



Cover Memorandum

Rules of Conduct, JHPD Directive #103

Purpose of the Directive

The purpose of this Directive is to provide rules for the proper administration of the Johns Hopkins Police Department (JHPD) and to ensure all JHPD members uphold the JHPD's vision, mission, and guiding principles.

Summary of Directive Requirements

This Directive establishes the Rules of Conduct for the JHPD. Although these rules cannot and do not cover every specific act of conduct or specific situation a member may face, their fundamental aim is to ensure optimum professionalism and safety and serve as the prevailing guideline for all JHPD member behavior. These rules include affirmative obligations and prohibitions that are common across law enforcement agencies and have been developed by law enforcement over time to address situations and prohibit conduct that will interfere or conflict with a member's duties to enforce the law. The Rules of Conduct for JHPD require that all members follow all JHPD policies, directives, and orders as well as Johns Hopkins University (JHU) policies and the law.

Of particular significance and with regards to interactions with the public, the JHPD's Rules of Conduct reiterate the requirement that all JHPD members meet the public and all members of the community with courtesy and consideration. The rules emphasize that all JHPD members will treat all individuals, including students, faculty, staff, superiors, subordinates, and peers with courtesy and respect for their personal dignity.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

a. Publicly available policies from municipal police departments that have undergone substantial reform efforts, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;

b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

c. National and local higher education institutions that are based in comparable environments and make policies publicly available, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community’s public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



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.
Issued: [full date]
Revised: [full date]

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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 policies, every member of the JHPD must adhere to all rules contained within this Directive.

Who is Governed by this Policy

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

Purpose

The purpose of these Rules of Conduct are 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 non-sworn, 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 un-paid volunteer personnel including student interns, Auxiliary Chaplains, Explorer, 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 this level of integrity and standards. Members shall be cognizant that while in the performance of their duties, they are representatives of the JHPD and the Johns Hopkins University, 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, or poor police tactics not only reflect negatively 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 of 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

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 may delegate that authority when appropriate 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.

II. General

In order to ensure that all members of the JHPD uphold the vision, mission, and values of the JHPD, all members shall:

- A. Adhere to all John Hopkins University and Police Department rules, policies, procedures and other written directives including Memoranda issued by the Chief of Police or their designee; federal, state, and local laws; and Maryland Police Training 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 JHU and JHPD policies and adhere to their requirements. Although these rules cannot and do not cover every specific act of conduct or specific situation which a member may face, their fundamental aim is to ensure optimum professionalism and safety, and shall be the prevailing guideline 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, are required to abide by all active University and Police Department written directives, including but not limited to policies, procedures, Special Orders and Memoranda.
- B. In addition to the requirement to comply with all of 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](#)) [Code of Conduct](#).

IV. Conduct

- A. Any policy or procedural violation, training deviation, misconduct, or other act or failure to act whether on or off-duty, which 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 are subject to disciplinary action by the JHPD, unless such conduct is protected by the United States' Constitution, the Maryland Declaration of Rights, or any other federal, state or local law.
- B. Members shall follow the chain of command unless 1) reporting acts reasonably believed to be misconduct, 2) it is impracticable to do so, 3) the member has been authorized by their immediate supervisor not to do so, or 4) a specific directive

calls for immediate notification of a member at a certain rank. Following the chain of command or otherwise notifying a particular designated member does not take the place of other required notifications, such as Responsible Employee reporting to the Office of Institutional Equity.

- C. Members shall not commit insubordination, which is the refusal to comply with any lawful command or order, either verbal or written, of any superior or other member designated to command.

V. Professionalism

- A. Members shall be professional, civil and orderly at all times, to all members of the public and to all JHPD members.
- B. Members shall meet the public and all members of the community with courtesy and consideration. Members shall use appropriate language and expressions while communicating with the public. Members shall refrain from coarse, profane, or insolent language.
- C. 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 citizens, students, faculty, staff, superiors, subordinates, and peers with courtesy and respect for their personal dignity.
- D. 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. (See [JHU's Sexual Misconduct Policy and Procedures](#) and [Discrimination and Harassment Policy and Procedures](#) for further guidance). (CALEA 26.1.3)
- E. Members have an affirmative duty to prevent and assist in the prevention of inappropriate behavior that is prohibited by this Directive. (CALEA 26.1.3)
- F. Members shall not bully, intimidate, harass, demean, torment, ridicule, mock, deride, bully, or belittle any person in any manner. (CALEA 26.1.3)
- G. 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.
- H. 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.
- I. Members will identify themselves to any person requesting identification by displaying their credentials, including Police Members who shall furnish their

name and badge number to any person, upon request. (CALEA 22.2.7.a)

- J.** 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 Decorum and Requirements

- 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 which will maintain the highest standards of efficiency in carrying out the functions and objectives of the JHPD.
 - Unsatisfactory performance may be demonstrated by 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 the 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 back up to other members, in a safe and timely manner.
- F.** Members shall not, without proper authority, release any prisoner in their charge or through neglect or design, allow any prisoners in their charge 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, re-enlisting 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. Extra-Jurisdictional Action and Off-Duty Readiness

- A.** Members are subject at all times to orders from proper authorities and to call by members of the public. Members shall carry their badge of authority at all times while on-duty, and off-duty when armed. The fact that they may be "off duty" shall not be held as relieving them from the responsibility of taking proper action in any matter coming to their attention requiring immediate action, including but not limited to notifying 911 or the responsible law enforcement agency, or causing such notification.
- JHPD officers have limited powers of arrest outside of Campus Area of Johns Hopkins University and should become directly involved outside of those areas only after due consideration of the gravity of the situation, their present physical and mental ability to act in an on-duty capacity and of their possible liability, along with that of the JHPD and JHU.
 - o The JHPD acknowledges that circumstances and events may exist when it is in the best interest of the member, JHPD, and community, for sworn members to refrain from personally taking official police action while off-duty, and
 - o Cautions off-duty members to use discretion when invoking police powers, particularly involving the use of a firearm. This in no way, however, relieves members from their obligation to notify appropriate on-duty authorities and provide assistance when necessary.
 - Whenever members assume their official role and take direct police action, they are governed by all policies, rules and regulations applicable

to on-duty members, and must, as soon as practicable, notify the on-duty supervisor.

- All members shall comply with the requirements of [\(GOV015\) Employee Indemnification and Defense](#), which defines the circumstances under which the university may defend or indemnify an employee or agent, the scope of the defense or indemnification and the obligations of the employee or agent, if they are subject to legal process as a result of any police action whether on or off duty.

VIII. Association and Potential Conflicts of Interest

A. Members are prohibited from associations with certain individuals and establishments, and

- 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, [\(HR043\) Personal Relationships](#).
- 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, 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.

IX. 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 abuse alcohol or prescription drugs; 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 prescription medication that could affect their performance shall notify their supervisor of the prescribed medication. The taking of any Scheduled substance before or during working hours must be reported to their supervisor within 2 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. 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 it results in obnoxious or offensive behavior which would discredit themselves, the JHPD and JHU, or to such 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 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 or JHPD 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, dice or engaging in any gambling or wagering activities, including football pools, on JHPD 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 Johns Hopkins and JHPD smart phones, laptops and other electronic devices for gambling or wagering purposes, whether on or off duty.
- L. 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.
- M. 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.

X. Wellness, Leave & Injury

- A. Members may take time away from work to care for or treat their own or a family member's mental or physical illness, injury, or condition for maternity or paternity leave or if the absence from work is necessary due to domestic violence, sexual assault, or stalking. All leave requests must be submitted in accordance with JHPD and JHU's leave policies and procedures.
- 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.
- 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 Allocation and 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 22.3.2)
 - Members may voluntarily access assistance with concerns or problems that may be impacting them personally or professionally through Johns Hopkins Employee Assistance Program (JHEAP). Employee access, participation and use of these services is confidential, free of charge, and may be discontinued at any time. (CALEA 22.2.6)
 - Members may also request workplace accommodations/adjustments for disabilities through OIE. (See [Office of Institutional Equity \(jhu.edu\)](http://www.jhu.edu/office-of-institutional-equity)).
- F. Members shall not feign illness.

XI. 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.

XII. 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 the JHPD.
- 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. Member shall not 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, to any person or entity, 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.

XIII. 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, or any other form of directive regarding internal investigations.
- C. Any violation these Rules of Conduct or any rule, regulations, directive, procedure, policies, 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 Directive 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 See 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 JHU's Office of Institutional Equity (OIE), pursuant to [JHU's Sexual Misconduct Policy and Procedures](#) and Discrimination and Harassment Policy and Procedures (CALEA 26.1.3)

- D. 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 government agency tasked with investigating the Johns Hopkins under law.
- E. 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.
- F. 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
- G. 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.
- H. 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.
- I. 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., pre-trial diversion or ADR) shall be considered an admission of the violation charged for purposes of administrative investigations.

XIV. Supervisors

- A. Supervisors shall adhere to all of requirement of this Directive and shall:
 - Regularly advise, remind and educate members on the types of inappropriate behavior that is 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.
 - o 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 JHU's Office of Institutional Equity (OIE), as required by JHU policies and procedures,
 - If a fitness for duty evaluation is required by the JHPD, the evaluation will be at the JHPD's expense. (CALEA 22.3.1)
- C.** If a member requests an accommodation based on a disability, pregnancy, or religious belief follow all requirements of Office of Institutional Equity's Workplace Accommodations, a resource guide for faculty, staff and supervisors. See [Office of Institutional Equity \(jhu.edu\)](http://jhu.edu).

XV. 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 the University or 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 the Professional Standards Unit.

Related Resources

University Policies and Documents
(GOV040) Code of Conduct (GOV015) Employee Indemnification and Defense (HR043) Personal Relationships Sexual Misconduct Policy and Procedures Discrimination and Harassment Policy and Procedures Personnel Procedure #350, Complaints Against Police Personnel
External Documentation
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation			