
	<p align="center"> U.S. DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE UNITED STATES PARK POLICE </p>	<p align="center"> 32.03 </p>
<p align="center">GENERAL ORDER</p>		
<p align="center">GENERAL RULES</p>		
<p>Notes: This General Order was originally authorized by Chief Robert E. Langston on 07-15-00. It was signed and republished on 08-03-21. It also incorporates the pen-and-ink change authorized by Chief Teresa C. Chambers and published via the Weekly Bulletin on 08-23-03.</p>		
<p>DOI/NPS References: 446 DM 1, DO #9</p>	<p>Related Policy Materials: G.O. 32.04 <i>Personnel and Administrative Complaints</i> (03-25-2016); G.O. 95.02 <i>Notification of Force Officials</i> (09-30-09)</p>	
<p>Publication/Effective Date: 07-15-00</p>	<p>Authorized By:</p> <p align="center">  Pamela Smith Pamela A. Smith, Chief of Police </p>	

I. PURPOSE

This General Order controls, directs, and coordinates the activities of the officers of the United States Park Police (USPP) in the successful and professional fulfillment of USPP responsibilities. In addition to these rules, officers shall also be governed by the regulations and procedures established by the Department of the Interior, National Park Service, and the Office of Personnel Management.

II. RULES

- Section 1** Each officer shall become thoroughly familiar with these rules within five (5) days of receipt and thereafter comply with them. An officer shall also become thoroughly familiar with the USPP Field Manual within 30 days of receipt and thereafter comply with it.
- Section 2** An officer shall comply with all General Orders, Guideline Manuals, Memoranda, or Directives that may be issued by the Chief of Police or a designee.
- Section 3** An officer shall act in a professional and efficient manner in carrying out the functions of the USPP. These functions are the preservation of peace, the protection of life and property, the repression and detection of crime, and the apprehension of violators of the laws and regulations.
- Section 4** An officer is always on duty. The fact that an officer may be technically “off duty” shall not relieve that officer of the responsibility for taking reasonable and

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proper police action in any matter that comes to the officer's attention that requires such action, provided it lies within the scope of the officer's legal authority. An officer is expected to provide emergency assistance to other law enforcement agencies upon their request; however, if a request for assistance from another agency does not require immediate action, an officer who is on duty shall obtain approval from a supervisor prior to rendering assistance. Likewise, an off-duty officer shall obtain approval from the appropriate Shift Commander.

- Section 5** Notwithstanding the assignment of specific duties and responsibilities under the provisions of the applicable rules and regulations, an officer shall perform other duties as required by proper authority.
- Section 6** An officer shall display patience and firmness when these attributes are necessary and shall act in concert to protect another officer from danger. Any shrinking from responsibility shall be deemed neglect of duty.
- Section 7** Each officer shall be held responsible for the proper performance of assigned duties and for strict adherence to the rules and regulations of the USPP.
- Section 8** Each officer shall be familiar with the statutes, laws, and regulations governing all jurisdictional areas of the USPP to which the officer is assigned.
- Section 9** While on duty, an officer shall devote full time and attention to official duties. The officer shall not leave the boundaries of the areas assigned except in an emergency or when directed by proper authority.
- Section 10** An officer shall diligently patrol, inspect, and otherwise direct full time and attention to police business within the assigned area throughout the tour of duty.
- Section 11** An officer shall act with assurance and decisiveness. When acting in good faith and with responsibility, the officer shall receive the fullest measure of support from associates, subordinates, and supervisory officers.
- Section 12** An officer shall not use the position of a USPP officer for the purpose of influencing the lawful business, profession, or occupation of any person or persons.
- Section 13** An officer shall not knowingly communicate by any means to any person any information that might assist a person to escape arrest, to prepare for raids, to destroy or conceal evidence, money, goods, or other property or information sought by the police. No officer shall perform any act that might be construed as aiding and abetting the performance of any of the foregoing acts.
- Section 14** An officer shall not knowingly make or cause to be made any omission or false, inaccurate, or improper entries in any official records, forms, or reports.

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- Section 15** An officer shall not wear the USPP badge exposed when off active duty and out of uniform. While in civilian attire in a jurisdictional area of the USPP, an officer shall carry the USPP badge and USPP ID card so as to permit ready display.
- Section 16** An officer who is on duty, off duty in uniform, or acting in an official capacity shall immediately orally communicate his/her name and badge number to a person upon first request for this information. This is in addition to the officer's option to supply his/her badge number to the person in writing.
- Section 17** An officer shall not make any compromise or other unofficial arrangement between suspected violators of the law and persons who are alleged to have suffered by their acts.
- Section 18** An officer shall not interfere with the cases of another officer except by consent of such officer or that officer's supervisor.
- Section 19** An officer shall not solicit any citizen or public official to communicate any praise, thanks, or commendation for services rendered.
- Section 20** An officer shall perform the duty of a police officer fairly, impartially, and judiciously and is prohibited from inviting or accepting tips, gratuities, rewards, fees, favors, or anything of value. Any donations or rewards intended for the USPP must be approved by the Chief of Police prior to being accepted.
- Section 21** An officer shall not receive presents from subordinates, associates, or superiors, nor shall subscriptions be solicited or made for presents by a USPP officer to another officer without the approval of that officer's Division Commander.
- Section 22** An officer shall promptly obey all lawful orders issued by a superior officer. If an order conflicts with a previous order from any other superior officer, or with any memorandum, General Order, Guideline Manual, or provisions of the Field Manual, the officer to whom such order is given shall respectfully call attention to the conflictive order. If the officer giving the order does not change the order so as to eliminate the conflict, the last order shall stand, and responsibility shall rest with the superior officer. The officer obeying the order shall not be held responsible for disobedience of any orders previously issued.
- Section 23** An officer shall formally report in writing the reception of all information of offenses against the criminal statutes in which any USPP officer is personally involved. Failure to report any such information shall be considered neglect of duty.
- Section 24** An officer seeking information relative to the performance of duty shall first seek guidance from the immediate supervisor. The officer shall not bypass the immediate supervisor in order to reach those of higher rank. If an officer is unable

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to obtain the desired information, the officer may request permission from the immediate supervisor to seek the information from other USPP officials.

- Section 25** An officer shall render respect to supervisors and associates. When addressing supervisors, an officer shall maintain a respectful attitude and use proper titles. Such courtesy shall be accorded to superior officers of other constituted law enforcement agencies.
- Section 26** It is the duty of a subordinate officer to respond truthfully to questions asked by a supervisor in connection with matters relating to the official business of the USPP. If a subordinate officer does not comply with this Section, the superior officer shall submit a written report of the circumstances.
- Section 27** An officer may report another officer for a violation of any of the provisions of the USPP Manuals, Force Memoranda, Weekly Bulletins, Circulars, or any other USPP publication. The immediate supervisor of the officer being reported shall be responsible for investigating the complaint. When circumstances warrant immediate attention and the officer observing the violation is a USPP supervisor, that supervisor shall exercise supervisory authority to immediately correct the situation and report the incident pursuant to General Order. 32.04 - *Personnel and Administrative Complaints* (03-25-16). All written reports of the violation and the investigation shall be forwarded through the chain of command to the Office of the Chief.
- Section 28** Gross neglect of duty is any action or omission that may be injurious to the officer, other officers, or the general public. An officer may be immediately relieved of police responsibility for gross neglect of duty.
- Section 29** While in uniform, an officer shall not purchase or consume alcoholic beverages. An officer may purchase and/or consume alcoholic beverages on duty while in plainclothes solely for the purpose of alcohol enforcement training. The appropriate Division Commander must approve this training in writing.
- Section 30** Any officer found to be intoxicated while on duty, or while in uniform, on or off duty, shall be taken before the official then in charge of the USPP or the Shift Commander.
- The officer in charge or Shift Commander shall, upon finding that there is reasonable cause to believe that the officer is intoxicated while on duty, place the officer in an AWOL status for the remainder of the intoxicated officer's duty assignment. The intoxicated officer may be transported home by USPP transportation.
- An officer who is intoxicated while off duty is not authorized to be armed. In all violations of this Section, the officer in charge or the Shift Commander shall take

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possession of the badge and service firearm of the intoxicated officer. A full report of the incident shall be submitted in writing to the Office of the Chief.

- Section 31** An officer is prohibited from placing any alcoholic beverages or controlled substances into any Government vehicle or building unless prescribed by a physician for illness. This Section does not apply to intoxicants or controlled substances that are being transported or stored as evidence or found property. In addition, it does not apply to samples of intoxicants or controlled substances that will be used for training or public demonstration purposes (with prior written Division Commander approval).
- Section 32** No officer shall knowingly use any controlled substance except for medically approved use as prescribed by a physician.
- Section 33** No officer shall be employed by, own any interest in, or participate in the profits of any establishment devoted in whole or in part to illegal activities. An officer shall not enter such establishment unless such entry is related to official duty.¹
- Section 34** An officer shall not feign, simulate, or intentionally cause illness or disability to evade the performance of duty. An officer shall not be ill through carelessness, improper conduct, or excessive indulgence in alcohol or drugs.
- Section 35** An officer shall not smoke or have unlit cigars, pipes, or cigarettes in the mouth while in uniform and in public view and/or while engaged in conversation with citizens or superior officers. An officer is prohibited from chewing tobacco while on duty.
- Section 36** Gambling in any form by a USPP officer while on duty or in uniform is prohibited.
- Section 37** Eating or drinking while on active duty in public view is prohibited, except in public eating places, unless unusual circumstances of duty make it necessary.
- Section 38** An officer shall not sleep while on active duty.
- Section 39** An officer shall not serve civil processes nor shall an officer render assistance in civil cases except to prevent breaches of the peace and to quell disturbances growing out of such matters. An officer shall testify in civil cases only when legally summoned and it is administratively feasible.
- Section 40** No officer shall institute any action for damages as the result of an incident that occurred in the line of duty without first notifying the Division Commander in writing of such intention.

¹ Pen-and-ink change published via Weekly Bulletin on 08/23/2000.

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Section 41 An officer who is subpoenaed or summoned in the civil courts as the result of an incident that occurred in the line of duty shall immediately notify the appropriate Division Commander in writing of such fact.

Section 42 An officer shall not testify before any Alcoholic Beverage Control Board against or on behalf of any person or enterprise applying for license to sell or dispense intoxicating beverages without the prior approval of the officer's Division Commander.

Section 43 An officer shall not be affiliated with any active or reserve military units other than those of the United States or the National Guard.

Section 44 An officer shall not belong to any political club or organization or be a delegate or representative to any political or partisan convention or take an active part on behalf of any candidate for political office except as provided by an act of Congress.

Section 45 An officer soliciting or contributing money, directly or indirectly, to any person or group engaged in political fundraising shall be familiar with the applicable laws and regulations and comply with them.

Section 46 An officer shall not engage in or take part in any argumentative discussions that involve political, religious, or racial issues while on active duty. Discussions with persons involved in demonstrations or similar activities in the enforcement of legal requirements is not included in this prohibition.

Section 47 An officer shall report punctually for duty and reassignment in appropriate attire at the time and place designated by the officer's superior officer. An officer shall be responsible for personally checking with the appropriate Division, Branch, Section, Station, or Field Office each day for the officer's hours and assignments for the following day. While on sign-off days, this shall only apply on the last sign-off day. This shall not apply while in a leave status unless the day of leave immediately precedes the next scheduled day of return to work.

Section 48 When not performing active duty, an officer shall not be absent from home for more than 72 consecutive hours without first notifying the appropriate Station/Unit/Worksite Commander in writing as to a forwarding address, telephone number, and date of probable return.

Section 49 An officer is required to have the specific address and telephone number of the officer's residence on file with the USPP Human Resources Office. An officer assigned to a Field Office is also required to have this information on file with the Field Office Commander.

When an officer changes to a different residence or telephone number, the officer shall report the change to the Field Office/Station/Unit/Worksite Commander and

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the Commander, USPP Human Resources Office, in writing, within 24 hours after making the change. Each officer shall be required to have a working telephone at the officer's residence.

- Section 50** An officer is prohibited from making, causing to be made, or allowing to be made, any duplicates or copies of keys pertaining to USPP operations without the authorization of the Branch Commander/Field Office Commander. All requests shall be made through the officer's chain of command.
- Section 51** An officer shall promptly pay or otherwise settle all just debts and legal financial obligations.
- Section 52** An officer is prohibited from making or causing to be made duplications of official USPP records or reports for other than official use.
- Section 53** An officer shall not use any private vehicle in the performance of duty, except when authorized or in circumstances of police emergency; however, an officer may use a personally owned vehicle for transportation to and from roll call and assigned areas, or from assigned areas to special details or assignments.
- Section 54** While on duty, an officer is prohibited from entering the Station, lodge house, or Field Office at unauthorized times unless the officer has obtained clearance from the supervisor.
- Section 55** No officer shall use any force greater than necessary to accomplish the mission.
- Section 56** Any officer who is subpoenaed, summoned, or appears in a criminal case for the defense shall immediately notify the Commander, Office of Professional Responsibility in writing.
- Section 57** An officer answering a USPP telephone shall do so promptly and courteously. The officer shall identify the location or assignment and clearly state the officer's name. Sufficient information from a caller shall be obtained to facilitate an appropriate police response. A caller's refusal to provide an identity shall not preclude an attempt to assist the individual or prevent police response to a call for service or assistance.
- Section 58** Any officer who is arrested shall notify the Shift Commander of the circumstances surrounding the arrest as soon as possible. The Shift Commander shall be guided by General Order 95.02 - *Notification of Force Officials* (09-30-09) and the incident documented in accordance with General Order 32.04 - *Personnel and Administrative Complaints* (03-25-16).
- Section 59** Any officer whose driving privileges are suspended or revoked by any State or the District of Columbia shall immediately notify the Commander, Office of Professional Responsibility.

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- Section 60** An officer shall immediately notify the supervisor whenever a person requests the officer's supervisor at the scene of an incident. The supervisor shall then evaluate the circumstances surrounding the person's request and the supervisor shall advise if there will be a response to the scene. If the supervisor is not readily available, the officer shall provide the person with the supervisor's name, rank, and office telephone number and/or directions to the supervisor's worksite if preferred by the person.
- Section 61** An officer is prohibited from smoking in any USPP owned or commercially leased vehicle under the purview of the USPP. Officers utilizing vehicles owned by other government agencies shall abide by those agencies' regulations applicable to smoking in said vehicles.
- Section 62** An officer shall not make false, malicious, or irresponsible statements or depictions about another employee, supervisor, official, or subordinate that defames/damages or could defame/damage their reputation, authority, or official standing.
- Section 63** Generally, the home telephone number and address of a USPP employee are restricted to official use only and shall not be released to anyone outside the USPP. If a USPP employee receives a telephone or electronic (computer) request for another USPP employee's home telephone number and/or address, such request shall be referred to a supervisor, who will determine whether such request shall be honored. If the identity of the requestor cannot be confirmed, an employee's home telephone number or address is not to be released over the telephone or electronically. If any doubt exists as to whether the requestor is a USPP employee, the requestor shall be advised to leave a name and telephone number and this information shall be relayed to the USPP employee whom the caller identified in the initial request.

III. CONCLUSION

When no rules or General Orders exist to cover a specific situation, the matter shall be handled as conditions and circumstances warrant.