



POLICE DEPARTMENT

RULES OF CONDUCT

CONDUCT & RESPONSIBILITY #103

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard Jr.
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Policy Statement

The Johns Hopkins Police Department (JHPD) Rules of Conduct supplement the entirety of the JHPD Manual by setting forth rules and regulations not explicitly covered in other written directives. Therefore, this Directive is not meant to address every possible policy violation. Nevertheless, just as with all JHPD directives, every member of the JHPD must adhere to all rules contained within this Directive.

Who Is Governed by This Policy

All personnel, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD, are governed by this Directive.

Purpose

The purpose of these Rules of Conduct is to provide for the proper administration of the Police Department and to ensure all members uphold the JHPD’s vision, mission, and guiding principles.

Definitions

Employee:	All nonsworn, civilian employees, including Police Cadets and paid student interns of the JHPD.
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Volunteer:	All unpaid volunteer personnel, including student interns, auxiliary chaplains, explorers, etc.

Policy

All members of the JHPD shall strive to maintain the highest levels of integrity and ethical standards. Rules and regulations are necessary to achieve these levels of integrity and standards. Members shall be cognizant that while in the performance of their duties, they are representatives of the JHPD and Johns Hopkins, as well as the law enforcement profession. A well-disciplined and efficient JHPD, which has the confidence and respect of the public, can only be actualized when each member realizes that every action, whether it is a part of one's official duty, on-duty or off-duty, is closely observed by the public and by other members of the JHPD. Acts of misconduct, unprofessional behavior, and poor police tactics reflect negatively not only on the member as an individual but on the JHPD as a whole. Johns Hopkins police officers are held to a higher ethical standard. Violations of these rules and other JHPD directives, training, or any federal, state, or local laws may subject a member to disciplinary action. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 26.1.1)

Rules and Regulations

I. Authority

Pursuant to the Community Safety and Strengthening Act, Johns Hopkins has the authority to establish a police department. The Vice President for Public Safety has the authority to make necessary rules that promote effective and efficient performance of the JHPD to ensure proper governance of the JHPD and its members and, when not serving in a dual role as Chief of Police, may delegate that authority to the Chief of Police. In conformance with JHPD Directive #202, Written Directive System, this authority includes the power to suspend, amend, rescind, abrogate, or cancel any rule or policy adopted by the current or any former police administration. The rules and regulations herein are adopted pursuant to that authority.

II. General

In order to ensure that all members of the JHPD uphold the vision, mission, and core principles of the JHPD, all members shall do the following:

- A. Adhere to all Johns Hopkins and JHPD rules, policies, procedures, and other written directives, including memorandums issued by the Chief of

Police or their designee; federal, state, and local laws; and Maryland Police Training and Standards Commission and JHPD trainings.

- B. Adopt a general standard of conduct, both on- and off-duty, that is consistent with the ethics and professional standards of the law enforcement profession.
- C. All members of the JHPD shall be thoroughly familiar with the rules in this Directive and all other applicable Johns Hopkins and JHPD policies and adhere to their requirements. Although these rules cannot and do not cover every specific act of conduct or specific situation that a member may face, their fundamental aim is to ensure optimum professionalism and safety, and they shall be the prevailing guidelines for all behavior. Members are required to exercise good judgment and common sense, which are essential to effective police work.

III. Compliance with All Written Directives

- A. All JHPD members, including sworn and civilian employees, must abide by all active Johns Hopkins and JHPD written directives, including policies, procedures, special orders, and memorandums.
- B. In addition to the requirement to comply with all of the JHPD's written directives, members are required to follow the specific rules and regulations listed in this Directive and the JHU's [Code of Conduct \(GOV040\)](#).

IV. Conduct

- A. Any policy or procedural violation, training deviation, misconduct, or other act or failure to act, whether on- or off-duty, that reflects discredit upon the JHPD or any member thereof, even though these violations may not be specifically enumerated or articulated in writing, shall be considered conduct unbecoming a member of the JHPD and is subject to disciplinary action by the JHPD, unless such conduct is protected by the U.S. Constitution, the Maryland Declaration of Rights, or any other federal, state, or local law.
- B. Members shall strictly obey and properly execute any lawful order emanating from any superior officer or supervisor. The term "lawful order" shall be interpreted as an order prescribed by law, rule, procedure, or regulation of the agency, or for the preservation of order, efficiency, or proper discipline. The member shall obey any order relayed from a superior officer or supervisor by another division member.

- C. If a member receives a conflicting order, the member will inform the individual issuing the order of the conflict. If so directed, the latter command shall be obeyed.
- D. Members shall not knowingly obey an unlawful order. If a member believes an order to be unlawful, they will inform the individual issuing the order as soon as practical. No members will be held accountable for failing to obey an unlawful order. Any unresolved incident shall be reported to the next-highest supervisor in the chain of command as soon as practical.

V. Professionalism

- A. Members shall be professional, civil, and orderly at all times, to all members of the public and to all JHPD members. Members shall use appropriate language and expressions while communicating with the public. Members shall refrain from coarse, profane, or insolent language.
- B. The practice of courtesy in all official contacts encourages understanding and appreciation. While the urgency of situations might preclude ordinary social amenities, discourtesy under any circumstance is indefensible. Members will treat all people, including but not limited to students, faculty, staff, coworkers, and peers, with courtesy and respect for their personal dignity.
- C. Members shall not engage in any form of sexual misconduct (including sexual and sex-based harassment, stalking, sexual assault, and dating/domestic violence), discrimination or harassment based on a protected identity, or related retaliation. All Members shall immediately report any such misconduct. See JHU's Sexual Misconduct Policy and Procedures and Discrimination and Harassment Policy and Procedures, as well as JHPD Directive #350, Complaints Against Police Personnel, for further guidance. (CALEA 26.1.3)
- D. Members have an affirmative duty to prevent and assist in the prevention of inappropriate behavior that is prohibited by this Directive.
- E. Members shall not bully, intimidate, harass, demean, torment, ridicule, mock, deride, bully, or belittle any person in any manner. (CALEA 26.1.3)
- F. Members shall be punctual in attendance to all calls, requirements of duty, medical/psychological appointments, court appointments, and other circumstances where a time is specified.
- G. Members of the JHPD who are authorized by law to carry firearms shall exercise the utmost care and caution in the preservation and use of such weapons.

- H. Members will identify themselves to any person requesting identification by displaying their JHPD identification, which includes their picture, name, and badge or employee number, to any person or, if over the phone or via electronic communication, by providing their name, assignment, and badge or employee number. (CALEA 22.1.8)
- I. Members shall not make, orally or in writing, any false statement or misrepresentation of any material fact, or make any material omission of fact, including but not limited to statements or omissions made with the intent to mislead any person or tribunal.

VI. Workplace Behavior and Proper Performance

- A. Members shall not threaten or assault any other member. Members who aid, abet, or incite any altercation between members shall be held responsible for any such actions.
- B. Members shall be held strictly responsible for the proper performance of their duties.
 - Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the JHPD.
 - Unsatisfactory performance may be demonstrated by any or all of the following: a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade, and/or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; absence without leave; unnecessary absence from the assigned patrol during a tour of duty; failure to apply proper decision-making and de-escalation techniques in response to conflict; failure to adhere to mandatory reporting obligations; or failure to engage with the community during events or during discretionary time.
- C. Members shall not frequent JHPD facilities, except as duty requires, upon order, or upon approval of the shift commander or a ranking member of the JHPD.
- D. Members shall attend and complete required training.
- E. Members shall be awake, alert, and active at all times while on-duty, and shall respond to all calls for service, and render backup to other members, in a safe and timely manner.

- F. Members shall not, without proper authority, release persons in their custody or, through neglect or design, allow any person in their custody to escape.
- G. Members shall not accept a witness fee or reimbursement for expenses incurred in connection with their official duties without reporting it, through official channels, to the Chief of Police and obtaining the Chief of Police's authorization.
- H. Members shall notify in writing the Director of Human Resources, through the chain of command, when joining, reenlisting in, or transferring to a new branch of any federal or state military organization. The notification shall include the following information:
- Branch of military service,
 - Effective date,
 - Unit's name,
 - Unit's location,
 - Military rank, and
 - End of enlistment date.

VII. Association and Potential Conflicts of Interest

- A. Members are prohibited from associations with certain individuals and establishments, and members shall adhere to the following guidelines:
- Members shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another law enforcement or criminal justice agency or persons whom they know, should know, or have reason to believe are involved in criminal activity, except as necessary for the performance of official duties or where unavoidable or impractical because of familial or marital relationships. In such cases where regular household, physical, or telephone contact is unavoidable, the member shall inform their supervisor of the relationship.
 - Members shall not use information obtained through JHPD information or contacts or knowingly engage in social or romantic relationships with confidential informants, victims, complainants, or witnesses.
 - Members shall follow the university's personal relationship policy, [Personal Relationships \(HR043\)](#).

- Except in the performance of official duties, members shall not knowingly enter any establishment in which the law is knowingly violated.
- B. Members shall not participate or interfere in investigations involving family members or people with whom they have a close personal or business relationship. To the extent a member is aware that a family member or person a member has a close relationship with is under investigation by the JHPD, the member must immediately notify their supervisor of the relationship.
 - C. Members shall fulfill their personal financial obligations and report all bankruptcy filings, debt collection judgments, wage garnishments, etc. to the Public Safety Accountability Unit (PSAU). All reports will be handled pursuant to JHPD Directive #350, Complaints Against Police Personnel.
 - D. Members shall not attempt to inappropriately influence the Chief of Police or any manager or supervisor for the purpose of securing promotion or transfer, or to avoid the penalties for reprehensible action or conduct.
 - E. Members shall not associate the JHPD with any team, club, or organization, unless such association has the approval of the Chief of Police.
 - F. Members are prohibited from affiliating with any organization, group, or body that engages in or promotes violence or unlawful activity, or that may impede the JHPD or its members from performing their duties as members of the JHPD.

VIII. Drugs, Tobacco, Alcohol, and Gambling Restrictions

- A. Members in uniform on patrol duty, or at any public gathering, shall not smoke, vape, or chew tobacco. Smoking, vaping, or chewing tobacco is permitted at other times when done in an authorized location.
- B. Members, while on-duty or when off-duty in uniform, shall not enter bars, taverns, or liquor establishments, except in the proper performance of their duties or to get take-out food for meals.
- C. Members shall not misuse alcohol or prescription medication, use illegal drugs, or use long-term legal medications that impair their ability to safely and satisfactorily perform their duties and job responsibilities. Members taking medication that affects their ability to perform the functions of their job shall notify their supervisor. Members shall report the taking or consumption of any substance that could affect the performance of their job before or during working hours to their supervisor within two hours of

the start of a member's shift. Members will not be authorized to perform their duties until approved by their supervisor.

- NOTE: Members may also request workplace accommodations/adjustments for disabilities. See JHU's ADA Compliance and Disability Accommodations. To make a request for a reasonable accommodation, follow the process found at <https://oie.jhu.edu/ada-compliance-and-disability-accommodations/>.
- D.** Members, while off-duty, shall refrain from consuming intoxicating beverages to the extent that at the time of the member's next regular tour of duty they are impaired or intoxicated and thereby unfit for duty.
- E.** Members are prohibited from consuming any alcoholic beverage or substance while on-duty, unless authorized to do so by the Chief of Police.
- F.** Members will not exercise any authority, take any official action, or represent themselves as a member of the JHPD with any amount of alcohol in their blood, or while impaired by alcohol, drugs, or a combination thereof.
- G.** Alcoholic beverages will not be consumed or purchased while wearing any part of the uniform, regardless of duty status.
- H.** Members will not be armed while impaired by alcohol or drugs.
- I.** Members shall not bring any alcoholic beverage into any Johns Hopkins building or vehicle, nor shall they permit same to be brought therein, except as required in the performance of police duty.
- J.** Members are strictly prohibited from playing cards or dice or engaging in any gambling or wagering activities, including football pools, on Johns Hopkins property, in a JHPD vehicle, while wearing a JHPD uniform, or while on-duty, except as required in the performance of official police duty.
- K.** Members are strictly prohibited from using JHPD-issued smartphones, laptops, and other electronic devices for gambling or wagering purposes, whether on- or off-duty.
- L.** Members are strictly prohibited from the unlawful use of steroids or other performance-enhancing drugs.
- M.** Members shall not solicit, offer, or accept any bribe. Members shall not accept any compensation, reward, gift, or other consideration in excess of \$20 without special written permission of the Chief of Police.

- All bribes and attempts to bribe must be reported to the Chief of Police. Disciplinary action, including dismissal, could result from failure to report bribe attempts in a timely manner.
- N. Members shall not circulate, distribute, sell, or solicit the sale of tickets, handbills, posters, literature, or any other matter or permit their names to be used by any person or organization for the purpose of selling tickets or promoting any contest, gift, or enterprise without special written permission of the Chief of Police.

IX. Wellness, Leave & Injury

- A. Members may use leave in accordance with the JHPD's and JHU's leave policies and procedures. See JHPD Directive #301, Personnel Management.
- B. Members shall, except when on authorized leave, perform their prescribed tour of duty.
- C. Members on any authorized leave are subject to reasonable recall in the event of an emergency. Prior to authorized leave, members shall notify their commanding officer as to how they may be contacted while on leave.
- D. Members who are unable to report for duty for any reason shall promptly notify their commanding officer, stating the reason for such failure to report. Members must personally provide that notification unless their condition makes them unable to do so. Members must provide notification consistent with the requirements of JHPD Directive #301, Personnel Management.
- E. Each member is required to maintain a level of general health, physical fitness, and mental and emotional wellness sufficient to carry out the functions and duties of their assigned position, with or without reasonable accommodation. (CALEA 22.2.2)
- Members may voluntarily access assistance with concerns or problems that may be impacting them personally or professionally through the Johns Hopkins Employee Assistance Program. Employee access, participation, and use of these services is confidential, is free of charge, and may be discontinued at any time. (CALEA 22.1.7.b)
 - Members may also request workplace accommodations/adjustments for disabilities through JHU's Office of Institutional Equity (OIE), Accommodations and Disability, available at <https://oie.jhu.edu/ada-compliance-and-disability-accommodations/>.
- F. Members shall not feign illness.

X. Reports & Communications

- A.** In the transaction of JHPD business, all reports and communications shall be prepared and handled in accordance with the procedures of the JHPD.
- B.** No member of the JHPD shall sign any petition as a member, except on the authority of the Chief of Police.
- C.** Members of the JHPD are required to report through official channels any change in their address or telephone number within 24 hours.
- D.** Reports, as may be required to properly administer the affairs of the JHPD or to furnish information, shall be submitted in accordance with JHPD procedure.
- E.** Members shall ensure that all JHPD reports and information remain confidential and are only released in accordance with JHPD Directive #210, Records Management.

XI. JHPD Records

- A.** All members of the JHPD whose duties require them to maintain JHPD records shall do so in accordance with provisions of the law and the established procedures of JHPD Directive #210, Records Management.
- B.** No member or other person or persons shall have access to, copy, excerpt, or make a transcript from JHPD records (whether printed or stored in electronic format), except where permitted by JHPD procedure, or unless so directed by the Chief of Police.
- C.** No member shall remove, alter, or destroy any official book, document, file, or electronic record or document belonging to the JHPD without written authority of the Chief of Police or under due process of law.
- D.** No member shall save, transform, or otherwise store electronic records of the JHPD on any movable device or media without specific authorization of the Chief of Police.
- E.** No member shall access, or cause to be accessed, any criminal history records or files except in the performance of their official duties.
- F.** No member shall disseminate or otherwise release, or cause to be disseminated or released, any student, patient, or criminal history record information or criminal records to any person or entity except in the performance of their official duties and as provided by law.

XII. Investigation and Reporting of Misconduct

- A.** Members are required to provide full and honest cooperation with any person or entity conducting any authorized investigation within the JHPD.
- B.** Members are required to adhere to all rules, regulations, directives, procedures, policies, guidelines, orders, and any other form of directive regarding internal investigations. See JHPD Directive #350, Complaints Against Police Personnel.
- C.** Any violation of these Rules of Conduct or any rule, regulation, directive, procedure, policy, guideline, order, or any other form of directive of the JHPD or university is subject to review, classification, investigation, and, if warranted, discipline, pursuant to JHPD Directive #350, Complaints Against Police Personnel.
- D.** Members are required to report any actions, or failures to take action, by a member that a reasonable officer would believe runs a reasonable risk of violating JHPD directives and/or law, including but not limited to discrimination, harassment, sexual harassment, misconduct, criminal conduct, misuse of or excessive use of force, corruption or misappropriation of property, dishonesty, or any other misconduct or activity detrimental to the operation of the JHPD, by reporting it to PSAU, pursuant to JHPD Directive #350, Complaints Against Police Personnel.
 - In addition, all incidents of sexual misconduct (including sexual and sex-based harassment, stalking, sexual assault, and dating/domestic violence), discrimination or harassment based on a protected identity, or related retaliation must be reported to OIE, pursuant to JHU's Sexual Misconduct Policy and Procedures and Discrimination and Harassment Policy and Procedures. (CALEA 26.1.3)
- E.** All members shall cooperate with any investigation, including but not limited to any investigation conducted by any JHPD or Johns Hopkins entity, any prosecutorial authority, or any government agency tasked with investigating the Johns Hopkins under law.
- F.** No member shall be dishonest with, interfere with, obstruct, or hinder any integrity test, investigation, or any other form of internal investigation, including by intentionally withholding evidence or information from an investigator.
- G.** No member shall collude with or advise any other person or member to be dishonest with, interfere with, obstruct, or hinder, in any manner, any integrity test, investigation, or any other form of internal investigation, including by intentionally withholding evidence or information from an investigator.

- H. No member shall engage in any form of retaliation, intimidation, threats, coercion, or attempts thereof, whether direct or indirect, and including via any form of communication.
- I. Members shall not review any investigative files, reports (other than those authored by the member), or other evidence, including body camera footage or other photographic evidence, that they know or have reason to know are related to an incident that is the subject of an internal investigation in which they are a witness or principal, unless explicitly authorized to do so.
- J. Any member who is arrested or charged with a criminal offense or a traffic violation or learns that they are the subject of a criminal investigation or subject to administrative investigation, including an OIE investigation, must immediately notify the Chief of Police, through their chain of command. All reports, and decisions regarding emergency suspensions with or without pay and discipline, will be handled pursuant to JHPD Directive #350, Complaints Against Police Personnel.
 - NOTE: A misdemeanor or felony conviction, guilty plea, finding of guilty, probation before judgment, or equivalent disposition (e.g., pretrial diversion or alternative dispute resolution) shall be considered an admission of the violation charged for purposes of administrative investigations.

XIII. Supervisors (CALEA 26.1.5)

- A. Supervisors shall adhere to all of requirements of this Directive and shall:
 - Regularly advise, remind, and educate members on the types of inappropriate behavior that are prohibited by this Directive,
 - Monitor the work environment on a daily basis for signs of any prohibited or inappropriate behavior that may be occurring,
 - Take appropriate steps to intervene when they observe behavior that is inappropriate,
 - Utilize all reasonable means to prevent inappropriate behavior from occurring, and
 - Take immediate action to report inappropriate or prohibited behavior to the appropriate investigating body, prevent retaliatory conduct toward any complaining party, and seek to de-escalate and mitigate conditions that gave rise or contributed to any complaint or observation of inappropriate behavior to the extent feasible.
 - If a supervisor believes that the situation requires separation of the parties, they shall notify the Chief of Police, who shall determine appropriate steps to take.

- B. Should a supervisor observe that a member is unable to perform one of their essential job functions, the supervisor will notify the Chief of Police, to determine if a reasonable accommodation or fitness-for-duty evaluation is necessary.
 - The Chief of Police will notify OIE, as required by JHU policies and procures.
 - If a fitness-for-duty evaluation is required by the JHPD, the evaluation will be at the JHPD’s expense. (CALEA 22.2.1)
- C. If a member requests an accommodation based on a disability, pregnancy, or religious belief, they shall follow all requirements of OIE’s Workplace Accommodations, a resource guide for faculty, staff, and supervisors. See JHU’s ADA Compliance and Disability Accommodations. To make a request for a reasonable accommodation, follow the process found at <https://oie.jhu.edu/ada-compliance-and-disability-accommodations/>.

XIV. Training

- A. Upon hire and annually thereafter, all members shall receive training on this Directive.
 - At minimum, a review of this Directive will be assigned and completed annually using PowerDMS.
- B. All members shall complete any and all training required by Johns Hopkins or the JHPD.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to PSAU.

Related Resources

University Policies and Documents
Administrative Procedure #202, Written Directive System
Administrative Procedure #210, Records Management
Personnel Procedure #301, Personnel Management
Personnel Procedure #350, Complaints Against Police Personnel
Code of Conduct (GOV040)
Employee Indemnification and Defense (GOV015)
Personal Relationships (HR043)

Sexual Misconduct Policy and Procedures Discrimination and Harassment Policy and Procedures
External Documentation
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	jhpdpolicyinquiry@jh.edu