

Metropolitan Police Academy



1.9 Duties, Responsibilities, and Conduct

August 22, 2024

Introduction

The Metropolitan Police Department (MPD) expects all members to maintain the highest standards of conduct at all times, both on duty and off-duty. Due to the nature of police work, no set policies, procedures, and regulations can be adopted to cover the various circumstances that you may experience. There are emergencies or situations that may not be specifically addressed during your training, but members are expected to exercise sound judgment.

1.9.1 Understand the background and policy of appropriate behavior as a member of MPD

The ability of the Metropolitan Police Department (MPD) to fulfill its functions and duties depends on public approval of its existence, actions, and behavior. This gives MPD the ability to secure and maintain public respect while also establishing legitimacy. Members shall recognize their responsibility as public servants and pay particular attention to those in the community who are seeking assistance or information and desire to register complaints or give evidence or information. You should become thoroughly acquainted with every part of your area of responsibility and be familiar with the residents, business owners, streets, alleys, and general topography of the assigned area. You should also be aware of the individuals who have, are suspected of, or display a propensity to violate the law, while giving special attention to locations known or suspected to foster criminal activity, checking abandoned buildings regularly, and investigating all suspicious vehicles in your assigned area.

It is the policy of MPD to ensure that all members preserve the peace, protect life and property, and prevent crime. They shall apprehend offenders, recover property, and enforce all laws and ordinances of the District of Columbia and the United States of America.

The community perception of police officers may be challenging for legitimate historical reasons that you will learn about during your time here at the academy. Your job as a twenty-first-century officer is to continue to improve, and sometimes start the process of healing and rebuilding the community relationships critical to our success. You can do this by not letting your emotions take over and get the best of you. You must remain calm, collected, and respectful at all times. You can ticket or arrest someone while being respectful.

Now more than ever, what you do and say is being recorded—both on your body-worn camera (BWC) as well as potentially by possible bystanders. Whether it reflects a negative or positive interaction with a community member, those videos spread very quickly through the community on social media and on the news. Your reaction to handling a situation is what community members will remember.

Use your best critical thinking skills to work through situations rather than becoming emotional and reactive. Following the general orders, applying received training, and being aware of surroundings at all times contribute to becoming an officer that the community can trust and appreciate. You have a tough

job, but with the right mindset and heart you can achieve great things, and you will start this by making that first interaction with a community member positive and impactful.

Definitions used in this lesson:

- **Member** – A sworn or professional staff MPD employee or MPD Reserve Corps member
- **Immediate Family** – A member’s spouse, children, siblings, parents, and in-laws

1.9.2 Adhere to the regulations, roles, and responsibilities of MPD members

In accordance with Title VI of the Civil Rights Act and DC Official Code § 2-1401, MPD is committed to the unbiased treatment of all persons in enforcing the law and providing services. Biased policing is the practice of a law enforcement officer singling out or treating any person differently on the sole basis of:

- Race
- Color
- Religion
- National origin
- Limited English proficiency
- Sex
- Age
- Marital status
- Personal appearance
- Sexual orientation
- Gender identity or expression
- Familial status
- Family responsibilities
- Matriculation
- Political affiliation
- Genetic information
- Disability
- Source of income
- Sealed eviction record
- Status as a victim of an interfamily offense
- Place of residence or business
- Status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking

As a member of MPD who engages in law enforcement and public service, you are prohibited from biased policing of any type and should conduct all programs and activities in a nondiscriminatory manner. When describing a suspect whom you are trying to apprehend, biased policing does not include reliance on such characteristics when combined with other identifying factors. MPD has adopted a Public Notice of Compliance with the Title VI Program Rights that gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI and related nondiscrimination authorities.

Member Conduct

As a member of the department, you should always conduct yourself in a professional manner and remind those who do not, to do so. You have various roles, responsibilities, and duties to uphold; doing so shines light on the wonderful members whom you work with and increases a positive public perception. When you conduct yourself in a manner that does not follow policy and procedure, it not only reflects negatively on you and the department, but it may result in discipline. All persons are expected to obey all laws of the

District of Columbia, the United States, and of any state and local jurisdiction in which they are present. As a member of MPD you are subject to additional criminal history and driver history checks during the year for as long as you are employed by MPD. During your training, learn and listen how to navigate the expectations the department has of its members. Knowing the policies and procedures of the department will help you to know when and how to follow orders. Department members shall not commit any acts or omit any acts that constitute a violation of District of Columbia policies, MPD policies, and/or the laws of the District of Columbia or the United States of America, whether referenced within this lesson or elsewhere. Members investigating alleged violations of misconduct and/or the law shall act in accordance with GO-PER-120.20 (Administrative Investigations). Disciplinary action shall only be authorized by the chief of police or their designee in accordance with GO-PER-120.21 (Sworn Employee Discipline) (for sworn employees) and the District of Columbia Personnel Manual (for professional staff employees).

Authority Of Orders / Insubordination

You will interact with various people during your tour of duty and are expected to act professionally at all times. When interacting with different ranks and titles, recognize and obey your chain of command. Reference Lesson 1.3 – Chain of Command if you have questions. The chain of command is a way to share and relay pertinent information in a controlled manner. You should obey lawful orders issued to you by your supervisors of a higher rank. Your first point of contact should be your direct supervisor. Never bypass a rank in the chain of command unless exigent circumstances exist. The non-exigent circumvention of the chain of command may constitute insubordination.

Lawful Orders

A lawful order is any order prescribed by law, rules, and regulations for the preservation of good order, efficient and proper discipline, and which does not conflict with standing laws and rules. Officials shall not knowingly or willfully issue any order in violation of a law, rule, or order of the United States, District of Columbia, or MPD. You shall not obey any order which you know is illegal and requires you to commit an illegal act. If you are in doubt as to the legality of an order, you shall request the issuing official to clarify the order or confer with a higher authority. You will not be disciplined for questioning the lawfulness of an order.

Conflicting Orders

Sometimes you might be given an order that conflicts with a previous order, rule, regulation, or directive. If this occurs, you should respectfully inform the official issuing the order of the conflict. If the official issuing the order does not alter or retract the conflicting order, the order shall stand, and you should obey this new order. Under these circumstances, the responsibility for the conflicting order will rest upon the issuing official.

Active Bystandership and Duty to Inform

If you ever receive an unlawful order or witness unlawful behavior, you have a duty to intervene and inform an official of the misconduct. This is regardless of rank, title, or position. This unlawful behavior or order could be misconduct that clearly violates law or policy, causes serious or unnecessary harm to others, and/or places other members or bystanders in a compromising situation. If you ever have to intervene, do so in a manner that does not jeopardize the safety of yourself, other members, or community members. Once the intervention has taken place and you are in a position to report the misconduct, you should do so promptly and before the end of your tour. If it is discovered that you knowingly failed to report misconduct that is unlawful, you may face disciplinary action.

Cooperation

As a member of MPD, you are charged with establishing and maintaining a high degree of cooperation, both within the department and with all agencies engaged in the administration of criminal justice and public service. To alleviate confusion and avoid interfering with other members' work, you should never interview subjects, conduct any investigation, or initiate any inquiries into the case of another member without the consent of that member or authorization from the commanding official. This will prevent information from being lost or misconstrued, as well as preventing a case or investigation from being processed.

Reporting for Duty

You will be assigned a district and a tour of duty once you graduate. When you report for duty each day, you will need to be properly dressed and equipped pursuant to GO-PER-110.11 (Uniform, Equipment, and Appearance Standards). You should also always adhere to the following department policies:

- **Attendance** – Members shall arrive to work prepared to assume their duties as soon as their assigned shift begins. All members absent from duty shall be placed in an official leave status as prescribed by GO-PER-206.01 (Time and Attendance) and other related orders.
- **Attentiveness To Duty** – While on duty, members shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty. Members shall respond without delay to all calls for police assistance from community members or other department members. Emergency calls shall take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and in observance of all vehicle laws.
- **Leaving Duty Post** – Members shall not leave their assigned duty posts, except when authorized by proper authority. Sworn members shall ensure that the Office of Unified Communications (OUC) is advised of their change of location.
- **Sleeping On Duty** – Members shall remain awake while on duty. If unable to do so, a member shall so report to their official, who shall determine the proper course of action.

Readiness And Shift Operations

When you begin your tour of duty, there are a few things to keep in mind to maintain your professionalism. You should:

- Report to roll call on time and properly equipped and give full attention to the official in charge.
- Take note of important items from teletypes, clipboards, roll call training, and other official communications.
- Make contact with members being relieved and check-off officials to ascertain issues of police importance or community concern.
- Respond to your assigned area in a timely manner, constantly patrol your area according to your beat assignment unless otherwise directed and avoid returning to the station except on official business approved by an official.
- Take breaks that are limited to one meal break, not to exceed 30 minutes in any one shift.
Note: you may not request a meal break during the morning and evening rush hours (0630-0930 and 1530-1830 hours) or during the last hour of your shift.
- Take an assignment by the most expedient route and method. Monitor the police radio, keep the dispatcher advised of your location at all times, notify the dispatcher of any assigned details or when arriving on a scene or clearing a scene, and provide dispositions and go out of service with the dispatcher at the end of the shift.
- Aid, assist, and protect fellow members, other law enforcement officers, and community members in times of danger or under conditions in which danger is imminent.
- Avoid leaving your assigned district without the approval of an MPD official; additionally, do not leave the District of Columbia without the approval of the watch commander, except in exigent circumstances.

Use of Department Vehicles and Equipment

In order to do your job effectively, you will need certain equipment and a vehicle. It is your responsibility to maintain the vehicle and equipment in a constant operational mode and properly take care of the items assigned to you. When operating department vehicles, members are reminded of the following in accordance with GO-SPT-301.01 (Vehicle Operation and Maintenance) and all related policies:

- Members shall use department vehicles and equipment only for their intended purpose, and shall not abuse, damage, or handle department vehicles and equipment in a careless manner.
- Members shall drive defensively and exercise the utmost regard for the safety of the public and themselves, and the protection of property while operating department vehicles. Members shall give their full time and attention to the operation of the vehicle and shall comply with pertinent traffic regulations unless otherwise permitted by department procedures.
- Members shall not operate any MPD-owned or leased mode of transportation (e.g., automobiles, vans, buses, motorcycles, bicycles, boats) either on-duty or off-duty, within eight hours after consuming any amount of alcohol, restricted over-the-counter medications, and/or prescription drugs which may induce drowsiness, sleepiness, or dizziness.
- All members who are authorized to use department vehicles shall maintain a valid driver's

license in the jurisdiction in which they reside.

- Department members who are arrested, charged with traffic infractions (excluding parking violations or NOIs issued to their vehicle as a civil citation), have their driver's license revoked or suspended, and/or learn that they may be the defendant in any criminal action, shall report such action to the member's bureau head, through appropriate channels, without delay.

Communication

During your tour of duty, you will need to check your email at least once. This is to check for correspondences including computer assisted notifications system (CANS) scheduling notices. When communicating with other members or with outside agencies, you should remain professional. Your department voicemail should record the standard information to include name, job title/rank, organization name, unit, and alternate number or email. If you plan to be out of office for an extended time, ensure that your voicemail and email indicate your return date and who to contact if the message is time sensitive.

MPD employs a diverse population, and the department celebrates the various languages that are spoken among the workforce. Due to the nature of your work and knowing that MPD is a place of business that serves the community in a professional manner, department policy indicates the following:

- Employees who speak a language other than English may converse among themselves, or to members of the community in their common language. When such conversations are conducted pursuant to official police business, upon the request of an official, employees shall provide English transcripts of interviews or conversations.
- Officials requiring employees to speak only English must be able to demonstrate that such a requirement is necessary for official business.
- Members shall adhere to the provisions set forth in GO-SPT-302.05 (Radio Communications) which prohibit radio transmissions in languages other than English without approval of the MPD OUC liaison.
- Members shall act in accordance with GO-SPT-304.18 (Language Access Program).

Courtesy and Respect

- Members shall be courteous, civil, and respectful to their superiors, associates, and one another whether on- or off-duty. When on duty and in the presence of the public, sworn members shall be referred to by rank.
- Members shall perform their duties quietly, remaining calm regardless of provocation to do otherwise. Members shall avoid giving the impression that they are evading the performance of their duty, or that they are not interested in the problems of persons who are referred elsewhere for service.
- In the performance of their duties, members shall not use coarse, violent, profane, sarcastic, or insolent language or gestures, and shall not use terms or resort to name-calling that might be interpreted as derogatory, disrespectful, or offensive to the dignity of any person.

- Members shall refrain from engaging in discussions of racial, religious, political, or other controversial subjects while on duty or in uniform unless they are directly related to police business.
- Every member, regardless of rank, grade, or assignment shall provide the highest quality of service by using courteous and professional communication skills when assisting individuals via telephone, email, and in person. When any person requests assistance or advice or makes a complaint or report, all pertinent information shall be obtained in an official and courteous manner and properly and judiciously acted upon. All members shall take personal responsibility for each contact and the corresponding request for service or information.
- When approached by a member of the public under normal circumstances, members should respond with prompt acknowledgment and a professional greeting (e.g., “How may I help you?”, or “I’ll be with you in a moment”). Members should maintain a cordial demeanor and tone throughout the interaction, offer their full name, if appropriate, and be accountable for every information and service request, even if it is misdirected. If possible, and if appropriate, members should respond. If unable to resolve the request immediately, members should take a name and phone number in order to provide progress reports, or information, about the requested resolution. Members should end the encounter courteously (e.g., “May I help you with anything else?”, “Have a nice day”, “It was a pleasure to help you.”)

Use of Tobacco and Smoking Devices

Smoking is prohibited in department facilities, department vehicles, and within 50 feet of entrances to department facilities. You will not use any tobacco products, while in direct contact with the public, while operating a department vehicle, or while in a District of Columbia building or facility. This rule applies to smokeless tobacco products and electronic cigarettes.

Truthfulness and Integrity

- Members shall avoid any conduct which might compromise their personal integrity and that of other members and shall not condone such activities of another member. Members shall speak and write the truth at all times, whether under oath or not, in giving testimony, or in connection with any official order or duties. Written documentation submitted shall be truthful and complete, and no member shall knowingly enter or cause to be entered, any inaccurate, false, or improper information.
- Members shall respond truthfully when questioned by supervisors in matters relating to official MPD business. Members, during the course of an investigation, shall respond truthfully to questions asked by any agent or official in the Internal Affairs Division (IAD), even if the IAD agent is not of a superior rank.
- Members shall not create, submit, or sign an official report for another member unless authorized to do so by the member or an official.

Confidentiality

It is important to maintain the safety and security of yourself, your colleagues, as well as the department. You should not reveal police information outside the department unless it is required of you by a department order, law, or competent authority. Information contained in police records, information

ordinarily accessible only to members, names of informants, complainants, witnesses, and other persons known to the police are considered confidential. Unauthorized copying or duplication of official records is prohibited.

Sexual Misconduct

- Engaging in sexual activity while on duty is strictly prohibited. This includes, but is not limited to, physical, verbal, and non-verbal acts of a sexual nature with other members, arrestees, or members of the public.
- Members shall not use their official position to coerce, persuade, force, or initiate sexual contact or engage in on-duty or off-duty sexual activity using department or DC government facilities or property (e.g., vehicles).
- Members shall immediately report observed instances of sexual misconduct by department members to an official.

Complaints

You need to be attentive to, and take suitable action on, reports and complaints by members of the public except when circumstances make it necessary for them to report the matter, or refer the complaint to a more suitable member, or another agency. Although you may attempt to explain an incident or a department policy to a member of the community, you will need to adhere to complaint procedures set forth in GO-PER-120.25 (Office of Police Complaints Investigations).

Abuse of Position

You will not use your official position, official identification cards, or badges for personal or financial gain, for obtaining privileges not otherwise available to you except in the performance of duty, or for avoiding consequences of illegal acts. This requirement is not intended and does not prohibit sworn members from identifying themselves as police officers when off-duty and interacting with on-duty law enforcement officers in any jurisdiction for safety or awareness purposes. You will not lend your identification cards or badges to another person or deliberately make them available to be photographed or reproduced for improper use without the approval of the chief of police.

Donations, Gifts, Gratuities, And Business Opportunities

- Members shall not accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence the member in the performance of their official duties or that could discredit the department. Members shall guard against any relationships which may be construed as evidence of favoritism, collusion, or a conflict of interest.
- Members shall not solicit or accept donations without the prior, written approval of the chief of police. Members wishing to solicit or accept donations shall submit a request to the Grants and Procurement Branch through the member's chain of command that contains the name of the donor, items or services to be donated, estimated value of the donation, justification for the

donation, and the name and title of the donor. Pursuant to the Mayor's Memorandum 2015-001 (Rules of Conduct Governing Donations and Honorary Gifts to the District of Columbia Government), the Grants and Procurement Branch shall process and submit all department-approved requests to the Executive Office of the Mayor for final approval.

Endorsements and Referrals

You will not recommend or endorse in an official capacity the employment or procurement of a particular product, professional service, or commercial service (e.g., attorney, ambulance service, towing service, bondsman, or mortician). This shall not preclude the Union from referring matters to counsel, including the prepaid legal plan. This does not apply when a relative of the member seeks such advice. In the case of towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members shall act in accordance with GO-OPS-303.03 (Vehicle Towing and Impoundment).

Visiting Prohibited Establishments

You should not knowingly visit or frequent an establishment wherein the laws of the United States or the District of Columbia are regularly violated, except in the performance of duty or while acting under proper and specific orders from an official.

Associations

- Members shall avoid regular or continuous associations or dealings at places they know are places under criminal investigation, or that they know have a reputation in the community or the department for felonious activity, except as necessary in the performance of official duties or where unavoidable because of immediate familial relationships.
- Members shall not commence personal relationships with people who they know have been convicted, or arrested multiple times within the previous five years, for a dangerous crime as defined in DC Official Code § 23-1331(3) or a crime of violence as defined in DC Official Code § 23-1331(4).

Conflict Of Interest

You should not engage in any activity, which conflicts in any way with the objectives of the department, damages the department's image, or compromises its law enforcement authority.

Outside Employment

Pursuant to the guidelines set forth in the District Personnel Manual Chapter 18 (Employee Conduct), members are free to work multiple jobs, **with the Department's approval**, both within and outside of District government, **unless those jobs create or give the appearance of a conflict of interest**, or if the

jobs expose the District to overtime liability under the Fair Labor Standards Act of 1938. Members shall only participate in outside employment pursuant to the requirements set forth in GO-PER-201.17 (Outside Employment). Members are reminded that any approved outside employment cannot overlap with their tour of duty with MPD.

Political Activity

Title 1 Chapter 11B of the DC Official Code establishes restrictions on the political activity of District of Columbia government employees.

Members are prohibited from the following political activities:

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| (1) Coerce, explicitly or implicitly, any subordinate employee to engage in political activity; |
| (2) Engage in political activity while wearing a uniform or official insignia identifying the office or position of the employee; |
| (3) Display political buttons, bumper stickers, posters, or other political material at work, including in a government office or common area of a government building, and on government vehicles; |
| (4) Engage in political activity while using any vehicle owned or leased by the District government; |
| (5) Engage in political activity in any government office; |
| (6) Knowingly solicit, accept, or receive political contributions unless the member is filed as a candidate; |
| (7) File as candidates for partisan political office in District of Columbia Board of Elections regulated elections; and |
| (8) Use official authority or influence to interfere with an election. |

While on-duty, members shall not engage in any type of political activity. This includes placing political material on personal equipment used while on-duty (e.g., clipboards).

While off-duty, members are still subject to requirements mentioned above but can participate in the following political activities.

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| (1) Register and vote as they choose; |
| (2) Join and be an active member of political clubs or parties; |

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| (3) Contribute money to political campaigns, parties, or partisan groups; |
| (4) Campaign (including making speeches and distributing literature) for or against candidates in partisan elections where candidates are running as representatives of a political party (e.g., Democrat and Republican); |
| (5) Campaign for or against referendum questions, constitutional amendments, and municipal ordinances; |
| (6) File as candidates for election to non-partisan political office in District of Columbia Board of Elections regulated elections; |
| (7) File as candidates for election to both partisan and non-partisan political office in non-District of Columbia Board of Elections regulated elections; |
| (8) Hold office in political clubs or parties; |
| (9) Express opinions about candidates and issues; |
| (10) Assist in voter registration drives; |
| (11) Sign nominating petitions; and |
| (12) Attend and be active at political rallies and meetings. |

Immigration Enforcement

You will not make any inquiry through any database solely for the purpose of inquiring about an individual's immigration status. You will also not make inquiries into any person's immigration status for the purpose of determining whether they have violated the civil immigration laws or for the purpose of enforcing civil immigration laws. In accordance with DC Official Code § 24-211.07, members are prohibited from assisting with the enforcement of civil immigration laws. MPD's cooperation with federal immigration enforcement activities, including regarding individuals in MPD custody, is strictly limited to those instances where members have verified, consistent with the procedures outlined in GO-PCA-702.01 (Arrest Warrants), that there is a criminal warrant or criminal judicial order in effect.

Arrest

- When a member has probable cause to believe that a felony has been committed, the person shall be taken into custody, if appropriate.
- At the time of any arrest, the person arrested shall be advised of the reason for the arrest, unless such a notification may jeopardize an investigation, endanger potential witnesses, or compromise sources of information.
- Arrestees shall be treated in a fair and humane manner. They shall not be humiliated, ridiculed, taunted, or embarrassed. In the arrest, transportation, and detention of arrestees, members shall take precautions to prevent escape, injury, and damage to property.

Off-Duty Conduct

When you are off-duty, you still represent MPD and should conduct your private life in a professional manner. Because of the expectation and power that is given to you, there are certain policies you should still abide by. For example, how and when you carry your firearm and take police action. These two matters are public safety issues and should not be taken lightly whether you are in DC or another jurisdiction in off-duty status.

Firearms

- When carrying a firearm in the District of Columbia, sworn members shall carry their badge and identification card.
- Sworn members carrying their department-issued service firearm or department-authorized off-duty firearm while off-duty shall carry the weapon on their person in an authorized holster at all times or ensure that the weapon is properly secured in accordance with GO-RAR-901.01 (Handling of Service Weapons).
- Sworn members traveling off-duty to and from the District of Columbia and carrying their department-issued or authorized off-duty firearm, shall ensure that they are in compliance with all applicable rules, regulations, and laws of the jurisdiction in which they are traveling. Members are not authorized to take police action in jurisdictions outside of the District of Columbia.
- Off-duty sworn members are required to be armed at all times while in the District with the exception of situations where carrying a weapon may prove unnecessary or imprudent (e.g., religious services, events where armed security is present, engaging in athletic activities, or any other instance when the member prefers not to be armed while off-duty).
- Off-duty sworn members shall not carry their service firearm or authorized off-duty firearm:
 - When consuming, planning to consume, or likely to consume an alcoholic beverage.
 - To any public or private event, function, religious gathering, or business or entertainment establishment, where the weapon is required to be removed from their person to store (e.g., checked) or otherwise placed in the custody of another party outside of their direct control.
- When a sworn member is off-duty and/or is not carrying a firearm, their firearm shall be secured in accordance with GO-RAR-901.01 (Handling of Service Weapons).

Police Action

- Off-duty sworn members shall only take police action when they have the appropriate training and equipment to safely assist. If there is any doubt as to the member's ability to safely assist, the member shall call 911 and not take police action.
- In the event of an incident requiring police action, off-duty sworn members shall cooperate fully with on-duty members and abide by MPD policies and procedures. Off-duty members are reminded to adhere to the procedures governing off-duty traffic and parking enforcement as outlined in GO-SPT-303.01 (Traffic Enforcement).
- Off-duty sworn members shall not take police action except as necessary to protect the member's life or the lives of others in any incident when they are personally involved or have a conflict of

interest (due to a family, financial, or other relationship). In these cases, members shall notify OUC to request an on-duty member and official to respond to the scene.

- Members shall not take police action after consuming alcohol. In the event of an incident requiring police action, the member shall call 911.
- Off-duty sworn members shall only use force in strict accordance with GO-RAR-901.07 (Use of Force) and this order.
 - Members shall attempt to defuse use of force situations with de-escalation techniques whenever feasible. If force is used, members shall ensure that the use of force is reported pursuant to GO-RAR-901.07 (Use of Force).
 - Off-duty members shall only use firearms authorized by the department when taking police action off-duty.
- Nothing in this order shall be read or interpreted as limiting a member's right to self-defense (i.e., to use a reasonable amount of force in self-defense if the member believes they are in imminent danger of bodily harm and has reasonable grounds for that belief).
- Off-duty members shall notify OUC as soon as possible to report the incident requiring police action to request an on-duty member and official to respond to the scene. Members shall follow the direction of the responding on-duty member and remain on the scene until relieved by the on-scene official.
- When directed to comply with an on-duty law enforcement officer, off-duty members shall use the tentative recognition signal as described in GO-OPS-308.13 (Casual Clothes Units). Absent exigent circumstances, at no time in this situation shall the off-duty member make any further attempt to identify themselves until after the situation has stabilized. Members shall not reach for a badge or identification card, concealed or displayed on their person until the on-duty member gives them permission to do so.
- Members shall advise the responding member of their presence and duty status once the situation has stabilized. Members shall be aware and/or take notes, if applicable, of the circumstances surrounding the incident (e.g., look-outs, witnesses), and share that information with responding members.
- Pursuant to GO-PER-206.01 (Time and Attendance) and the Fraternal Order of Police Collective Bargaining Agreement, members who take police action off-duty shall be properly compensated when the member's time and continued involvement is necessary, as determined by an official, for an hour or more.
- The responding official shall report the incident to the watch commander. The watch commander shall ensure that the date, time, and description of incidents involving off-duty police action are documented in the PD Form 150 (Watch Commander Report).

Summary

Members shall conduct themselves in a respectful and responsible manner at all times. Members shall observe, uphold, and enforce all laws without bias or prejudice. Members shall perform their duties while treating community members with dignity and integrity. It is your job as an MPD officer to protect and serve persons who live in our city as well as persons who visit.

You will learn more about your duties, responsibilities, and conduct as you continue your academy training. When you apply these principles correctly, you will be building a foundation for a great career.

Take every interaction with community members seriously and treat every community member with respect. Make every interaction count by making a lasting, positive impression. Be the officer people remember for being honorable, respectful, and genuine.

References

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| GO-PER-110.11 | Uniform, Equipment, and Appearance Standards | 11/09/2023 |
| GO-PER-120.20 | Administrative Investigations | 11/27/2022 |
| GO-PER-120.21 | Sworn Employee Discipline | 11/27/2022 |
| GO-PER-120.25 | Office of Police Complaints Investigations | 11/27/2022 |
| GO-PER-201.17 | Outside Employment | 04/16/2004 |
| GO-PER-201.26 | Code of Conduct | 06/12/2024 |
| GO-PER-206.01 | Time and Attendance | 11/05/1978 |
| GO-SPT-301.01 | Vehicle Operation and Maintenance | 12/28/1979 |
| GO-SPT-302.05 | Radio Communications | 10/27/1980 |
| GO-SPT-303.01 | Traffic Enforcement | 09/19/2023 |
| GO-OPS-303.03 | Vehicle Towing and Impoundment | 06/20/2019 |
| GO-SPT-304.18 | Language Access Program | 10/14/2020 |
| GO-OPS-308.13 | Casual Clothes Units | 07/23/1979 |
| GO-PCA-702.01 | Arrest Warrants | 10/18/2023 |
| GO-RAR-901.01 | Handling of Service Weapon | 06/12/2008 |
| GO-RAR-901.07 | Use of Force | 03/28/2024 |