



Cover Memorandum

Personnel Management, JHPD Directive #301

Purpose of the Directive

This Directive ensures that the Johns Hopkins Police Department (JHPD) has proper staffing to provide police services to the Johns Hopkins (JH) community. In addition, this Directive is meant to ensure that JHPD members are aware of, and that JHPD is fully compliant with, all applicable Johns Hopkins University (JHU) personnel policies, as well as applicable state and federal laws and regulations.

Summary of Directive Requirements

This Directive is meant to complement the JHU Staff Handbook and Personnel Policy manual, which is the only official statement of the university's personnel policies. Where applicable and necessary to ensure accreditation requirements are met, certain JHU Personnel Policy manual policies are directly referenced in this Directive. The remaining JHU Personnel Policy manual policies are incorporated by reference.

This Directive specifically addresses compensation, benefits, standardized workweek, overtime, leave, transfers, probationary periods, performance management, drug free workplace, employee wellness, workplace accommodations, representation and indemnification, and grievances.

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
PERSONNEL
MANAGEMENT

PERSONNEL
PROCEDURE #301
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

Members of the Johns Hopkins Police Department (JHPD) are staff members of the Johns Hopkins University (JHU). Accordingly, JHPD members enjoy the benefits, competitive compensation, and are subject to the policies and procedures of JHU. It is the policy of the JHPD to ensure members are aware of the JHPD and JHU’s personnel policies and directives and are accountable for compliance to them.

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 this Directive is to ensure that JHPD members are aware of and that the JHPD is fully compliant with all applicable JHU human resources (HR) personnel policies, as set

forth in the JHU Personnel Policy Manual, state laws, and federal regulations. This Directive is meant to provide guidance to JHPD members and direct them to appropriate JHU policies and provide specific procedures in addition to JHU’s HR policies where appropriate. While this Directive identifies and directs members to certain JHU HR policies, all of JHU’s HR policies for staff may be found here: [Human Resources \(jhu.edu\)](https://www.jhu.edu/human-resources) and are fully incorporated, as if stated herein, by this reference.

Definitions

Exempt Members:	Members for whom the Fair Labor Standards Act (FLSA) does not apply, including the payment of overtime.
Hours Worked:	Represents all of the time that an hourly paid staff employee is authorized to work – no matter where the work occurs (i.e., at the normal workstation, at home, etc.) Hours worked include all responsibilities as defined by a supervisor.
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 (BPD), etc.).
Non-Exempt Members:	Members who are not exempt from the Fair Labor Standards Act (FLSA) are eligible for overtime pay.
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Pay Period:	Non-exempt members are paid every two (2) weeks (biweekly). Exempt members are paid semimonthly on the 1 st and the 15 th of the month. For payroll purposes, the standard work week consists of seven (7) days, 12:01 a.m. Monday through midnight the following Sunday.

Policy

This Directive is meant to complement the JHU Personnel Policy Manual. Where applicable and necessary, certain JHU Personnel Policy Manual policies are directly referenced. Since policies, regulations, and practices are constantly evolving, this Directive will be updated periodically.

If any information in this Directive conflicts with the JHU Staff Handbook or JHU Personnel Policy Manual, the JHU Personnel Policy Manual will be considered the correct version, unless there are specific Collective Bargaining Agreements (CBA), or statutory or regulatory requirements stated in this Directive that apply, in which case this Directive will supersede the general staff policy. If this Directive exceeds the requirements of the JHU Personnel Policy Manual, but does not conflict with them, then the more stringent requirements of this Directive will apply.

If a member has any questions, they should contact the Public Safety Human Resources Director for guidance.

Procedures

I. **Compensation** (Commission on Accreditation for Law Enforcement (CALEA) 22.1.1.a)

The compensation schedule for members of the JHPD is established and amended by JHU after review during the annual budgeting process. The compensation schedule establishes the salary ranges for JHPD members based on job classification. The compensation schedule includes the entry level salary, salary ranges within rank, salary differential between ranks, and shift differential salary augmentation.

II. **Benefits** (CALEA 22.1.3)

Johns Hopkins (JH) offers a total rewards benefits package that supports all JH employees' health, life, career, and retirement. Total rewards include health insurance coverage, retirement plan, disability and death benefits, and educational benefits for the member and their dependents. More information can be found here:

<https://hr.jhu.edu/benefits-worklife/>.

III. **Standardized Work Week**

- A. In accordance with the JHU Personnel Policy Manual, the standard work week will be seven (7) days, 12:01 am Monday through midnight the following Sunday:
- For administrative positions, the work week will be thirty-seven and a half (37.5) or forty (40) hours. For payroll purposes, the standard work week consists of seven (7) days, 12:01 a.m. Monday through midnight the following Sunday. Actual hours and days worked will depend on the assignment (e.g., Administrative Staff, Investigations, Training, etc.)
 - For members assigned to Patrol Squads, the work schedule will be forty-eight (48) hours per week or thirty-six (36) hours per week, unless it needs to be adjusted for training or another work-related purpose. The standard work week consists of seven (7) days, 12:01 a.m. Monday through midnight the following Sunday.
 - For specialized positions, the work schedule will be forty (40) hours per week. For payroll purposes, the standard work week consists of seven (7) days, 12:01 a.m. Monday through midnight the following Sunday. Actual hours and days worked will depend on the assignment (e.g., Investigations, Training, etc.)
- B. Members are responsible for properly accounting for time worked and additional compensation such as overtime, holiday, stand-by, and sick time through the use of the JHPD time management system. Time spent traveling to

and from work will not be compensated for and will not be included in the recorded time worked.

- C. To ensure proper accounting, permanent transfers from one division or work unit to another will be made to coincide with the beginning of a pay period unless approved by the Chief of Police.

IV. Availability to Work

- A. Per JHU's Absences Policy (HR002), all JHPD members are responsible for regular and predictable attendance and must not be excessively absent or have a pattern of absence or abuse.
- B. The use of leave shall be handled in accordance with the JHU leave policies.
- C. In addition to the general requirements, any JHPD member requesting scheduled time off must give at least a one (1) week notice to their supervisor. This is considered scheduled time off. Anyone calling out of work the day of without prior notice or after the one (1) week notification window will be considered to have an unscheduled absence. This may still be approved by the supervisor but will be recorded as an unscheduled absence. Absences that have not been approved by the supervisor, other than those required by law or state/federal regulations, will be charged as leave without pay.
- D. Lateness and unscheduled (from normal shifts, special events, or scheduled training, etc.) nonprotected absences will be documented according to JHPD's Directive and members will be subject to progressive corrective action.
- E. Arriving to any scheduled assignment past the scheduled reporting time or arriving back on post past the reporting time is considered being late.
- F. When any member is absent for three consecutive workdays without the notification or approval of a supervisor, that member's job will be considered as "abandoned" and their JHU employment will be terminated.
- G. A JHPD member should contact their immediate supervisor and the on-duty Lieutenant as soon as possible when an unscheduled absence occurs.

V. Accrual and Use of Overtime (CALEA 22.1.1.f)

- A. In accordance with JHU's [Hours of Work and Overtime \(HR014\)](#), for any non-exempt JHPD member, any work performed by weekly members for the benefit of the JHPD in excess of forty (40) hours per week will be compensated at the required overtime rate. Overtime must be approved in advance by a supervisor.

- B. Exempt members will work as required and are not eligible for overtime compensation.
- C. Normal work duties beyond the member's assigned schedule will be authorized or directed only under unusual circumstances when it is in the best interest of the JHPD and is the most practical and economical way of meeting unusual workloads or deadlines.
- D. Patrol supervisors are authorized to allow officers to work overtime to fill in officer shortages when the shift will be at less than minimum staffing due to unplanned absence(s). For planned absences (i.e., training, vacation, etc.), Patrol Lieutenants will notify their Patrol Commander, in writing, of any foreseen below minimum staffing levels in order to get authorization for any necessary overtime.
- E. On occasion, it may be necessary for the JHPD to make mandatory overtime assignments to staff special details or in response to situations which require additional JHPD personnel present to provide for security and/or the safety of the public. Although the JHPD will attempt to make such assignments on a voluntary basis, should emergency circumstances exist or should the number of members needed for a special detail exceed the number of volunteers, supervisors are authorized to make mandatory overtime assignments. This includes the authority to cancel scheduled leave and to prohibit leave at certain times in anticipation of unusual staffing requirements. Involuntary overtime will be equitably distributed amongst members, based on the overtime regulations below (i.e., officers working fewer hours for the week will be assigned overtime first). For example, a member that is scheduled for thirty-six (36) hours that week will be assigned mandatory overtime before a member assigned forty-eight (48) hours that week, or a member that was on vacation for part of the week will be assigned overtime before a member that has not. Patrol is the JHPD's primary function. As such, members in non-patrol functions shall be utilized and reassigned to patrol when necessary to ensure full coverage of patrol shifts.
- F. Supervisors may make schedule adjustments during the pay period, such as differing arrival and ending times of a shift change to and limit overtime. See JHU's [Hours of Work and Overtime \(HR014\)](#).
- G. When necessary, supervisors may allow members to switch shifts during the same work week with their approval. Members seeking to switch shifts shall seek permission from their supervisor at least forty-eight (48) hours in advance and provide all details to the supervisor via email. If the switch will affect two supervisors, both supervisors will be included in the request. The supervisor(s) may grant a shift switch as long as neither member will exceed the overtime regulations below and neither member will exceed their scheduled hours of their work week. If the switch will cause either member to exceed their

scheduled hours or the overtime regulations, the supervisor must get approval to grant the switch from a Deputy Chief of Police.

- H. Non-exempt members who report on their off-duty time for previously scheduled departmental meetings and training or court dates will be entitled to overtime compensation for actual time in attendance beyond their forty (40) hour work week. There is no minimum time allowed for this type of overtime and travel time is not included in the time of attendance.
- I. Non-exempt members who report on their off-duty time for special events, athletic events, student parties, etc. will be entitled to overtime compensation for actual time in attendance. If a special event is cancelled after the member arrives, they will be paid for a minimum of three (3) hours, or their actual time worked, whichever is greater. Travel time is not compensable.
- J. Overtime compensation for non-exempt members for hours worked beyond the regular work week will be one and one half (1.5) times the member's hourly rate of pay in accordance with JHU's [Hours of Work and Overtime \(HR014\)](#).
- K. Non-exempt members must complete the Overtime Report in order for overtime to be documented and tracked.
- L. Time during which no work is performed (i.e., vacation leave, holiday, sick leave) will not be counted in the calculation of overtime pay. Non-exempt members must record the actual number of hours worked in the appropriate JHPD time entry system.

VI. **Overtime Regulations** (CALEA 22.1.1.g)

- A. In addition, to ensure that members do not routinely exceed a number of work hours that might negatively affect job performance or safety, members shall not exceed any of the following guidelines without the advance approval of both their immediate supervisor and their Commander:
 - Maintain less than a minimum of eight (8) consecutive hours of break within a twenty-four (24) hour period (all members).
 - Work more than two double shifts per week (eight (8) hour members only).
 - Work more than twelve (12) consecutive days during a pay period (eight (8) hour members only).
 - Work more than sixteen (16) hours in a twenty-four (24) hour period.
 - Work more than five (5) patrol shifts in one week.
- B. Advanced approval must be obtained in writing via the Overtime Exception Authorization Form.
- C. Exceeding these regulations must be based on JHPD operational need only.

- D. On a monthly basis, Captains will review the overtime of all members for the month for equitable distribution and determine if any adjustments need to be made to improve equitable distribution of overtime.

VII. Holiday and Vacation Time (CALEA 22.1.2)

- A. Unless otherwise directed by the Chief of Police or their designee, members who are not assigned to shift work (e.g., assigned to regular Monday through Friday 8-5) will be off on days designated as JHU holidays.
- B. Members assigned to regular shift duties during the holiday will be compensated in accordance with JHU's [Holiday Policy \(HR013\)](#).
- C. Use of vacation time should be requested at least one (1) week in advance and approved by a supervisor prior to use in accordance with JHU's [Vacation Leave \(HR031\)](#). Supervisors will grant vacation time based on:
- Necessary staffing requirements,
 - Community activities and special events,
 - Order in which the request for time off was received, and
 - Seniority.
- D. Supervisors will approve or deny vacation leave requests by the end of their next scheduled shift.
- E. Notwithstanding, to ensure that the JHPD can plan for shift shortages and allow members to use their annual vacation leave, between December 8 and December 15 each calendar year, members shall submit a request for up to two weeks of leave for the following calendar year. Leave will be approved or denied by January 15. Any leave not approved by that date will be deemed denied. The JHPD shall try to accommodate members requests, however, if it cannot grant leave to all members for the same dates. The decision will be made based on seniority.
- The JHPD will seek an equitable distribution of leave. The member's supervisor will attempt to work with members where vacation leave may be denied to see if it can be modified so that all members' leave requests may be partially granted, if possible. For example, multiple members may request off for a full holiday week, before fully granting the leave of the member with the most seniority. The Director of Human Resources for Public Safety or their designee will reach out to all members requesting leave for that week to see if each can agree to take a partial week, so that the JHPD can approval the vacation leave of as many members as possible. The JHPD expects all members, regardless of seniority, to assist in reaching a mutually beneficial and equitable distribution of vacation leave, especially in these situations.

- F. Officers who are not able to report to duty and have not requested time off will notify the on-duty sergeant at least three (3) hours before the start of shift, unless exigent circumstances exist. If not already done, the sergeant will relay information to the affected supervisor and try to obtain coverage for the shift, if necessary.

VIII. Military Leave (CALEA 22.1.2)

Members may request a military leave of absence in accordance with the JHU's [Compensation for Military Leave \(HR042\)](#).

IX. Transfers

- A. A member may seek information pertaining to transfers, promotions, and reclassification by viewing the JHU's [Transfers, Promotions, Demotions and Reclassifications \(HR029\)](#).
- B. In addition, a member may request a transfer to another shift or assignment. Transfers between shifts or to other patrol assignments are managed by their respective Deputy Chief of Police, with approval of the Chief of Police. All requests are based on the following:
- Departmental needs,
 - Special needs of the individual requesting a transfer, and
 - Seniority.

X. Probationary Period (CALEA 32.2.10)

In addition to the standard JHU introductory period, provided in JHU's [Transfers, Promotions, Demotions and Reclassifications \(HR029\)](#), all JHPD officers will have a minimum twelve (12) month probationary period after successful completion of Field Training.

XI. Performance Management (CALEA 35.1.2, 35.1.5.a)

- A. All members shall participate in the annual Performance Evaluation and Planning (PEP) program. The process consists of an annual self-evaluation, a midyear review and annual PEP, in accordance with JHU's [Staff Compensation Program \(HR026\)](#).
- B. The purpose of PEP is to provide members a chance to self-assess their performance, for supervisors to provide summary feedback to members on their performance for the year, and to provide clear goals and development plans for the coming year. The purpose of the Mid-Year Review is to provide feedback to members and review progress towards annual performance expectations and/or job responsibilities. This PEP process will be

complemented by the JHPD early intervention program, per Directive #355, Early Intervention Program.

- C. PEP evaluations may be used to make pay and other personnel decisions, in accordance with [Staff Compensation Program \(HR026\)](#).

XII. Drug Free Workplace

- A. All members shall arrive at work able to perform their duties and shall abide by [Alcohol Abuse and Drug-Free Workplace \(HR006\)](#).
- B. In addition, any use of certain controlled dangerous substance (CDS) that would prohibit a member from performing their essential duties, including carrying a firearm, is prohibited. This includes all CDS as identified in JHPD Directive #302, Recruitment and Selection and COMAR 12.04.01.16. The use by any member of any alcohol on-duty or while carrying their JHPD issued firearm off-duty is also prohibited.
- C. Members shall report the use of any substances that would impair their ability to perform their job functions to their supervisor at least twelve (12) hours prior to their shift.
- D. Any use of a substance that would result in an officer's inability to maintain their certification as a police officer must be reported and the member will be subject to immediate suspension and disciplinary procedures, pursuant to JHPD Directive #350, Complaints Against Personnel.
- E. If a supervisor has reasonable suspicion that an officer has consumed intoxicating beverages or engaged in the use of substances that could impair their ability to perform their job functions while on duty or prior to duty, the supervisor must follow JHU's for cause testing procedures and enter the incident into Blue Team, pursuant to JHPD Directive #350, Complaints Against Police Personnel.

XIII. Member Related Accidents and Illness

All member-related accidents, injuries, and illnesses shall be immediately reported and handled in accordance with JHU's [Employment Related Accident or Illness \(HR008\)](#).

XIV. Member Wellness

- A. The functions of a law enforcement agency require a level of physical and mental fitness not demanded by many other occupations. In recognition of this fact, and in accordance with Maryland Police and Corrections Training and Standards Commission regulations, every applicant for a sworn position with the JHPD must submit to and meet the requirements of a physical agility assessment, medical examination, a drug screening test, and a mental health assessment prior to receiving an offer of employment. See JHPD Directive

#302, Recruitment & Selection, MD Code, Public Safety §3-209, and COMAR 12.04.01.04.

- B. Pursuant to MD Code, Public Safety §3-209, the JHPD must arrange for all officers to submit to a physical agility assessment for initial certification as a police officer and schedule an annual physical agility assessment of all certified officers. Upon completion, the Chief of Police (or designee) must attest in writing that each officer has the physical ability to carry out the officer's assigned duties. The JHPD will retain records of the officer's assessment for a minimum of three (3) years from the date of the assessment. Any member that fails will receive remedial instruction and assistance in accordance with JHPD Directive #305, Training & Professional Development.
- C. Pursuant to MD Code, Public Safety §3-209, every officer of the JHPD shall submit to a mental health assessment every two years. Upon completion, the Chief of Police (or designee) must attest in writing that each officer has the mental health to carry out the officer's assigned duties. The JHPD will retain records of the officer's assessment for a minimum of three (3) years from the date of the assessment.
- D. The Johns Hopkins Employee Assistance Program (JHEAP) provides JHU employees, and their household family members, with free access to confidential counseling and referral services for help with stress at work or at home, emotional distress, a difficult life transition, or other challenges. (CALEA 22.2.6)

XV. Workplace Accommodations

- A. JHU is required to provide effective, reasonable accommodations for members with disabilities or pregnancy. The JHPD expects that its members will be able to perform the essential functions of the job with or without reasonable accommodations. See [Accommodations for Members with Disabilities \(HR003\)](#) and [Accommodations for Members with Disabilities Due to Pregnancy \(HR004\)](#).
- B. All workplace accommodations are handled by the JHU Office of Institutional Equity (OIE). The JHU OIE will engage in an interactive process to collaboratively explore accommodation solutions with members with disabilities who request accommodations.
- C. Any time an employee indicates that they are having a problem, and the problem is related to a medical condition, supervisors should consider whether the employee is making a request for accommodation under the Americans with Disabilities Act (ADA) and direct the employee to submit a request for workplace accommodation. Supervisors can also contact Public Safety Human Resources.
- D. To request a workplace accommodation, members should complete the form found here: [Accommodation Request Form](#)

- E. In addition, for lactation related accommodations supervisors should direct members to [Lactation Accommodations \(HR038\)](#) for all requests and accommodations.
- F. If necessary, a fitness for duty assessment may be requested pursuant to JHU's [Health Screening Policy \(HR012\)](#).

XVI. Representation and Indemnification (CALEA 22.2.2.d)

- A. JHPD members may become involved in an actual or threatened legal process as a result of the performance of their duties and responsibilities to and on behalf of the JHU.
 - JHU's Employee Indemnification and Defense Policy (GOV015) provides guidance on legal representation and protection from liability for employees and agents of the JHU, including JHPD members.
 - Policy GOV015 defines the circumstances under which the JHU may defend and indemnify an employee or agent, including any JHPD member, the scope of defense and indemnification, and the obligations of employees and agents.
- B. Members shall adhere to all the requirements therein and JHPD Directive #210, Records Management when served with legal process.

XVII. Grievances

- A. Except for JHPD officer discipline and claims for discrimination or harassment, any member grievance will be governed by JHU's [Appeals Policy \(HR032\)](#). A claim of harassment or discrimination will be resolved through the JHU's OIE.
- B. All issues related to discipline of a JHPD officer will be handled in accordance with JHPD Directives #350, Complaints Against Personnel, #352, Expedited Resolution of Minor Misconduct, and #353, Disciplinary Matrix.

XVIII. Disclaimer

- A. This manual does not constitute an express or implied contract and its provisions are not intended to be contractually binding. Each JHPD member's employment is terminable at will, and each has the right to end employment with the JHU at any time for any reason and the JHU reserves this same right.
- B. **Reservation of Rights:** JHU retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by law. These include, but are not limited to:
 - The right to exercise judgment in establishing and administering policies, practices, and procedures, and to make changes in them without notice,

- The right to take whatever action is necessary in the JHU’s judgment to achieve JHU's goals, and
 - The right to set the standards of productivity and services to be rendered, etc.
- C. Failure of the JHU to exercise any such prerogative or function in a particular way shall not be considered a waiver of the JHU’s right to exercise that prerogative or function in the future or to preclude it from exercising that prerogative or function in some other way.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to Public Safety Accountability Unit (PSAU).

Related Resources

University Policies and Documents
Administrative Procedure #210, Records Management Personnel Procedure #302, Recruitment & Selection Personnel Procedure #305, Training & Professional Development Personnel Procedure #350, Complaints Against Police Personnel Personnel Procedure #352, Expedited Resolution of Minor Misconduct Personnel Procedure #353, Disciplinary Matrix Personnel Procedure #355, Early Intervention Program JHU Absences Policy (HR002) JHU Appeals Policy (HR032) JHU Health Screening Policy (HR012) JHU Lactation Accommodations (HR038) JHU Accommodations for Members with Disabilities (HR003) JHU Accommodations for Members with Disabilities Due to Pregnancy (HR004) JHU Employment Related Accident or Illness (HR008) JHU Alcohol Abuse and Drug-Free Workplace (HR006) JHU Hours of Work and Overtime (HR014) JHU Holiday Policy (HR013) JHU Vacation Leave (HR031) JHU Compensation for Military Leave (HR042) JHU Transfers, Promotions, Demotions and Reclassifications (HR029) JHU Staff Compensation Program (HR026) JHU Employee Indemnification and Defense Policy (GOV015)
External Documentation

Police Department Forms and Systems

Contacts

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

DRAFT