Salisbury University Police Department
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Salisbury University Police Department

CHAPTER 52 – INTERNAL AFFAIRS

This chapter relates to the importance for the maintenance of professional conduct by all employees of the department.

52.1 Organizational Integrity

52.1.1 Internal Affairs Function

The integrity of the University Police Department depends on the personal integrity and discipline of each
employee. The image the department projects is determined by the quality of the internal affairs function in
responding to allegations of misconduct by the agency or its employees. The objective is to protect the public
served and to maintain the integrity of the agency.

It is the policy of the department to accept and investigate all complaints against its employees of alleged
misconduct and based upon its findings to exonerate the innocent, establish the guilt employees who violate
departmental policy or law and justly determine disciplinary action with promptness.

To ensure all employees of an effective administrative disciplinary system, it is necessary to establish an
effective review of complaints, operate an internal affairs function which will be responsible for an impartial
investigation when merited by the nature of the complaint and impanel a board to hear evidence, question
witnesses and recommend action to the Chief of Police, when necessary.

All administrative disciplinary procedures shall, where applicable, be consistent with the Maryland Public
Safety Article, Title 3, Subtitle 1 Law Enforcement Officers’ Bill of Rights. All certified officers regardless of rank or
position shall be afforded all rights and due process in accordance with the Law Enforcement Officers’ Bill of
Rights.

A. Required Action

1. Each employee of the department shall assume the responsibilities and obligations of their rank
and position accordingly in the investigation of complaints or allegations of misconduct. All
employees of the department shall cooperate fully with personnel conducting an internal
investigation.

2. Command and supervisory personnel shall initiate investigations when the alleged violation
reported or observed is within the scope of their authority. Violations outside of their authority
shall be reported to a higher authority consistent with the procedures prescribed herein.

3. A complaint is defined as an allegation that, if proven factual, would constitute misconduct. A
complaint can be made by a citizen, student, faculty, staff or department member. A complaint
can be filed in the following ways:

 In person;
 In writing;
 By telephone;
 Online via the University Police webpage;
 Anonymously using any of the previously stated means.

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4. With the exception of complaints against personnel lodged internally, any person (ie. student,
faculty/staff member, citizen, etc) making a complaint in person shall meet with a supervisor, if
available, or senior officer on duty to discuss the complaint. The supervisor will give the
complainant a Complaint Against Personnel form #050 to be filled out by the person lodging the