

**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 4: CODE OF CONDUCT**

	Title: Supporting Value - Fairness		Number: 04-2
	Effective: December 29, 2011	Revised: 10/19/16	General Order #16-008
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 4-3.0 paragraph B - Fairness (01-01) General Order 11-014	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: 4

4-2.0 PURPOSE

The purpose of this General Order is to establish rules and regulations for the conduct of all members required under the supporting Department Core Value of “Fairness.”

4-2.1 DEFINITIONS/ABBREVIATIONS

None

4-2.2 FORMS

None

4-2.3 POLICY

Members of the Easton Police Department shall diligently strive to maintain a fair, unbiased and impartial attitude when dealing with the public. To this end, members shall comply with the following rules and regulations.

4-2.4 COURTESY

1. A member shall courteously and promptly accept any allegation or complaint made by a citizen against any member of the Easton Police Department. The receipt and processing of all complaints shall be in conformance with established Department procedures.
2. A member shall at all times, be civil and courteous when dealing with the public and fellow members.
3. A member shall be tactful in the performance of his duties, shall control his temper and exercise utmost patience and discretion, and shall not engage in argumentative discussions, even in the face of extreme provocation.
4. While on duty or in the performance of his duties, he shall not use coarse, violent, profane, or obscene language or gestures toward the public or fellow members. He shall not express any prejudice or use language which is insulting or demeaning to the public

- or fellow members concerning, race, sex, religion, politics, national origin, lifestyle, mental or physical abilities or other personal characteristics.
5. Police members will at all times show respect for their fellow members and will conform to the rules of military discipline as prescribed by the Chief of Police.

4-2.5 IMPARTIALITY

1. All members shall protect the constitutional rights of all citizens through fair and impartial enforcement of the law.
2. The treatment of all people will be made in a fair, unbiased and impartial manner.
3. Everyone coming in contact with an Easton Police Department member will be treated with due respect and dignity.

4-2.6 REQUEST FOR ASSISTANCE

1. Upon receiving a request for assistance from the public, either by telephone or in person, members will collect all pertinent information in a professional and courteous manner, and act upon the request without unnecessary delay, consistent with established Department procedures.
2. Members will 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.
3. Members will be alert to assist all persons who may be lost, hurt, or ill, and to recover and protect lost or stolen property.
4. Members will be familiar with every part of the Town of Easton, and shall acquire such knowledge of the town and citizens as will enable them to assist the public.

4-2.7 SUGGESTIONS PERTAINING TO SERVICES

1. A member shall not recommend or suggest in any manner, except in the transaction of personal business and then representing himself 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.). In the case of ambulance or towing service, when such service is necessary and the person needing service is unable or unwilling to procure it, the member shall proceed as a law enforcement officer in accordance with Department procedure.
2. In no case may such advice be given where a fee, gratuity, or reward is solicited, offered or accepted.

4-2.8 CITIZEN CONTACTS

1. Members in the course of performing law enforcement functions, shall not solicit, for personal benefit, personal information from the citizenry or provide personal information of himself, which could reasonably be construed as using their position as an officer for personal benefit or personal reasons.
2. During officer-violator contact an officer will not solicit personal information from the driver/passenger(s) and or provide similar information for any reason other than that which would reasonably be required for law enforcement purposes.

4-2.9 DISCRIMINATION/RETALIATION

1. Members will not engage in any form of discrimination. Acts of discrimination may include but are not limited to favoritism, prejudice, preference, or intolerance based upon sex, ancestry, citizenship, color, creed, marital status, mental or physical disability, national origin, pregnancy, race, religious affiliation, belief or opinion, sex or sexual orientation, or union membership in the work place.
2. Members will not take action against another member because he has opposed any unlawful employment practice or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.
3. Members will not engage in any form of harassment. Harassment is to disturb or irritate persistently. It may include but is not limited to hound, badger, bother, pester, plague, bait, torment, etc.

4-2.10 DISCRIMINATORY PROFILING

1. It is the policy of the Easton Police Department to adhere to the standards set forth in the Maryland Attorney General's "Guidance Memorandum: Ending Discriminatory Profiling in Maryland" (08/2015). This memorandum lists two distinct governing standards
 - a. Standard for routine Law Enforcement Activity
 - i. When conducting routine police activity unconnected to an investigation of a specific crime, organization, or scheme, members may not consider race, ethnicity, national origin, gender, gender identity, sexual orientation, disability or religion to any degree
 - b. Standard for Investigative Law Enforcement Activity
 - i. When investigating a specific criminal offense, criminal organization, or crime scheme, members may only consider race, ethnicity, national origin, gender, gender identity, sexual orientation, disability or religion if police are in possession of credible information that makes the defining personal characteristic directly relevant to the investigation of a specific offense, organization, or scheme.
 1. Investigation of a specific criminal offense.
 - a. When a victim or witness provides a description of a suspect that includes the suspect's race, ethnicity, national origin, gender, gender identity, sexual orientation, disability or religion, that information can be considered by law enforcement in the subsequent investigation, even if it is the only information available. However, an individual descriptor should never be the sole basis for law enforcement action. Broad targeting of specific groups of individuals may raise constitutional concerns, and always raises serious fairness concerns
 2. Investigation of a specific criminal organization
 - a. The same limitations with regard to the consideration of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability or religion apply to investigations of a criminal organization. Police should consider the criteria articulated above, also assessing whether the information is relevant in time and location to a specific criminal organization. And the source of the information must be trustworthy

3. Investigation of a specific criminal scheme
 - a. Similarly, when officers are investigating a criminal scheme, considering the race, ethnicity, national origin, gender, gender identity, sexual orientation, disability or religion of the suspects may be appropriate, but only where that information is relevant and reliable, and directly relates to the criminal activity. As with information about a criminal incident, the information must be temporarily and geographically related to the scheme being investigated.