations, Orders, Special Orders, Standard Operating Procedures or Personnel Orders, or in the laws or ordinances under which the Department operates.

C. The Department recognizes the right of its employees and will protect those rights so as to enhance the integrity of the force and quality of police service.

D. The Department seeks to ensure that all employees maintain the highest possible standard of personnel integrity in appearance, ethical conduct and courtesy toward fellow employees, citizens and elected officials of the City of Greenbelt.

E. Employees will familiarize themselves thoroughly with all Rules adopted by the Department and will seek guidance from supervisors on any Rule or Order not clear to them. Following the completion of one tour of duty after receipt of a new Rule or Order, an employee will be assumed to have knowledge of and be bound by it.

05 VIOLATION CLASSIFICATIONS:
See Order 402-Disciplinary Process.

06 EXEMPTIONS: It is within the authority of the Chief of Police to exempt individuals or sections from complying with specific Rules, Regulations or Orders, on a case-by-case basis. Any exemption will be obtained prior to beginning of a special assignment.

**INTENTIONALLY LEFT
BLANK**