

AMEND G.O. 201.29

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST June 28, 2007
		4. UNIT NUMBER 202-645-0073	7. REQUESTING ELEMENT IPS
		5. <input checked="" type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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New Rules for Recruit Conduct at the Institute of Police Science

On June 21, 2007, the Institute of Police Science (IPS) published a Division Order on Recruit Conduct that has implications for all members of the department. The directive establishes behavioral guidelines for recruits that emphasize structure and professionalism. Sworn and civilian members of the department should be aware of key aspects of this directive as it relates to their response to recruit/lateral officers.

The Division Order serves the following goals:

- 1) Increases a recruit/lateral officer's awareness of his or her surroundings, fostering officer safety once on patrol;
- 2) Emphasizes professional conduct and courtesy;
- 3) Develops a recruit/lateral officer's understanding of a para-military structure; and
- 4) Demonstrates respect for veteran officers and MPD personnel.

Highlights of the new directive include:

- 1) In any IPS facility, recruit and lateral officers:
 - a) When in the presence of any police official (Sergeant or above or civilian equivalent) or any member of the IPS Staff (sworn or civilian), stop, place their back to the wall and state "by your leave," unless in a stairwell, cafeteria (for the purpose of this order, the picnic tables in the rear of the main building are considered an extension of the cafeteria), restroom or gymnasium complex; **the police official being acknowledged shall state firmly and verbally "carry on."**
 - b) When in the presence of police officers and other MPD civilian Staff (if known), firmly verbally acknowledge the person with the appropriate statement, "Good morning/Good afternoon/Good evening, sir/maam" or acknowledge the individual's rank and last name, if known.

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1) When outside of any IPS facility, recruit and lateral officers shall:

- a) Greet members (sworn or civilian) and visitors firmly and verbally with the appropriate statement, "Good morning/Good afternoon/Good evening, sir/maam";
- b) Stand when sitting on benches when approached by IPS staff or police officials;
- c) Only smoke in the designated smoking area on the parking lot side of the annex or beyond the blue picnic tables, on the right side of the annex. Note that there shall be:
 - o No smoking inside any IPS facility
 - o No smoking in front of any IPS facility
 - o No smoking in front of the Annex or in the rear of the IPS main building

In order to minimize the daily interruptions that could arise from these procedures, while still maintaining a professional atmosphere, it is imperative that members visiting IPS or attending in-service training firmly verbally state "Carry On" or acknowledge a recruit/lateral officer's greeting in a timely manner.

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