
	GAITHERSBURG POLICE DEPARTMENT		
	Mission and Core Values		
	GENERAL ORDER	100.1	
	Effective Date	11/06/2020	
		Related CALEA Standards: 1.1.1, 1.1.2, 12.2.1, 15.2.1, 15.2.2, 26.1.1	
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE 11/06/2020

1. PURPOSE: Articulating the Department’s mission, core values, vision, and guiding principles establishes a recognizable collective identity and guides efforts toward continuous improvement of service.

2. POLICY

2.1. It is the policy of this Department to clearly communicate its mission, core values, vision, and guiding principles to the community and our employees as a measure of accountability and a means of unification in effort. Members employed in a sworn status take and abide by an oath of office, and all members are held to principles outlined in a code of ethics, committing to faithful performance of their duties and honorable conduct. Written goals and objectives are established for each fiscal year, which guide the Department’s daily operations in a manner that results in efficient and effective service.

2.2. The Department’s mission and vision statements are prominently displayed in the facility, selected publications, and on the Department’s web site.

3. DEFINITIONS

3.1. Member: Within the context of this directive, the term “member” refers to both sworn and non-sworn personnel, unless otherwise indicated.

4. PROCEDURE

4.1. Mission

4.1.1. The mission of the Gaithersburg Police Department is to provide the highest quality police service; protect life and property, enforce Maryland laws and City ordinances, and protect the rights of all people.

4.1.2. The Department's mission is accomplished by working with the community, City departments, and other stakeholders to develop and implement proactive strategies, based on the community’s needs. The concepts of public trust and legitimacy in the Department are necessary to maintain public safety in the community. Additionally, we will maintain a workplace that promotes equal employment opportunities and respects employees as individuals and fosters

teamwork.

4.2. Core Values

- 4.2.1. Members of the Department are committed to professionalism through our core values of Service, Integrity, and Respect:

Service – by providing quality service and protection to all people in an efficient and competent manner, tempered with courtesy, compassion and understanding;

Integrity – by upholding the public trust through honest, consistent, and forthright interaction with all people in order to foster an atmosphere of mutual trust and cooperation; and

Respect – by treating all persons with dignity and respect by promoting equality and fairness, in upholding the Constitutional rights of all people.

4.3. Vision

- 4.3.1. The Gaithersburg Police Department's vision is to have the highest level of community trust and legitimacy as officers carry out their official responsibilities.
- 4.3.2. By focusing on developing relationships with community members, the Gaithersburg Police Department can increase community trust and a perception of legitimacy in the Department. With a greater sense of trust and legitimacy, community members are more likely to partner and work with the Department, and less likely to resist legitimate law enforcement actions. This creates a partnership between the Department and the community that focuses on public safety and better outcomes for all people.
- 4.3.3. We recognize the value of all our employees and partners, from professional staff and sworn members, to the many citizens who come forth to volunteer, assisting the Department in fulfilling our mission. We remain committed to the further enhancement of these partnerships. We will continually strive to develop the skills of our members, and to efficiently and effectively manage our resources to deliver the highest level of service to the public.

4.4. Guiding Principles

- 4.4.1. **Professionalism** – is the conduct, behavior, and attitude of officers and members that enhances an equitable and trustworthy image in the

Department and its officers or members. Professionalism reflects an implicit guarantee that the experience, education, and training of the officers uniquely qualify them to meet the challenges present in a changing and dynamic society. Officers and members that act in a professional manner add to the perception of trust in the Department and enhance the legitimacy of the officer or member's actions.

4.4.2. Discipline – the ability to overcome one's emotions and feelings in order to do the right thing, no matter how stressful or tempting it is to do otherwise. Disciplined actions by officers and members are essential to maintaining trust and legitimacy in the Department. Undisciplined behavior only serves to erode public trust and legitimacy of the officer and the Department.

4.4.3. Ownership – is the commitment to assess all decisions, performance, and outcomes through the objective lenses of reality and take responsibility for all actions under our control. Ownership enables one to not only take responsibility for problems, but more importantly, the solutions to those problems. The Gaithersburg Police Department will constantly strive to develop solutions to Department and community problems, and consistently work on ways to better serve the community.

4.5. Oath of Office

4.5.1. All personnel, prior to assuming sworn status, shall take and subsequently abide by an Oath of Office to enforce the law, uphold the Constitution of the United States of America, the Constitution of the State of Maryland, the Charter and ordinances of the City of Gaithersburg and Montgomery County, Maryland.

4.5.2. The Oath of Office is administered by a Clerk of the Circuit Court for Montgomery County, Maryland.

4.5.3. The Oath of Office for Gaithersburg Police Officers is an official document. The original document is filed in the officer's personnel file in the Office of the Chief of Police, and a copy is forwarded to the City's Human Resources Division for the officer's master personnel file.

4.5.4. The taking of the oath, which is signed by the officer, is memorialized in a book maintained by the Clerk of the Circuit Court. The oath taken reads as follows:

"I do solemnly declare or affirm that I will support the Constitution of the United States, the Constitution of the State of Maryland and the

Charter and Ordinances of the City of Gaithersburg and Montgomery County, Maryland. I will faithfully perform the duties of the office of Police Officer in and for the City of Gaithersburg, State of Maryland, according to the best of my ability.”

4.6. Code of Ethics and Conflict of Interest Statement

- 4.6.1. Sworn members shall abide by the principles contained in the Code of Ethics of the International Association of Chiefs of Police which are:
 - 4.6.1.1. As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.
 - 4.6.1.2. I will keep my private life unsullied as an example to all; maintain courageous calm in face of danger, scorn, or ridicule; develop self-restraint; and to be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.
 - 4.6.1.3. I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.
 - 4.6.1.4. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.
- 4.6.2. Members are issued a copy, and sign a disclosure of the conditions, of the City’s Conflict of Interest Statement, the contents of which are:

- 4.6.2.1. All members shall ensure their compliance with applicable provisions of the City's Ethics Code, specifically Chapter 7A, Section 7A-4 (Conflicts of Interest).
- 4.6.2.2. Members shall not participate on behalf of the City in any matter which would, to their knowledge, have a direct financial impact on them, as distinguished from the public generally, their spouses or dependent children or business entities with which they are affiliated.
- 4.6.2.3. Members are prohibited from holding or acquiring interests of either five (5) percent or greater in business entities that have or are negotiating contracts of two thousand five hundred dollars (\$2,500.00) or more with the City or are regulated by their agency, except as exempted by the commission pursuant to Section 7A-7.
- 4.6.2.4. Members are prohibited from employment by business entities that have or are negotiating contracts of more than two thousand five hundred dollars (\$2,500.00) with the City or are regulated by their agency, except as exempted by the commission pursuant to Section 7A-7.
- 4.6.2.5. Members shall not engage in any outside employment relationships that would directly impact their impartiality or independence of judgment with regard to their official capacities.
- 4.6.2.6. Members are prohibited from representing any parties, for contingent fees, before any City agency or department.
- 4.6.2.7. Within one (1) year following termination of City service, a member may not act as compensated representatives of others in connection with any specific matters within their official responsibilities in which they participated substantially as City officials or employees.
- 4.6.2.8. Gifts shall not be solicited from any person or business entity.
- 4.6.2.9. Members shall not accept any gift from any person or business entity, except as provided herein, that has or is negotiating a contract with the City or is regulated by their agency, except where such gifts would not present a conflict of interest as determined by the commission. The term gift unless otherwise provided, means the transfer of

anything of economic value, regardless of form, without adequate and lawful consideration. Gift does not include campaign contributions or a gift from members of the immediate family, including children and parents of the person making the statement of a purely personal or private nature which would not be detrimental to the impartial conduct of business. Unless a gift of any of the following would tend to impair the impartiality and the independence of judgment of the official or employee receiving it or, if of significant value, would give the appearance of doing so, or, if of significant value, the recipient official or employee believes, or has reason to believe, that is it designed to do so, subsections (g) and (h) of this section do not apply to:

- 4.6.2.9.1. Meals and beverages received as part of official, ceremonial or public functions extended as a courtesy to the office;
- 4.6.2.9.2. Unsolicited ceremonial gifts or awards;
- 4.6.2.9.3. Unsolicited trivial items of informational value;
- 4.6.2.9.4. Reasonable expenses for food, travel, lodging and scheduled entertainment of the official or the employee for a meeting which is given in return for participation in a panel or speaking engagement at the meeting;
- 4.6.2.9.5. Gifts of tickets or free admission extended to an elected official or employee to attend a professional or intercollegiate sporting event or charitable, cultural or political events, if the purpose of this gift or admission is a courtesy or ceremony extended to the office;
- 4.6.2.9.6. A specific gift or class of gifts which the City council or the commission exempts from the operation of this section upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City of Gaithersburg and that the gift is purely personal and private in nature;
- 4.6.2.9.7. Gifts from a person related by blood or marriage, or a spouse, child, ward, financially

dependent parent, or other relative who shares the official's or employee's legal residence, or a child, ward, parent or other relative over whose financial affairs the person has legal or actual control; or

4.6.2.9.8. Honoraria.

4.6.2.10. Members are prohibited from using the prestige of their office, except to aid or benefit the public, generally.

4.6.2.11. The use of confidential information acquired in their official City positions for their own benefit or that of others is prohibited.

4.6.3. All members are provided with ethics training at least biennially.

4.7. Goals and Objectives

4.7.1. In order to guide the Department and its operational and support functions, written goals and objectives are formulated, at the beginning of each calendar year, and annually updated for each bureau within the Department. They are submitted to the Chief of Police for review and will coincide with the City's Strategic Directions.

4.7.2. All goals, objectives, and strategies should align with the Department's mission, vision, core values, and guiding principles.

4.7.3. All goals, objectives, and the strategies intended to achieve the goals will be realistic and attainable.

4.7.4. All members are solicited for input in the formulation of the goals and objectives.

4.7.5. When the goals and objectives are finalized, they are made available to all members by electronic means.

4.7.6. The progress made toward attainment of the formulated goals and objectives is evaluated on an annual basis by personnel designated by the Chief of Police. Some goals may continue based on the level of attainment or the nature of the goal.