

Administrative Manual



"INTEGRITY...FAIRNESS...SERVICE"

Rules, regulations, policies, and procedures stated in written directives of the Baltimore County Police Department are for departmental use only and do not apply in any criminal or civil proceeding. They will not be construed as creating a higher legal standard of care in any evidentiary sense with respect to third-party claims. Violations thereof will only form the basis for Department administrative sanctions.

Established September 1, 1994

FOREWORD

By virtue of authority granted by law, as set forth in the County Code, the Baltimore County Chief of Police has established the rules, regulations, and procedures contained in this manual for administration and discipline of the Police Department. The Chief of Police reserves the right to alter, amend or repeal any of these directives, or to make additions thereto as circumstances may require. If the occasion demands, the Chief of Police may issue verbal or written orders. This will have the same force and effect as these rules, regulations, and procedures.

The Administrative Manual is a reference source to guide members of the Department. The rules, regulations, and procedures contained herein cannot cover every specific situation or problem encountered. A great deal must be left to the intelligence and discretion of the individual. To set strict procedures for every event would destroy initiative, negate discretion, and ignore the basic premise that inherent to any situation are many unknown and unforeseeable variables. The values of our organization — **Integrity, Fairness, and Service** — must be a factor in our decisions, the existence of written policy and procedures notwithstanding. The exercise of good judgment and the application of common sense, together with the highest degree of cooperation by those entrusted with police services, is essential for effective police work.

The Administrative Manual has been designed as a living document; one that will accommodate additions and revisions to policies and procedures now and into the future. All rules, regulations, and procedures previously issued are hereby revoked insofar as they conflict with this manual.

The information contained in the Administrative Manual is of Department-wide interest and is applicable to all commands. Directives that affect individual commands should be communicated by a command level Standard Operating Procedure (SOP).

The development of a well-disciplined and efficient police department which has the confidence and respect of the public can only be accomplished when we realize that our every action, whether it is an official duty or a part of private life, is closely observed by the public. Acts of misconduct or inefficiency not only reflect on the member as an individual, but on the Department as a body. It is therefore essential that all members familiarize themselves with these rules, regulations, and procedures and adhere to them as rigidly as possible.

MISSION STATEMENT

The Mission of the Baltimore County Police Department is to enforce the laws and ordinances of the State and County, safeguard life and property, prevent and detect crime and victimization, preserve the peace, and protect the rights of all citizens.

ORGANIZATIONAL VALUES

INTEGRITY

We uphold the public trust by being honest. We maintain the highest standards of ethical and moral character.

FAIRNESS

We treat everyone with respect and dignity in an unbiased manner. We protect constitutional rights through impartial enforcement of the law.

SERVICE

We provide dedicated and compassionate assistance by promoting leadership, cooperation, and creativity. We aspire to improve the quality of life in partnership with the community.

VISION OF THE CHIEF OF POLICE

We will be the model of an innovative, community-oriented police department.

We are committed to excellence and professionalism in delivering comprehensive law enforcement services. Our core responsibility is to prevent and reduce crime and victimization. All Department members have an obligation, a duty, to pursue those who commit crimes.

Using current and developing technologies, we are committed to research, innovation, and competency. Technology will enhance our highly skilled workforce in the investigation of traditional criminal acts, and the latest crime challenges such as Internet, economic and predator crime, organized gang, and youthful violent offenders.

Homeland security will remain a priority as we focus on the goal of moving beyond communities where our citizens feel safe to communities that are safe.

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 us 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.

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CONDUCT

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CONDUCT

1-1.0 GENERAL CONDUCT

GENERAL

- Any violation of law, breach of the peace, neglect of duty, misconduct or any conduct on the part of any member of the Department which tends to undermine or be prejudicial to the good order, efficiency, or discipline of the Department, or which reflects discredit upon the Department or its members, even though these offenses may not be specifically enumerated, will be considered conduct unbecoming a member of the Police Department of Baltimore County and subject to disciplinary action by the Chief of Police.

MEMBERS

- Are delegated all authority necessary to properly complete the required duties to which they are assigned and are enumerated in Department policies and procedures.
- Will be committed to the pursuit of excellence and adhere to the following core organizational values to guide their conduct in all matters:
 1. **Integrity.** Members must:
 - a. Uphold the public trust by being honest.
 - b. Maintain the highest standards of ethical and moral character.
 2. **Fairness.** Members must:
 - a. Treat everyone with respect and dignity and in an unbiased manner.
 - b. Protect constitutional rights through impartial enforcement of the law.
 3. **Service.** Members must:
 - a. Provide dedicated and compassionate assistance.
 - b. Promote leadership, cooperation, and creativity.
 - c. Aspire to improve the quality of life in partnership with the community.
- Preserve and advance the principles of democracy and freedom in a pluralistic society by endeavoring to:
 1. Protect life and property.
 2. Apprehend criminal violators.
- Remain accountable to the community they serve by striving to:
 1. Preserve the public peace.
 2. Reduce citizens' fears.
 3. Remain sensitive and responsive to community concerns and problems.
- Aspire to the highest degree of professionalism by:
 1. Presenting a neat, clean, and professional appearance. For:
 - a. Sworn members, refer to Section 1-2.0.
 - b. Non-sworn members, refer to Section 1-2.1.
 2. Attending to duties in an accurate and timely manner.
 3. Using appropriate and respectful language when dealing with the public and co-workers.
 4. Never using unnecessary force or violence.
 5. Never impairing their fitness for duty through the use of alcohol or other substances.
 6. Treating as confidential all official business and communications of the Department.
 7. Furnishing their rank, last name, and identification number, upon request by a member of the public.
- Maintain the highest standards of integrity by:
 1. Avoiding fraternization with people of questionable character.

2. Recognizing and acting upon their duty to intervene and/or duty to report police misconduct, when required.
NOTE: Refer to Administrative Manual, Article 1, Section 1.1, Duty to Intervene and Duty to Report; Administrative Manual, Article 1, Section 1.1.1, Duty to Intervene; and Administrative Manual, Article 1, Section 1.1.2, Duty to Report.
 3. Not placing themselves in a position, while off duty, which would reflect adversely upon the Department.
 4. Not consuming liquor or entering liquor establishments while on duty or in uniform or bringing alcohol onto any County property, except in the proper performance of their duties.
- Treat all people with mutual trust, fairness, and dignity by:
 1. Providing the appropriate courtesies to superior members.
 2. Obeying all lawful orders.
 3. Acting impartially and consistently in dealings with subordinates, prisoners, co-workers, and the public.
 4. Holding the highest regard for the sanctity of human life and the dignity and value of all persons.
 5. Respecting every human life and acting with compassion towards others.
 6. Ensuring they do not conduct bias-based profiling in all contacts with the public, particularly during traffic contacts (e.g., passenger vehicles, commercial vehicles, motorcycles, etc.), field contacts, and asset seizure or forfeiture efforts.
 - Who are sworn, are required to sign the Department's Sanctity of Life Pledge.
NOTE: The Department's Sanctity of Life Pledge reads as follows: "In accordance with Maryland law and Baltimore County Code, I pledge and affirm to hold the highest regard for the sanctity of human life and the dignity and value of all persons. I shall respect every human life and act with compassion towards others."
 - Will not use the fact that an individual rides a motorcycle, or wears motorcycle-related clothing or paraphernalia, as the sole factor (i.e., without reasonable suspicion or probable cause) in deciding to stop, question, take enforcement action, arrest, or search the individual or vehicle.
 - Will not recommend a specific private vendor service (e.g., towing, bail bond, restaurant, law firm, etc.) to the public while on duty.
NOTE: Members may provide the names of multiple vendors, but will not indicate a preference that may influence the person's final selection.
 - Will not display or post photographic images of Police Department uniforms, vehicles, equipment, facilities, or other property in any area that may be viewed by the public, or on any social networking site (e.g., Facebook, MySpace, etc.), that would project the Department in a negative or unprofessional light. Photographic images include, but are not limited to: digital, computerized, cellular phone, produced, or reproduced.
EXCEPTION: Photographs of members/equipment taken or displayed for official purposes.
 - May not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against or threatened in regard to the member's employment because they lawfully exercised their constitutional rights.

1-1.1 DUTY TO INTERVENE AND DUTY TO REPORT

DEFINITIONS

- **Intervene** - to interact with another so as to prevent or alter a result or course of events (e.g., to prevent or correct officer mistakes, to improve police/community relations, to reduce unnecessary harm to civilians and/or Department members, to improve officer health and wellness, etc.).

- **Misconduct** - A pattern, a practice, or conduct by a member or the Department that includes:
 1. Depriving persons of rights protected by the constitution or laws of the state or the United States;
 2. A violation of a criminal statute; or
 3. A violation of Department standards and policies.
- **Retaliatory Conduct** - in the context of this policy, retaliatory conduct includes any deliberate, purposeful conduct (i.e., actions or failures to act) directed against members that cause, or that could reasonably be expected to cause, physical harm, property damage, significant emotional stress, or otherwise negatively affect another member's terms or conditions of employment or that could seriously impair the efficiency, safety, or effectiveness of that member, the Department, or both. Such adverse actions could take many forms, including but not limited to: bullying, persistent offensive comments, threats, intimidations, false accusations, isolating, ostracizing, or acts that malign or disparage an individual's reputation.

GENERAL

- The duty to intervene and the duty to report are separate and will be evaluated as such.
- Retaliatory conduct against members who intervene and/or report in good faith is strictly prohibited and is subject to serious disciplinary action.

NOTE: All complaints of retaliatory conduct will be investigated by the Internal Affairs Division (IAD).

INTERNAL AFFAIRS DIVISION

- Shall investigate all apparent instances of:
 1. A member's failure to intervene and/or report, when required, whether discovered during the course of any use of force or other misconduct investigation or otherwise; and
 2. Retaliation against members who intervene and/or report misconduct.

1-1.1.1 DUTY TO INTERVENE

GENERAL

- The Department:
 1. Encourages a culture in which members routinely intervene as necessary to:
 - a. Prevent misconduct;
 - b. Avoid mistakes; and
 - c. Promote health and wellness.
 2. Requires members to intervene when observing and recognizing that the following are occurring or may be about to occur:
 - a. Unlawful use of force by a:
 1. Member (i.e., inside of Maryland or outside of Maryland); or
 2. Law enforcement officer from any jurisdiction using force within the state of Maryland.
 - b. Violations of law or policy by a member that could foreseeably result in serious physical injury or death to a member or other person.
 - c. Discrimination by a member as defined in Administrative Manual, Article 7, Section 7.1.2.
 - d. Harassment by a member as defined in Administrative Manual, Article 7, Section 7.1.2.

- e. Sexual harassment by a member as defined in Administrative Manual, Article 7, Section 7.1.2.

NOTE: The type of intervention (e.g., non-verbal, verbal, physical, etc.) members perform may be impacted by various factors (e.g., their proximity to the incident, their perception of the incident, the type of incident, their duty status (i.e., full duty, modified duty, or suspended), whether they are on duty or off duty, whether they are sworn or non-sworn, etc.). However, members are expected to take all reasonable and necessary steps to intervene to prevent acts listed above (i.e., a. through e.).

- The failure to intervene when required to do so may subject a member to disciplinary action. **EXCEPTION:** When another member or police officer was already taking action to intervene and additional intervention was not necessary.
- Physical intervention should be a last resort and only used in the most extreme circumstances.
- Successful acts of intervention that prevent misconduct from escalating will be recognized as a potential mitigating factor in any consequent disciplinary proceedings.

MEMBERS

- Routinely utilize the principles of active bystandership to intervene to:
 1. Prevent misconduct;
 2. Avoid mistakes; and
 3. Promote health and wellness.

NOTE: Generally, interventions should be done in the least intrusive way necessary to control the situation (e.g., by redirecting the person's attention, diverting the person to another task, making the person aware of potentially harmful behavior, etc.) before mistakes, misconduct, or harm to the person or others may occur.

- Who are sworn, are required by law to intervene to prevent or terminate the unlawful use of force (i.e., the use of force by another police officer (i.e., from the Department or from another agency) in violation of sub-section (D) of the Maryland Use of Force Statute (i.e., Public Safety §3-524(D)).

NOTE: The type of intervention (e.g., non-verbal, verbal, physical, etc.) members perform may be impacted by various factors (e.g., their proximity to the incident, their perception of the incident, their duty status (i.e., full duty, modified duty, or suspended), whether they are on duty or off duty, etc.). However, sworn members are expected to take all reasonable and necessary steps to intervene to prevent force that is beyond that which, under the totality of the circumstances, is necessary and proportional to prevent an imminent threat of physical injury to a person or effectuate a legitimate law enforcement objective.

- Have a duty to intervene to terminate the following acts that they observe and recognize:
 1. Unlawful use of force by a:
 - a. Member (i.e., inside of Maryland or outside of Maryland); or
 - b. Law enforcement officer from any jurisdiction using force within the state of Maryland.
 2. Violations of law or policy by a member that could foreseeably result in serious physical injury or death to a member or other person.
 3. Discrimination by a member.
 4. Harassment by a member.
 5. Sexual harassment by a member.

NOTE: Members shall examine the circumstances surrounding the incident to determine the appropriate form or forms of intervention, and should take all reasonable and necessary steps to intervene. In some circumstances, the most appropriate and reasonable intervention may be to call for an immediate response by on-duty law enforcement.

- Refer to Article 1, Section 1.1.2, Duty to Report, to determine if the intervention requires reporting.
NOTE: Regardless of whether a report is required/made, members should consider whether additional departmental resources (e.g., Peer Support & Wellness Team, Employee Assistance Program (EAP), etc.) would be appropriate to support a member's wellness/emotional needs. Intervening members should utilize these resources (e.g., by notification, referral, etc.), when appropriate.

REFERENCE

- Administrative Manual, Article 7 (Personnel Issues).

1-1.1.2 DUTY TO REPORT

GENERAL

- The failure to report when required to do so may subject a member to disciplinary action.
- Sworn members may not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against or threatened in regard to the member's employment because they disclosed information that evidences:
 1. Mismanagement.
 2. A waste of government resources.
 3. A danger to public health or safety.
 4. A violation of law or policy committed by another police officer.

SWORN MEMBERS

- Must report the following acts of which they observe or become aware:
 1. Violations of criminal law (e.g., unlawful use of force by a law enforcement officer; theft, fraud, discrimination, harassment, sexual harassment, falsifying documents by a Department member, etc.).
 2. Violations of policy that involved an apparent risk of serious physical injury or death to a member or other person.
 3. Integrity violations.
- Are not required to report interventions to prevent the aforementioned conduct, when the intervention was preventative in nature and no actual misconduct occurred.
EXCEPTION: When the intervening member has reason to believe the misconduct will be repeated in the future (e.g., because the member has repeatedly intervened for the same or similar conduct, the member indicates they will conduct similar misconduct in the future, etc.).
- May, in good faith, report an intervention, when reporting is not required but doing so is in the best interest of the member, the Department, or the public.
- Make a report by:
 1. Immediately notifying a permanent rank supervisor, as soon as it is safe and practical to do so;
 2. Documenting the incident on a Form 12L, Intra-Departmental Correspondence, and submitting it to the supervisor; and

3. Retaining a copy of the Form 12L and documenting the date, time, and the receiving supervisor's name.

EXCEPTION: Members may report uncommon situations involving highly egregious or sensitive offenses, or illegality that may have departmental or governmental implications (e.g., broad-based corruption, conspiracy among employees, or offenses involving high-ranking officers or members of government, etc.) directly to the Chief of Police or the Internal Affairs Division, in lieu of reporting to their supervisor. The aforementioned procedures (i.e., immediate notification and documentation via a Form 12L to the appropriate person/entity) still apply. Alternatively, or additionally, these situations may be reported externally (i.e., to the Baltimore County Inspector General, Maryland State Prosecutor, etc.).

NOTES:

1. The Form 12L shall include all observations or information the member has of the incident, and when applicable, will include a written description of all steps taken to intervene, when an intervention was performed or required and/or reasons an intervention was not performed when required.
 2. Members reporting solely to an external entity shall ensure they maintain written documentation related to their report.
- Shall report complaints of any retaliatory conduct to a permanent rank supervisor, or directly to the IAD by:
 1. Immediately making the required notification (i.e., to their supervisor or the IAD), as soon as it is safe and practical to do so;
 2. Documenting the incident on a Form 12L, and submitting it to their supervisor or the IAD; and
 3. Retaining a copy of the Form 12L and document the date, time, and receiving person's name.

NOTE: If a member of the Executive Corps is the subject of, or otherwise involved in the complaint, the member may submit the complaint to the next highest-ranking member in their chain of command or directly to the IAD.

PERMANENT RANK SUPERVISORS

- Separate all members involved, if necessary, upon receiving a report of an incident where a member performed an intervention.
- Complete a BlueTeam entry for handling in accordance with administrative complaint procedures, in:
 1. All circumstances where a member had an actual duty to report; and
 2. Any other circumstance where:
 - a. A member reported an intervention in good faith but was not required to report; and
 - b. The reported circumstances will be handled by initiating the disciplinary process.
- May complete a:
 1. Form 375, Non-Disciplinary Corrective Action Form, when non-disciplinary corrective action will be taken for incidents that do not require handling via the disciplinary process.
 2. Form 12L to document the reason no actions were taken.
- Ensure Forms 12L are distributed to the Police Human Resources Section, with a copy placed in the appropriate members' command files, when an Incident is not initiated in BlueTeam.

INTERNAL AFFAIRS DIVISION

- Shall notify the appropriate other jurisdiction personnel, upon receiving a report related to the unlawful use of force by a law enforcement officer from another jurisdiction.

REFERENCE

- Administrative Manual, Article 2 (Complaints and Misconduct).

1-1.2 MEMBERS SUMMONSED, ARRESTED, CHARGED, OR SERVED WITH A CIVIL PROTECTIVE ORDER

MEMBERS

- Immediately notify their commander, in writing, if they:
 1. Are charged with a crime but not arrested (criminal summons or citation).
 2. Are served with a civil protective order.
 3. Receive a traffic citation for an arrestable offense.
 4. Are arrested and released without charge.
 5. Are summonsed to any prosecutor's office or before a judge or grand jury concerning a matter in which they or another Department member may become a defendant.
- Charged with a non-arrestable traffic offense will notify their supervisor, via Form 12L, at the beginning of their next tour of duty or within 24 hours, whichever occurs first.
- Arrested and charged, will immediately notify their commander or the 9-1-1 Police Liaison if unable to reach their commander. The 9-1-1 Police Liaison will notify the IAD Commander and the member's commander.
- Inform their commander, via Form 12L, of all trial or hearing dates associated with their charges or civil protective orders and any changes/extensions to those dates.

MEMBER'S COMMANDER

- Contacts the IAD Commander upon notification.
- Consults with the Chief of Police, or designee for a determination regarding whether the member will be suspended on an emergency basis (Refer to Administrative Manual, Article 2).
- Ensures that a BlueTeam entry is completed.
- Obtains a copy of the civil protective order, statement of charges, and/or citation, and reviews its contents/conditions as applicable.
- Obtains a copy of all reports, statements, property sheets, photographs, etc. and forwards them to the IAD.
- Determines, in consultation with the IAD Commander, if a violation of Department policies/procedures exists and any appropriate actions.

NOTE: If the allegations prohibit the member from possessing firearms, the member must be suspended and all firearms must be seized.
- If applicable and practical, responds with an IAD representative to the location where the member is being detained and:
 1. Gathers information for a confidential summary to be forwarded, through the chain-of-command, to the bureau chief. This summary will include location, date, and time of trial, if known.
 2. If possible, meets with the officer or, if present, the officer's family, to determine if there are any needs that the commander may address.

NOTE: If a question arises regarding the practicality of response to the detainee's location, the arrested member's division commander will decide on the appropriate response after conferring with the IAD Commander.
- Monitors the situation for trial or hearing dates and any changes or extensions of a civil protective order.
- When any member is charged with a crime or violation, or is served with a civil protective order, regardless of duty status:
 1. Ensures that a shift/unit commander attends the court proceedings and prepares a written report of the results.

EXCEPTION: For off duty, non-arrestable traffic offenses, the commander need not attend the court proceedings.

2. Forwards the report to the bureau chief/division commander and the IAD Commander for the information of the Chief of Police.
- Determines the member's or family's need for further assistance based on an assessment of the situation in terms of the:
 1. Safety of the member and any other person(s) involved.
 2. Potential for increased tension and/or violence.
 3. Potential for recidivism.
 4. Actions and recommendations of the shift commander that responded to the incident, if applicable.
 - Determines the appropriate measure of intervention or resource referral to best serve all parties involved if further intervention is warranted.
 - May consult the Employee Assistance Program (EAP) prior to:
 1. Informing members of their options for counseling assistance and where they may obtain referral information (e.g., the Employee Assistance Program, insurance plan, etc.).
 2. Recommending that the member make an appointment for counseling with the EAP.
 - Monitors the member for any action indicating a need for a Fitness-for-Duty evaluation and contacts the PSB if a Fitness-for-Duty evaluation is indicated.

CHIEF OF POLICE

- Shall terminate the employment of a sworn member who is convicted of a felony.
- May terminate the employment of a sworn member who:
 1. Receives a probation before judgement for a felony; or
 2. Is convicted of a misdemeanor committed in the performance of their duties as a police officer, misdemeanor second degree assault, or a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.

ADMINISTRATIVE INVESTIGATION

- Will be conducted concurrent to the criminal investigation, when a complaint has been filed by a member of the public.
- Must be completed through disposition by the Baltimore County Administrative Charging Committee within one year and one day of the filing of a community complaint.

CRIMINAL INVESTIGATION

- Will be conducted as any other criminal investigation of a similar nature unless otherwise directed by the IAD Commander.

1-1.3 LITIGATION

DEPARTMENT MEMBERS

- Must notify the Legal Section via a Form 12L, Intra-Department Correspondence, within 24 hours of filing a lawsuit or being served as a defendant for any reason.
- Who are served as a defendant in a lawsuit relating to their official duties as a Department member may request legal representation through the Baltimore County Office of Law. The Department member should attach copies of all court documents received to the Form 12L and forward through proper channels. The Form 12L will be reviewed by the member's commander who will then forward the request to the Legal Section. The Legal Section will review the Form 12L and forward it to the Baltimore County Office of Law.

- Will not make any statements or furnish information regarding an incident or allegation of liability against Baltimore County to anyone outside of the Department without first notifying an attorney in the Legal Section or the Baltimore County Office of Law. Approval must be obtained from the Legal Section or the Baltimore County Office of Law to make the statement or to furnish the information.
- Will not compromise, discharge, or settle any line-of-duty claim committed against their person or property or against the County's property or interests, without the consent of the Chief of Police or the County Attorney.
- When summonsed, requested to testify or in any other way act on behalf of a criminal defendant, will:
 1. Immediately, via Form 12L, notify the appropriate prosecutor.
 2. Advise their commander via Form 12L and provide the name of the prosecuting attorney who was notified.
 3. If no summons is received, advise the person making the request that a summons or subpoena is necessary, unless acting voluntarily.
 4. Not make voluntary reference to their position or employment with the Baltimore County Police Department if acting outside the line of duty.
- When summonsed, requested to testify, or in any other way act on behalf of any party in a civil case, will notify their commander via Form 12L. The Form 12L will be reviewed by the member's commander who will then forward the request to the Legal Section. The Legal Section will review the Form 12L and forward it to the Baltimore County Office of Law, if applicable.
- Filing a lawsuit as a plaintiff will notify their commander, via Form 12L, providing sufficient information at the time of notification so that a determination can be made as to whether the cause of action arose during the course of employment.

1-1.4 POLITICAL MATTERS

DEPARTMENT MEMBERS

- Will not jeopardize the impartial position of this Department in political matters, other than to exercise their right of suffrage, while in uniform or during hours of official duty.
- Will not use or authorize the use of the following in connection with the endorsement of political candidates:
 1. Their official Department title.
 2. Any photographic image that portrays them in uniform or County issued clothing.
 3. The operation or utilization of departmental equipment or vehicles.

NOTE: This includes situations when the member is the political candidate.
- Will not use or authorize the use of departmental buildings, facilities, or equipment for political purposes without the express permission of the Chief of Police.
- Will submit written notification within 72 hours of their intent to seek a political office to their commander.
- Will not campaign or conduct political business during scheduled work hours.
- When off duty, will not campaign or conduct political business on departmental property or in departmental facilities.

1-1.5 JUVENILE INTERACTION

GENERAL

- Interaction between Department members and juveniles is necessary and encouraged. Members must remain clearly within the appropriate confines of a professional police/citizen relationship.

DEPARTMENT MEMBERS

- Must remain within the confines of the law and conform to Department rules of conduct both on and off duty.
- Engaged in activities or assignments with juveniles (e.g., School Resource Officer, etc.), shall not engage in any personal and/or intimate relationship with a student at their assignment. Specific prohibited relationships include dating, meetings, and/or communication where improprieties of a sexual nature are suggested or occur.
- Who perceive a circumstance may lead to possible accusations of impropriety shall notify their supervisor and submit a Form 12L, Intra-Department Correspondence, outlining the circumstance.
- Assigned to a Baltimore County Public School shall receive, read, and sign an acknowledgement of the Baltimore County Public School Systems Rule 4100, Dating or Sexual Relations between Staff and Students.

SUPERVISORS

- Ensure each member assigned to a school receives and signs acknowledgement of the Baltimore County Public School Systems Rule 4100, per Administrative Manual, Article 4 (Written Communication). A copy will be forwarded to the Professional Standards Bureau to be placed in the member's file.
- Notified of circumstances that may lead to possible accusations of improprieties against a Department member will initiate an investigation and, if necessary, follow the Administrative Manual, Article 2 (Complaints and Misconduct).

1-2.0 APPEARANCE AND GROOMING STANDARDS (SWORN MEMBERS)

APPEARANCE STANDARDS

- All members will be professional, clean, and well-groomed.
- May only be deviated from with the approval of the member's commander.
NOTE: Commanders may not approve deviations from the Department's appearance standards addressing tattoos and markings unless expressly permitted below.

COMMANDERS

- Exercising discretion in deviating from the non-uniform clothing standards for sworn members (for other than short-term or limited duties), will communicate this policy, in writing, to the members of the command.
- Are to monitor each member's appearance within his/her command and ensure compliance with established policy to maintain the Department's professional standards (e.g., makeup, tattoos, dress, hair, etc.).

HAIR

- Must be clean, neatly groomed, and not interfere with the normal wearing of standard departmental headgear.
- Will not touch the eyebrows or shirt collar when a male officer is standing.
- Will present a tapered appearance and may cover the top one quarter of the male officer's ears.
- Will not fall over the eyebrows or hang down beyond the back, bottom edge of the shirt collar when a female officer is standing.
- May be dyed or frosted if extreme colors are avoided.

WIGS

- Are permitted as long as they meet the above hair standards.

MUSTACHES

- Will not extend beyond the corners of the mouth or beyond the caliper lines of the face and must be kept neatly trimmed.
- In the form of extreme styles, such as handlebars, are prohibited.

SIDEBURNS

- Will have a clean-shaven, horizontal line at the base and be neatly trimmed.
- Must not extend downward below the lowest part of the ear.
- In the form of extreme styles, such as muttonchops, are prohibited.

BEARDS

- Are prohibited generally (see below exceptions). Members must be clean shaven while on duty.

BEARD PROHIBITION EXCEPTIONS

- Members unable to shave due to a diagnosed medical condition must:
 1. Submit a physician's certification of the medical condition to their commander.
 2. If the condition is not deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every 90 days.
 3. If the condition is deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every 12 months.
 4. Wear the beard at a length not exceeding one-quarter inch unless otherwise dictated by their physician for medical purposes only.
- Members in plainclothes assignments must have the approval of their commander.

FINGERNAILS

- Must be kept neatly trimmed and manicured.
- While in uniform may be colored in clear nail polish only.

TATTOOS AND MARKINGS

- Department members considering a new tattoo or marking should give due consideration to compliance with this policy.
NOTE: Members having tattoos or markings that fall within the prohibitions listed below may be subjected to discipline based upon the Department's interpretation of their tattoo or marking.
- Department members are reminded that the prohibitions listed below are subject to interpretation and that interpretations of images or markings may change over time (i.e., a tattoo or marking considered acceptable today, may appear to be a violation of the policy in the future).
- Department members will ensure all of their tattoos and markings are concealed by either the Department uniform or as outlined in this policy, unless the tattoo or marking has been reviewed by the Tattoo Review Committee and approved for display while working.
EXCEPTION: The Human Services Division Commander may allow, on a case-by-case basis, a member to work temporarily undercover with a tattoo or marking visible that has not been approved by the Tattoo Review Committee.
- Each tattoo or marking will be reviewed and approved individually by the members of the Tattoo Review Committee. All modifications or additions to previously approved tattoos and markings must be resubmitted to the committee for subsequent approval to continue having the tattoo or marking visible while working.
- Department members wishing to have a tattoo or marking visible while working, will follow the procedures below under the heading **TATTOO REVIEW COMMITTEE APPROVAL PROCESS**.

- Prohibited tattoos and markings include:
 1. Depictions of extremist philosophies, organizations, or activities: those that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, sex, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the United States Constitution and federal or state law.
 2. Depictions of nudity or violence.
 3. Sexually explicit or vulgar art works or phrases including profane language.
 4. Those that are grossly offensive to modesty, decency, or propriety.
 5. Symbols likely to incite a negative reaction by the public or in the workplace (e.g., swastikas, etc.).
 6. Those that depict illegal drugs or names, symbols, acronyms, or numbers related to illegal drugs.
 7. Names, initials, acronyms, or number that represent criminal or historically-oppressive organizations or street gang names (e.g., Aryan Brotherhood (“AB”), Ku Klux Klan (“KKK”), the Nazi Party or Third Reich, Mexican Mafia (“MM”), Black Guerilla Family (“BGF”), Hells Angels (“HA”), Mara Salvatrucha (“MS-13”), 666, etc.).
 8. Those displayed above the collarbone (i.e., visible skin while wearing the assigned uniform), or on the hands (i.e., wrist to fingertips).

EXCEPTIONS:

1. Commitment band tattoos, which are around a single finger and used to replace a ring as a symbol of a significant event, or a commitment between two people.
2. Restorative tattooing, micropigmentation, derma pigmentation, or cosmetic tattooing of the lips, eyebrows, or eyelashes is permitted, as long as it is subdued and moderate in tone and application.
9. Those that a reasonable person would find offensive.

EXCEPTION: The Criminal Intelligence Section Commander may authorize, on a case-by-case basis, the display of a non-permanent tattoo or marking that would otherwise be prohibited for the sole purpose of an undercover operation.

- Tattoos and markings that have not been approved by the Tattoo Review Committee to be visible while the member is working, may be covered by an elastic bandage or elastic wrap, provided the wrap covers the entire tattoo or marking and does not exceed four inches in width. Only one elastic bandage or elastic wrap can be worn per member and must be located only on the arm or leg. The wrap must coincide with the uniform shirt color and be solid dark blue, black, or white with no emblem, logo, or writing thereon.

TATTOO REVIEW COMMITTEE APPROVAL PROCESS

- Members wishing to have a tattoo or marking visible while they are working will ensure the tattoo or marking is not prohibited as provided above.
- Members who have an existing tattoo(s) or marking(s) they wish to have visible while working, will submit clear, color photographs of the tattoo(s) or marking(s) they wish to have reviewed by the committee.
- Members who are considering obtaining a tattoo or marking that they wish to have reviewed by the committee, will submit detailed sketches and/or drawings depicting how the finished tattoo or marking will appear.

NOTES:

1. Clear, color photographs of the tattoo(s) or marking(s) will be submitted after completion for the committee to compare against the submitted sketches and/or drawings.
2. Substantive differences between the sketches or drawings and the final product will require reevaluation by the committee and may result in denial of a previously approved request.

- Requesting members will complete a Form 12L, Intra-Department Correspondence, containing the following:
 1. A complete description of the tattoo(s) and/or marking(s).
 2. The meaning behind the tattoo(s) and/or marking(s) as interpreted by the member.
 - NOTE:** Submission of the interpreted meaning is optional, but should be included if the member feels it may provide useful context for consideration by the committee.
- Requesting members will submit their Forms 12L to their commander and attach the photographs, drawings, or sketches of the tattoo(s) or marking(s).
- Commanders receiving Forms 12L and related photographs, drawings, or sketches, will submit the documentation to the Human Services Division Commander for review at the next Tattoo Review Committee meeting.
- Members submitting requests to the Tattoo Review Committee:
 1. May not have the tattoo or marking visible while they are working until an approval from the Tattoo Review Committee is received.
 2. May be called to appear before the committee if its members have additional concerns or questions in reference to a tattoo or marking.
 3. Will be notified in writing of the committee's determination via their chain of command.
 - NOTE:** The Human Services Division Commander will ensure all documentation submitted to the Tattoo Review Committee and copies of the committee's determinations are forwarded to the Police Human Resources Section (PHRS) for inclusion in the members' personnel files.
- Members wishing to appeal a denial by the Tattoo Review Committee, may submit a Form 12L to the Chief of Police, or his/her designee, via their chain of command.
 - NOTE:** A written response will be provided to the member via his/her chain of command and a copy of the response will be sent by the Office of the Chief, or his/her designee, to the PHRS for inclusion in the member's personnel file. A designee will consult with the Legal Section prior to providing a response to the member.

TATTOO REVIEW COMMITTEE

- Comprised of:
 1. Human Services Division Commander.
 - NOTE:** The Human Services Division Commander will serve as the committee's chairperson.
 2. Eastern or Western Patrol Division Commander on a yearly rotating basis (i.e., May 1 to April 30).
 3. Criminal Intelligence Section Commander.
 4. Youth & Community Services Unit Commander.
 5. Legal Section Commander.
 - NOTE:** Additional members may be assigned at the discretion of the Chief of Police.
- Will rule by majority vote with a minimum quorum of three members.
 - NOTE:** The Legal Section Commander must participate in all committee votes.
- Use the prohibitions provided above to:
 1. Approve or deny members' requests to have their tattoos and/or markings visible while they are working.
 2. Review tattoos and/or markings of applicants that may be visible while working for the Department, prior to applicants receiving final offers of employment. These reviews will be conducted to advise applicants if their tattoos or markings are eligible for approval to be visible while working.
 - NOTE:** These approvals only address if applicants' tattoo(s) or marking(s) are eligible for approval to be visible while working. Applicants hired by the Department will follow the procedures contained in this policy, if they desire to have a tattoo or marking visible while working.

- Will distribute a Department wide announcement to all Department members, if they discover that a particular type of tattoo or marking that has been approved by the committee in the past, is no longer being interpreted as acceptable (e.g., a symbol that was in common use in the past has been adopted by a group with extremist philosophies, etc.).
NOTE: Members affected by this announcement must submit a request to have their previously approved tattoo or marking resubmitted to the committee for subsequent approval to continue having the tattoo or marking visible while working.

MAKEUP

- Is permitted only when light and natural looking.
- In the form of false eyelashes is prohibited.

JEWELRY

- Rings (e.g., wedding, school, etc.) are permissible provided they are neither large nor gaudy.
- Bracelets and necklaces are permissible but may not be visible while in uniform.
EXCEPTION: Medic-Alert or other similar type of identification may be visible.
- Earrings, one in each ear, may only be worn by females, providing the earrings do not hang below the earlobe. Members assigned to specialized enforcement duties or operations that require an inconspicuous appearance must have the approval of their commander to deviate from this policy.
- Wrist watches are permitted.
- If lost or damaged, will not be eligible for reimbursement by the Department.
EXCEPTION: Wrist watches, wedding bands, and Medic-Alert jewelry.
- Decorative jewelry other than listed above is prohibited.

NON-UNIFORMED CLOTHING STANDARDS

- Will conform to appropriate dress standards for a professional business environment.
- Prohibit extremes in dress (e.g., tight-fitting, flashy, etc.).
- Will be as follows for males during working hours or court appearances:
 1. A suit and tie or sport coat, dress slacks, dress shirt, and tie.
 2. Jackets will not be removed when in formal business settings or when dealing with the general public.
 3. Dress shoes or dress boots.
- Will be as follows for females during working hours or court appearances:
 1. A dress, business suit, or pants suit.
 2. A dress skirt and dress blouse or dress slacks and dress blouse.
 3. Dress shoes or dress boots.
- Members assigned to specialized enforcement duties, operations which require an inconspicuous appearance, or duties which involve heavy physical labor or exertion, must have the approval of their commander to deviate from this policy.

1-2.1 APPEARANCE AND GROOMING STANDARDS (NON-SWORN)

NON-SWORN MEMBERS

- Refer to Section 1-2.0, Appearance and Grooming Standards (Sworn Members), for guidelines regarding professional business attire.
- Required to wear a uniform will adhere to Section 1-2.0, Appearance and Grooming (Sworn Members).
- Required to perform other than normal office duties or whose immediate work may dictate a deviation from this policy must have the approval of their commander to deviate from this policy.

- Are expected to observe good grooming and personal hygiene practices consistent with Section 1-2.0, Appearance and Grooming Standards (Sworn Members), except where noted below.

HAIR

- May fall over the eyebrows or beyond the back, bottom edge of the shirt collar, provided it is clean, neatly groomed, and does not detract from a professional appearance.
- Styles which create safety hazards are prohibited.

SIDEBURNS

- Are allowed provided they are neatly groomed.

FACIAL HAIR

- Beards and mustaches may be worn provided they are clean and neatly groomed.

JEWELRY

- Is permissible provided it is neither large nor gaudy.

COMMANDERS

- Will understand that terms such as “neatly groomed” and “professional appearance” are standards to be specifically defined for their command at their discretion.
- Exercising discretion in deviating from the non-uniform clothing standards for non-sworn members (for other than short-term or limited duties), will communicate this policy, in writing, to the members of the command.

1-3.0 TOUR OF DUTY (SWORN MEMBERS)

SWORN MEMBERS

- Report promptly for roll call daily, appear neat, and be properly uniformed and equipped.
- Receive roll call from a member designated by the precinct/section commander. This member will conduct roll call for the purpose of issuing duty instructions and orders, updating procedures, etc.
- Will be relieved at the end of a tour of duty as directed by their commander. Commanders will ensure that there is adequate protection throughout the precinct during shift change.
- Report all unfinished business to their supervisors, before ending their tour of duty, so that the information may be forwarded to the members of the relieving shift.

APPEARANCE/EQUIPMENT INSPECTIONS

- Precinct shift commanders and unit supervisors will conduct daily inspections of all officers at the beginning of their tour of duty.
- Soft body armor will be included as part of the daily inspections.
- Weather permitting, the commanders or unit supervisors will inspect the police vehicles for cleanliness and overall appearance.

1-4.0 SALUTING

DEFINITIONS

- Senior ranking officers - those at the rank of corporal and above.
- Junior ranking officers - those at the rank of police officer (including recruits), police officer first class, and cadets.

GENERAL

- The salute is rendered from the position of attention, unless performed while walking.
- The salute is rendered by raising the right hand smartly until the tip of the forefinger of the hand touches the peak of the cap over the right eye.
- The thumb and fingers are held together and fully extended. The upper arm is horizontal, with the forearm inclined at about 45 degrees and the hand and wrist held straight.
- The hand is held in position until the salute is returned, or until the person/flag saluted has passed by.
- The arm is then dropped smartly to the side.

DEPARTMENT MEMBERS

- Will render a hand salute in the following instances:
 1. When outdoors and in uniform, all junior ranking officers will salute uniformed senior ranking officers.
 2. When outdoors and in uniform, senior ranking officers will salute other senior ranking officers of a higher rank than themselves.
 3. Whenever uniformed members encounter the Chief of Police, whether he/she is in or out of uniform.
 4. When encountering the Chief Executive Officer (e.g., Commissioner, Superintendent, Chief, etc.) of another law enforcement agency if the Chief Executive Officer is in uniform.
 5. In formations (e.g., parades, funerals, etc.), the uniformed senior ranking officer in charge will render the hand salute to any uniformed senior ranking officer.
 6. When outdoors, all uniformed officers will render the hand salute when the unfurled American flag is passing, or when it is being raised or lowered during special events (e.g., parades, funerals, etc.).
 7. Whether outdoors or indoors, all uniformed officers will render the hand salute during recitation of the Pledge of Allegiance or the National Anthem, if the uniform hat is being worn. If the hat is not being worn, the right hand will be placed over the badge.
 8. When outdoors, all uniformed officers will render the hand salute when the casket of a deceased police officer or any casket draped with the American flag passes in a funeral procession.
 9. Senior ranking officers in receipt of a salute and/or courtesy greeting (e.g., good morning, afternoon, evening, etc.) have the obligation to return the same to the junior ranking officer.
 10. A salute or courtesy greeting may also be rendered to uniformed senior ranking officers of other law enforcement agencies.
- A hand salute need not be rendered in the following instances:
 1. When indoors, in uniform. However, senior ranking officers should be recognized by a courtesy greeting (e.g., good morning, afternoon, evening, etc.).
 2. When in uniform, junior ranking officers need not salute each other.
 3. Whenever an officer is handling a prisoner.
 4. All non-uniformed (plainclothes) personnel are exempt from saluting. However, senior ranking officers should be recognized by a courtesy greeting.

COMPLAINTS AND MISCONDUCT

Article 2

2-1.0 Authority and Charges [rev. 12/2023]

2-2.0 Public Inquiries and Complaints [rev. 12/2023]

2-2.1 *Public Inquiries* [rev. 12/2023]

2-2.2 *Complaints Against Sworn Members* [rev. 12/2023]

2-2.2.1 *Complaint Workflow* [rev. 12/2023]

2-2.3 *Complaints Against Non-Sworn Members* [rev. 12/2023]

2-2.4 *Complaints Regarding 9-1-1 Communications Center Personnel* [rev. 12/2023]

2-3.0 Complaint Investigations for Sworn Members [rev. 12/2023]

2-3.1 *Investigatory Procedures* [rev. 12/2023]

2-3.2 *Emergency Suspensions* [rev. 12/2023]

2-4.0 Charges and Discipline for Sworn Members [rev. 12/2023]

2-4.1 *Charges and Discipline for Complaints Involving a Member of the Public*
[rev. 12/2023]

2-4.2 *Charges and Discipline for Complaints Not Involving a Member of the Public*
[rev. 12/2023]

2-4.2.1 *Alternative Disciplinary Process (ADP)* [rev. 12/2023]

2-4.3 *Form 80, Notification of Administrative Charges and Disciplinary Settlement Report* [rev. 12/2023]

2-5.0 Trial Board Process [rev. 12/2023]

2-5.1 *Pre-Trial Board Procedures* [rev. 12/2023]

2-5.2 *Roles of Trial Board Members* [rev. 12/2023]

2-5.3 *Trial Board Procedures* [rev. 12/2023]

2-5.3.1 *Trial Board Rules of Evidence* [rev. 12/2023]

2-5.4 *Post-Trial Board Procedures* [rev. 12/2023]

2-6.0 Records Retention [rev. 12/2023]

COMPLAINTS AND MISCONDUCT

2-1.0 AUTHORITY AND CHARGES

GENERAL

- The Chief of Police has the authority to establish rules, regulations, and procedures necessary to ensure competent and efficient operation and management of the Department.
- Administrative charges may be lodged for misconduct as outlined below:
 1. Acts of omission or commission, regardless of duty status.
 2. Against any member, whether in a paid or volunteer capacity, for:
 - a. Violations of the Department's rules, regulations, or procedures.
 - b. Violations of any federal, state, or local laws.
 - c. Conduct detrimental to the good order, efficiency, or discipline of the Department.
 - d. Violations of the Baltimore County Personnel Rules and Regulations.
- Members may only be disciplined for cause.

NOTE: Discipline for sworn members shall be imposed pursuant to the Uniform State Disciplinary Matrix as a responsive measure to violation of Department policy where an investigation has revealed sufficient evidence to impose administrative charges.
- Departmental disciplinary procedures will be applied to all:
 1. Sworn Department members in conformance with Maryland law, the Code of Maryland Regulations (COMAR), the Baltimore County Code, County Personnel Rules and Regulations, and Department policy.

NOTE: Collective bargaining may not be used to establish or alter any aspect of the process for disciplining a police officer.
 2. Non-sworn members in conformance with the Baltimore County Code, County Personnel Rules and Regulations, Department policy, and any applicable Memorandums of Understanding.
- All records and documents related to disciplinary procedures will be held strictly confidential.

EXCEPTION: Records released in accordance with Maryland law.

REFERENCES

- Non-Supervisory Member Response to Potential Misconduct.
- Permanent Rank Supervisor Response to Potential Misconduct Identified by a Member of the Public.
- Permanent Rank Supervisor Response to Potential Misconduct Identified by a Member of the Department.

2-2.0 PUBLIC INQUIRIES AND COMPLAINTS

DEFINITIONS

- Community Complaint - a formal allegation of misconduct against the Department or a Department member initiated by a non-Department member.
- Administrative Complaint - a formal allegation of misconduct against the Department or a Department member initiated by another Department member.
- Public Inquiry - a concern or informal criticism from a member of the public related to potential/alleged misconduct by the Department or a Department member.

GENERAL

- The discretionary activation of a member's body worn camera is strongly encouraged when receiving public inquiries and community complaints during in person conversations where recording is not required.

PUBLIC INQUIRIES

- All public inquiries will be addressed in accordance with section 2.1 of this article.
- Do not require the initiation of a community complaint in all cases (Refer to Section 2.1 of this article).

COMPLAINTS

- Are any formal allegations of misconduct against the Department or its members as described in section 1.0 of this article.
- May be received anonymously, via telephone, mail, or electronically and at any time, location, or office of this Department, regardless of where the alleged violation occurred.
- Will be treated as confidential information.
EXCEPTION: Information related to misconduct complaints will be released in accordance with Maryland law.
NOTE: Members receiving complaints will not discuss the complaint with the member against whom the complaint is made or with any other unauthorized person.
- Against the Department will be referred to the appropriate precinct/section commander for investigation and resolution.
EXCEPTION: Broad-based complaints where no one particular precinct/section is identified and complaints that cannot be resolved by an individual command, will be forwarded via the chain of command to the Office of the Chief.

COMMUNITY COMPLAINTS

- May be made:
 1. Anonymously.
NOTE: Reasonable efforts will be made to identify a complainant.
 2. At any time, at any location, or to any office of this Department, regardless of where the alleged violation occurred.
- Must be initiated for all public inquiries that are:
 1. Violations of criminal law (e.g., unlawful use of force by a law enforcement officer; theft; fraud; discrimination; harassment; sexual harassment; falsifying documents by a Department member, etc.).
 2. Violations of policy that involved an apparent risk of serious physical injury or death to a member or other person;
 3. Integrity violations;
 4. Patterns of conduct that indicate misconduct will be repeated in the future;
 5. Violations other than those outlined above where a subject is:
 - a. Not satisfied after making a public inquiry or wishes to file a complaint;
NOTE: If uncertainty exists regarding a subject's satisfaction, a community complaint shall be initiated.
 - b. Satisfied, but the issue cannot be resolved by non-disciplinary corrective action.
 6. Public inquiries when no violations are identified but the subject is not satisfied.
NOTE: In all cases, if a subject wishes to file a complaint, a complaint will be initiated regardless of whether misconduct has occurred.
- Must be documented as required in the following subsections (i.e., using the procedure for complaints against sworn Department members and/or the procedure for complaints against non-sworn Department members).

- Shall include:
 1. The name of the member accused of misconduct;

NOTE: When the name of the accused member is unknown, the complaint will still be accepted. An investigation will be conducted to determine the identity of the member(s) involved.
 2. A description of the facts on which the complaint is based; and
 3. The contact information of the complainant or a person filing on behalf of the complainant.

NOTE: A complaint need not be notarized.
- May not be referred to the Baltimore County Police Accountability Board (PAB) in lieu of being accepted by the Department.
- Received by the PAB will be forwarded to the Internal Affairs Division within three days of receipt by the board.
- Require the investigation to be completed through a recommendation of discipline by the Baltimore County Administrative Charging Committee (ACC) within one year and one day of the date the complaint was received by the Department or by the Baltimore County Police Accountability Board.

ADMINISTRATIVE COMPLAINTS

- Must be initiated for all:
 1. Violations of criminal law (e.g., unlawful use of force by a law enforcement officer; theft; fraud; discrimination; harassment; sexual harassment; falsifying documents by a Department member, etc.).
 2. Violations of policy that involved an apparent risk of serious physical injury or death to a member or other person;
 3. Integrity violations; and
 4. Patterns of conduct that indicate misconduct will be repeated in the future.
- May be initiated for any other:
 1. Violations of the Department's rules, regulations, or procedures.
 2. Conduct detrimental to the good order, efficiency, or discipline of the Department.
 3. Violations of law.
 4. Violations of the Baltimore County rules, regulations, and procedures.

PERMANENT RANK SUPERVISORS

- Will not delay the initiation or documentation of a complaint.

NOTE: This does not prohibit a supervisor from discussing the circumstances of an incident or concern with their chain of command to determine the proper actions to be taken.
- Record complaints against:
 1. Sworn members on a BlueTeam entry and refer to Section 2.2 of this article.

NOTE: If supervisors have concerns as to whether a complaint should be initiated, they may contact their chain of command and/or IAD for guidance prior to completion of a BlueTeam entry.
 2. Non-sworn members on a Form 12L and refer to Section 2.3 of this article.
- Obtain a written statement from the complainant, upon receiving a community complaint regarding a use of force, when possible.

NOTE: The written statement will be attached to the BlueTeam entry. When a written statement is not obtained, the reason will be documented in the BlueTeam entry.
- Forward the complaint immediately to the shift/unit commander.

- Issue a Form 51, Baltimore County Police Department Compliments and Complaints, to individuals initiating a community complaint against the Department or a member.
EXCEPTION: Forms 51 do not need to be mailed to those who file complaints via telephone, mail, or electronically.

PRECINCT COMMANDERS

- Ensure that a supply of Forms 51 is available in the lobby of each police facility under their command.

2-2.1 PUBLIC INQUIRIES

PUBLIC INQUIRIES

- Will be addressed as soon as it is safe and practical to do so.
- Regarding potential/alleged misconduct by a:
 1. Sworn Department member must be entered into the BlueTeam system (i.e., by the receiving member or by the permanent rank supervisor to which it was referred) using the incident type “Public Inquiry.”
EXCEPTION: When a public inquiry is determined by a permanent rank supervisor to be handled as a complaint, it will be entered by a permanent rank supervisor into BlueTeam using the incident type “Community Complaint” (see Section 2.2 of this article).
 2. Non-sworn Department member must be documented on a Form 12L, Intra-Department Correspondence.
NOTE: This is done to ensure that there is documentation that the public inquiry was received and that it was resolved in a manner that did not require the initiation of a complaint.
- BlueTeam entries entered using the incident type “Public Inquiry” will:
 1. Be removed from the BlueTeam system after a period of 48 months.
 2. Not be considered part of a member’s disciplinary history.
 3. Not be used as aggravating or mitigating factors as it relates to the disciplinary process.
NOTE: This does not preclude any Forms 375, Non-Disciplinary Corrective Action Form, issued as a result of a public inquiry from being used as an aggravating or mitigating factor, where appropriate.
- Will be appropriately routed to the Internal Affairs Division (IAD) within five days of receiving the inquiry.

NON-SUPERVISORY MEMBERS

- Address public inquiries by explaining the Department’s policy and procedures, law, and/or other reason for a member’s action, when appropriate.
 - Shall report all public inquiries involving a violation of criminal law, violation of policy with apparent risk of serious physical injury or death, integrity violations, and patterns of conduct indicating misconduct will be repeated in the future in accordance with the Department’s Duty to Report policy (Refer to Administrative Manual, Article 1).
NOTE: The member must immediately notify a permanent rank supervisor and complete the required Form 12L, so that a complaint may be initiated.
 - For all other inquiries (i.e., for those where other violations not outlined above are identified, and for those where no violations are identified), will, at the conclusion of the inquiry:
 1. Ask the subject if they are satisfied; and
 2. Notify a permanent rank supervisor, if:
 - a. The subject is not satisfied or wishes to file a complaint; or
 - b. There is doubt as to whether the subject is satisfied or wishes to initiate a complaint.
- NOTE:** The supervisor will make contact with the subject and determine whether a complaint will be initiated.

- Must document (i.e., via a Blue Team Incident using the incident type “Public Inquiry” for an inquiry regarding a sworn member or via a Form 12L for an inquiry regarding a non-sworn member) any public inquiry that is not referred to a supervisor.
EXCEPTION: Non-sworn members without access to BlueTeam will document public inquiries regarding sworn members on a Form 12L and provide it to their supervisor for attachment to the appropriate BlueTeam entry.

PERMANENT RANK SUPERVISORS

- Conduct a follow-up contact with the subject for the purpose of addressing the concern/criticism and determining if a community complaint will be initiated, upon being notified by a non-supervisory member of a public inquiry where:
 1. Violations are identified that do not involve a violation of criminal law, violation of policy with apparent risk of serious physical injury or death, integrity violations, patterns of conduct indicating misconduct will be repeated in the future or no violations are identified; and
 2. The subject is not satisfied or wishes to initiate a complaint or there is doubt as to whether the subject is satisfied or wishes to initiate a complaint.
- Address public inquiries (i.e., follow-up contacts and initial inquiries received directly from a subject), when applicable, by:
 1. Explaining the:
 - a. Department’s policy and procedures, law, or other reason for a member’s action, when appropriate.
 - b. Department’s formal complaint process.
 2. Determining whether the subject is satisfied or wishes to initiate a complaint.
- Must initiate a complaint in BlueTeam using the incident type “Administrative Complaint” when:
 1. The inquiry involves a violation of criminal law, violation of policy with apparent risk of serious physical injury or death, an integrity violation, or patterns of conduct indicating misconduct will be repeated in the future.
 2. The inquiry involves other violations not outlined above, or no violations are identified and:
 - a. The subject is not satisfied/wishes to initiate a complaint or there is doubt as to whether the subject is satisfied or wishes to initiate a complaint; or
 - b. The subject is satisfied but the violation cannot be resolved by taking non-disciplinary corrective action.

NOTE: These may not be documented using the incident type of “Public Inquiry.”
- Must initiate a “Public Inquiry” in BlueTeam to document any public inquiry that does not result in initiating a complaint. This includes all:
 1. Public inquiries where no violations are identified and the subject is satisfied/does not wish to initiate a complaint.
 2. Public inquiries involving violations that are not violations of criminal law, violations of policy with an apparent risk of serious physical injury or death, integrity violations, or patterns of conduct indicating misconduct will be repeated in the future where the:
 - a. Subject is satisfied/does not wish to initiate a complaint; and
 - b. Violation can be resolved by taking non-disciplinary corrective action (Refer to Administrative Manual, Article 7, Section 8.1.2).
- Review public inquiries in their BlueTeam inbox and ensure they are routed appropriately and within the required timeframe.
- Attach Forms 12L received from non-sworn members without access to BlueTeam to the appropriate BlueTeam entry (i.e., to the complaint or public inquiry).
- Contact the IAD and have the incident type updated, if, upon review, a public inquiry previously entered into BlueTeam requires initiation of a complaint.

SHIFT/UNIT COMMANDERS

- Review all documented public inquiries in a timely manner.
- Contact their commander or the IAD if they have questions regarding whether a public inquiry requires handling as a complaint.
- Route public inquiries to the appropriate precinct/section commander within the designated timeframe.
- Contact the IAD and have the incident type updated, if, upon review, a public inquiry previously entered into the BlueTeam system requires initiation of a formal complaint.

PRECINCT/SECTION COMMANDERS

- Review public inquiries and ensure they are routed to the IAD within five days.
- Contact the IAD and have the incident type updated, if, upon review, a public inquiry previously entered into the BlueTeam system requires initiation of a formal complaint.

2-2.2 COMPLAINTS AGAINST SWORN MEMBERS

GENERAL

- Refer to Section 2.0 of this article for definitions regarding complaints and public inquiries. Public inquiries that do not requiring the filing of a complaint are not considered complaints.
- Complaints shall be entered in the BlueTeam system, processed, and routed to the Internal Affairs Division within five days of receiving (i.e., for community complaints) or identifying (i.e., for administrative complaints) the complaint.

EXCEPTIONS:

1. Entry, processing, and routing of the BlueTeam Incident may be delayed when an extension has been granted by the IAD Commander.
2. Fair Practices allegations will not be entered into the BlueTeam system until the IAD Commander:
 - a. Determines that the allegation involves potential violations of Department policy; and
 - b. Authorizes its entry.

NOTE: Refer to Administrative Manual, Article 7, Section 1.0, Fair Practices.

- Complaints against probationary sworn members will be handled in accordance with the same procedures as for non-probationary sworn members.
- Sworn members who are the subject of a complaint of police misconduct, and complainants, may have the assistance of a representative in connection with disciplinary proceedings.

MEMBERS

- Receiving a community complaint against a sworn member will immediately notify a supervisor of the rank of corporal or above.

PERMANENT RANK SUPERVISORS

- Gather all pertinent information and initiate a BlueTeam Incident in a timely manner, upon:
 1. Identifying misconduct that merits the filing of an administrative complaint.
NOTE: The incident type of "Administrative Complaint" will be used.
 2. Receipt of a community complaint.
EXCEPTION: The supervisor must contact the IAD and have the incident type modified, when a "Public Inquiry" was previously entered and a determination has been made to handle it as a complaint.

NOTES:

1. This includes community complaints that are determined to be unfounded through initial investigation.

- 2. The incident type of “Community Complaint” will be used.
- Refer to Administrative Manual, Article 3, for procedures related to reporting using BlueTeam.
- Use attachments to the BlueTeam Incident to document any:
 1. Actions taken to address the complaint;
 2. Further information; and
 3. Follow-ups.
- Create a case folder in the Digital Evidence Management System (DEMS) and place into it any body worn camera (BWC) system data (e.g., audio, video, etc.) involved in the complaint.

NOTE: Supervisors will copy the URL of the case folder in the DEMS into the BlueTeam Incident as an attachment.
- Contact their commander or the IAD if they have questions regarding the seriousness of a complaint or concerns regarding applicable laws.
- Appropriately forward BlueTeam Incidents in the BlueTeam system.

SHIFT/UNIT COMMANDERS

- Review all complaints in a timely manner.
- Use attachments to the BlueTeam Incident to document any:
 1. Actions taken to address the complaint;
 2. Further information; and
 3. Follow-ups.
- Contact their commander or the IAD if they have questions regarding the seriousness of a complaint or concerns regarding applicable laws.
- Immediately notify their precinct/section commander of serious allegations (e.g., criminal incidents, use of force allegations, integrity issues, etc.).
- Route complaints to the appropriate precinct/section commander within the designated timeframe.
- Refer to Administrative Manual, Article 7, Section 11.2.6, Suspension of Other Employment if they believe a member’s other employment should be suspended.

PRECINCT/SECTION COMMANDERS

- Ensure immediate notification is made to the IAD in cases of serious allegations (e.g., criminal incidents, use of force allegations, integrity issues, etc.).
- Review all complaints in a timely manner.
- Use attachments to the BlueTeam Incident to document any:
 1. Actions taken to address the complaint;
 2. Further information; and
 3. Follow-ups.
- Appropriately forward BlueTeam Incidents in the BlueTeam system.
- Refer to Administrative Manual, Article 7, Section 11.2.6, Suspension of Other Employment if they believe a sworn member’s other employment should be suspended.
- Refer to Administrative Manual 7, Section 7.0, Emergency Suspensions, if they believe a sworn member should be suspended on an emergency basis.

DIVISION COMMANDERS AND EXECUTIVE OFFICERS, OR DESIGNEES

- Review all complaints in a timely manner.
- Use attachments to the BlueTeam Incident to document any:
 1. Actions taken to address the complaint;
 2. Further information; and
 3. Follow-ups.
- Appropriately forward BlueTeam Incident in the BlueTeam system.

INTERNAL AFFAIRS DIVISION

- Assists commands with questions regarding complaint reporting.
- Assists in the determination of complaint classification.
- Ensures the Victims' Rights Advocate receives a copy of all community complaints.
- Maintains records of community complaints in a manner that they may be made accessible via an online database for members of the public to monitor the status of their complaint.

VICTIMS' RIGHTS ADVOCATE

- Acts as the contact for the public within the Department on matters related to police misconduct.
- For each community complaint, explains to the complainant:
 1. The complaint, investigation, administrative charging committee, and trial board process;
 2. Any decision to terminate an investigation;
 3. An administrative charging committee's decision of administratively charged, not administratively charged, unfounded, or exonerated; and
 4. A trial board's decision.
- Ensures the complainant is provided with the case number so that they may follow the case status on the Department's online database.
NOTE: This database may only be accessed by using the applicable case number. It provides the case status but does not provide detailed information related to the complaint or the involved officers.
- Provides complainants with an opportunity to review a police officer's statement, if any before completion of an investigation by the investigative unit.
- Notifies the complainant of the status of the complaint at every stage of process (i.e., investigation, charging, offer of discipline, trial board, ultimate discipline, and appeal).
- Provides a case summary to the complainant within 30 days after final disposition of the case.

REFERENCES

- Administrative Manual, Article 7, Personnel Issues)
- Field Manual, Article 3 (Administrative Investigations and Reports).

2-2.2.1 COMPLAINT WORKFLOW

DEFINITION

- Complaint Involving a Member of the Public - includes:
 1. All community complaints; and
 2. Administrative complaints where the alleged violation impacted, or had the potential to impact a non-Department member.
- Complaints Not Involving a Member of the Public - includes all administrative complaints where the alleged violation did not impact, or have the potential to impact a non-Department member.

GENERAL

- All misconduct complaints received by the Department that are alleged to have occurred on or after July 1, 2023 will follow one of two workflows:
 1. Disciplinary Process Workflow for Complaints Involving a Member of the Public; or
 2. Disciplinary Process Workflow for Complaints Not Involving a Member of the Public.

NOTE: Complaints regarding misconduct that is alleged to have occurred prior to July 1, 2023 will follow procedures contained in Special Order 2023-02, Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding, except for misconduct alleged to have been committed by a member of the Executive Corps on or after July 1, 2022, which will follow the workflow and related policies contained in this article.

- All complaints involving a member of the public must be presented to the Baltimore County Administrative Charging Committee (ACC) upon completion of the investigation, for a determination on charges and discipline.
- Complaints not involving a member of the public will be moved to the *Workflow for Complaints Involving a Member of the Public* if the investigation reveals additional information indicating that the alleged violation and/or related charges impacted, or had the potential to impact a non-Department member.

INTERNAL AFFAIRS DIVISION COMMANDER

- Determines the applicable workflow.
- Makes the final determination of whether the circumstances of an incident meet the criteria for non-disciplinary corrective action, when an incident initially handled as an administrative complaint is later determined to be a non-disciplinary corrective action matter.

NOTE: These will not be assigned a workflow. They will be referred back to the precinct/section to be handled via non-disciplinary corrective action.
- Ensures all complaints regarding failure to appear for court or a Motor Vehicle Administration (MVA) hearing follow the workflow for complaints involving a member of the public and are referred to the ACC.

NOTE: There is no discipline associated with a first offense as defined in the Uniform State Disciplinary Matrix.
- Ensures all automated enforcement device violations handled via the Department's disciplinary process follow the workflow for complaints not involving a member of the public.

REFERENCES

- Disciplinary Process Workflow for Complaints Involving a Member of the Public.
- Disciplinary Process Workflow for Complaints Not Involving a Member of the Public.
- Special Order 2023-02, Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding.

2-2.3 COMPLAINTS AGAINST NON-SWORN MEMBERS

GENERAL

- Commanders have the authority to address minor administrative and community complaints, or violations (e.g., tardiness, dress code violations, etc.) via a Form 375, Non-Disciplinary Corrective Action Form, when they feel it will resolve the matter (Refer to Administrative Manual, Article 7).

FORM 12L

- Used to document all complaints against non-sworn Department members (i.e., administrative complaints and community complaints).
EXCEPTION: Complaints documented on a Form 375, and handled via non-disciplinary corrective action.
- Is addressed to the member's commander and includes, if applicable:
 1. Complainant's name, address, and telephone number(s).
 2. Name, address, and telephone number(s) of any witnesses.
 3. Date, time, and location of the incident.
 4. A full statement of the allegations.
 5. The name, identification number, assignment, and telephone number of the member taking the complaint.
- Forwarded to the accused member's commander immediately upon receipt of the complaint and copied to the Bureau Chief of the Professional Standards Bureau and the member's immediate supervisor.

ACCUSED MEMBER'S COMMANDER

- Reviews the Form 12L or Form 375.
 - Confers with the Bureau Chief of the PSB for repeat or serious violations to determine the appropriate action within 24 hours of receiving the complaint.
 - Contacts the IAD if the complaint alleges criminal actions.
 - Refer to Administrative Manual, Article 7, Section 1.3, Complaint Procedures, if the complaint alleges fair practices violations.
 - At the direction of the Bureau Chief of the PSB, assigns the complaint for investigation.
 - Forwards all findings and recommendations for disciplinary action, via a Form 12L, to the Bureau Chief of the PSB. Attach the original complaint Form 12L to the findings.
 - After notification by the Bureau Chief of the PSB, implements the final disciplinary decision.
 - Continues to monitor the member's performance and consults with the Bureau Chief of the PSB if there are any further problems.
 - Immediately notifies the Office of the Chief by e-mail when a non-sworn member is suspended or when a suspension is rescinded and:
 1. Attaches copies of all documentation.
 2. Includes the employee's full name, police identification number, permanent and temporary assignment, reason for the action, and the date and time of the action.
- NOTE:** The Bureau Chief of the PSB will be sent a copy of the e-mail notification and documentation.
- Send notification to all facility commanders if a suspended member poses a threat or danger to personnel or facilities.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Assigns a tracking number to the complaint.
- Acts as liaison with the IAD when both sworn and non-sworn members are involved in an incident.
- Consults with the OHR regarding the commander's discipline recommendations.
- Notifies the member's commander of the approved discipline (e.g., oral or written reprimand, suspension, or termination) as determined by the OHR.

SUSPENSION, DEMOTION, OR DISMISSAL

- May be recommended by the commander for:
 1. Continued violations of rules, regulations, policies, and orders.
 2. Sustained investigations.
 3. Alleged serious violations.

- 4. Criminal convictions.
- Suspension recommendations will be up to 30 days.
- Members with merit system status will be suspended for an indefinite period in cases where the member is charged with, and awaiting trial for, a criminal offense that would bring the County Classified System into disrepute. No further action will be taken until the criminal charge has been finally determined in accordance with County Personnel Rules and Regulations.

NON-SWORN MEMBERS

- May appeal any disciplinary action in accordance with applicable Memorandums of Understanding and County Personnel Rules and Regulations.

REFERENCES

- Administrative Manual, Article 7 (Personnel Issues).
- [Baltimore County Personnel Rules and Regulations.](#)
- [Baltimore County Code.](#)

2-2.4 COMPLAINTS REGARDING 9-1-1 COMMUNICATIONS CENTER PERSONNEL

COMPLAINT PROCESS

- Complaints regarding 9-1-1 Communications Center personnel will be documented on a Form 12L and forwarded to the Chief of the 9-1-1 Communications Center after review by the receiving member's commander.
- A copy of the complaint Form 12L will be forwarded to the division commander/bureau executive officer who oversees the 9-1-1 Communication Team.
- Complaints regarding Department members assigned to the 9-1-1 Communications Center will be handled in accordance with the Department's disciplinary procedures.

2-3.0 COMPLAINT INVESTIGATIONS FOR SWORN MEMBERS

GENERAL

- All misconduct complaints shall be thoroughly investigated.
- Investigations initiated under this article will be under the authority of the IAD Commander and conducted in accordance with Maryland law and Department policy.
- An investigation is considered thorough and complete when:
 1. All relevant facts have been collected and are not in dispute, when the Alternative Discipline Process (ADP) has been offered and accepted; or
 2. The following steps have been taken, as appropriate, in all other cases:
 - a. Witnesses and complainant have been interviewed.
 - b. Involved members have been interviewed.
 - c. Relevant evidence (e.g., physical evidence, body worn camera system data, etc.) has been examined.
 - d. All leads have been explored.
 - e. All known mitigating and aggravating factors have been reviewed.

IAD COMMANDER

- May confer with the appropriate precinct/section commander regarding complaints to determine:
 1. Whether an investigation will be conducted by IAD or at the command level;

NOTE: When a consensus cannot be reached regarding whether the command or the IAD should be responsible, the Bureau Chief of the Professional Standards Bureau will be contacted to make a final determination of the investigating entity.

2. The appropriate complaint workflow (i.e., *Workflow for Complaints Involving a Member of the Public*, or *Workflow for Complaints without Public Involvement*) (See Section 2-2.1.1 of this article); and

NOTE: Complaints without public involvement will be moved to the *Workflow for Complaints Involving a Member of the Public* if the investigation reveals additional information indicating that the alleged violation and/or related charges impacted, or had the potential to impact a non-Department member.
 3. Whether the ADP is appropriate, when the complaint does not involve a member of the public.
- Ensures Forms 259 are completed by the investigative entity and forwarded to members under investigation.
 - Supervises all investigations.
 - Ensures the collection and documentation of aggravating and mitigating factors for all investigations. These will be included in the case file.
- NOTE:** Aggravating and mitigating factors include:
1. Facts relevant to the case that may increase or decrease the seriousness of the violation or appropriate degree of penalty;
 2. The member's:
 - a. IAD disciplinary history.
 - b. Departmental awards.
 - c. Compliments (i.e., those documented on a Form 376, Complimentary Report, and those documented in BlueTeam) received during the past 48 months.
 - d. Forms 375, Non-Disciplinary Corrective Action Form, issued during the past 48 months.

NOTE: In order to be aggravating or mitigating, these must be related to the violation for which the member is accused.
 3. Additional relevant items identified by the member or the Department.

COMMAND LEVEL INVESTIGATIONS

- Must be completed within 90 days of assignment. Extension requests are approved by the division commander.
- At the bureau/division level must be reviewed by the respective commander before being forwarded to IAD.

POLYGRAPH EXAMINATIONS

- Will not be ordered in a command level investigation until the officer in charge of the investigation obtains approval from the precinct/section commander and the IAD Commander.

DIVISION COMMANDERS/BUREAU EXECUTIVE OFFICERS

- Approve command level investigations before forwarding them to IAD.
- Forward a summary of all investigations where administrative charges are recommended to their bureau chief.

2-3.1 INVESTIGATORY PROCEDURES

GENERAL

- Probationary sworn members have the same rights as non-probationary sworn members regarding investigation and outcomes as it relates to misconduct and the Department's disciplinary process.
- NOTE:** Rights are not identical between probationary sworn members and non-probationary sworn members as is related to the handling of non-disciplinary performance issues.

- Complaints by a member of the public alleging misconduct by a sworn member must be immediately investigated by the unit with investigative responsibility.
- The Department is committed to protecting the rights to due process of all sworn members alleged to have committed acts of misconduct.

PROCEDURES FOR CONDUCTING ADMINISTRATIVE INVESTIGATIONS REGARDING ALLEGED MISCONDUCT BY SWORN DEPARTMENT MEMBERS

- Prior to being interviewed, members under investigation will be notified via a Form 259, Notification of Investigation.
NOTE: The Form 259 will include the nature of the investigation, the name of the person in charge of the investigation, and the assigned investigator(s).
- The sworn member shall be informed of the name, rank/title, and command of:
 1. Member in charge of the investigation;
 2. The investigating member(s); and
 3. Each individual present during an interrogation.
- If the sworn member under investigation is under arrest or is likely to be placed under arrest as a result of the interrogation, the member shall be informed completely of all of their rights before the interrogation begins.
- Interrogations shall take place at the office of the command of the investigating member, as designated by the investigating member, or at another reasonable place.
- Each session of interrogation shall:
 1. Be for a reasonable period; and
 2. Allow for personal necessities and rest periods as reasonably necessary.
- The sworn member may not be threatened with transfer, dismissal, or disciplinary action.
- The sworn member who is the subject of a complaint of police misconduct may have the assistance of a representative in connection with proceedings related to disciplinary matters.
NOTE: The interrogation shall be suspended by the IAD Commander or designee, for good cause shown, for a reasonable period until representation can be obtained.
- During the interrogation, the sworn member's counsel or representative may request a recess at any time to consult with the member.
- A complete record shall be kept of the entire interrogation, including all recess periods.
NOTE: The record may be written, taped, or transcribed.
- The sworn member shall be given the opportunity to:
 1. Review the identified aggravating and mitigating factors identified by the Department; and
 2. Provide additional mitigating factors related to the alleged violation.
- The investigator taking the statement shall ensure the Victims' Rights Advocate is notified if a statement is made by the accused police officer as part of the investigation.
NOTE: By law, the complainant shall be provided with an opportunity to review a police officer's statement, before completion of the investigation.
- In connection with an administrative investigation, a sworn member may be required to submit to blood alcohol tests, blood; breath, or urine tests for controlled dangerous substances; polygraph examinations; or interrogations that specifically relate to the subject matter of the investigation.
NOTE: If the sworn member is required to submit to a test, examination, or interrogation as outlined above and refuses to do so, the Department may commence additional actions that may lead to punitive measures as a result of the refusal.
- If a sworn member is required to submit to a test, examination, or interrogation as outlined above, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the sworn member.

- If a sworn member is required to submit to a polygraph examination as outlined above:
 1. The results of the polygraph examination are not admissible or discoverable in a criminal or civil proceeding against the sworn member.
 2. A copy of the final report of the examination by the certified polygraph examiner will be made available to the law enforcement officer or their representative within a reasonable time, not exceeding 10 days, after completion of the investigation.

MEMBER CONDUCTING THE INVESTIGATION

- Ensures that the investigation is conducted according to the above outlined investigatory procedures.
- Reviews all known aggravating and mitigating factors for inclusion in the investigatory file.
- Ensures cases are investigated in a timely fashion.
NOTE: Community complaints are required to be completed through a recommendation of discipline by the Baltimore County Administrative Charging Committee (ACC) within one year and one day of the date the complaint was received by the Department or by the Baltimore County Police Accountability Board.
- Upon completion of the investigation, forwards the investigatory file to the Chief of Police, or designee for review.
EXCEPTION: When the Alternative Disciplinary Process (ADP) is used.
- Provides additional information and conducts additional investigation as directed by:
 1. The Chief of Police or designee.
 2. The ACC.

INTERNAL AFFAIRS DIVISION COMMANDER, OR DESIGNEE

- Provides the initial recommendation on charges and discipline, as part of the investigatory file.
EXCEPTION: A recommendation on charges and discipline may be excluded at the direction of the Chief of Police.

CHIEF OF POLICE, OR DESIGNEE

- Conducts an agency review (i.e., a thorough evaluation of the investigatory file, including a review and endorsement of a recommendation of charges, and discipline, where applicable), upon completion of an administrative investigation.
EXCEPTION: An agency review will not be conducted when the ADP is used.

2-3.2 EMERGENCY SUSPENSIONS

EMERGENCY SUSPENSIONS

- May be imposed by the Chief of Police, pursuant to State law, pending an investigatory, administrative charging committee, and trial board process, with or without pay when it appears the action is in the best interest of the public.
NOTES:
 1. An emergency suspension without pay in these circumstances may not exceed 30 days.
 2. Any officer suspended without pay shall be relieved of all official duties, except testifying in any pending matters, and be placed in a leave-without-pay status.
 3. The member is entitled to receive back pay if the Baltimore County Administrative Charging Committee determines not to administratively charge the police officer in connection with the matter on which the suspension is based.
- May be imposed by the Chief of Police, or designee, and the member's police powers suspended on an emergency basis if the member is charged with a:
 1. Disqualifying crime under Public Safety Article § 5-101;
 2. Misdemeanor committed in the performance of duties as a police officer; or

3. Misdemeanor involving dishonesty, fraud, theft, or misrepresentation.

NOTE: The suspension may be with or without pay. When suspended without pay, the member is entitled to receive back pay if the criminal charge or charges against the member result in a finding of not guilty, an acquittal, a dismissal, or a nolle prosequi.

- Documented and imposed in accordance with procedures contained in Administrative Manual, Article 7, Section 9.5 (Suspensions of Police Powers).

PRECINCT/SECTION COMMANDERS

- Notify the Chief of Police via their chain of command, when they believe there is a need to suspend a member on an emergency basis.

EXCEPTION: The Chief's designee may be contacted for a suspension decision when the member has been charged with a specified crime as outlined above.

- Ensure emergency suspensions are imposed as outlined in Administrative Manual, Article 7, Section 9.5, Suspensions of Police Powers.

CHIEF OF POLICE

- Or designee, notifies the member's precinct/section commander, when the decision has been made to impose an emergency suspension.

- May conduct a review of the suspension, upon receipt of a Form 12L from a suspended member requesting their suspension be lifted.

- May grant an in-person suspension review, if an in-person review is requested.

NOTE: The member will be notified if the request for an in-person review has been approved or denied. When an in-person hearing is approved, the member may be accompanied by a representative.

SUSPENDED MEMBERS

- May request a review of the emergency suspension by submitting a Form 12L via their chain of command to the Chief of Police.

NOTE: The Form 12L should include:

1. The reason for reconsideration;
2. The relevant facts for consideration; and
3. Whether the member is requesting an in-person review.

- May be accompanied by a representative during an in-person suspension review.

REFERENCE

- Field Manual, Article 7 (Personnel Issues).

2-4.0 CHARGES AND DISCIPLINE FOR SWORN MEMBERS

DEFINITIONS

- Administratively charged - formally accused of misconduct in an administrative proceeding.
- Exonerated - the member has acted in accordance with the law and Department policy.
- Not administratively charged - the determination to not administratively charge a member in connection with alleged misconduct.
- Unfounded - the allegations against the member are not supported by fact.

UNIFORM STATE DISCIPLINARY MATRIX

- The Department shall adopt the Uniform State Disciplinary Matrix for all matters that may result in discipline of a sworn member.
EXCEPTION: Complaints regarding misconduct that are alleged to have occurred during a time period when the Uniform State Disciplinary Matrix was not in effect will be handled in accordance with the Department's disciplinary matrix as codified in Special Order 2023-02, Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding. They are not subject to discipline under the Uniform State Disciplinary Matrix.
- When the Uniform State Disciplinary Matrix is applied:
 1. The level of violation will be determined by the number of previous violations the member has had while the Uniform State Disciplinary Matrix was in effect. It will not include the number of previous violations that were subject to the Department's disciplinary matrix.
 2. Previous violations subject to the Department's disciplinary matrix will be considered as aggravating factors.
 3. Non-disciplinary corrective actions may be issued in addition to discipline, in accordance with the Uniform State Disciplinary Matrix and Department policy.
- The Uniform State Disciplinary Matrix shall be effective and applied to all complaints of misconduct alleged to have occurred:
 1. On or after September 6, 2022 for sworn members of the Executive Corps; and
EXCEPTION: Due to a lapse of time between expiration of the emergency provisions and the adoption of the regulations governing the use of the Uniform State Disciplinary Matrix, the Uniform State Disciplinary Matrix was not in effect and will not be applied to complaints of misconduct alleged to have occurred between December 27, 2022 and January 8, 2023.
 2. On or after July 1, 2023 for all other sworn members.

CHARGING

- Upon completion of the administrative investigation, and upon completion of an agency review of the investigatory file, when an agency review is required, a determination of whether a sworn member will be administratively charged will be made by:
 1. The Baltimore County Administrative Charging Committee (ACC), when the complaint involves a member of the public and a police officer (Refer to Section 4.1 of this article).
NOTE: This applies, regardless of whether the complaint originated from within the Department or from an external source.
 2. The Department, for all complaints not involving a member of the public (refer to Section 4.2 of this article).
- If a member is not administratively charged:
 1. A determination may be made that the:
 - a. Allegations against the member are unfounded; or
 - b. Member is exonerated; or
 2. Other non-disciplinary remedial measures may be implemented.

DISCIPLINE

- When administrative charges are placed, determinations of discipline will be made in accordance with:
 1. Section 4.1 of this article, when the case involves a member of the public; or
 2. Section 4.2 of this article, when the case does not involve a member of the public.**NOTE:** The range of disciplinary penalties includes formal written counseling, a letter of reprimand, loss of leave, loss of pay, demotion, and termination.

- The Chief of Police, or designee, the ACC, or Trial Board, following a determination to impose administrative charges, may:
 1. Refer a member to counseling, an employee assistance program, remedial training, or other assistance programs in accordance with Department policy.
 2. Suspend or remove a member from participating in the Department's Assigned Vehicle Community Presence Program.
 3. Suspend a member from other employment.

NOTE: Transfers may also be used.
- Final recommendations of discipline will be made by the Chief of Police.

EXCEPTION: When a case that does not involve a member of the public is resolved via the Alternative Disciplinary Process (ADP).

NOTE: When a complaint involves a member of the public, the Chief of Police may only offer that discipline which is recommended by the Baltimore County Administrative Charging Committee, or a higher degree of discipline within the applicable range of the disciplinary matrix (See Section 4.1 of this article).
- Discipline is considered final when:
 1. The member accepts the disciplinary offer as part of the ADP;
 2. The member accepts a second disciplinary offer, after the initial ADP offer is refused;
 3. The member accepts the final disciplinary offer made by the Chief of Police;
 4. The member accepts the findings of the Trial Board; or
 5. The appeal process is exhausted.
- Discipline will be imposed when the member accepts a disciplinary offer.
- Cases are referred to Trial Board when a:
 1. Member refuses to accept offered disciplinary action on the Form 80, Notification of Administrative Charges and Disciplinary Settlement Report.

EXCEPTION: When ADP is offered at the command level, and the member does not accept the disciplinary offer, the case will be referred to the IAD for additional review and investigation.
 2. Member fails to acknowledge an offer of disciplinary action on a Form 80 within five business days.

NOTE: Refer to Section 5.0 of this article.

REFERENCE

- Special Order 2023-02, Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding.

2-4.1 CHARGES AND DISCIPLINE FOR COMPLAINTS INVOLVING A MEMBER OF THE PUBLIC

GENERAL

- Maryland law requires that Baltimore County Government establish an Administrative Charging Committee (ACC) to serve Countywide law enforcement agencies and local law enforcement agencies within the County.

NOTES:

1. The Baltimore County ACC is comprised of:
 - a. The chairperson of the Baltimore County Police Accountability Board (PAB), or another member of the PAB designated by the chairperson of the PAB;
 - b. Two civilian members selected by the PAB; and
 - c. Two civilian members selected by the County Executive.
2. The Department shall conduct a background investigation for applicants to the Baltimore County Administrative Charging Committee (ACC), upon request by the County Administration.

- The ACC shall review all complaints involving a member of the public and a police officer, as determined by the IAD Commander.
NOTE: Community complaints are required to be completed through a recommendation on charges and discipline by the ACC within one year and one day of the date the complaint was received by the Department or by the PAB.
- Members subpoenaed to appear before the ACC shall appear.

INTERNAL AFFAIRS DIVISION COMMANDER, OR DESIGNEE

- Serves as the liaison to the Baltimore County ACC.
NOTE: The IAD Commander or designee shall coordinate additional investigation and other actions and information as requested by the ACC.
- Ensures the following are included in the investigatory file, prior to forwarding to the ACC:
 1. Department recommendation of whether the member should be charged;
 2. Department recommendation of discipline;
EXCEPTION: A Department recommendation on charges and discipline may be excluded at the direction of the Chief of Police.
 3. Explanation of aggravating or mitigating factors or circumstances; and
 4. A recommendation for remedial measures if the ACC determines not to impose administrative charges.
- Ensures a copy of the investigatory file, including all relevant body worn camera system data (e.g., recordings, etc.), is forwarded to the Baltimore County ACC, within three business days of the date the Department completes its investigation and agency review, including any Department recommendation on charges and discipline.
- Receives recommendations of discipline from the ACC, when the ACC has determined a member will be charged.
NOTE: These will be reviewed with the Chief of Police so that a final disciplinary offer can be made.
- Ensures a Form 80, Notification of Administrative Charges and Disciplinary Settlement Report, is completed, documenting the final disciplinary offer made by the Chief of Police.
NOTE: Refer to Section 4.4 of this article for Form 80 procedures.
- Reviews written documentation from the ACC regarding potential failures of supervision that may have caused or contributed to misconduct by a member.
NOTE: The IAD Commander or designee will work with the ACC to determine if additional investigation and charges are appropriate.

MEMBER'S COMMANDER, OR DESIGNEE

- Conducts command level investigations, as directed by the IAD Commander.
- Gathers and reviews aggravating and mitigating factors.
EXCEPTION: Aggravating and mitigating factors related to the case will be provided by the investigating entity. Disciplinary history will be provided by the IAD.

BALTIMORE COUNTY ADMINISTRATIVE CHARGING COMMITTEE

- Is a public body established in accordance with Maryland and Baltimore County law.
NOTE: The ACC shall act in accordance with the requirements of the Maryland Open Meetings Act and shall adhere to requirements for closed sessions in accordance with the Act to maintain confidentiality. Meetings may be conducted in person or remotely via secure video connection.
- Reviews the findings of all administrative investigations involving a member of the public and a sworn member.
NOTE: The ACC will establish a schedule for making determinations or asking for further review in all pending matters within 30 days of the date the Department completed its investigation.

- Is authorized to call sworn members to appear before it.
NOTE: The member is permitted to be accompanied by a representative when called before the ACC.
- May request information or action from the Department.
- Makes a determination whether the member shall be administratively charged or not administratively charged.
NOTES:
 1. When a case involves a member of the public and a police officer, the Department does not possess the ability to determine whether the Department member will be charged.
 2. The ACC shall not administratively charge a member for conduct for which they have already been disciplined or sanctioned.
 3. Determinations shall be made by a majority vote of ACC members in attendance.
- Makes a recommendation of discipline to the Chief of Police, when a determination is made that the member will be administratively charged.
NOTE: Recommendations of discipline must be made in accordance with the Uniform State Disciplinary Matrix.
- Issues written opinions that describe in detail its findings, determinations, and recommendations.
NOTE: Documentation will be completed and forwarded to the Chief of Police, the sworn member under investigation, and the complainant within five business days of completed deliberations and a vote.
- May record, in writing, any failure of supervision that caused or contributed to a sworn member's misconduct.
- Members are required by law to maintain confidentiality relating to matters being considered by the ACC until final disposition of the matter.

CHIEF OF POLICE

- Shall offer discipline to a member who has been administratively charged in accordance with the Uniform State Disciplinary Matrix within 15 days after the ACC issues an administrative charge.
NOTE: The Chief of Police may offer the same discipline that was recommended by the ACC or a higher degree of discipline within the applicable range of the disciplinary matrix, but is prohibited by law from deviating below the discipline recommended by the ACC.

2-4.2 CHARGES AND DISCIPLINE FOR COMPLAINTS NOT INVOLVING A MEMBER OF THE PUBLIC

GENERAL

- The Department has established a process for determining charges and discipline for complaints not involving a member of the public, in accordance with Maryland law.
- Determinations of charging and discipline will be made by the Department and implemented by the Chief of Police upon completion of an administrative investigation and an agency review of the investigatory file by the Chief of Police or designee.
EXCEPTION: An agency review is not conducted when the Alternative Disciplinary Process (ADP) is used.

MEMBER'S COMMANDER

- Reviews all facts and material developed during the investigation.
- Gathers and reviews all known aggravating and mitigating factors.
- Consults with the Internal Affairs Division (IAD) Commander, or designee to:
 1. Determine if the Alternative Disciplinary Process (ADP) will be used.

2. Make initial recommendations on charging and discipline for cases handled via the ADP.
3. Make initial recommendations on charging and discipline for cases handled by the IAD.

INTERNAL AFFAIRS DIVISION COMMANDER, OR DESIGNEE

- Consults with the member's commander to:
 1. Determine if the ADP will be used.
 2. Make initial recommendations on charging and discipline.
- Ensures a Form 80, Notification of Administrative Charges and Disciplinary Settlement Report, is completed, documenting the final disciplinary offer.

NOTE: Refer to Section 4.4 of this article for Form 80 procedures.
- Determines whether a member will be administratively charged, upon completion of a review of the investigatory file.

CHIEF OF POLICE, OR DESIGNEE

- Offers discipline to a member who has been administratively charged in accordance with the Uniform State Disciplinary Matrix.

2-4.2.1 ALTERNATIVE DISCIPLINARY PROCESS (ADP)

ADP USE CRITERIA

- Complaint is minor in nature.

NOTE: Eligible violations are:

 1. Omissions of assigned duties.
 2. Infractions of Department regulations.
 3. Errors in judgment.
 4. Matters of discourtesy.
 5. Matters that can be resolved to the satisfaction of the commander.
 - The facts of the violation are not in dispute.
 - Complaint does not involve a member of the public.

NOTE: Complaints involving a member of the public, as defined in Section 2.1.1 are ineligible for ADP because they must be presented to the Baltimore County Administrative Charging Committee for a determination on charges and discipline.
 - The commanders of both the accused and the IAD must be in agreement with the appropriateness of ADP for resolving the case and the discipline to be offered.
 - The accused must agree to the recommended discipline.
- NOTE:** When ADP is used, the member waives the right to a Trial Board.

COMMANDER OF THE ACCUSED

- Receiving a BlueTeam entry, which may be resolved through the ADP, must contact the IAD Commander to discuss the:
 1. Merits of the case.
 2. Feasibility of handling the case through ADP.
 3. Recommended discipline.

NOTE: The recommended discipline must be in accordance with the Uniform State Disciplinary Matrix.
- Arranges a meeting with the accused to discuss the allegation and recommended discipline offered.

NOTE: The accused may have a representative present.
- When the accused accepts the recommended discipline, will:
 1. Complete the Form 80, in accordance with Section 4.4.

2. Note on the Form 80 the sections for which the accused is being charged and any support sections.
 3. Have the accused sign the Acceptance of Approved Disciplinary Action page of the Form 80.
 4. Explain to the accused that:
 - a. The acceptance of discipline only applies under ADP.
 - b. Additional investigations and disciplinary actions may result if other allegations or information comes to light.
 - c. This procedure will not excuse the accused from being interviewed at a later time to supply information pertaining to other members or additional allegations.
 5. Return the Form 80 to IAD for processing.
- If the accused does not accept the recommended discipline, will:
 1. Order the accused, in writing, not to discuss the case.
 2. Notify the IAD of the refusal.

REFERENCES

- Section 2.1.1 (Complaint Workflow).
- Section 4.4 (Form 80, Notification of Administrative Charges and Disciplinary Settlement Report).

2-4.3 FORM 80, NOTIFICATION OF ADMINISTRATIVE CHARGES AND DISCIPLINARY SETTLEMENT REPORT

GENERAL

- Final disciplinary offers will be documented on a Form 80, Notification of Administrative Charges and Disciplinary Settlement Report.
- Members issued a Form 80 may:
 1. Accept the disciplinary offer; or
 2. Refuse the disciplinary offer and have the matter referred to a Trial Board.

EXCEPTION: When a Form 80 is offered as part of the Alternative Disciplinary Process (ADP) at the command level refusals will be referred to the Internal Affairs Division (IAD) for review and additional investigation.

FORM 80

- Prepared by the Internal Affairs Division (IAD) upon completion of an investigation where the final recommendation is that the member be administratively charged.

EXCEPTION: The accused member's commander will initiate the Form 80 for investigations of departmental traffic crashes not involving a member of the public and cases handled under the Alternative Disciplinary Process (ADP).
- May be reviewed by the County Office of Law when serious discipline infractions and/or charges apply.
- Forwarded to the accused member's commander.

ACCUSED MEMBER'S COMMANDER

- Informs the member of the recommended disciplinary action and rights afforded through law and Department policy, if applicable.
- When recommended disciplinary action is accepted, signs the Form 80, witnessing the acceptance of disciplinary action.
- When recommended disciplinary action is not accepted:
 1. Signs the Form 80, witnessing the member's non-acceptance of the disciplinary action.
 2. Provides copies of Form 80 to the accused member.

- Forwards the original Form 80, the written comments of the accused member, and relevant correspondence to the IAD Commander.
- Contact the Materials & Facilities Management Unit to ensure all Department equipment and property has been returned upon receipt of a Form 80 recommending termination.

ACCUSED MEMBERS

- Are not entitled to a Trial Board when the Chief of Police has ordered termination because they have:
 1. Been convicted of a felony.
 2. Received a probation before judgement for a felony.
 3. Been convicted of a misdemeanor committed in the performance of their duties as a police officer, misdemeanor second degree assault, or a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.
- Review the Form 80 and any attachments that are to be placed in their disciplinary record.
- Decide whether or not to accept approved disciplinary action.
- Accepting disciplinary action:
 1. Sign the Form 80, indicating they have read the form and accept the recommended disciplinary action.
 2. Check the applicable statement to indicate if they plan to submit written comments for inclusion in the file.
- Not accepting disciplinary action:
 1. Sign the Form 80, indicating non-acceptance of the approved disciplinary action and initiating a request for a Trial Board.
 2. Notify the Trial Board Commander as to their representation within five days of signing the Form 80.

NOTE: The Trial Board Commander shall notify the County Office of Law.
 3. Ensure their representative notifies the Trial Board Commander at least 10 days prior to the hearing date of all witnesses to be subpoenaed.

INTERNAL AFFAIRS DIVISION

- Forwards all appropriate reports and correspondence relevant to non-acceptance of approved disciplinary action to the County Office of Law.
- Notifies the Trial Board Commander so that a Trial Board can be scheduled.

TRIAL BOARD COMMANDER

- Notifies the County Office of Law of the member's representation.
- Coordinates the scheduling of Trial Boards.

COUNTY OFFICE OF LAW

- When recommended disciplinary action is not accepted, prepares two copies of the Form 80 and the investigatory file for the County Office of Law and the accused member's legal representative.

2-5.0 TRIAL BOARD PROCESS

GENERAL

- The Trial Board adjudicates matters for which sworn members are subject to discipline.
NOTE: The Trial Board process in this article is applicable to all misconduct complaints that are alleged to have occurred on or after July 1, 2022, for misconduct alleged to have been committed by a member of the Executive Corps. It is applicable to all misconduct complaints that are alleged to have occurred on or after July 1, 2023, for misconduct alleged to have been committed by all other sworn members. (Refer to Special Order Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding.)
- The Trial Board is an independent process and is not bound by previous recommendations for disciplinary action. The only requirement is that the Trial Board use the Uniform State Disciplinary Matrix.
- If an investigation or interrogation of a member results in a recommendation of demotion, dismissal, transfer, loss of leave, loss of pay, reassignment, or similar action that is considered punitive, the member is entitled to a hearing on the issues by a Trial Board before the Department takes action.
- Proceedings of a Trial Board are open to the public except to protect:
 1. A victim's identity;
 2. The personal privacy of an individual;
 3. A child witness;
 4. Medical records;
 5. The identity of a confidential source;
 6. An investigative technique or procedure; or
 7. The life or physical safety of an individual.**NOTE:** The Chairperson of the Trial Board shall close a Trial Board as determined necessary for the aforementioned reasons. The Chief of Police, the County Office of Law, or the member's representative may request the Chairperson of the Trial Board consider closing a Trial Board for the aforementioned reasons.
- Complainants have the right to be notified of Trial Board hearings, and except when the meeting is closed to the public for reasons outlined above, has the right to attend the Trial Board hearings.
- No Trial Board will be held on any charges that relate to conduct which is also the subject of a criminal proceeding, until such time as all criminal charges have been adjudicated.
- Trial Boards are not judicial proceedings.
- The Department has the burden of proof by a preponderance of the evidence.
- Members may only be disciplined for cause.
NOTE: Findings of discipline by a Trial Board will be in accordance with the Uniform State Disciplinary Matrix.
- Trial Boards will be scheduled no sooner than thirty days from the date that the charged member receives the investigatory file and the charges, unless mutually agreed upon by the Department and the charged member/member's representative.
- Members subpoenaed to appear before a Trial Board shall appear.
- If a member has been charged and is notified that a Trial Board will take place, and subsequently refuses to appear, resigns, or otherwise fails to appear, the Trial Board may proceed in the member's absence. The results of the Trial Board will be placed in the member's disciplinary record.

TRIAL BOARD MEMBERSHIP

- Consists of a:
 1. Chairperson - an actively serving or retired administrative law judge or a retired judge of the District Court or a circuit court who conducts the hearing.
NOTE: This position shall be appointed by the County Executive.
 2. A civilian who is not a member of the Baltimore County Administrative Charging Committee.
NOTE: This position shall be appointed by the Baltimore County Police Accountability Board.
 3. Officer of equal rank to the charged member.
NOTE: This officer shall be appointed by the Chief of Police.
- The member accused of misconduct and the Chief of Police shall each be entitled to one opportunity to excuse one member of the Trial Board for cause, excluding the Chairperson, within the first five working days of the accused police officer and the Chief of Police being advised in writing of the board's appointment.
NOTE: A replacement Trial Board member shall be appointed in the same manner as the original board member.
- No Department member appointed to a Board will be in probationary status.
- No member of the Board will have had part in the investigation or interrogation of the member.
- No member of a Board should have a current or past relationship with the accused member that would impact objectivity in viewing the evidence.
- No Department member appointed to a Board should be the subject of an ongoing Internal Affairs Division (IAD) investigation or have an extensive IAD history of disciplinary violations.
NOTE: Departmental vehicle accidents do not count as extensive violations.
- An effort will be made to ensure a member of a Board is the same race and gender as the accused member.
- Before serving as a member of the Trial Board, each Board member shall receive training related to police procedures from the Maryland Police Training and Standards Commission.

REFERENCE

- Special Order 2023-02, Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding.

2-5.1 PRE-TRIAL BOARD PROCEDURES

GENERAL

- Members have the right to a representative of their choice.
- The Trial Boards Commander will coordinate and direct all Trial Boards, as directed by the Chief of Police.
- The Department will give notice to the member of the right to a hearing by a Trial Board, including the time and place of the hearing and the issues involved.
- Trial Board members will be notified of a Trial Board hearing by memorandum from the Trial Boards Commander.
- At least 30 days before a Trial Board hearing begins, the member under investigation shall be:
 1. Provided with a copy of the investigatory record;
 2. Notified of the charges; and

3. Notified of the disciplinary action being recommended.

NOTE: The Department shall provide the investigatory record, including the Form 80, to the County Office of Law, so that the County Office of Law may provide it to the member.

- The Trial Board hearing date shall be scheduled no sooner than 30 days from the date the charged member receives the investigatory record and the charges, unless mutually agreed upon by the Department and the charged member.
- The Trial Board Chairperson will:
 1. Ensure subpoenas are sent, via U.S. mail, in reference to witnesses or documents to be provided by non-Department members.

NOTE: The Trial Boards Commander will ensure the requested subpoenas are sent at least 10 days prior to the hearing date.
 2. Provide the Trial Boards Commander with any subpoenas in reference to witnesses that are Department members or documentation to be provided by the Department.

NOTE: The Trial Boards Commander will ensure the requested subpoenas are served at least 10 days prior to the hearing date. They will be served no less than 10 days prior to the start of the applicable scheduling period, when practicable.

TRIAL BOARDS COMMANDER

- Works with the County Office of Law and the member's representation to determine a Trial Board date.
- Forwards the Form 80 with charges and specifications to the Trial Board Chairperson without recommendations for punishment.

2-5.2 ROLES OF TRIAL BOARD MEMBERS

CHAIRPERSON

- Issues subpoenas requesting documents to be produced and/or witnesses to appear (i.e., Forms 369-372).
- Grants postponements requested by either party, only for good cause.
- Presides over the hearing.
- Responsible for ruling on all motions and objections before the Trial Board.
- Shall prepare the written decision of the Trial Board including the findings, conclusions, and recommendations of the board within 45 days after the final hearing.
- Resolves issues as to the admissibility of any evidence.

NOTE: Only evidence legitimately obtained by the Department shall be used against an employee in any investigation or Trial Board.
- Ensures that the official recording is the only recording of the proceedings, and that no other recordings, including those made by members of the public, are allowed.
- Sequesters witnesses if requested by representation/counsel.

EXCEPTION: The Internal Affairs Division witnesses are not subject to sequestration.

CIVILIAN

- Swears in witnesses and reminds them of their confidentiality requirements.

MEMBER OF EQUAL RANK

- Manages the Trial Board's evidence.

2-5.3 TRIAL BOARD PROCEDURES

GENERAL

- The Trial Board may administer oaths and issue subpoenas as necessary to complete its work.

- The decision of the Trial Board as to findings of fact and any penalty shall be final in accordance with the provisions of Public Safety Article §3-106 unless appealed to the Baltimore County Circuit Court by the member within 30 days after the date of issuance of a decision of a Trial Board.
- An Assistant County Attorney, or a person designated by the County Office of Law, will present circumstances of the alleged offense to the Trial Board.
NOTE: The admission of evidentiary materials and statements will be governed by the section 5.3.1 of this article (Trial Board Rules of Evidence).
- All weapons will be secured outside the hearing room.
EXCEPTIONS:
 1. The sworn member of the Trial Board, Internal Affairs Division investigators, and the Trial Board Commander are permitted to carry Department authorized weapons.
 2. Other law enforcement officers may be permitted to carry authorized weapons upon permission of the Trial Boards Commander.
- Each party has the right to cross-examine witnesses who testify and submit rebuttal evidence.
- The Trial Board Chairperson will follow the Form 368, Trial Board Procedural Script, to conduct the hearing.
- All items accepted into evidence will be marked for identification and retained as part of the record.
NOTE: For rules of evidence, see Section 5.3.1 of this article.

HEARING PROCEDURES

- Are conducted in accordance with the Form 367, Trial Board Process Flowchart.

PRE-TRIAL MATTERS

- The Chairperson will call the hearing to order and advise the parties that the proceedings of the hearing will be recorded but not transcribed unless later deemed necessary.
- The Chairperson will inquire of the accused member if a copy of the charges and specifications to be heard have been received.

READING OF THE CHARGES AND DEFENDANT'S PLEA

- If the prosecution and defense are ready to proceed, each charge and specification will be read, unless waived, and the accused will enter a plea to each.

DEFENDANT PLEADS GUILTY

- A mitigation stage is held where deliberations on punishment occur, and a determination of punishment is provided.

DEFENDANT PLEADS NOT GUILTY

- The Chairperson will direct the prosecution to begin its case and will instruct all present that all testimony is under oath or affirmation and subject to the penalties of perjury.
- All witnesses will be sequestered, upon request by the prosecution or the defense.
EXCEPTION: Internal Affairs Division investigators are not subject to sequestration.
- After completion of the prosecution's case, the Chairperson may direct a verdict for the accused or will direct the defense to proceed. Counsel/representation will be advised of the appropriate time for presenting matters in mitigation.
- Each party has a right to cross-examine each witness who testifies for the other party.
NOTE: The members of the Trial Board may also question each witness after the prosecution and defense.
- Closing arguments include a summation by both the prosecutor and defense. However, a rebuttal may be presented by the prosecutor only.

- Upon completion of arguments, the hearing room will be cleared and the Trial Board will make an objective review of all evidence brought before the members, being careful not to prejudice the case as to the innocence or guilt of the accused.

DELIBERATIONS ON VERDICT

- Trial Board members will then make a determination of innocence or guilt as to each charge and specification and will inform the other Trial Board members of their decision when requested by the Chairperson. A majority will decide the verdict on each charge and specification.
NOTE: A finding of guilt must be based on a preponderance of the evidence.
- All interested parties will then reenter the hearing room where the findings on each charge and specification will be announced. The exact time of the clearing and recalling of all parties will be noted in the record.
- If the accused is found:
 1. "Not Guilty" of all charges, the Chairperson will announce the conclusion of the case and adjourn the hearing.
 2. "Guilty" on any charge, the Chairperson will advise counsel that matters of mitigation may be presented.

DELIBERATIONS ON PUNISHMENT

- The disciplinary determination will be made in accordance with the Uniform State Disciplinary Matrix.
- The prosecution and defense may present testimony or other evidence in support of or against a possible penalty.
- At the completion of any matters in mitigation, the hearing room will be cleared and the Chairperson will cause another vote to be taken as to the punishment. Voting will be finished when a majority is reached.
- All interested parties will then reenter the hearing room. The exact time of clearing and recalling of all parties will be noted in the record.

WRITTEN FINDINGS

- The Chairperson will inform the parties of the judgment reached and that it will be forwarded to the Chief of Police.
- A Form 373, Trial Board Case Disposition Summary, will be prepared by the Trial Board Chairperson for the Chief of Police within one business day by the Trial Board Chairperson.
- Upon completion, a copy of the Form 373 will be provided to the Trial Board Commander by the Trial Board Chairperson.
NOTE: The Trial Board Commander will ensure that a copy of the Form 373 is forwarded to the Chief of Police on the same day that it is received from the Trial Board Chairperson.
- Form 374, Trial Board Written Decision, will be prepared and signed by the Chairperson for the Chief of Police within 45 days after the final hearing by the Trial Board.
NOTE: The Form 374 shall reflect the findings, conclusions, and recommendations of a majority of the Trial Board.
- In the case of a split decision by the Trial Board in the rendering of a guilty verdict, the reasons for the dissenting opinion will be noted in the summary and in the written decision.
- Upon completion, a copy of the Form 374 will be provided to the Trial Board Commander by the Trial Board Chairperson.
NOTE: The Trial Board Commander will ensure that a copy of the Form 374 is issued to the accused member or his/her representative and forwarded to the Chief of Police on the same day that it is received from the Trial Board Chairperson.

- Should termination be the determination of the Trial Board, the Chairperson will contact the Trial Board Commander who will notify the following that the accused will be immediately suspended with pay until the Chief of Police signs and disseminates the appropriate orders:
 1. Chief of Police.
 2. Accused.
 3. Accused's commander.
 4. Accused's division commander or bureau executive officer.
 5. Accused's bureau chief.
 6. PSB Bureau Chief.
 7. IAD commander.
 8. Victims' Rights Advocate.

EXCEPTION: Members who are currently suspended without pay in accordance with law will continue to be suspended in a non-pay status.

2-5.3.1 TRIAL BOARD RULES OF EVIDENCE

DEFINITIONS

- Evidence - data upon which a conclusion may be based. May include any specifics of proof of fact such as documents, photos, recordings, oral testimony, etc.
- Relevant - tends to establish a fact at issue.
- Material - affects a fact or issue in the case.
- Competent - trustworthy as to quality of evidence.

GENERAL

- The Trial Board may consider only the evidence put on record.
- The Trial Board may not create or search for additional evidence.

EXCEPTION: The Trial Board may question each witness after the prosecution and defense.
- The precise court rules of evidence do not apply.

NOTE: Circumstantial and hearsay evidence may be permitted. Due process and fairness will be granted when considering whether evidence will be accepted.
- The Chairperson may ask for the relevance, if uncertainty exists about the relevance of an item of evidence.
- The Chairperson may ask an attorney/representative to explain why they believe hearsay is reliable information.
- When in doubt, evidence will be accepted and the board will determine its value during deliberations.
- Official Notice can be given when a fact is considered as being conclusively proven.
- If an attorney/representative offers a piece of evidence to a witness "for identification purposes only," the Board should not look at such items unless/until they are accepted/entered into evidence.

EVIDENTIARY EXCLUSIONS

- Evidence that is irrelevant, immaterial, incompetent, or unduly repetitious.
- Privileges recognized by law that are not waived:
 1. Marital - for spousal communication that is privileged, a spouse cannot be compelled to testify.
 2. Attorney - Client.
 3. Patient - psychiatrist/clinical social worker.
 4. Accountant - Client.
 5. Priest - Penitent.
 6. News Media Source.

EXHIBITS IN BINDER FORM

- Both attorneys/representatives may present the evidence in a binder form, and the other attorney/representative has the right to object.
NOTE: The County Office of Law is more likely to do so for the following reasons:
 1. It is easier for the Trial Board to follow along as the evidence is being discussed with the witness.
 2. The defense is provided all of this information as part of discovery, so there would be nothing in the binder that has not been seen before.
 3. The Board is capable of discerning between what is in the record and what is not.
 4. The Trial Board would not consider an item in the binder unless/until it has been accepted as evidence.
- If a piece of evidence in the binder is not accepted by the Trial Board, it could then be pulled from the binder and returned to the presenting party.
- The other attorney/representative may object on grounds that they want to be able to object to individual items of evidence as they are presented.
- Unless the objecting attorney/representative has reasonable grounds the Trial Board may wish to allow the presentation.
- If the Trial Board permits this form of presentation, the evidence officer on the Trial Board must remove each item from the binder, log it, tag it, and compile it in their own collection of evidence as each item is entered, as this will be the evidence of record.
NOTE: The Trial Board's evidence officer must be mindful that if an attorney/representative provides a binder, they will likely have pre-numbered the items, and the items will have to be re-numbered and logged according to the Trial Board's item number.

2-5.4 POST-TRIAL BOARD PROCEDURES

GENERAL

- After review by the Chief of Police, the final determination of the Trial Board will be forwarded to the Trial Board Commander for preparation of appropriate orders. These orders are to be signed by the Chief of Police and disseminated accordingly.
- The decision of the Trial Board may be appealed in Circuit Court by the accused officer within 30 days after the issuance of a decision of a Trial Board.

CHIEF OF POLICE

- Within 30 days after receipt of the Board's determinations, reviews the findings and conclusions of the Board and signs a final order.

2-6.0 RECORDS RETENTION

GENERAL

- A record relating to an administrative or criminal investigation of misconduct by a sworn member, including an Internal Affairs Division (IAD) investigatory record, a hearing record, and records relating to a disciplinary decision, may not be:
 1. Expunged; or
 2. Destroyed.**EXCEPTION:** The following records will continue to be expunged in accordance with Special Order 2023-02, Disciplinary Process for Misconduct Required to be Handled in Accordance with Previously Existing Laws, Department Policies, and Memorandum of Understanding:
 1. Records regarding all misconduct complaints that are alleged to have occurred prior to July 1, 2022, for misconduct alleged to have been committed by a member of the Executive Corps.

2. Records regarding all misconduct complaints that are alleged to have occurred on or after July 1, 2023, for misconduct alleged to have been committed by all other sworn members.

ADMINISTRATIVE INVESTIGATIONS AND REPORTS

Article 3

- 3-1.0 Unusual Occurrences [rev. 10/2020]**
- 3-2.0 Critiques of Major Incidents [rev. 05/2009]**
- 3-3.0 Motor Vehicle Pursuit Review Policy [rev. 10/2020]**
- 3-4.0 Firearms Discharges [rev. 09/2017]**
 - 3-4.1 Investigative Responsibility [rev. 12/2023]**
- 3-5.0 Critical Incident Review Board (CIRB) [rev. 12/2023]**
- 3-6.0 BlueTeam [rev. 12/2023]**

ADMINISTRATIVE INVESTIGATIONS AND REPORTS

3-1.0 UNUSUAL OCCURRENCES

GENERAL

- A thorough administrative investigation will be conducted by the Internal Affairs Division (IAD) whenever there is an Unusual Occurrence as defined below.

UNUSUAL OCCURRENCES

- Are defined as:
 1. Escapes or attempts by any person in the care and custody of the Department.
 2. Serious physical injury or death of any person or caused by any person in the care and custody of the Department.
NOTE: Determinations of serious physical injury will be made in accordance with the definition contained in the Maryland Annotated Code, Criminal Law Article, § 3-201.
 3. Suicide or attempts of any person in the care and custody of the Department if the victim is injured to the point of requiring medical treatment beyond routine examination.
 4. Serious physical injury, death, or substantial property damage resulting from any police action/activity (e.g., pursuits, searches, hostage situations, departmental vehicle crashes, etc.).
NOTE: Determinations of serious physical injury will be made in accordance with the definition contained in the Maryland Annotated Code, Criminal Law Article, § 3-201. Determinations of substantial property damage can be made by the IAD Commander.
 5. Firearm discharges:
 - a. That occurred while the member was on duty or acting in an official capacity as a law enforcement officer.
EXCEPTION: Humane destruction of animal cases, unless the administrative review by the shift/unit commander indicates that violations of law have occurred.
 - b. That were unintentional discharges of departmentally issued or departmentally approved firearms by a member.
EXCEPTION: Discharges occurring during authorized training sessions, unless serious physical injury, death, or substantial property damage occurred.
 6. Any other situation as identified by the shift/unit commander and approved by the IAD Commander.
 7. Any other situation as directed by the Chief of Police.

INVOLVED MEMBERS

- Immediately notify their supervisor/shift commander.

SHIFT/UNIT COMMANDERS

- Immediately after the occurrence notify:
 1. Their precinct/section commander.
 2. The commander of the precinct in which the events occurred, if it did not occur in the precinct to which they are assigned.
 3. The 9-1-1 Police Liaison.
 4. The IAD.
- Ensure the integrity of the scene is protected (e.g., protection of evidence, identification of witnesses, etc.).
- Ensure the appropriate incident report is completed.
- Ensure an Incident Summary is completed.

- Complete the Form UO1, Shift/Unit Commander's Unusual Occurrence Preliminary Report, within 24 hours of the incident and forward it to the precinct/section commander for review. **NOTE:** In the absence of a shift/unit commander, the sergeant/supervisor will be responsible for the above duties.

PRECINCT/SECTION COMMANDERS

- Submit the original Form UO1 to the IAD after review and endorsement.

INTERNAL AFFAIRS DIVISION

- Appoints an investigator who will complete the formal administrative investigation.
- Assigns the investigation an IAD case number.
- Reviews, endorses, and forwards the investigation through their chain-of-command to the IAD Commander.
- Forwards a copy of the completed Report of Investigation to the bureau chief(s) of the involved members.

BUREAU CHIEFS/DIVISION COMMANDERS OF THE INVOLVED MEMBERS

- Ensure appropriate steps are taken to implement final recommendations.

3-2.0 CRITIQUES OF MAJOR INCIDENTS

GENERAL

- The critique process is a valuable method used to identify positive/negative action during a major incident. Its purpose is to improve police response for the benefit of all involved.

MAJOR INCIDENTS

- Hostage/barricade situations.
- Natural or man-made disasters.
- Any unusual police action or activity.
- Any other situation or incident as determined by the Bureau Chief of the Operations Bureau.

BUREAU CHIEF OF THE OPERATIONS BUREAU

- Coordinates the scheduling of critiques in a timely manner.
- Or designee, directs the critique process, using the following agenda as a guide:
 1. Review of the incident.
 2. Problem identification.
 3. Open debate on problem areas.
 4. Recommendation for solutions.
 5. Open forum.
 6. Assignment of research projects, if necessary.
 7. Forwards a copy of critique summaries to all affected commands.

PRECINCT/SECTION COMMANDERS

- Ensure a representative from each unit/section/division involved in the incident participates in the critique.
- Compile a written summary of the critique outlining the results including, but not limited to:
 1. Offense number.
 2. Date, time, and duration of the incident.
 3. Location.
 4. Final disposition of subjects.
 5. Victim information.

- 6. Supervisors on scene.
- 7. Specialized units/sections on scene.
- 8. Cost analysis.
- Forward the original summary to the Bureau Chief of the Operations Bureau, retaining a copy for the precinct.

3-3.0 MOTOR VEHICLE PURSUIT REVIEW POLICY

PRIMARY PURSUIT OFFICERS

- Complete a Form 213, Motor Vehicle Pursuit Report (original and one copy).
NOTE: The first member asked to assist another jurisdiction in a pursuit will complete the Form 213.

PURSUIT SUPERVISORS

- Complete the supervisor's narrative section of the Form 213 and ensure accuracy, legibility, and completeness of all pursuit reports.
- Indicate on the Form 213 the following information:
 1. Supervisor's status when the pursuit began.
 2. Role in the incident (i.e., whether an active participant in the pursuit or not).
 3. Actions taken.
 4. Supportive facts for the overall assessment.
 5. The overall assessment of risk factors (i.e., low, medium, or high).
- Forward the complete and accurate Form 213 to the Patrol Shift Commander who supervised the pursuit.

PATROL SHIFT COMMANDERS

- Prepare a summary of the investigation report and a critique, via a Form 12L, Intra-Department Correspondence, and forward it to their commander. This will include:
 1. A copy of the Form 213.
 2. All related police reports.
 3. Photographs, diagrams, and media recordings.**EXCEPTION:** A Form 12L containing a summary of the investigation report and critique will not be completed for pursuits that result in an unusual occurrence.
- Notify the IAD immediately, whenever a motor vehicle pursuit involving a member of this Department results in a fatality, serious physical injury to any person, or extensive property damage.

PRECINCT COMMANDERS

- Complete all pursuit critiques for pursuits that began within their precinct's boundaries, including pursuits initiated to assist other jurisdictions.
EXCEPTION: Critiques will not be completed for pursuits that result in an unusual occurrence.
- Confer with the primary pursuit officer's commander if he/she is not a member of their command.
NOTE: The primary pursuit officer's commander may submit a Form 12L to document information he/she believes should be considered during the critique of the pursuit.
- Include in a Form 12L to their commander, within 30 days of the pursuit, a review of all submitted pursuit reports/critiques and determine if:
 1. The pursuit conformed to policy.
 2. Training needs to be considered.
 3. Departmental disciplinary measures are appropriate.
 4. Policy changes should be considered.**EXCEPTION:** Pursuits requiring an administrative investigation.

- Maintain a pursuit file involving any command member for a period of five years. This file will contain the following:
 1. A copy of the pursuit report, critique(s), and summaries.
 2. Photographs, diagrams, and media recordings (if available).

INVOLVED MEMBER'S COMMANDER

- Recommends, after consultation with their chain of command and the IAD Commander:
 1. If the member should be placed in a non-line function following a pursuit.
 2. When the member will return to regular duty, if the member is placed in a non-line function following a pursuit.

NOTE: Recommendations will be presented to the Chief of Police who will determine whether a member will be placed in a non-line function, and will determine when members placed in a non-line function may return to regular duty.

PATROL DIVISION COMMANDERS

- Maintain primary authority, subject to review by the Bureau Chief of the Operations Bureau, over all pursuit dispositions conducted within Baltimore County.

EXCEPTION: Pursuits that result in an unusual occurrence.
- Review all Forms 12L critiquing pursuits, received from their commanders.
- Distribute the Forms 12L as follows:
 1. Original - Division files.
 2. Copy - Precinct Commander.
- Provide a copy of the pursuit critique documents and Form 213 to the Strategic Planning Team at the conclusion of the review.

INTERNAL AFFAIRS DIVISION

- Maintains primary authority over pursuits that result in an unusual occurrence.

9-1-1 POLICE LIAISON

- Notifies the appropriate Operations Bureau Patrol Division Commander, via electronic mail or electronic message, of pursuits occurring in all precincts under his/her command.

SAFETY OFFICER

- Correlates motor vehicle pursuit data for crash and safety issues.
- Produces periodic management reports regarding crash and safety issues.

STRATEGIC PLANNING TEAM

- Collects Form 213 data regarding motor vehicle pursuits.
- Issues an annual report analyzing this data.

NOTE: This report contains a pursuit policy review completed by the Bureau Chief of the Operations Bureau, or his/her designee, and approved by the Chief of Police.

REFERENCE

- Field Manual, Article 9 (Vehicle Operations).

3-4.0 FIREARMS DISCHARGES

GENERAL

- Firearm discharges must be reported to the Department and to the law enforcement agency having jurisdiction (i.e., for incidents occurring outside of Baltimore County) for all discharges of:
 1. Any firearm discharge by a member occurring while the member is on duty or acting in an official capacity as a law enforcement officer.
EXCEPTION: Firearm discharges occurring during authorized training sessions, unless there is an unusual occurrence.
 2. A departmentally issued or departmentally approved, privately owned firearm by a Department member or other person.
EXCEPTION: Firearm discharges occurring during lawful hunting, target practice, and authorized training sessions, where no death, injury, or property damage occurs.
 3. A privately owned, but not departmentally approved firearm by a member or other person, where criminal charges may result against the member.
- Members may document, via a Form 12L, Intra-Department Correspondence, any non-reportable firearm discharge where property damage is incurred, or where the member feels it is in their best interest to have the incident documented (e.g., if the incident may result in civil liability, a complaint to the Department, etc.).
- All reportable firearm discharges will undergo a criminal investigation and an administrative investigation by the unit(s) having investigative responsibility.
EXCEPTION: Humane destruction of animals cases, unless the administrative review by the shift/unit commander indicates that violations of law have occurred.
- When a firearm discharge occurs in another jurisdiction the:
 1. Local law enforcement agency is responsible for the criminal investigation.
 2. Department is responsible for the administrative investigation.

NOTE: Information on firearms discharges contained in the remainder of this article refers to administrative investigation procedures and responsibilities. For criminal investigation procedures and responsibilities refer to Field Manual, Article 12.

3-4.1 INVESTIGATIVE RESPONSIBILITY

GENERAL

- Upon notification of a firearm discharge, the shift/unit commander will gather all available information and notify the precinct/section commander and the Internal Affairs Division (IAD).
NOTE: If the potential for criminal charges is discovered during the course of an administrative investigation, the investigating member will refer the incident to the appropriate unit to conduct a criminal investigation.

ADMINISTRATIVE INVESTIGATION RESPONSIBILITY

- For all reportable firearm discharges in instances that are unusual occurrences (as defined in Administrative Manual, Article 3, Section 1.0, Unusual Occurrences), or may result in criminal charges, lies with the IAD.
- The IAD Commander will determine investigative responsibility for all other firearm discharges, after consulting with the bureau chief of the involved member(s).

INTERNAL AFFAIRS DIVISION

- Confers with the unit (e.g., the Homicide/Missing Persons Unit, investigating unit from another jurisdiction, etc.) responsible for conducting the criminal investigation as soon as possible after a firearm discharge involving injury or death.

- Visits or contacts the jurisdiction involved and obtains all available copies of the investigation, if the discharge occurred outside of Baltimore County, and the IAD is responsible for the administrative investigation.
- Ensures that the final disposition recommendations are implemented:
 1. By initiating a complaint for handling via departmental disciplinary procedures, when the recommendation is discipline of an involved member.
 2. By referring other dispositions (e.g., training or policy updates, etc.) to the appropriate bureau chief/division commander for implementation.
- Submits a report annually to the Chief of Police summarizing firearm discharges during the previous year.
EXCEPTION: Humane destruction of animal cases will not be included in this report.

INTERNAL AFFAIRS DIVISION COMMANDER

- Confers with the commander of the unit conducting the criminal investigation to:
 1. Exchange information regarding the investigation.
 2. Ensure compliance with Department policy and law in reference to officers' rights and the constitutional rights of all involved parties.
- Forwards a copy of the completed Report of Investigation to the affected member's bureau chief/division commander, upon completion of an administrative investigation.
EXCEPTION: Cases requiring review by the Critical Incident Review Board (CIRB). In these cases, members of the CIRB will be notified, so the Board may be convened.
- Determines the need for further action, upon completion of a review by the CIRB.

SUPERVISORS

- Will not conduct formal administrative investigation interviews of the member(s) involved. They will only ask the involved member(s) the questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements.

SHIFT/UNIT COMMANDERS

- Conduct an initial evaluation and review of all reported firearm discharges and confers with the precinct/section commander and the IAD regarding the appropriate case assignment and/or disposition.
- Notify the involved member of his/her right to legal counsel.
- Will not conduct formal administrative investigation interviews of the member(s) involved. They will only ask the involved member(s) the questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements.
- Complete the Form UO1, Shift/Unit Commander's Unusual Occurrence Preliminary Report, and forward to the precinct/section commander.
EXCEPTION: Humane destruction of animal cases.

PRECINCT/SECTION COMMANDERS

- Review, approve, and distribute Forms 253, Use of Force Report, as follows:
 1. Original - Forwarded to the IAD.
EXCEPTION: Forms 253 will be forwarded to the member's division commander/bureau executive officer when a Use of Force Packet has been completed or a BlueTeam entry has been initiated. In these cases, the division commander/bureau executive officer will forward the 253 to the IAD.
 2. First copy - Retained in the precinct/section file.
 3. Second copy - Provided to the member.

- Review humane destruction of animal cases for policy compliance and forward the Form 229A, Officer's Firearms Discharge Report for Humanely Destroyed Animals, to the Information & Records Management Section for scanning into the records management system (RMS).
NOTE: The precinct/section commander will confer with the IAD Commander and provide a copy of the Form 229A if it is determined an incident was out-of-policy.
 - Forward the Form UO1 to the IAD.
 - Remove the member from regular duty, pending an administrative review of a firearm discharge, if injury or death has resulted. After the review, the precinct/section commander, may recommend, after consultation with their chain of command and the IAD Commander, whether the member should:
 1. Continue at present assignment.
 2. Be placed in a non-line function.
 3. Be suspended.
- NOTES:**
1. Recommendations will be presented to the Chief of Police who will determine if the member will continue at their present assignment, and will determine when members placed in a non-line function may return to regular duty.
 2. Members will:
 - a. Return to duty only after a release has been obtained from the Department-approved Psychological Services caregiver.
 - b. Complete a physical health examination at the County's Designated Health Care Provider.
 - c. Complete post critical incident training specific to the incident (e.g., firearms training/tactics, etc.), if needed.
- Or designee, visit or contact the jurisdiction involved and obtain all available copies of the investigation, if the discharge occurred outside of Baltimore County, and the precinct/section is responsible for the administrative investigation.
 - Review all report forms submitted by the shift/unit commanders thoroughly, and conduct any additional administrative investigation, as directed by the IAD Commander.
 - Confer with and review firearms discharge investigations completed by the IAD.
 - Forward all reports to the bureau chief/division commander, upon completion of an administrative investigation.

BUREAU CHIEFS/DIVISION COMMANDERS

- Forward completed administrative investigation reports with disposition recommendations to the IAD Commander within 10 days of receipt of the completed report, if the precinct/section commander was responsible for the administrative investigation.
NOTE: Only the IAD Commander may grant an extension of the 10-day deadline.
- Review administrative Reports of Investigation with disposition recommendations from the IAD Commander.

REFERENCES

- Field Manual, Article 12 (Use of Force/Weapon Systems).

3-5.0 CRITICAL INCIDENT REVIEW BOARD (CIRB)

CRITICAL INCIDENT REVIEW BOARD (CIRB)

- Conducts a review and evaluation of the incident, the investigation, and the individual actions of involved members, upon completion of both the criminal and administrative investigations for:
 1. All firearms discharges investigated as an unusual occurrence.
 2. All uses of force resulting in hospital admittance or death.
NOTE: This does not include emergency room visits (e.g., to remove conducted electrical weapon probes, etc.) when the subject was not admitted for further treatment outside of the emergency room.
 3. All departmental vehicle accidents resulting in serious physical injury or death.
 4. Other incidents, at the discretion of the Chief of Police.
EXCEPTION: Incidents that result in the filing of a community complaint may require review and evaluation prior to completion of a criminal investigation so that the administrative investigation may be forwarded to the Baltimore County Administrative Charging Committee (ACC) within the required timeframe.
- For firearms discharges, recommends a determination regarding whether each discharge was in policy or out-of-policy when compared to Field Manual, Article 12, Section 4.0, Firearms, and all other relevant Department policies and training.
NOTE: In the rare circumstance that the CIRB cannot make a determination regarding whether a discharge was in policy or out-of-policy (e.g., due to the fact that the discharge occurred due to faulty equipment, etc.), recommendations may be made to the Chief of Police without an in policy or out-of-policy finding.
- For uses of force resulting in hospital admittance or death, recommends a determination regarding whether each individual use of force was in policy or out-of-policy when compared to the Department's use of force policies.
- For departmental motor vehicle crashes resulting in serious physical injury or death, recommends a determination regarding whether the:
 1. Crash was preventable or non-preventable, using preventability criteria guidelines.
 2. Department member driving the vehicle was at-fault or not at fault, under Maryland law.
 3. Whether the crash involved gross negligence or reckless operation of a police vehicle, under Maryland law, if the crash was classified as at-fault.
- For other incidents, recommends a determination regarding whether individual members' actions in relationship to the incident were in policy or out-of-policy.
- For all cases reviewed, may identify additional policy violations committed by individual members (i.e., an in policy or non-preventable finding does not preclude the finding of other policy violations in relationship to the incident).
- For all cases reviewed, identifies recommendations or changes that should be made as a result of the incident in areas such as:
 1. Training.
 2. Supervision and accountability.
 3. Hiring/promotional criteria.
 4. Dispatch or deployment techniques.
 5. Operational practices.
 6. Policy.
 7. Equipment.
- Makes recommendations to the Chief of Police.
- Issues reports to the Chief of Police.
- All communications/conversations regarding cases brought before the CIRB will be treated as confidential and may not be discussed except as official CIRB business, unless authorized by the Chief of Police.

- Must have the following board members available to convene and to conduct a vote:
 1. Bureau Chief of the involved member.
 2. A second Bureau Chief.
 3. A minimum of two additional voting members.

NOTES:

1. Voting Board members may only be excused by the Chief of Police.
2. A Bureau Chief may be replaced by an acting Bureau Chief, if approved by the Chief of Police.

CRITICAL INCIDENT REVIEW BOARD MEMBERS

- Internal Affairs Division (IAD) Commander (voting member).
NOTE: Serves as the Board Chairperson.
- Bureau Chief of the Operations Bureau (voting member).
- Bureau Chief of the Criminal Investigations Bureau (voting member).
- Bureau Chief of the Professional Standards Bureau (voting member).
- Bureau Chief of the Administrative & Technical Services Bureau (voting member).
- Legal Section representative (non-voting member).
- Training Section Commander, or designee (voting member).
- Precinct/section commander of the involved member (voting member).
- Department subject matter expert(s), as determined by the Board (non-voting member(s)).
NOTE: Subject matter experts may be brought in for all, or part of, Board meetings and will be provided with information regarding the incident as determined by the Board.

INTERNAL AFFAIRS DIVISION COMMANDER

- Immediately notifies the CIRB members when a case is scheduled for presentation to the Board.
NOTE: Members will be notified of the aforementioned confidentiality provision at this time.
- Ensures all potential witnesses have been interviewed and all evidence collected is available to each Board member for review.
EXCEPTION: Access to evidence for subject matter experts may be granted upon determination by the Board.
- Provides the administrative Report of Investigation to the CIRB members at least one week prior to the meeting of the Board.
- Coordinates the presentation of the facts of the case to the CIRB, upon completion of the administrative investigation.
NOTE: All investigations will be presented to the CIRB by the IAD member conducting the administrative investigation, and will be presented without conclusions, findings, or recommendations.
- Ensure follow-up investigations are conducted as directed by a majority of the voting members.
- Notifies the Safety Officer of the determination for departmental motor vehicle crashes resulting in serious physical injury or death (i.e., preventable, at fault; preventable, not at fault; or non-preventable), for inclusion in the member's departmental driving history.
NOTE: The IAD Commander will coordinate with the Safety Officer regarding whether driver's training will be scheduled, or if a determination regarding training will be made at a later date.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Provides the Chief of Police with the Board's recommendation, upon conclusion of a meeting of the CIRB.
NOTE: Information on dissenting opinions will be provided, when applicable. In cases where the board cannot reach a single recommendation, all opinions will be provided.

CHIEF OF POLICE

- Reviews findings of the CIRB and makes final determinations regarding individual actions of involved members.
- Refers out-of-policy discharges, out-of-policy uses of force, preventable departmental crashes, and other out-of-policy actions to the IAD for disciplinary consideration.

3-6.0 BLUETEAM

BLUETEAM

- Authorized reporting system for specified administrative data (e.g., public inquiries, complaints against sworn Department members, external compliments regarding sworn members, etc.) to be housed in the Internal Affairs Division's (IAD) IAPro database.
EXCEPTION: Members assigned to the IAD will make required entries and necessary updates directly in the IAPro database.
NOTE: Portions of the IAPro database contain personnel records and/or disciplinary records which may or may not be subject to release under the Maryland Public Information Act (MPIA).
- Serves as the mechanism for forwarding Incidents between the initial entering member, supervisors, commanders, and the IAD (e.g., for review, approval, investigation, etc.)
- Access will be provided to:
 1. All sworn members; and
 2. Select non-sworn members based on their assignment.**NOTE:** Members who do not have access to the BlueTeam system or who are not permitted to initiate a required Blue Team Incident will notify a member of the rank of corporal or above upon obtaining the information to ensure it is entered into BlueTeam.
- Only allows the initial entering member to make changes to a BlueTeam Incident.
EXCEPTION: Members assigned to the IAD have the ability to correct incident type and routing (i.e., to whom the Incident is sent for its next approval) of an Incident.

MEMBERS WITH ACCESS TO BLUETEAM

- Use their Active Directory credentials to access the system.
- Initiate a BlueTeam Incident, upon receipt of information requiring entry into BlueTeam.
EXCEPTIONS:
 1. When the member has access but is not permitted to enter the particular incident type they will notify a member of the rank of corporal or above to ensure it is entered into BlueTeam.
 2. Members assigned to the IAD will make required entries directly in IAPro.
- Search the BlueTeam system to determine if an individual's information has been previously entered, prior to entering any individual into the system.
NOTE: Entering members will update existing individuals' information to ensure the BlueTeam system contains the most current information (e.g., address, phone number, etc.).
- May add attachments (i.e., updates and supporting documentation) to a BlueTeam Incident (i.e., the initial entry) at any level within the system.
NOTE: Any file format or uniform resource locator (URL) can be used.
- Immediately notify their direct supervisor upon making an entry into the system.
NOTE: Supervisors receiving these notifications will direct who the BlueTeam Incident is to be routed to next for approval. All BlueTeam entries must be routed to the IAD by a member who is of the rank of captain or above.

PERMANENT RANK SUPERVISORS

- Initiate a BlueTeam Incident, upon notification of information requiring reporting by a member who does not have access to BlueTeam or who are not permitted to complete a required entry.
- Receiving notification of a BlueTeam Incident, will review the report as soon as possible.
NOTE: Supervisors approving BlueTeam Incidents will forward the report as prescribed by their precinct/section commander.

SHIFT/UNIT COMMANDERS

- Review all BlueTeam Incidents in their inbox in a timely manner.
NOTE: Shift/unit commander approving BlueTeam Incident will forward the report as prescribed by their precinct/section commander.
- Use attachments to the BlueTeam Incident to document any supporting information or follow-up action taken in reference to the report.

PRECINCT/SECTION COMMANDERS

- Establish, and provide to their subordinates, direction concerning the routing of BlueTeam Incidents.
- Review all BlueTeam Incidents in their inbox in a timely manner.
- Route BlueTeam Incidents to the:
 1. Appropriate division commander, bureau executive officer, or designee; or
 2. Directly to the IAD within the required timeframe.**EXCEPTION:** Precinct/section commanders reviewing BlueTeam Incidents regarding members outside of their chain of command, will route the Incident to the appropriate precinct/section commander for follow-up.
- Use attachments to the BlueTeam Incident to document any supporting information or follow-up action taken in reference to the report.

DIVISION COMMANDERS AND EXECUTIVE OFFICERS, OR DESIGNEES

- Establish with precinct/section commanders under their command, direction concerning the routing of BlueTeam incidents:
 1. To the division commander or executive officer, or designee; or
 2. Directly to the IAD.
- Review all BlueTeam Incidents in their inbox in a timely manner.
- Use attachments to the BlueTeam Incident to document any supporting information or follow-up action taken in reference to the report.
- Route BlueTeam Incidents to the IAD in the required timeframe.

INTERNAL AFFAIRS DIVISION

- May be contacted for questions regarding BlueTeam reporting procedures.

WRITTEN COMMUNICATION

Article 4

- 4-1.0 Policy and Procedural Manuals [rev. 09/2019]**
- 4-2.0 Departmental Orders [rev. 09/2019]**
- 4-3.0 Standard Operating Procedures (SOP) [rev. 11/2010]**
- 4-4.0 Departmental Messages [rev. 09/2019]**
- 4-5.0 Distribution of Orders and Messages [rev. 09/2019]**
- 4-6.0 Form 159, Order/Directive Verification [rev. 09/2019]**
- 4-7.0 Operations Bureau Operations Orders [rev. 04/2006]**
- 4-8.0 Departmental Records [rev. 10/2020]**
- 4-9.0 Police Reports [rev. 10/2020]**
- 4-10.0 Requests for New or Revised Forms [rev. 08/2020]**
- 4-11.0 Administrative Reporting Program [rev. 10/2020]**
- 4-12.0 Departmental Correspondence [rev. 09/1995]**
 - 4-12.1 Form 12L, Intra-Department Correspondence [rev. 08/2021]*
 - 4-12.2 Correspondence Referrals [rev. 07/2000]*
 - 4-12.2.1 Referrals from the Office of the Chief [rev. 07/2000]*
 - 4-12.2.2 Referrals from the Operations Bureau [rev. 07/2000]*
 - 4-12.3 Other Correspondence [rev. 03/2008]*
- 4-13.0 Accreditation Responsibilities – Command Level Files [rev. 11/2010]**

WRITTEN COMMUNICATION

4-1.0 POLICY AND PROCEDURAL MANUALS

ADMINISTRATIVE AND FIELD MANUALS

- Posted and maintained on the Department's Intranet site in an electronic format.
- Issued in printed format to the Office of the Chief and the Strategic Planning Team to be used in the event that the electronic copies cannot be accessed.
NOTE: Members should contact the Public Safety Building security desk if access to printed copies of the manuals is required outside of normal business hours.
- May be printed in the individual commands for departmental use, upon authorization of the precinct/section commander.
- Will not be generated or reproduced using departmental equipment or supplies for members' personal use.

STRATEGIC PLANNING TEAM

- Maintains the electronic Administrative Manual and Field Manual on the Department's Intranet site, in a format that is capable of being copied to a transferable media device or disc by Department members.
- Maintains the revision dates for each section and subsection of the Administrative Manual and Field Manual.

4-2.0 DEPARTMENTAL ORDERS

DEPARTMENTAL ORDERS

- Identify policies, procedures, rules, programs, personnel issues, etc.
- Consist of General Orders, Special Orders, and Personnel Announcements.
- Reviewed by shift/unit commanders with their personnel.
- Distributed to members via the members' e-mail accounts.
- Posted on the Department's Intranet site.

GENERAL ORDERS

- Authorized and signed by the Chief of Police.
- Affect the entire Department by reflecting a change or addition to a departmental policy or procedural manual. Members desiring such a change may submit a Form 12L, Intra-Department Correspondence, through the chain of command to the Bureau Chief of the Professional Standards Bureau. The Form 12L will include the affected manual (including the article/section number), the reasons for the change, and an outline of the change.
- Refer to the manual and article/section number to be changed, and any superseded departmental orders, departmental messages, and/or e-mail messages requiring a Form 159, Order/Directive Verification Form.
- Retained on the Department's Intranet site for five years.

SPECIAL ORDERS

- Authorized and signed by the Chief of Police.
- Introduce new programs or procedures. Bureau chiefs/division commanders identifying a need for a Special Order will document the need, have a draft prepared, and appoint a contact person to act as liaison with the Strategic Planning Team.
- Remain in force until permanently adopted or canceled.
- Retained on the Department's Intranet site until the order is rescinded.

PERSONNEL ANNOUNCEMENTS

- Prepared by the Personnel Selection Analyst (PSA), the Police Human Resources Section, or the Professional Standards Bureau (PSB) administrative staff for distribution to all Department members.
- Signed by the Bureau Chief of the PSB or by the authorizing member of Police Human Resources Section.
- Announce:
 1. Specialized assignment selection processes;
 2. Promotional test materials and promotional opportunities;
 3. New employees, retirements, transfers, promotions, and miscellaneous exits;
 4. Miscellaneous personnel information.
- Retained on the Department's Intranet site, with the following retention periods:
 1. Specialized assignment selection process notices - until the "apply by" date has passed.
 2. Promotional test materials and promotional opportunity announcements - until removal is approved by the Commander of the Police Human Resources Section.
 3. New employees, retirements, transfers, promotions, and miscellaneous exits - one year.
 4. Miscellaneous Personnel Announcements - one year.

SELECTION PROCESS APPLICATION PACKETS

- Prepared by the PSA.
- Set out the selection process for specialized assignments.
- Signed by the Bureau Chief of the PSB.
- Sent to members responding to previously published Personnel Announcements.

COMMAND REVIEW PROCESS

- Upon preparation of a Special Order or project to be included in a future General Order the Strategic Planning Team will circulate a package including:
 1. A draft of the new/revised policy, procedure, or program.
 2. Current policy, procedure, or program.
 3. The appropriate review form.

NOTE: The package will be reviewed and approved by the Professional Development Division Commander, prior to distribution.
- Packages will be sent to those commands designated by the Professional Development Division Commander.
- Commanders, or their designees, will review and comment on the package.
- Comments will be placed on (or attached to) the appropriate review form and returned to the Strategic Planning Team.
- Comments will be addressed and the package will be forwarded for approval.
- This process may be circumvented or modified by the Chief of Police, the Bureau Chief of the PSB, the Executive Officer of the PSB, or the Professional Development Division Commander under extenuating circumstances (e.g., minor change in wording, change involving a direct order of the Chief, time constraints, etc.).

STRATEGIC PLANNING TEAM

- Prepares General Orders and Special Orders for distribution to all members.
- Maintains indexed files for General Orders and Special Orders.
- Maintains the revision dates for each section and subsection of the Administrative Manual and Field Manual.
- Issues an addendum, should a Special Order need to remain in force longer than five years.

- Maintains departmental orders on the Intranet in a format that is capable of being copied to a transferable media device or disc by Department members.
- Reviews departmental orders on a periodic basis for potential inclusion into the Administrative Manual and Field Manual.
- Distributes departmental orders via e-mail to Department members.
EXCEPTION: Personnel Announcements are distributed to members' e-mail accounts by the issuing entity.

MEMBERS

- Will not use departmental equipment or supplies to generate or reproduce any paper copies of departmental orders for personal use.

4-3.0 STANDARD OPERATING PROCEDURES (SOP)

STANDARD OPERATING PROCEDURES (SOP)

- Affect one bureau, division, section, unit, etc.
- Must be accessible to all affected personnel.
- Include effective date, background, purpose, and procedure statements.
- Reference applicable departmental rules, regulations, orders, SOPs, law, accreditation standards, and police values.
- Classified by subject and related sub-topic.
- Prepared in yearly, numerical sequence and prefixed using the current year (e.g., 2012-XX, 2013-XX, etc.).
- Issued using a Form 173, Standard Operating Procedure. Each page will contain an SOP number, subject, issuance (or revision) date, and the page number indicating sequence and total number of pages contained in order (e.g., 1 of 3, 2 of 3, etc.).
- Must be reviewed and approved by the Accreditation & Inspections Team before issuance.
- Include the name and signature of the authorizing commander.
- Requiring revisions or additions will indicate original number, revision date, and revision number.

ACCREDITATION & INSPECTIONS TEAM

- Maintains a file of SOPs.

COMMANDERS

- Establish procedures for indexing, purging, updating and revising SOPs.
- Review annually those SOPs not self-canceling to determine if they should be canceled, revised, or continued. Documentation of this annual review will be kept in the issuing command.
- Revise or cancel SOPs which have been superseded, either wholly or in part, by a higher command.
- Ensure that newly assigned personnel review current SOPs. Certification of this must be kept in the individual's personnel folder at the command level.

BUREAU/DIVISION SOP

- Distributed to all supervisors within the bureau/division and to all bureau chiefs/division commanders.
EXCEPTION: Operations Bureau SOPs will be distributed to all bureau members.
- Retained at the bureau/division office in an accessible file with a topical index.
- Retained in a three-ring binder by the affected precinct/sections.

4-4.0 DEPARTMENTAL MESSAGES

DEFINITIONS

- Informer - Educational tool for all Department members; reviewed, authorized, and prepared for distribution by the Strategic Planning Team (SPT).
- Legal Brief - Covers developments in case law affecting the Department; prepared by the Legal Section.
- Safety Bulletin - Alerts Department members to unsafe conditions and how to avoid sickness and injury on the job; prepared by the Safety Officer.

DEPARTMENTAL MESSAGES

- Reviewed by shift/unit commanders with their personnel.
- Retained on the Department's Intranet site until the content is no longer accurate or applicable to Department members.
- Developed when the need is identified by Department members. Suggestions may be made to the issuing unit.
- Distributed to all Department members via their departmental e-mail accounts.
- Retained in an indexed file at the unit issuing the message.
- Reviewed for accuracy and applicability on a yearly basis by the unit preparing the message.

STRATEGIC PLANNING TEAM

- Maintains departmental messages on the Intranet in a format that is capable of being copied to a transferable media device or disc by Department members.
- Reviews departmental messages on a periodic basis for potential inclusion into the Administrative Manual and Field Manual.
- Distributes departmental messages via e-mail to Department members.

MEMBERS

- Will not use departmental equipment or supplies to generate or reproduce any paper copies of departmental messages for personal use.

4-5.0 DISTRIBUTION OF ORDERS AND MESSAGES

GENERAL

- Departmental orders and messages will be distributed to the Department in electronic format via members' departmental e-mail accounts.
- The e-mail will contain the order or message as an attachment.
- Departmental orders and messages will be posted on the Department's Intranet site.
- Commanders will circulate a Form 159, Order/Directive Verification, with one paper copy of the order or message attached, notifying members that an e-mail has been sent.
- All members are responsible for reviewing the document to ensure that they are aware of the order or message. Each member will sign the Form 159 acknowledging that they received the order or message via their departmental e-mail account.
- Each order or message will be retained on the Intranet until the retention period expires.

STRATEGIC PLANNING TEAM

- Receives an electronic copy of the order or message from the issuing entity.
- Distributes Department orders and messages via e-mail to Department members.
EXCEPTION: Personnel Announcements are distributed to Department members by the issuing entity.
- Posts orders and messages to the Department's Intranet site.

4-6.0 FORM 159, ORDER/DIRECTIVE VERIFICATION

FORM 159, ORDER/DIRECTIVE VERIFICATION

- Completion is mandatory for:
 1. Departmental Orders.
 2. Departmental Messages.
 3. Standard Operating Procedures (SOPs).
 4. Personnel Announcements.
 5. Performance Appraisals.
 6. Written information regarding required training.
 7. Other relevant documents as specified by the commander, such as certain e-mail messages, information regarding special training opportunities, etc.
- Completed by squad/unit supervisors in original only.
- Retained in the commander's file for five years, keeping each year divided and each yearly subdivision divided by type of communication.

4-7.0 OPERATIONS BUREAU OPERATIONS ORDERS

OPERATIONS ORDERS

- Used when a special event, detail, operation, or investigation requires the use of personnel and equipment over and above the normal daily activities of any precinct/unit.
- Prepared by the commander having responsibility for personnel coordination and supervision of an event.
- Completed at least five days before an event, when possible. With less than five days notice, the order will be completed as soon as possible.
- Include an order number obtained from the Operations Bureau office.
- Include assignment of a supervisor and adequate personnel to meet detail needs.
- Completed on the appropriate form.
- Include the following on order supplements:
 1. Personnel needs and deployment.
 2. Equipment needs and car assignments.
 3. Appendices of maps, charts, etc.
 4. List of activities.
 5. General information (e.g., multi-agency coordination, intelligence, etc.).
- Approved and distributed by the appropriate division commander.
NOTE: Approval of the Bureau Chief of the Operations Bureau is only required when the event affects personnel or operations in more than one division.
- Distributed, at a minimum, to the:
 1. Office of the Chief.
 2. Public Affairs Section.
 3. Operations Bureau.
 4. 9-1-1 Police Liaison.
 5. Affected and interested commands, as necessary.
 6. Traffic Engineering, if road closures are necessary.

COST ANALYSIS REPORT

- Completed by the precinct/section commander of the operation.
- Includes the personnel and equipment costs for all units involved on the cost analysis form.
- Submitted on the appropriate form to the Operations Bureau office no later than seven days after completion of the event or cancellation date of the order.

FORM 21, AFTER ACTION REPORT

- Records the results of the event for which the Operations Order was issued.
- Must be completed at the conclusion of all Operations Orders by the precinct/section commander of the operation.
- Submitted to the Operations Bureau no later than 14 days after completion of the event or cancellation date of the order.

4-8.0 DEPARTMENTAL RECORDS

DEPARTMENTAL RECORDS

- Kept in accordance with the provisions of the law and departmental procedures.
- Limited to authorized members for use in the performance of departmental business.
- Cannot be removed from departmental facilities without proper authority or under due process of law.

NOTE: Each precinct is to keep an updated copy of the Automated Dispatch System (ADS), and Line Inspection Manual.

4-9.0 POLICE REPORTS

RECORDS MANAGEMENT SYSTEM

- Primary method of retention for Department records (e.g., police reports, Department forms etc.).
- Includes:
 1. Incident reports (e.g., Officer Reports, Case Reports, scanned or imported copies of police reports generated outside of the RMS, historical police report documents, etc.).
 2. Copies of other forms/reports as required by Department policy.
- Reports in the RMS will be printed only when absolutely necessary (e.g., court, administrative investigation, original signature required, etc.).
- The official report for all legacy reports (i.e., reports created outside of the RMS prior the conversion from InPursuit to the current RMS) will be the PDF copy of the original report (i.e., the Form 10 and Form 11, Field-Based Reporting (FBR) Incident Report and Incident Supplements, etc.).

PRECINCT FILING SYSTEM

- Includes:
 1. Copies of arrest report forms containing original signatures.
 2. Copies of other forms as required by departmental policy.
- **NOTE:** Copies of arrest report forms which are not part of a current case will be filed separately and alphabetically by month.
- Is based on the Julian calendar:
 1. A file folder will be established for each day of the calendar year starting with "001" (January 1st) and ending with "365" or "366" (December 31st).
 2. Each folder represents the sequential day of the calendar year and is used to store reports requiring paper filing generated within the command on that day.
 3. The Julian calendar day corresponds to the third, fourth and fifth digits of the Central Complaint (CC) number.
EXAMPLE: Report #94-019-6214 would be filed in the folder marked "019" (which represents the 19th day of the year).
- Reports are filed sequentially within each folder using the last four digits of the CC number. This number represents the chronological order of the report for that day.

- Electronically-maintained reports will be printed only when absolutely necessary (e.g., court, administrative investigation, original signature required, etc.) and not for the sole purpose of filing a station copy.
- Documents are retained for one year. On each day, the appropriate file will be emptied of the previous year's reports to make room for the current year's documents for that day.
NOTE: Unless otherwise noted, at the end of the retention period, documents will be destroyed. Destruction of documents is the responsibility of the commander.

REPORT RELEASE

- Persons or agencies not affiliated with the criminal justice system requesting copies of reports:
 1. Will be referred to the Information & Records Management Section (IRMS) Inquiry Desk.
 2. Must meet criteria established and maintained within the unit.
 3. Must be affected by the incident (e.g., victim, defendant, case attorney, etc.).
NOTE: Crime victims will receive a copy of their police report at no charge, upon request.

EXCEPTION: Victims and/or victim advocacy groups may receive redacted copies of police reports directly from Department members who have been authorized by their commander to provide copies of reports. Information that must be redacted from these reports includes: trade secrets, confidential commercial information, confidential financial information (e.g., assets, bank information, credit card numbers, etc.), information that reveals a person receives social services assistance, Social Security numbers, driver's license numbers, medical or psychological information, criminal history information, and intelligence or security procedures information.
- Persons authorized to release reports will utilize the Form 347, Certification of Records Custodian, and will forward a copy of the form to the IRMS for scanning into the Records Management System (RMS).
- Members requesting copies of reports for personal reasons must obtain the report in the same manner as the general public.
- This in no way affects current policy regarding news media releases or requests for statistical information.
- Reports may be released as a printed document or an electronic file. All reports issued electronically will be in a PDF format. This will serve as the official document.
NOTE: Printed data fields from an electronic format (i.e., screen shots) are not official reports and will not be distributed.

COMMANDERS

- Determine if Department members' assigned duties require them to have authorization to release redacted copies of police reports directly to victims or advocacy groups (e.g., Domestic Violence Coordinators, detectives working with victim advocacy groups, etc.).
NOTE: The commanders will also authorize what types of reports may be released (e.g., domestic abuse, etc.).

REFERENCE

- Field Manual, Article 2 (Traffic Procedures).
- Field Manual, Article 14 (Public Information).

4-10.0 REQUESTS FOR NEW OR REVISED FORMS

REQUESTS

- Submitted through the chain-of-command to the Strategic Planning Team. Request information must include:
 1. Reasons for the request and a sample of the new or revised form.
 2. Division, precinct, or section that would use the form.
 3. Name and number of existing forms which may meet the requirements of the new format.
 4. Estimated number of copies needed.

STRATEGIC PLANNING TEAM

- Reviews requests to verify that the form meets the needs in relation to existing policy and procedure.
- Upon completion of a form revision/creation, returns the form to the requesting unit/section for printing, if required, and notifies the Material & Facilities Management Unit of the revision/creation.

4-11.0 ADMINISTRATIVE REPORTING PROGRAM

ADMINISTRATIVE REPORTS

- Are reports designed to provide information within the Department or to report Department activities to external sources.
- May be produced on a daily, weekly, monthly, or annual basis (e.g., Overtime Management Report, Table of Organization, Workforce Analysis, Annual Report, etc.).

ADMINISTRATIVE REPORT LISTING

- Is compiled and revised by the Information & Records Management Section and includes:
 1. The name/type of administrative report(s).
 2. A statement as to the person(s) or position(s) responsible for the formulation of the report(s).
 3. A statement of the purpose of the report(s).
 4. A statement of the frequency of the report(s).
 5. A statement of the distribution of the report(s).
- Is revised and updated at least every four years.

REFERENCE

- CALEA, Chapter 11.

4-12.0 DEPARTMENTAL CORRESPONDENCE

MEMBER'S IDENTIFICATION NUMBER

- Is used on all official departmental forms, reports, correspondence, etc., except when the signature is clarified by the full printed or typewritten name.
- And name are referenced in report narratives and correspondence as follows:
 1. First reference:
 - a. Rank/title, first name initial and last name.
 - b. Departmental identification number and assignment.
EXAMPLE: Corporal J. Doe, ID 0001, Precinct 1.
 2. Subsequent references may be shortened, using rank/title abbreviation and last name (e.g., Cpl. Doe).

4-12.1 FORM 12L, INTRA-DEPARTMENT CORRESPONDENCE

FORM 12L

- Used to send intra-Department correspondence between offices within the Department.
- Will be single-spaced with double spacing between paragraphs.
NOTE: Paragraph indentations and salutations will not be used.
- Containing confidential information to be sent through departmental mail will be placed in an envelope clearly marked "CONFIDENTIAL" or "PERSONAL."

FORM 12L TO THE OFFICE OF THE CHIEF

- Forwarded through the chain-of-command for review and endorsement at each level. Written endorsements will detail suggestions and recommendations. The word "reviewed" is not acceptable as an endorsement.
- The Chief of Police is committed to keeping an open line of communication between the Chief's Office and Department members.
- Correspondence concerning routine matters will be forwarded through the chain-of-command.
- Members unsuccessfully communicating to the Chief through the chain-of-command may contact the Chief's Office Manager. The Office Manager will advise the Chief of the member's communication.
- Confidential and personal correspondence sent directly to the Chief will be addressed "SPECIAL ATTENTION, CHIEF OF POLICE."
NOTE: Members will not use this procedure to circumvent the chain-of-command in routine matters.

4-12.2 CORRESPONDENCE REFERRALS

CORRESPONDENCE REFERRALS

- Used to track, control, and recover correspondence.
- Include the nature of the referral, relevant instructions and the commander designated to prepare the appropriate response.
- Must be returned by the suspense date listed, unless an extension is granted by the bureau chief/division commander. The bureau chief/division commander will notify the referral originator, when applicable, of a granted suspense extension.

4-12.2.1 REFERRALS FROM THE OFFICE OF THE CHIEF

CORRESPONDENCE REFERRALS

- Used for information requests and complaint investigations.
- Will include a written response from the appropriate commander. The response will note the action taken and pertinent remarks.

4-12.2.2 REFERRALS FROM THE OPERATIONS BUREAU

CORRESPONDENCE REFERRALS

- May have the response noted in the "REMARKS" section of the referral.
- Not requiring response may be disposed of or filed.

OPERATIONS BUREAU

- Reviews requests for assistance, inquiries, and quality of service complaints from citizens and organizations.
- Determines if response can be handled at the command level.

- Checks bureau records to see if the matter is an unresolved issue from the past. If it is, the response cannot be handled at the command level.
- Records and assigns the matter to the appropriate command for investigation.
- Sends a letter of acknowledgment to the citizen or the organization. The letter will advise who is handling the matter and who to contact if response is not received in a timely manner.
- Sends a correspondence referral to the command assigned to investigate the matter. The referral will note a suspense date for resolving the matter, and will indicate at what level the response will be made.

COMMANDER RECEIVING REFERRAL

- Checks referral to see what level response will be made. The commander will submit a report to the bureau chief if response will be made at the bureau level.
- Initiates an inquiry into the matter, ensuring that the complainant is contacted promptly.
- Sends a letter of response to the complainant, if the response is to be handled at the command level indicating the results of the investigation.
- Forwards a copy of the letter to the Bureau Chief of the Operations Bureau and the Office of the Chief (if the matter originated in that office).
- Retains a copy of the investigator's notes and the letter in file for three years.
- Maintains a log of referrals received and their disposition.

4-12.3 OTHER CORRESPONDENCE

INTER-OFFICE CORRESPONDENCE

- Form is used for correspondence between departments in the Baltimore County Government.
- Must be typewritten, with the following format:
 1. "TO:" - Name and title of individual.
 2. "FROM:" - "POLICE DEPARTMENT."
 3. Single-spacing, with double-spacing between paragraphs.
 4. Salutations, such as "Sir," will not be used.
 5. Member's signature, typed name, rank, and assignment.

OUTSIDE CORRESPONDENCE

- Prepared on departmental letterhead using proper form and grammar.
- Directed to Chief of Police, Commissioner, Director, CEO, etc., of the receiving agency will be prepared for the Chief's signature.
- Directed to elected officials requires a copy be forwarded to the Chief of Police for informational purposes.

REGISTERED/CERTIFIED MAIL

- Delivered to any police facility, (e.g., precincts, precinct substations, headquarters) will not be signed for by any member other than the addressee.
EXCEPTION: If mail as noted above is delivered to the Public Safety Building and is addressed to the Chief of Police, the Legal Section will be notified and will respond to the lobby to sign and accept delivery.

4-13.0 ACCREDITATION RESPONSIBILITIES - COMMAND LEVEL FILES

GENERAL

- A list of commands and their accreditation standards will be maintained by the Accreditation/Inspections Team and respective bureau chiefs/division commanders.

COMMANDERS

- Must be familiar with standards affecting their command.
- Establish and maintain up-to-date files on assigned accreditation standards.
- Provide copies of relevant materials to the Accreditation/Inspections Team.
- Verify that new policy/procedure is not in conflict with accreditation standards.
- Forward each new policy/directive to the Accreditation/Inspections Team for their review. The Accreditation/Inspections Team will notify the commander in writing of their findings.
- Conduct an annual self-assessment, submitting findings to the bureau chief/division commander and the Accreditation/Inspections Team.
- Conduct a self-assessment upon transfer into a new command.

DEPARTMENT ORGANIZATION

Article 5

- 5-1.0 Table of Organization** [rev. 04/2019]
- 5-2.0 Personnel Structure** [rev. 10/2020]
 - 5-2.1 *Supervision (Permanent/Temporary)* [rev. 04/2019]
- 5-3.0 Chief of Police** [rev. 12/2023]
 - 5-3.1 *Office of the Chief of Police* [rev. 05/2014]
 - 5-3.2 *Legal Section* [rev. 12/2023]
 - 5-3.3 *Public Affairs Section* [rev. 12/2022]
 - 5-3.4 *Diversity & Inclusion Section* [rev. 08/2021]
 - 5-3.5 *Accountability & Compliance Section* [rev. 08/2021]
 - 5-3.6 *Incident Management & Special Projects* [rev. 08/2021]
 - 5-3.7 *Trial Boards* [rev. 12/2023]
- 5-4.0 Professional Standards Bureau** [rev. 08/2021]
 - 5-4.1 *Budget Management Section* [rev. 08/2021]
 - 5-4.2 *Forensic Services Section* [rev. 08/2021]
 - 5-4.3 *Information & Records Management Section* [rev. 08/2021]
 - 5-4.4 *Internal Affairs Section* [rev. 12/2023]
 - 5-4.5 *Training Section* [rev. 12/2022]
- 5-5.0 Administrative Support Bureau (ASB)** [rev. 08/2021]
 - 5-5.1 *Employment Section* [rev. 08/2021]
 - 5-5.2 *Police Human Resources Section* [rev. 12/2023]
 - 5-5.3 *Technology Section* [rev. 08/2021]
 - 5-5.4 *Wellness Section* [rev. 12/2022]
 - 5-5.5 *Ceremonial Honor Guard Unit* [rev. 05/2014]
 - 5-5.6 *Materials & Facilities Management Unit* [rev. 12/2023]
- 5-6.0 Criminal Investigations Bureau (CIB)** [rev. 08/2021]
 - 5-6.1 *Crime Strategies & Analysis Section* [rev. 08/2021]
 - 5-6.2 *Criminal Intelligence & Homeland Security Section* [rev. 08/2021]
 - 5-6.3 *Persons Crimes Section* [rev. 10/2020]
 - 5-6.4 *Property Crimes Section* [rev. 08/2021]
 - 5-6.5 *Vice/Narcotics Section* [rev. 04/2019]
- 5-7.0 Operations Bureau** [rev. 08/2021]
 - 5-7.1 *Patrol Divisions* [rev. 08/2021]
 - 5-7.1.1 *Patrol Precincts* [rev. 08/2021]
 - 5-7.2 *Support Operations Division* [rev. 09/2017]
 - 5-7.2.1 *Operations Support Section* [rev. 08/2021]
 - 5-7.2.2 *Special Operations Section* [rev. 12/2022]

DEPARTMENT ORGANIZATION

5-1.0 TABLE OF ORGANIZATION

TABLE OF ORGANIZATION

- Graphically depicted chart outlining the Department's organizational structure.
- Updated and maintained by the Salary Analysis & Special Projects Team.
- Available to all personnel (i.e., posted to the Department's Intranet page) and to the public (i.e., posted to the Department's website and made available upon request).

REQUESTS FOR MODIFICATIONS

- Made via a Form 12L, Intra-Department Correspondence, to the bureau chief responsible for the affected command.
NOTE: Forms 12L requesting changes for commands that report directly to the Chief of Police will be directed to the Bureau Chief of the Professional Standards Bureau (PSB).
- The Form 12L must include:
 1. A description of the requested change.
 2. Locations where the authorized position is being moved to and from.
 3. Names of affected personnel, if applicable.
 4. The effective date of the proposed change.
- Approved Forms 12L will be forwarded to the Salary Analysis & Special Projects Team.

SALARY ANALYSIS & SPECIAL PROJECTS TEAM

- Confirms approved Table of Organization changes with the Bureau Chief of the PSB.
- Updates the Table of Organization, upon approval of the Bureau Chief of the PSB.
- Notifies the Baltimore County Office of Human Resources and Baltimore County Office of Budget and Finance, of all Table of Organization changes.

REFERENCE

- [Table of Organization](#).

5-2.0 PERSONNEL STRUCTURE

DEFINITIONS

- Member - any individual, sworn or professional staff, employed by the Police Department, including volunteers.
- Bureau Chief - any member who commands a bureau.
- Commander - any member who commands a division, precinct, or section.
- Shift/Unit Commanders or Team Supervisors - members designated to supervise the respective shift/unit or team.
- Chain-of-Command or "Channels" - passing correspondence or information from lower to higher rank within a member's assigned team, unit, section, precinct, division, or bureau.

GENERAL

- Units are supervised by lieutenants, management analyst IIIs, personnel analyst IIIs, or other similar classifications.
- Teams are commanded/supervised by sergeants, corporals, management analyst IIs, personnel analyst IIs, or other similar classifications.

ALL MEMBERS

- Perform their duties in a manner consistent with Department values and in support of the Department's goals.

- Are accountable for authority delegated to them.
- Are held accountable for Department rules, regulations, and procedures.
- Have job specifications for their respective ranks and positions. These specifications are available, upon request, through the Baltimore County Office of Human Resources (OHR).
- Are assigned to shifts, per current Memorandum of Understanding (MOU) which provide continuous patrol coverage 24 hours a day, seven days a week.

SWORN MEMBERS

- Protect life and property.
- Prevent crime.
- Detect and apprehend violators.
- Preserve public peace.
- Enforce State and County laws over which the Police Department has jurisdiction.
- Perform the essential functions of a police officer.

CHAIN-OF-COMMAND

- The ranking order of sworn members, in descending order, is: Chief of Police, Colonel, Major, Captain, Lieutenant, Sergeant, Corporal, Detective/Officer 1st Class, and Officer.
- Professional staff members occupy positions at all levels of the Department. For specific information on the placement of professional staff members in the chain-of-command, refer to the Baltimore County Police Department's Table of Organization.

ORDERS

- Department members will obey lawful orders given by members of higher rank or by professional staff members having supervisory authority over them.
- Any member who receives a lawful order from the Chief of Police will carry out the order without regard to orders of other members.
- Lawful orders verbally relayed will be treated as personally given by the issuing member, regardless of the rank of the relaying member.
- If a lawful order is in conflict with one previously given, the member will state that fact. If the order is repeated, it will be obeyed. Members issuing new orders will be held accountable for their actions.
- When personnel from one assignment assist those from another, members from the same assignment will have authority over the assisting members of equal or lower rank.
- Department members will not issue unlawful orders.
- Department members are not expected to and will not obey unlawful orders, if issued.
- Members receiving an unlawful order:
 1. Will notify the issuing member that the order is unlawful;
 2. Request the presence of a member superior in rank to all involved members, should the issuing member persist in relaying the order;
 3. Are accountable for their actions in response to the order; and
 4. Report the order, via a Form 12L, Intra-Department Correspondence, as soon as possible, and no later than the end of their tour of duty.

REFERENCES

- [Baltimore County Police Department Table of Organization.](#)
- [Memorandum of Understanding.](#)

5-2.1 SUPERVISION (PERMANENT/TEMPORARY)

SPAN OF CONTROL

- Supervision at every level of the Department, whether permanent or temporary, should be limited to the number of employees that can be effectively managed.
- Supervisory personnel are accountable for the work-related activities of employees under their immediate control.
- Each employee is accountable to only one supervisor at any given time.

ABSENCES

- During the temporary absence of any supervisor/commander/bureau chief, the senior ranking subordinate will assume command unless otherwise ordered. Seniority, if used, shall be determined as follows:
 1. Rank/grade.
 2. Time in rank/grade.
 3. Department tenure.

NOTE: For sworn members, use their date of appointment as a police officer.

 4. Academy class ranking, if applicable.
- During the prolonged absence of a commander/bureau chief, the Chief of Police will designate an acting commander/bureau chief.
- During an extended absence of a precinct shift commander, the substituting officer will have the minimum rank of sergeant. If a sergeant is not available, the senior ranking officer on-duty will contact the shift commander of a neighboring precinct to assume shift commander responsibilities for both precincts. Senior ranking member is determined as follows:
 1. First preference - rank/grade.
 2. Second preference - time in rank/grade.
 3. Third preference - Department tenure, from date of appointment as a police officer.
- During absence of a sergeant in:
 1. Precinct commands, a corporal will supervise the team. If both are absent, the senior officer will supervise the team, unless otherwise directed by the commander.
 2. Other commands, a member designated by the commander will supervise the team.

NOTE: Professional staff cannot be compensated when substituting for/replacing sworn supervisors.
- Members assuming command will:
 1. Have all the authority and responsibility of the permanent supervisor/commander.
 2. Not countermand a standing order unless absolutely necessary.
 3. Submit a written report to their commander detailing the reason for countermanding an order.

NOTE: Division commanders, executive officers, and assistant bureau chiefs will submit their written reports to their bureau chief.

5-3.0 CHIEF OF POLICE

AUTHORITY

- The Chief of Police has the authority to prescribe, promulgate, and enforce rules and regulations for governing Department members consistent with State and County laws.

DUTIES

- Manages, directs, and controls the Police Department to ensure the public safety and quality of life for the citizens of Baltimore County.

- Designates a member to serve as the Department's Accreditation Manager. The member will serve as the liaison to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).
NOTE: The designated member must receive accreditation manager training within one year of assignment, and should attend accreditation training at least once during each accreditation period. The designated member will be responsible for providing appropriate training to other Department personnel assigned to the accreditation process.
- Designates a member to serve as the liaison to the Police Foundation.
- Designates a member to oversee grievance hearings at the Chief's level and render decisions on behalf of the Chief of Police.
- Approves the Annual Pursuit Report completed by the Strategic Planning Team.
- Or designee, shall:
 1. Submit to the County Executive and the County Council an annual report on crime trends in the County, the use of force by County police officers, and any other crime and policing related information the Department deems appropriate by April 1st of each year; and
 2. Within one month of its submission present the report to the Council in a meeting that is open to the public.
- Or designee, attends meetings with the Baltimore County Police Accountability Board and the County government to improve matters of policing.

ABSENCE

- When the Chief of Police will be absent from duty, the Chief will appoint an acting Chief who will:
 1. Receive no additional compensation.
 2. Possess all powers, authority, and duties conferred by statute upon the Chief of Police except:
 - a. Promoting or demoting any member without authorization from the Chief.
 - b. Permanently transferring members.
- NOTE:** The acting Chief may make temporary transfers, which will be considered permanent only upon the Chief's approval.

REFERENCE

- [Baltimore County Charter.](#)

5-3.1 OFFICE OF THE CHIEF OF POLICE

OFFICE STAFF

- Coordinates the Chief's schedule and activities.
- Assigns and monitors complaints, inquiries, and issues for attention, action, or response.

5-3.2 LEGAL SECTION

GENERAL

- Acts as liaison on behalf of the Chief of Police and the Department to the:
 1. State's Attorney's Office of Baltimore County.
 2. Office of Law for Baltimore County.
 3. District and Circuit Courts of Baltimore County.
- Prepares legal opinions upon written request.
- Provides legal advice on an emergency on-call basis.
- Drafts, reviews, testifies, and advocates for legislation as directed by the Chief of Police.
- Prepares the annual legislative update.

- Handles all forfeiture proceedings for seized firearms, vehicles, and other personal property connected to the seizure of firearms or vehicles in conjunction with the Baltimore County Office of Law.
 - Handles Maryland Public Information Act (MPIA) requests in conjunction with the Baltimore County Office of Law.
 - Drafts and reviews all memoranda of understanding with other agencies.
 - Reviews U Visa requests and responds as the Chief's designee.
 - Participates as a member of the Critical Incident Review Board.
 - Coordinates with the County Office of Law to compile an annual report regarding each use of force incident involving a police officer employed by the Department that resulted in a monetary settlement or judgment against the Department.
- NOTE:** This report must be submitted to the Governor's Office of Crime Prevention, Youth, and Victim Services on or before March 1st of each year and contain all information required under Maryland law.

5-3.3 PUBLIC AFFAIRS SECTION

GENERAL

- Serves as the official voice of the Department and the Chief of Police.
- Advises the Chief of Police, bureau chiefs, commanders, and other Department members on media relations, public relations, and Department messages.
- Provides timely, factual information about breaking news and Department incidents, initiatives, investigations, policies, statistics, and other matters to the public via approved Department platforms and through mainstream media.
- Oversees all Department web-based and social media platforms, including compliance with Baltimore County and Department web and social media policies.
- Facilitates Maryland Public Information Act (MPIA) requests and coordinates with the Legal Section to ensure the Department's legal obligations are met.
- Ensures an explanation of the following procedures are posted in a prominent public location (i.e., on the Department's website), in accordance with Maryland law:
 1. Procedures for filing a complaint of police officer misconduct; and
 2. Procedures for filing a request to obtain records relating to an administrative or criminal investigation of misconduct by a police officer under the MPIA.
- Ensures the Department maintains a policy for proactive disclosure of public records, in accordance with Maryland law.
- Organizes and oversees press briefings and other departmental events.
- Assists with community outreach and education.
- Develops policy on social media, media relations, and release of information.
- Upon request, provides information on victim/witness services to the public and other media resources.

5-3.4 DIVERSITY & INCLUSION SECTION

GENERAL

- Responsible for effectively executing diversity, equity, and inclusion (DEI) strategies within the Department.
- Assists the Executive Corps in defining and implementing effective best practices that embed diversity, equity, and inclusion into the organizational culture.
- Develops and implements innovative strategic solutions to advance the Department's goal to create a more equitable and inclusive culture.
- Partners with the Public Affairs Section and Employment Section to communicate internal and external diversity and inclusion initiatives, events, and progress.

5-3.5 ACCOUNTABILITY & COMPLIANCE SECTION

GENERAL

- Oversees the management and implementation of police reforms to improve accountability and promote more equitable policing.
- Develops and manages a Department-wide comprehensive internal monitoring and auditing program aligned with current use of force policies as well as other applicable federal, state, and local legislation and regulation.
- Provides oversight for compliance audits and remediation efforts.
NOTE: Advises the Chief of Police in cases of non-compliance.
- Provides leadership and direction for the purpose of advising, clarifying, and identifying necessary resources and actions to eliminate occurrences of non-compliance.
- Works collaboratively at all levels of the Department to provide guidance, leadership, and expertise in areas of compliance.
- Produces effective reports on the processes and control activity, improvement efforts, as well as current effectiveness of controls for internal and external stakeholders.

5-3.6 INCIDENT MANAGEMENT & SPECIAL PROJECTS

INCIDENT MANAGEMENT

- Coordinates the Department's response to major incidents that exceed traditional precinct and Support Operations Division (SOD) level responses.
- Serves as the Department's liaison to the Office of Emergency Management.
- Facilitates coordination of incident management activities with allied law enforcement, public safety, and government partners.
- Manages major incident preparedness activities of the Department.

SPECIAL PROJECTS

- Manages Department-level initiatives and programs as directed by the Chief of Police.

5-3.7 TRIAL BOARDS

GENERAL

- Commander oversees the Trial Board process.

5-4.0 PROFESSIONAL STANDARDS BUREAU

RESPONSIBILITIES

- Assists management with all collective bargaining functions and grievance issues.
- Coordinates professional staff employee disciplinary investigations.

BUREAU CHIEF

- Responsible for the:
 1. Budget Management Section.
 2. Forensic Services Section.
 3. Information & Records Management Section.
 4. Internal Affairs Section.
 5. Training Section.
- Manages and provides leadership to all components of the Bureau to ensure the effectiveness and efficiency of services provided.
- Acts as liaison with the Legal Section, the Baltimore County Office of Human Resources, and the State's Attorney's Office regarding the grievance process.

- Or designee, conducts workload assessments for all entities assigned to the Bureau, and to the Office of the Chief, at least once every four years.

NOTE: The workload assessments must include:

1. A description of the main objective and function of each entity;
2. A description of the specific tasks currently assigned to each entity;
3. A staffing summary that contains the sworn and non-sworn staffing levels in each entity and identifies any relevant staffing considerations since the last assessment (e.g., long term absences, positions held vacant due to budget, rotational assignments, etc.);
4. A time and location analysis, if applicable, that explains any time or location factors that may have changed since the last assessment and their effect on the entity (e.g., the entity has moved to an off-site location farther from where most of their work is conducted, resulting in lost productivity because of the increased travel time, etc.);
5. The nature and complexity of tasks which details any current tasks that have significantly changed in terms of increased or decreased complexity or volume since the last assessment, and also describes any tasks that were newly assigned to, or removed from, the responsibility of the entity since the last assessment;
6. An equalization of workload analysis that describes how the workload is distributed within the entity and its impact on efficiency, and changes made since the last assessment and their impact on the operation of the entity; and
7. A staffing and allocation summary, based upon the above items, with conclusions and recommendations for the distribution/allocation of personnel.

EXECUTIVE OFFICER

- Assists in the administration of daily operations of the Bureau.
- Coordinates daily and long-range activities of Bureau staff.
- Confers with commanders and staff and monitors ongoing projects and Bureau activities.
- Reviews proposed changes to existing policies and procedures and makes recommendations to the Bureau Chief.

5-4.1 BUDGET MANAGEMENT SECTION

COMMANDER

- Responsible for the:
 1. Accounting Team.
 2. Grants Management Team (GMT).
 3. Procurement Team.
 4. Salary Analysis & Special Projects Team.
- Prepares and provides fiscal control and authority over the operating budget, and gifts and grants budget, following proper accounting procedures.

ACCOUNTING TEAM

- Reviews and approves requests for expenditures to ensure adequate funding.
- Maintains current expenditure and revenue records for all operating and gifts and grants accounts.
- Prepares financial reports and reconciliations as required for state, federal, and private grants as well as internal use.
- Conducts periodic audits of all Department cash funds and accounts receivable functions.
- Ensures proper coding of all expenses, including re-allocating procurement card charges.
- Assists in the preparation of periodic Budgetstat presentations.

GRANTS MANAGEMENT TEAM

- Seeks grants for the Department and communicates to the appropriate command(s) opportunities in line with its mission or needs.
- Assists commands in formulating applications that address all questions and needed information, providing background information and entering all needed information in the appropriate portal upon receiving all necessary approvals.
- Prepares and submits periodic programmatic reports and final reports.
- Administers grant programs to support Citizens on Patrol (COP) groups and programs to engage youth in educational, community focused, or health and wellness programs.

PROCUREMENT TEAM

- Reviews and approves procurement requests for sufficiency of information needed to effectuate purchase, including detailed specifications or compelling justification for a sole source of proprietary purchase.
- Assists Department members with large, complex purchases.
- Initiates purchases to be made by County Purchasing by preparing online requisitions and related documents and payments made directly by County Disbursements.
- Researches and works with other County agencies to resolve purchasing and payment related issues.

SALARY ANALYSIS & SPECIAL PROJECTS TEAM

- Prepares bi-weekly expenditure projections for salaries and all related areas.
- Prepares budget requests for salaries and all related areas.
- Conducts analysis of salaries and related areas, researching reasons for deviations from the budget.
- Handles salary and related area inquiries from auditors and County officials.
- Handles cost recovery for personnel expenses for major incidents.
- Completes special projects as directed.
- Updates and maintains the Department's Table of Organization.

5-4.2 FORENSIC SERVICES SECTION

COMMANDER

- Responsible for the:
 1. Overall operation and administration of the Section, including the employment of competent, qualified personnel.
 2. Analysis Unit.
- Ensures that all the duties are properly performed in accordance with all applicable Code of Maryland Regulations (COMAR) and American National Standards Institute (ANSI) National Accreditation Board (ANAB) standards.
- Ensures that the Section develops and uses a quality system approach to laboratory testing that provides accurate and reliable test results.

ASSISTANT COMMANDER

- Responsible for the:
 1. Examination Unit.
 2. Evidence Processing Lab.
- Assists in the administration of daily operations of the Section.
- Coordinates daily and long-range activities of the Section administrative staff.
- Confers with staff and monitors ongoing projects and Section activities.
- Reviews proposed changes to existing policies and procedures and makes recommendations to the Commander.

- Acts as a liaison to the Criminal Investigations Bureau's Persons Crimes Section, Property Crimes Section, and the Vice/Narcotics Section commanders.
- Manages and oversees the Examination Unit.

SECTION ENTITIES

- Analysis Unit.
- Examination Unit.

ANALYSIS UNIT ENTITIES

- Biology Team.
- Chemistry Team.
- Digital & Multimedia Evidence Team.

BIOLOGY TEAM

- Determines the presence and/or identity of biological and trace evidence.
- Identifies physiological fluids and performs DNA analysis on probative evidence to link the victim to the suspect or the victim/suspect to the crime scene.

CHEMISTRY TEAM

- Determines the presence and identity of controlled dangerous substances in forensic evidence.

DIGITAL & MULTIMEDIA EVIDENCE TEAM

- Provides extraction of evidence from electronic data storage devices.
- Provides complete forensic examinations of electronic data storage devices for criminal investigations and prosecution.
- Extracts and enhances both digital and analog video images to allow better recognition of individuals and vehicles.
- Responds to crime scenes to assist with specialized/technical photography needs.
- Develops/prints Department digital images and film.
- Performs photomechanical processing and custom copy work.
- Processes and stores digital images.

EXAMINATION UNIT ENTITIES

- Crime Scene Team.
- Evidence Processing Lab.
- Firearms & Toolmarks Team.
- Latent Print Team.

CRIME SCENE TEAM

- Responds to crime scenes specifically to identify, document, photograph, collect, process, enhance, and properly preserve physical evidence.

EVIDENCE PROCESSING LAB

- Performs forensic processing, examinations, and tests for evidence.
- Performs chemical processing and shoeprint analysis.
- Enhances marginal images, such as latent fingerprints and shoeprint impressions, to facilitate comparisons.
- Reviews and determines suitability for outsourcing and examination of questioned documents (i.e., fraudulence, genuineness, alteration, source, and/or authorship).

FIREARMS & TOOLMARKS TEAM

- Examines and compares ammunition, firearms, and tools.
- Performs distance determinations.
- Links unsolved shootings using the Integrated Ballistic Identification System (IBIS) computer database.
- Restores obliterated serial numbers.
- Ensures that all weapons coming into the possession of the Department as evidence are test fired prior to trial and entered into the IBIS.
- Verifies that the weapons are functional and/or determines if they were used in other crimes.

LATENT PRINT EXAMINATION TEAM

- Examines and classifies recovered crime scene fingerprints and palm prints (i.e., total, partial, and fragmented) submitted for comparison.
- Makes comparisons manually and through the Automated Fingerprint Identification System (AFIS), and the Next Generation Identification (NGI) system.

5-4.3 INFORMATION & RECORDS MANAGEMENT SECTION

COMMANDER

- Serves as the Accreditation Manager.
- Annually reviews agency practices, including those in the areas of traffic contacts, field contacts, citizen concerns, and asset seizures and forfeitures, for compliance with the Department's policies prohibiting bias-based profiling.

SECTION RESPONSIBILITIES

- Evidence Management Unit.
- Accreditation & Inspections Team.
- Strategic Planning Team.
- Citation Control.
- Information Processing Team.
- Inquiry & Telecommunications.
- Records Administration.
- Records Custodian.
- Report Processing & Review.
- Warrant Control.
- Management of all records, documents, warrants, and other information relative to offense/incidents, arrests, telecommunications, etc.
- Verifies the identity of individuals arrested in Baltimore County, by means of fingerprint comparisons to known fingerprints on file.

EVIDENCE MANAGEMENT UNIT

- Responsible for the safekeeping, proper storage, records management, and disposal of all property and/or evidence delivered to the Unit.
- Reviews laws and policies ensuring strict compliance governing storage and handling of evidence.
- Maintains such reports and files as directed by law.

ACCREDITATION & INSPECTIONS TEAM

- Supervisor serves as the Assistant Accreditation Manager.
- Coordinates, monitors, and inspects for compliance with accreditation standards.

- Collects documentation and prepares files to show proofs of compliance with accreditation standards.
- Maintains a file of departmental Standard Operating Procedures (SOPs).
- Conducts inspections based on established and proposed policies, procedures, and guidelines to improve Department performance.
- Ensures uniformity, efficiency, and service quality of operations.
- Conducts three types of inspections:
 1. Evaluation/Assessment.
 2. Focused Audit.
 3. Staff Inspection.
- Coordinates and monitors the Line Inspection Program.

STRATEGIC PLANNING TEAM

- Prepares, changes, and revises the Department's Field and Administrative Manuals.
- Prepares Special Orders to introduce new Department programs and procedures.
- Compiles data and statistics and produces the Department's Annual Report.
- Develops short and long range strategic plans to advance the efficiency, effectiveness, and goals of the Department.
- Facilitates and monitors the progress and results of Department goals and objectives while maintaining compliance with the standards of the profession.
- Conducts research on law enforcement issues, and prepares recommendations.
- Creates, revises, reviews, and approves Department forms.
- Conducts special projects, as directed by the Chief of Police.
- Collects vehicle pursuit data and produces an annual pursuit report.
- Maintains the Department's Intranet site, and public Department policies web page.
- Distributes orders and messages via departmental e-mail messages.

CITATION CONTROL

- Issues and tracks Maryland Uniform Complaint and Citation books, Forms DR-15A, Officer's Certification and Order of Suspension Form, and Parking Citation books.
- Processes all handwritten citations.
- Provides copies of "Must Appear" citations with probable cause statements to the State's Attorney's Office, and forwards the information for scanning into the Records Management System (RMS).
- Processes voided citations.

INFORMATION PROCESSING TEAM

- Enters information into the RMS in an accurate and timely manner.
- Checks data in the RMS for accuracy.
- Produces monthly Uniform Crime Reports/National Incident Based Reporting System reports.

INQUIRY & TELECOMMUNICATIONS

- Inquiry desk personnel are responsible for:
 1. Collecting, maintaining, and disseminating all incident reports.
 2. Logging and entering arrest data into the appropriate file systems.
 3. Maintaining criminal history files and other information in compliance with state and federal laws.
 4. Conducting an initial review of police reports submitted through the Citizens On-line Reporting system - Petty Theft Shoplifting Program.

- Telecommunications personnel maintain communications with the Maryland Interagency Law Enforcement System (MILES), National Crime Information Center (NCIC), National Law Enforcement Telecommunications Systems (NLETS), Maryland Electronic Telecommunications Enforcement Resource System (METERS), and other law enforcement agency systems.

RECORDS ADMINISTRATION

- Provides information to the public.
- Sorts and distributes Department mail.
- Handles all criminal history/record information.
- Maintains records, verifies information and/or cancellations of stolen property, warrants, and missing persons.
- Provides archive services for Department records.
- Issues and maintains records of traffic citation books.

RECORDS CUSTODIAN

- Performs quality control checks to ensure continuity and proper completion of records management functions.
- Serves as Terminal Agency Coordinator for METERS.
- Ensures timely and accurate responses to legal requests for production of documents.
- Reports directly to the Information & Records Management Section Commander.

REPORT PROCESSING & REVIEW

- Reviews incident reports, and criminal and civil citations for accuracy and completeness.
- Scans police reports, and selected forms, which are not electronically maintained into the Records Management System (RMS).
- Reviews Uniform Crime Report (UCR) and National Incident Based Reporting System (NIBRS) data entered into reports to ensure compliance with state and federal reporting requirements.
- Identifies corrections and modifications to UCR and NIBRS codes when necessary.
- Supervisors review, and approve or reject reports submitted through the Citizen On-Line Reporting system.
- Reviews Forms 9, Traffic Stop Data Collection, for completeness and accuracy.
- Uses Forms 9A, Traffic Stop Data Collection Correction Form, to return incorrect Forms 9 and related documentation to members' commanding officers for correction.
- Tracks Forms 9A by officer and supervisor.
- Monitors Forms 9A to ensure errors are corrected and databases are updated.
- Enters correct and accurate Forms 9 into a database.
- Maintains files on traffic stops incorrectly reported by Computer Aided Dispatch (CAD).
- Generates management reports.
- Enters criminal citations information into a database.

WARRANT CONTROL

- Records, files, and disperses criminal warrants and summonses for Baltimore County and other agencies for service.
- Prepares and enters warrants into the appropriate computer network.
- Files and stores protective orders and interim orders.
- Enters protective orders and interim orders into NCIC/METERS.

5-4.4 INTERNAL AFFAIRS SECTION

SECTION ENTITIES

- Administrative Unit.
- Investigative Unit.

GENERAL

- Responsible for ensuring adherence to all rules, regulations, and guidelines as established by the Department and the Chief of Police.
- Conducts internal investigations under the authority of the Chief of Police.
- Ensures that the members involved in an investigation are informed of the results of the investigation in a timely manner.
- Assists with maintaining the integrity of the Department and its members.
- Ensures an effective administrative disciplinary system.
- Provides presentations to the Disciplinary Review Panel.
- Coordinates the presentation of facts to the Critical Incident Review Board upon completion of the administrative investigation.
- Monitors command-level investigations.
- Responsible for conducting administrative investigations into certain incidents involving correctional officers at the Baltimore County Detention Center.
- Oversees the IAPro database.
- Monitors and provides statistical data regarding complaints involving police officers.
- Completes annual reporting to the Maryland Police Training and Standards Commission (MPTSC) regarding:
 1. Each serious officer-involved incident as required by Public Safety Article, §3-207.
NOTE: Data to be collected for this reporting will include the:
 1. Number of officers involved by race, ethnicity, and sex;
 2. Number of officers disciplined by race, ethnicity, and sex; and
 3. Type of discipline administered to each officer, by the officer's race, ethnicity, and sex.
 2. Officers' uses of force as required by Public Safety Article, §3-514.
NOTE: This reporting is due on or before July 1 of each year.
- Maintains section standard operating procedures.
- Provides Internal Affairs data to external entities.
- Ensures uniformity and accuracy in the information captured for each internal affairs complaint.

5-4.5 TRAINING SECTION

SECTION ENTITIES

- In-Service Training Unit.
- Recruit Training Unit.
- Firearms Training Team.

IN-SERVICE TRAINING UNIT

- Provides continuous training for members per Maryland Police Training and Standards Commissions (MPTSC) mandates and accreditation standards.
- Provides specialized training when necessary and/or upon request.
- Coordinates educational programs affiliated with the Department.
- Maintains attendance and academic records of persons attending courses conducted by, or in cooperation with, other agencies and the Department.
- Conducts needs assessments to determine necessary training and development issues.

- Identifies executive training components within the private sector applicable and available to select members of the Department.
- Coordinates with appropriate training professionals to provide executive seminars and/or command level workshops.
- Develops and presents training programs designed to enhance the effectiveness and efficiency of the Department.
- Serves as a resource to the Department regarding supervisory, management, and executive training issues.

RECRUIT TRAINING UNIT

- Assures compliance with MPTSC/basic and accreditation mandates for employees participating in recruit/entrance level and lateral entry training.
- Maintains all attendance and academic records of those attending recruit/entrance level and lateral entry training.
- Ensures all employees participating in recruit/entrance level and lateral entry training sign a Form 159, Oder/Directive Verification Form, containing the Department's Sanctity of Life Pledge prior to field training.
NOTE: Signed Forms 159 containing sworn members' Sanctity of Life Pledges will be forwarded to the Police Human Resources Section.
- Periodically evaluates all courses of instruction to maintain curriculum specific to the needs and goals of police services and the Department.
- Reviews all Special Orders, General Orders, departmental messages, and other written directives to properly revise teaching programs.
- Coordinates the Department's Field Training Program.
NOTE: Procedures for the Department's Field Training Program are contained in the Department's field training workbooks (i.e., Field Training Workbook and Field Training Workbook for Lateral Officers).

FIREARMS TRAINING TEAM

- Provides firearms and less lethal training and qualifications, as required by the MPTSC.
- Inspects, repairs, and maintains Department weapons and ammunition.
EXCEPTION: Specialty weapons assigned to the Tactical Unit.
- Establishes and maintains records of:
 1. Qualification dates and scores of members.
 2. Service and repairs to Department firearms and related equipment.
 3. Firearms training and qualification standards for all members.
- Controls access to and use of the range facility.

5-5.0 ADMINISTRATIVE SUPPORT BUREAU (ASB)

BUREAU CHIEF

- Responsible for:
 1. Employment Section.
 2. Police Human Resources Section.
 3. Technology Section.
 4. Wellness Section.
 5. Ceremonial Honor Guard Unit.
 6. Materials & Facilities Management Unit.
- Manages all components of the Bureau to ensure the public safety and quality of life for all Baltimore County citizens.

- Or designee, conducts workload assessments for all entities assigned to the Bureau, at least once every four years.

NOTE: The workload assessments must include:

1. A description of the main objective and function of each entity;
 2. A description of the specific tasks currently assigned to each entity;
 3. A staffing summary that contains the sworn and non-sworn staffing levels in each entity and identifies any relevant staffing considerations since the last assessment (e.g., long term absences, positions held vacant due to budget, rotational assignments, etc.);
 4. A time and location analysis, if applicable, that explains any time or location factors that may have changed since the last assessment and their effect on the entity (e.g., the entity has moved to an off-site location farther from where most of their work is conducted, resulting in lost productivity because of the increased travel time, etc.);
 5. The nature and complexity of tasks which details any current tasks that have significantly changed in terms of increased or decreased complexity or volume since the last assessment, and also describes any tasks that were newly assigned to, or removed from, the responsibility of the entity since the last assessment;
 6. An equalization of workload analysis that describes how the workload is distributed within the entity and its impact on efficiency, and changes made since the last assessment and their impact on the operation of the entity; and
 7. A staffing and allocation summary, based upon the above items, with conclusions and recommendations for the distribution/allocation of personnel.
- Oversees the Fair Practices Liaison and investigations conducted by the Fair Practices Investigations Team.
 - Reviews Fair Practices investigations and consults with the respective commander(s) regarding the investigations.
 - Coordinates Baltimore County Office of Information Technology (OIT) matters for the Department.

EXECUTIVE OFFICER

- Assists in the administration of daily operations of the Bureau.
- Coordinates daily and long-range activities of Bureau staff.
- Confers with commanders and staff and monitors ongoing projects and Bureau activities.
- Reviews proposed changes to existing policies and procedures and makes recommendations to the Bureau Chief.
- Serves as the Department's Computer Security Coordinator/Liaison to the OIT.
- Chairs the Uniform Committee.

5-5.1 EMPLOYMENT SECTION

GENERAL

- Responsible for the:
 1. Background Investigation Team.
 2. Polygraph Team.
 3. Recruitment Team.
- Coordinates the Department's Cadet Program, in accordance with the Cadet Program Resource Guide.
- Maintains and updates the Cadet Program Resource Guide and the Cadet Program Workbook.

BACKGROUND INVESTIGATION TEAM

- Coordinates the various phases of the hiring process for police officer, cadet, correctional officer, firefighter, and paramedic applicants (e.g., physical agility testing, Personal History Statement (PHS) book returns, etc.).
- Conducts background investigations on all applicants to the Department.
- Verifies all records and information and develops various other background information.
- Prepares reports on investigation findings and maintains appropriate records and data.
- Researches, develops, and reviews standards associated with the hiring process.
- Works with the Baltimore County Office of Human Resources (OHR) to coordinate other stages of the hiring process (e.g., written exams, medical, and psychological screening, etc.).

POLYGRAPH TEAM

- Conducts applicant, criminal, and other polygraph examinations as necessary.
- Maintains records required by the Department and Maryland law.

RECRUITMENT TEAM

- Works with the Baltimore County Office of Human Resources (OHR), community leaders, organizations, colleges, and private organizations to identify and recruit qualified and diverse applicants for positions within the Department.
- Markets the Department as an employer and policing as a career choice to diverse communities.
- Develops media strategies for recruiting women, African American, Hispanic or Latino, and other minority candidates to increase diversity in the Department.

5-5.2 POLICE HUMAN RESOURCES SECTION

GENERAL

- Responsible for the:
 1. Fair Practices Liaison.
 2. Payroll Team.
 3. Personnel Selection Analyst.
- Administers Baltimore County personnel policy on behalf of the Department.
- Serves as liaison to the Insurance Division for modified-duty personnel and insurance issues.
- Oversees the uniformed secondary employment permit process.
- Processes all personnel changes.
- Processes salary records and changes due to promotion, demotion, transfer, annual reviews, longevity, supplemental pay, and other adjustments.
- Compiles and presents benefits and service information to new Department employees.
- Issues identification numbers to members.
- Maintains authorized and actual strength data, and issues a monthly report.
- Serves as a resource to the Department regarding personnel issues.
- Manages the Position Description Form process for professional staff members, determining the proper classification, reviewing each annually.
- Conducts training regarding career development issues.
- Conducts a documented review of job descriptions of all employees at least every four years to ensure the job descriptions are current and made available to all personnel.
- Assists with development and administration of the Performance Appraisal System.
- Implements and coordinates the County's Equal Employment Opportunity Plan and monitors progress toward attaining goals.

- Prepares Personnel Announcements concerning new employees, retirements, transfers, promotions, and miscellaneous exits.
- Administers the Internship Program for the Department.
- Serves as the Department's Americans with Disabilities Act (ADA) liaison.
- Maintains copies of signed Forms 159, Order/Directive Verification Form, containing sworn members' Sanctity of Life Pledges in each sworn member's personnel file.
- Provides data for annual reporting to the Maryland State Police regarding the composition of the Department's workforce, as required by Public Safety Article, §2-307.
NOTE: Data to be maintained for this reporting will include the number of:
 1. Sworn members of each rank, subdivided by race and sex; and
 2. Non-sworn members by each position, subdivided by race and sex.

FAIR PRACTICES LIAISON

- Reports directly to the Commander of the Police Human Resources Section on matters of fair practice involving employees.
- Coordinates communication between employees, commanders, and the Chief of Police regarding fair practice matters.
- Reviews fair practice investigations conducted by the Fair Practices Investigations Team (FPIT).
- Collects and analyzes fair practices case data to identify trends within the Department.
- Completes an annual report to the Commander of the Police Human Resources Section regarding statistics on fair practices complaints.

FAIR PRACTICES INVESTIGATIONS TEAM (FPIT)

- Reports directly to the Fair Practices Liaison on matters of fair practices involving employees.
- Investigates incidents involving fair practices allegations as directed by the Commander of the Police Human Resources Section.
- Assists victims with documenting incidents, maintains personal contact with the alleged victim(s) throughout the investigations, and works with complainants, witnesses, and investigators to resolve complaints.
- Develops and maintains confidential files on cases and monitors court cases for changes in fair practices policies.
- Consults with the Internal Affairs Section (IAS) Commander if it appears a Fair Practices complaint may result in an IAS investigation.

PAYROLL TEAM

- Edits and processes bi-weekly payroll.
- Maintains and verifies leave records.
- Processes and maintains overtime, compensatory leave, and substitution records.
- Processes payments for meals, mileage, tolls, parking, standby, and supplements (e.g., K-9 and field training officers, etc.).
- Monitors overtime/callback expenditures.
- Processes and distributes Daily Assignment and Activity Reports (DAAR).
- Prepares and monitors task force billing.

PERSONNEL SELECTION ANALYST (PSA)

- Provides career counseling to all employees regarding transfers, training, education, and career enhancement, upon request.
- Plans, advises, and coordinates the selection process for transfer to specialized units.
- Prepares Personnel Announcements concerning specialized unit selection processes.
- Maintains assignment description information for all positions.

- Conducts a documented review of the knowledge, skills, and abilities necessary to perform in a specialized unit assignment, prior to the release of an announcement for the position.

5-5.3 TECHNOLOGY SECTION

COMMANDER

- Responsible for the:
 1. Communications & Security Support Team.
 2. Mobile Support Team.
 3. Projects Coordination Team.
 4. Video Management Team.
- Serves as the Department's assistant computer security coordinator/liaison to the Baltimore County Office of Information Technology (OIT).
- Serves as the Department's communications coordinator/liaison to Baltimore County Electronic Services and the Central Maryland Area Radio Communications (CMARC) System.

COMMUNICATIONS & SECURITY SUPPORT TEAM

- Plans and coordinates technical projects involving the Department's 700-800 MHz Communications system.
- Manages the encryption of sensitive voice communications on the 700-800 MHz Communications system.
- Provides on-scene technical voice and data communications support for large scale events and major incidents.
- Facilitates multi-agency communications interoperability requests, agreements, and operations.
- Manages, services, and deploys Portable Observation Devices (PODs).
- Manages video portal systems user accounts, user support, user classifications, and video source classifications for the Department.
- Manages Criminal Justice Information Services (CJIS) user accounts, user support, and security coordinator responsibilities for the Department.
- Manages system access requests for all Department systems.
- Provides technical support for the Livescan system in the Police Department, Sheriff's Office, and Department of Corrections.
- Provides first line technology support for the Mobile Command & Control Unit.

COMMUNICATIONS & SECURITY SUPPORT TEAM SUPERVISOR

- Serves as the Department's terminal agency coordinator/liaison to the CJIS Division.

MOBILE SUPPORT TEAM

- Provides technical support Department-wide for:
 1. All in-vehicle computer equipment, peripherals, and wireless data connectivity.
 2. DeltaPlus, EBooking, Records Management, and License Plate Reader systems.
 3. The Body Worn Camera (BWC) program.
- Manages and supports the Conducted Electrical Weapon (CEW) System and Cloud Storage System.
- Works with the OIT Service Desk to support the technical needs of operational efforts.
- Manages and operates the Public Safety Building Command & Control Center.

PROJECTS COORDINATION TEAM

- Plans, coordinates, and develops all information technology related projects for the Department.

- Works closely with the OIT on each project to complete:
 1. Business process analysis.
 2. System requirements/design.
 3. Resource management.
 4. Budget/requisition.
 5. Quality assurance testing.
 6. Policy revision.
 7. User training.
 8. Implementation.
- Identifies and coordinates subject matter experts within the Department specific to each project.
- Facilitates prioritization of technology projects in alignment with the greater priorities of the Department, the OIT, and County Government.
- Makes recommendations to the Chief of Police regarding hardware, software, and system options.
- Serves as direct liaison with the OIT Project Management Office in furtherance of information and technology related projects.

VIDEO MANAGEMENT TEAM

- Responsible for body worn camera recording releases related to Maryland Public Information Act (MPIA), subpoenas, court orders, etc.
- Responsible for the redaction of body worn camera recordings released by the Department.
- Shares body worn camera recordings with the State's Attorney's Office.

5-5.4 WELLNESS SECTION

COMMANDER

- Responsible for the:
 1. Behavioral Assessment Unit (BAU).
 2. Peer Support & Wellness Team (PSWT).
 3. Safety Officer.

BEHAVIORAL ASSESSMENT UNIT

- Commander reports directly to the Wellness Section Commander.
- Comprised of:
 1. Crisis Negotiation Team (CNT).
 2. Mobile Crisis Team (MCT).
 3. Threat Management Team (TMT).

CRISIS NEGOTIATION TEAM (CNT)

- Responsible for negotiations during hostage/barricade situations within the County.

MOBILE CRISIS TEAM

- Acts as part of a specially trained team with mental health clinicians to provide comprehensive service to individuals in a behavioral health crisis.
- Is part of the Baltimore County Crisis Response System (BCCRS).
- Responds to 9-1-1 calls where an individual is in a behavioral health crisis.
- Has the primary goals of:
 1. Matching behavioral health services to individuals in a behavioral health crisis by offering alternatives to emergency petitions;
 2. Increasing access to the mental health system; and
 3. Reducing the time spent by patrol officers handling behavioral health crisis calls.

- Designed as a program to divert individuals in a mental/behavioral health crisis from the criminal justice system and the emergency petition process, when warranted by clinical assessment.
- Supervisor, or designee, serves as the law enforcement coordinator for the Crisis Intervention Team (CIT) training program.

THREAT MANAGEMENT TEAM

- Trains private companies, Baltimore County employees, and managers in workplace violence prevention.
- Performs threat assessments as part of a criminal investigation to aid police in determination of the level and type of response to potential school violence and workplace violence cases.
- Provides threat assessment, analysis, and documentation of threats against a police employee or facility and assistance to the primary investigator with the investigation.
- Reports the results of assessments and makes recommendations to the primary investigative unit.
- Maintains case files on all workplace violence incidents.
- Consults with the Legal Section for a determination as to whether the Department will pursue a Peace Order on behalf of:
 1. Members involved in a workplace violence incident; and
 2. County employees involved in a workplace violence incident.

PEER SUPPORT & WELLNESS TEAM (PSWT)

- Supervisor reports directly to the Wellness Section Commander.
- Provides for the emotional needs of police officers, and their families, involved in traumatic events.
- Is a voluntary resource for our employees, and a confidential resource to be utilized by Department personnel.
- Exists to provide an opportunity for properly trained and recognized peers to help their fellow employees by providing emotional and moral support and counseling following incidents or situations, in which the employee was involved, on duty or off duty and either directly or indirectly.
- Responsible for Chaplain Services.
- See Field Manual, Article 11 (Major Incidents) for additional duties.

CHAPLAIN SERVICES

- Provides spiritual counseling and assistance to members of the Department upon request.
- Assists the PSWT, as requested.
- Assists Department members when making death notifications.
- Responds to assist the family when an officer is seriously injured or has died in the line-of-duty.
- Visits or contacts sick or injured members.
- Attends and participates in funerals of active and retired members.
- Attends Department ceremonies to perform invocations and benedictions.
- Responds to all major disasters in Baltimore County, upon request.

SAFETY OFFICER

- Reports directly to the Wellness Section Commander.
- Develops, administers, and monitors various safety programs and information.
- Examines and evaluates procedures and equipment for safety.
- Investigates complaints regarding safety issues.
- Conducts safety inspections of facilities, equipment, procedures, etc.

- Coordinates the Random Drug Testing/Substance Abuse Program.
- Coordinates the Department Blood Assurance Program.
- Acts as a direct liaison with Risk Management, Insurance Administrator, the Legal Section, the Health Department, and the Maryland Occupational Safety and Health Administration (MOSHA).

5-5.5 CEREMONIAL HONOR GUARD UNIT

EVENT PARTICIPATION

- Department funerals.
- Promotion ceremonies.
- Graduation ceremonies.
- Awards ceremonies.
- Parades, as required.
- Other functions/ceremonies, as required.

5-5.6 MATERIALS & FACILITIES MANAGEMENT UNIT

COMMANDER

- Responsible for:
 1. Facilities Planning & Fleet Management.
 2. Public Safety Building Security.
 3. Uniform & Supply Team.
- Serves as liaison to the security contractor for Baltimore County office buildings.

FACILITIES PLANNING & FLEET MANAGEMENT

- Responsible for design, liaison, and oversight of police facility construction and/or renovations in compliance with all applicable codes and standards in liaison with Property Management.
- Receives building maintenance requests, and makes referrals to Property Management.
- Prepares the capital budget for the Department relative to renovation/construction of police facilities.
- Works with Property Management to coordinate custodial/cleaning requirements for Department facilities.
- Conducts limited background checks of service vendors with access to police facilities.
- Assigns, monitors, equips, and supervises the Department's vehicles.

PUBLIC SAFETY BUILDING SECURITY

- Provides security to the Public Safety Building.
- Administers the Public Safety Building security access plan.
- Administers identification card access for all Department facilities.
- Coordinates identification card access to Baltimore County Public Schools (BCPS) and other County facilities with BCPS Security and the Office of Information Technology.
- Provides Livescan fingerprinting services for County job applicants.

UNIFORM & SUPPLY TEAM

- Coordinates all issues relating to Department uniforms, equipment, supplies, and other materials.
- Maintains inventory tracking system for all uniforms, equipment, supplies, and other materials.
- Responsible for dissemination of Intra-Department mail.

5-6.0 CRIMINAL INVESTIGATIONS BUREAU (CIB)

GENERAL

- Comprised of the following commands:
 1. Crime Strategies & Analysis Section.
 2. Criminal Intelligence & Homeland Security Section.
 3. Persons Crimes Section.
 4. Property Crimes Section.
 5. Vice/Narcotics Section.
- Responsible for the prevention, detection, suppression, and investigation of crimes.

BUREAU CHIEF

- Manages all components of the Bureau to ensure the public safety and quality of life for all Baltimore County citizens.
- Or designee, conducts workload assessments for all entities assigned to the Bureau, at least once every four years.

NOTE: The workload assessments must include:

1. A description of the main objective and function of each entity;
2. A description of the specific tasks currently assigned to each entity;
3. A staffing summary that contains the sworn and non-sworn staffing levels in each entity and identifies any relevant staffing considerations since the last assessment (e.g., long term absences, positions held vacant due to budget, rotational assignments, etc.);
4. A time and location analysis, if applicable, that explains any time or location factors that may have changed since the last assessment and their effect on the entity (e.g., the entity has moved to an off-site location farther from where most of their work is conducted, resulting in lost productivity because of the increased travel time, etc.);
5. The nature and complexity of tasks which details any current tasks that have significantly changed in terms of increased or decreased complexity or volume since the last assessment, and also describes any tasks that were newly assigned to, or removed from, the responsibility of the entity since the last assessment;
6. An equalization of workload analysis that describes how the workload is distributed within the entity and its impact on efficiency, and changes made since the last assessment and their impact on the operation of the entity; and
7. A staffing and allocation summary, based upon the above items, with conclusions and recommendations for the distribution/allocation of personnel.

EXECUTIVE OFFICER

- Reports directly to the Bureau Chief of the Criminal Investigations Bureau with authority for all activities located within the Bureau.
- Monitors and evaluates activities occurring within the commands.
- Closely monitors and reviews developing crime trends and public safety indicators within the Bureau and surrounding jurisdictions to ensure problems are addressed in a timely manner.

5-6.1 CRIME STRATEGIES & ANALYSIS SECTION

GENERAL

- Comprised of the Crime Analysis Team.
- Produces annual statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).
- Prepares Metropolitan District maps for each precinct, substation, and courthouse and distributes them to the precinct commanders and court liaison supervisor:
 1. During January of each year; and
 2. Upon notification by the Legal Section that the Metropolitan District has changed.

CRIME ANALYSIS TEAM

- Entails:
 1. Administrative Analysis - analyzing data for the administration of the Department and the administration of justice. The object is to keep politicians, police executives, and the public informed on various crime related issues, such as:
 - a. Crime statistics and open data.
 - b. Annual reports.
 - c. Researching criminal justice issues.
 - d. Data quality auditing.
 - e. Prepping the Chief of Police with data for decision-making.
 - f. Responding to public data requests.
 2. Operations Analysis - analysis of public policies, procedures, and police activities to determine the effectiveness of police strategies. The focus is analyzing the internal operations of the Department to maintain maximum efficiency and effective allocation of police resources for:
 - a. CompStat.
 - b. Patrol staffing studies.
 - c. Performance metrics.
 - d. Annual leave studies.
 - e. Police redistricting.
 - f. Public policy analysis.
 3. Strategic Analysis - the study of long-term public safety and crime issues, as well as police responses. Focuses on crime trends which occur seasonally, annually, and longer periods of time by researching problem-oriented policing options to address longer-term crime trends by:
 - a. Long-term hotspot analysis.
 - b. Repeat victimization studies.
 - c. Environmental criminology initiatives.
 - d. Problem-oriented policing initiatives.
 - e. Crime prevention studies.
 4. Tactical Analysis - the study of short-term patterns and crime trends with the objective of assisting patrol and specialized units with developing deployments. Analyzing crime in a systematic way to identify patterns and trends using modus operandi characteristics by:
 - a. Working with patrol to build deployments.
 - b. Hotspot analysis.
 - c. Situational awareness bulletins for patrol officers related to short-term crime trends.
 - d. Distinguishing between patterns, series, and trends to help guide patrol responses.

5-6.2 CRIMINAL INTELLIGENCE & HOMELAND SECURITY SECTION

COMMANDER

- Responsible for:
 1. Criminal Intelligence Team (CIT).
 2. Dignitary Witness Protection Team (DWPT).
 3. Gang Enforcement Team (GET).
 4. Homeland Security Team (HST).
 5. Technical Operations Team (TOT).
- Acts as liaison between the Maryland Coordination and Analysis Center (MCAC) and the Health and Fire Departments.
- Provides criminal intelligence briefings to the bureau chiefs and the Chief of Police, if applicable, and assists appropriate command staff personnel with initiating effective investigative and/or enforcement tactics.

- Serves as liaison to other Department bureaus, sections, units, and law enforcement agencies on matters relating to the dissemination of criminal intelligence data.
- Ensures departmental compliance with National Incident Management System (NIMS) requirements.
- Conducts and documents biennial training consisting of a tabletop or full scale exercise to assess the Department's capabilities with the Incident Command System.
- Acts as a liaison with agencies to develop homeland security strategies and procedures.

CRIMINAL INTELLIGENCE TEAM (CIT)

- Gathers information on and investigates:
 1. Takeovers of legitimate businesses by organized crime.
 2. Various criminal groups and their activities.
- Assists with investigations involving racial and anti-Semitic incidents attributed to hate groups.
- Reviews demonstration information to make an evaluation of the potential for violence or disruption.
- Staffs the Executive Protection Team, providing for the safety and security of the Baltimore County Executive.
- Conducts joint investigations with federal agencies into suspected domestic and international terrorism activities.
- Investigates threats on judges and public officials.

DIGNITARY/WITNESS PROTECTION TEAM (DWPT)

- Supervisor reports directly to the Criminal Intelligence & Homeland Security Section Commander.
- Coordinates the protection and well-being of witnesses and/or dignitaries while in the County, based on a threat assessment for the individual.
- Coordinates with the Operations Bureau and/or other agencies to facilitate the appropriate level of protection.

GANG ENFORCEMENT TEAM (GET)

- Responsible for identification, interdiction, enforcement, and dismantling of criminal street gangs.
- Monitors County-wide gang activity.
- Identifies and authenticates gang members.
- Acts as a liaison with special prosecutors from the State's Attorney's Office.
- Provides investigative assistance to patrol as well as specialized teams.

HOMELAND SECURITY TEAM (HST)

- Develops preparedness policies, responses, and procedures.
- Participates in regional and state projects, funding, and initiatives with the County Executive's Office and Director of Emergency Management.

TECHNICAL OPERATIONS TEAM (TOT)

- Ensures Department integrity in vice and narcotics related operations and enforcement.
- Evaluates the efficiency and effectiveness of vice and narcotics enforcement.
- Maintains the Central Informant File for the Department.
- Coordinates Department electronic surveillance operations, assisting if necessary.
- Maintains and installs electronic interception equipment, assuring documentation, and compliance with applicable state and federal laws.
- Constructs and maintains all legally mandated records related to electronic surveillance equipment registered with the Maryland State Police.

- Installs and maintains alarm systems in police facilities.

TOT ASSISTANCE/MONITORING CRITERIA

- The frequency of TOT response in monitoring the particular team/unit involved in the operation.
- The amount of contraband, money, or other evidence expected to be seized in the operation.
- The number of arrests expected to be made during the operation.
- The known potential for problems to be encountered during the operation.
- The potential for media coverage because of the operation.
- Any other factor which may arise as determined by the TOT Supervisor or the Criminal Intelligence Team Supervisor.

5-6.3 PERSONS CRIMES SECTION

SECTION ENTITIES

- Crimes Against Children Unit (CACU).
- Homicide/Missing Persons Unit (HMPU).
- Robbery Unit (RU).
- Special Victims Unit (SVU).
- Violent Crimes Unit (VCU).

CRIMES AGAINST CHILDREN UNIT (CACU) ENTITIES

- Child Pornography & Exploitation Team.
- Missing or Abducted Children Team.
- Physical Child Abuse/Neglect Team.
- Sex Offender Registration Team.
- Sexual Child Abuse Team.

CHILD PORNOGRAPHY & EXPLOITATION TEAM

- Investigates possession, production, solicitation, and distribution of child pornography.
- Responsible for intercepting internet child pornography trafficking and seizing assets used to facilitate the production and distribution of child pornography.
- Investigates sexual solicitation of children, child prostitution, and child prostitution rings.
- Responsible for conducting preliminary on-site forensic review of digital media storage devices used to traffic child pornography and solicit children for sex.

MISSING OR ABDUCTED CHILDREN TEAM

- Responsible for:
 1. Missing children.
 2. Child abductions (children abducted by family members).
 3. Custody disputes.
- Conducts follow-up investigations of cases open beyond 48 hours of missing children under the age of 18 and critical cases, as directed by the CACU Commander.
- Conducts follow-up investigations for children abducted from custodial relationships by a non-custodial relative.
- Reviews and/or investigates custody dispute cases whether or not they are resolved at the precinct level.

PHYSICAL CHILD ABUSE/NEGLECT TEAM

- Conducts preliminary and follow-up investigations of physical child abuse.

- Acts as liaison between the Department of Social Services (DSS) and the State's Attorney's Office regarding charges of child neglect.

SEX OFFENDER REGISTRATION TEAM (SORT)

- Tracks the registration of sex offenders in Baltimore County.
- Ensures the Department's compliance with all state and local laws pertaining to the registration of offenders and required notifications.
- Has final authority over matters pertaining to registration and enforcement of sex offender registration.
- Prepares information for members investigating non-compliant offenders.
- Represents the Department in court for cases involving registered offenders.
- Conducts criminal investigations of non-compliant sex offenders.
- Coordinates investigations with other units when a registered sex offender is involved in a case.

SEXUAL CHILD ABUSE TEAM

- Investigates offenses involving:
 1. Sexual child abuse.
 2. First and second degree rapes where the victim is under the age of 13.
NOTE: The Team may conduct investigations of attempts of the above offenses at the discretion of a CACU supervisor.
 3. Adult-survivor cases reported later in the victim's life.

HOMICIDE/MISSING PERSONS UNIT (HMPU)

- Investigates all homicides, deaths of a suspicious nature, and all juvenile deaths resulting from violence, suicide, casualty, or occurring suddenly, and not as a result of traffic collisions.
- Evaluates solicitations to commit murder.
- Investigates all on duty and off duty police-involved shootings within the County that are intentional, result in injury or death, or involve police personnel from other jurisdictions.
EXCEPTIONS: As described in Field Manual, Article 12, Section 7.1, Investigative Responsibility.
- Reviews all deaths referred to the Office of the Chief Medical Examiner.
- Conducts follow-up investigations of cases open beyond 96 hours of missing persons 18 years or older or critical cases, as directed by the HMPU Commander.

ROBBERY UNIT (RU)

- Conducts follow-up investigations of:
 1. Commercial/business robberies (and attempts).
EXCEPTION: Shopliftings where an assault occurs as the suspect flees from the scene (See Field Manual, Article 1, Section 4.5.1, Shoplifting).
 2. Robberies/attempts of financial institutions.
 3. Armored truck/carrier robberies/attempts.
 4. Hijackings of commercial carriers.
 5. Home/hotel room invasion robberies involving a specific or a targeted group of victims (e.g., jewelry, pharmaceutical representatives, etc.).
 6. Business deposit robberies.
 7. Robberies/trends in which other jurisdictions may be involved, as determined by the Robbery Unit Commander.
 8. Kidnappings (includes children abducted by strangers).
- Conducts all line-ups in accordance with established procedures.

SPECIAL VICTIMS UNIT (SVU)

- Conducts follow-up investigations of all first and second degree rapes where the victim is 13 years of age or older.
NOTE: May conduct investigations of attempts of the above offenses at the discretion of a SVU supervisor.
- Assists precinct officers with investigations of sex offenses upon request due to case complexity or nature of the offense.

VIOLENT CRIMES UNIT (VCU)

- Investigates all incidents where someone is shot, including self-inflicted gunshot wounds, and the injuries do not result in death.
EXCEPTIONS:
 1. Shootings resulting from an attempted suicide will be handled at the precinct level.
 2. Self-inflicted gunshot wounds where there are no indications of criminal activity will be handled at the precinct level as directed by the VCU Supervisor.**NOTE:** An on-scene supervisor will contact the VCU Supervisor in reference to all self-inflicted gunshot wounds. Upon contact, the VCU Supervisor will determine if there are indications of criminal activity (e.g., the firearm is legally possessed, the victim is not prohibited from possessing the firearm, there is no reason to believe the circumstances of the discharge are being falsely reported, etc.) that require the Unit to respond and assume the investigation.
- Investigates all criminal incidents, to include domestic-related assaults, where someone receives a life-threatening injury, regardless of the weapon used.
NOTE: The VCU Supervisor will be contacted anytime an on-scene supervisor has a concern that a victim's injuries may be life threatening. Upon contact, the VCU Supervisor will determine if the Unit will respond and assume the investigation.
- Responsible for the criminal investigation of intentional firearm discharges occurring within Baltimore County by a commissioned law enforcement officer of any other jurisdiction where no injury or death results.
EXCEPTIONS: As described in Field Manual, Article 12, Section 7.1, Investigative Responsibility.
- Responsible for the Criminal Apprehension Support Team.

CRIMINAL APPREHENSION SUPPORT TEAM

- Investigates, conducts surveillance, and apprehends criminals actively involved in current crime trends or crimes of violence.
- Actively attempts to apprehend fugitives and serve outstanding warrants for high profile cases.
- Will follow-up and apprehend sexually violent offenders who have failed to register with the State of Maryland Sexual Offender Registry.
- Conducts special investigations including criminal Internal Affairs Section (IAS) investigations as determined by the Bureau Chief of the CIB.
- May assist with apprehending escapees from detention.
- Assists, when requested, with the investigation of domestic violence cases involving Baltimore County law enforcement officers and other County domestic violence incidents on a case-by-case basis.

5-6.4 PROPERTY CRIMES SECTION

SECTION ENTITIES

- Auto Theft Unit.
- Burglary Unit.

- Fugitive Unit.
- Property Crimes Unit.

AUTO THEFT UNIT

- Participates in the Regional Auto Theft Task Force (RATT).
- Emphasis is on arrest of offenders by developing dynamic leads from arrestees, patrol officers, insurance companies, automated fingerprint systems, and historical knowledge of offenders and their methods of operation.
- Conducts follow-up investigations of auto theft involving stolen titles, dismantlers, fraud, extensive stripping, altered vehicle identification numbers, or federal safety stickers, and auto theft in which property in excess of \$5,000 (excluding the vehicle itself) was stolen.

REGIONAL AUTO THEFT TASK FORCE (RATT)

- Grant funded Baltimore County Police, Baltimore City Police, Anne Arundel County Police, and Maryland State Police task force which proactively investigates auto theft.
- Responsible for the Carjacking Team.

CARJACKING TEAM

- Responsible for the investigation of carjackings and attempted carjackings.

BURGLARY UNIT

- Conducts follow-up investigations on first and second degree burglaries.
NOTE: This applies to all cases that are burglaries under Maryland law. It does not apply to thefts reported using a burglary offense code for UCR/NIBRS reporting purposes only.
- Assists precinct officers, as necessary, with the investigation of:
 1. Attempted burglaries.
 2. Third and fourth degree burglaries.**NOTE:** The Burglary Unit may conduct follow-up investigations of the above offenses at the discretion of the Burglary Unit Commander.
- Monitors and investigates identified crime trends for first and second degree burglaries.
- Monitors repeat/multiple burglary offenders.
- Responsible for the Pawn Team.

PAWN TEAM

- Maintains files on pawn shops, secondhand dealers, and transactions.

FUGITIVE UNIT

- Responsible for the Warrant Apprehension Task Force (WATF).
- Assists with the apprehension of escapees.
- Serves fugitive warrants, in and out of the State of Maryland.
- Coordinates extradition and rendition procedures.

WARRANT APPREHENSION TASK FORCE (WATF)

- Cooperative task force linking the resources of Baltimore County Police, Baltimore City Police, Baltimore City Sheriff's Deputies, Baltimore City School Police, Parole and Probation, U.S. Marshalls, and the Maryland State Police, to serve open warrants.

PROPERTY CRIMES UNIT ENTITIES

- Arson Team.
- Financial & Cyber Crimes Team.
- Firearm Interdiction Team.
- Repeat Offender Team.

- Animal Abuse Coordinator.

ARSON TEAM

- Investigates arsons, malicious and accidental burnings, serious injury, and fatal fires.
- Assists the Hazardous Devices Team.

FINANCIAL & CYBER CRIMES TEAM (FCCT)

- Investigates cases dealing with:
 1. Credit card fraud.
 2. Identity theft involving multiple suspects, victims, and/or multiple jurisdictions.
 3. Counterfeit checks including forgery, involving multiple suspects, and/or jurisdictions.
 4. All cyber-financial crimes.
 5. Elder exploitation.
 6. Financial crimes reported directly to the State's Attorney, including embezzlement, misappropriation, and fraud.

NOTE: Financial crime cases will remain at the precinct level for follow up investigation, unless it requires further investigation outside Baltimore County, or it involves multiple suspects and/or jurisdictions. Cases will only be assigned to FCCT at the discretion of the FCCT Supervisor.

- Responsible for Felony Review Team.

FELONY REVIEW TEAM

- Works to enhance precinct felony cases by assisting prosecutors in locating and transporting reluctant witnesses to court.

FIREARM INTERDICTION TEAM (FIT)

- Investigates gun trafficking crimes.
- Conducts follow-up investigations of cases involving the illegal possession/use of firearms.
- Assists Department personnel with issues as they relate to all firearms arrests (e.g., proper charging, evidence packaging, etc.).
- Serves as the Department's liaison to other law enforcement agencies in reference to firearms investigations.
- Conducts interviews of all subjects arrested with:
 1. A firearm, if the arrestee is prohibited from possessing a firearm.
 2. Stolen firearms.
 3. Firearms displaying damage to their serial numbers.

EXCEPTION: Individuals who invoke their Miranda rights.

- Reviews and approves all cases involving the release of firearms.

EXCEPTION: Court-ordered firearms surrendered from interim, temporary, or final protective orders. These cases will be reviewed and approved by the respective domestic violence coordinator.

REPEAT OFFENDER TEAM

- Monitors potential violent crime and narcotic repeat offenders, reviewing their criminal history and recommending incarceration prior to trial when appropriate.
- Works closely with the State's Attorney's Office to ensure that historical offender information is available to the court system so that enhanced sentences are imposed on violent crime and narcotic repeat offenders as required by law.
- Works closely with other investigative functions to pre-qualify offenders for repeat offender status.
- Obtains "true test" copies of defendants' criminal records for use as evidence in court proceedings.

ANIMAL ABUSE COORDINATOR

- Acts as a liaison with the State's Attorney's Office, Baltimore County Animal Services (BCAS), precinct Investigative Services Teams (IST), and precinct personnel.
- Provides support and guidance in investigations of animal cruelty, abuse, and neglect to precinct ISTs.

5-6.5 VICE/NARCOTICS SECTION (VNS)

SECTION ENTITIES

- Community Drug Units.
- Narcotics Unit.
- Vice Unit.
- VNS Support & Analysis Team.

COMMUNITY DRUG UNITS (CDU)

- Members are assigned (i.e., Eastern or Western) at the discretion of the VNS Commander and report directly to a CDU lieutenant.
- Responsible for investigative functions assigned by the CDU Lieutenant or the VNS Commander.
- Investigate drug related activities brought to their attention by community complaints.
- Perform duties and activities within target areas assigned by the CDU Lieutenant.
- Maintain contact with precinct Community Outreach Teams, Investigative Service Teams, and patrol units to develop selective enforcement activities that address quality of life issues.

NARCOTICS UNIT

- Primary responsibility is the investigation of middle and upper level drug dealers in an effort to dismantle major drug organizations and locate and seize assets obtained illegally by drug violators.
- Initiates and supervises wiretaps related to major drug dealers.
- Provides assistance for narcotics investigations within Baltimore County originating in other jurisdictions or conducted by other agencies.

VICE UNIT INVESTIGATIVE RESPONSIBILITIES

- Liquor laws.
- Reducing the Availability of Alcohol to Minors (RAAM).
- Gambling.
- Human trafficking/prostitution.
- Massage violations.
- All other vice related complaints.

VNS SUPPORT & ANALYSIS TEAM

- Supervised by the Narcotics High Intensity Drug Trafficking Area (HIDTA) Task Force Supervisor.
- Comprised of the Asset Seizure & Forfeiture Coordinator, VNS Management Analyst, Section Forensic Analyst, and VNS Cadet.

5-7.0 OPERATIONS BUREAU

GENERAL

- Comprised of the following commands:
 1. Eastern Patrol Division.
 2. Central Patrol Division.

- 3. Western Patrol Division.
- 4. Support Operations Division.
- Responsible for performing community policing, fear reduction activities, and the prevention, detection, suppression, and investigation of crimes.

BUREAU CHIEF

- Manages all components of the Bureau to ensure the public safety and quality of life for all Baltimore County citizens.
- Serves as the liaison to the Police Assistance Relief Fund (PAR) Board of Directors.
- Or designee, conducts a review of the Department's pursuit policy and reporting procedures on an annual basis.

NOTE: This report will be attached to the Annual Pursuit Report completed by the Strategic Planning Team.

- Or designee, conducts workload assessments for all entities assigned to the Bureau, at least once every four years.

NOTE: The workload assessments must include:

1. A description of the main objective and function of each entity;
2. A description of the specific tasks currently assigned to each entity;
3. A staffing summary that contains the sworn and non-sworn staffing levels in each entity and identifies any relevant staffing considerations since the last assessment (e.g., long term absences, positions held vacant due to budget, rotational assignments, etc.);
4. A time and location analysis, if applicable, that explains any time or location factors that may have changed since the last assessment and their effect on the entity (e.g., the entity has moved to an off-site location farther from where most of their work is conducted, resulting in lost productivity because of the increased travel time, etc.);
5. The nature and complexity of tasks which details any current tasks that have significantly changed in terms of increased or decreased complexity or volume since the last assessment, and also describes any tasks that were newly assigned to, or removed from, the responsibility of the entity since the last assessment;
6. An equalization of workload analysis that describes how the workload is distributed within the entity and its impact on efficiency, and changes made since the last assessment and their impact on the operation of the entity; and
7. A staffing and allocation summary, based upon the above items, with conclusions and recommendations for the distribution/allocation of personnel.

EXECUTIVE OFFICER

- Assists the Bureau Chief with managing all components of the Bureau.
- Directly responsible for:
 1. Court Liaison Program.
 2. Prisoner Transport Program.
- Serves as a liaison to the Department of Corrections.
- Serves as the Department's emergency communications coordinator/liaison to the 9-1-1 Communications Center.

NIGHT COMMANDER

- Responds to significant events, evaluates the need for additional resources, makes notifications, and directs actions until the incident is resolved or is relieved by another commander.
- Completes a daily activity report for the Bureau Chief.
- Reviews current crime trends and patterns and authorizes re-allocation of resources as needed.

ADMINISTRATIVE STAFF

- Analyzes and evaluates Bureau plans for effectiveness.
- Prepares standard operating procedures with the assistance of the Strategic Planning Team.
- Prepares and administers the Bureau's budget.
- Staffs and maintains the Mobile Command & Control Unit (MCCU).
- Assists the Bureau Chief with administrative duties.
- Manages correspondence, complaints, and requests coming into the Bureau office.

5-7.1 PATROL DIVISIONS

DIVISION COMMANDERS

- Report directly to the Bureau Chief of the Operations Bureau with final authority for all activities located within their division.
- Responsible for patrol precincts.
- Monitor and evaluate activities occurring within their commands.
- Coordinate activities among precincts within their division and other commands or divisions to enhance the overall police mission.
- Assess the needs of the communities within their division and, along with the precinct commanders, directs resources to address the needs of the Department and the community.
- Closely monitor and review developing crime trends and public safety indicators within their division and surrounding jurisdictions to ensure problems are addressed in a timely manner.
- The Central Patrol Division Commander is responsible for the 9-1-1 Communications Liaison Team.

9-1-1 COMMUNICATIONS LIAISON TEAM

- Provides police liaison, guidance, and support to the Baltimore County 9-1-1 Communications Center.
- Monitors operational application of the dispatch plan and advises 9-1-1 Communications Center staff in situations not otherwise covered by the plan.
- Monitors encrypted voice communications for sensitive operations on the 700-800 MHz Communications system as requested by specialized units.
- Facilitates mobile phone location pings with cellular carriers in exigent cases of public safety.
- Handles media inquiries and press releases in support of the Public Affairs Section during non-business hours.
- Maintains and updates command notification forms and on-call rosters for significant events, specialized units, and external entities.
- Notifies the Chief of Police or his/her designee of incidents where there may be a question as to the Department's liability or those which may result in heightened community interest.
- Fulfills audio recording reproduction requests for 9-1-1 calls and police radio talk groups, upon request from Department members.
- Monitors and inspects usage of the 700-800 MHz Communications system and High Performance Data system for compliance with appropriate use standards.

5-7.1.1 PATROL PRECINCTS

PATROL PRECINCTS

- Central Patrol Division includes the following:
 1. Precinct 6 - Towson.
 2. Precinct 7 - Cockeysville.
 3. Precinct 8 - Parkville.

- Eastern Patrol Division includes the following:
 1. Precinct 9 - White Marsh.
 2. Precinct 11 - Essex.
 3. Precinct 12 - Dundalk.
- Western Patrol Division includes the following:
 1. Precinct 1 - Wilkens.
 2. Precinct 2 - Woodlawn.
 3. Precinct 3 - Franklin.
 4. Precinct 4 - Pikesville.

PRECINCT COMMANDERS

- Report directly to the Division Commanders.
- Monitor and evaluate all precinct activities and long-term objectives, reporting on them to the Operations Bureau's Executive Officer.
- Plan for major events and incidents.
- Address all disciplinary matters in the precincts.
- Review secondary employment requests.
- Submit correspondence, reports, etc. to their Division Commander for review/approval/forwarding.
- Ensure a copy of the Metropolitan District map is posted in a public location within each precinct and substation within their command, in accordance with Baltimore County Code § 17-2-101, Discharging Firearm or Weapon in Metropolitan District.

ASSISTANT PRECINCT COMMANDERS

- Are second in command of the precincts and will act as commander in the absence of the precinct commander.
- Assist with management of the precincts.

PATROL SHIFT COMMANDERS

- Report directly to the precinct commanders.
- Are responsible for patrol associated functions within the precincts including, but not limited to:
 1. Ensuring that all precinct operations conform with Department policy and procedure.
 2. Responding to incident scenes that require a command presence.
 3. Furthering the Department's community policing, crime prevention, and fear reduction programs/activities.
 4. Coordinating operations and investigations between shift and precinct units.
 5. Scheduling of personnel.

COMMUNITY OUTREACH & INVESTIGATIVE SERVICES COMMANDERS

- Report directly to the precinct commander.
- Coordinate and direct Community Outreach Team (COT) activities and significant criminal investigations of the Investigative Services Team (IST).
- Maintain liaison with community members and other government agencies and jurisdictions.
- Review crime analysis data and communicate with the Crime Strategies & Analysis Section to help identify crime trends.

PRECINCT TRAFFIC TEAMS

- Members are assigned at the discretion of the precinct commanders.
- Enforce the state motor vehicle laws and County traffic codes.
- Conduct priority 3 (non-life-threatening) and other crash investigations as assigned or required.

- Perform specialized and routine enforcement relating to vehicular and pedestrian traffic throughout Baltimore County.

INVESTIGATIVE SERVICES TEAMS (IST)

- Report directly to the team supervisor.
- Serve as a flexible crime fighting resource for the precinct commanders.
- Perform follow-up investigations of incidents as directed by the precinct commanders or as required by Department directive.

EXCEPTION: Investigations that are the responsibility of the Criminal Investigations Bureau.

- Identify and monitor known offenders and crimes in the precincts.
- Target crimes that have been identified through crime analysis or precinct commanders.
- Perform enforcement, apprehension, and investigative strategies as directed.

NOTE: ISTs are not to be limited to the suppression or investigation of any one particular crime or to be committed to investigate initial calls for service.

- Conduct criminal investigations of cases involving a large loss value, critical infrastructure, or trends in which scrap metal is stolen.

COMMUNITY OUTREACH TEAM (COT)

- Members are assigned at the discretion of the precinct commanders and report directly to the team supervisors.
- Serve as proactive resources in identifying, stabilizing, and resolving community fear and disorder using the problem-solving process.
- Develop and execute strategies that promote crime prevention.
- Promote and maintain police/community cooperation and communication.
- Support the community problem solving efforts of patrol units and IST personnel.
- Work with local youth through programs such as the Recreation and Parks Police Athletic League and Explorers.
- Assist in the investigations of bias incidents.
- Guide and assist local Citizens on Patrol groups.
- Ensure that grant reports are accurate and filed in a timely manner.
- Inventory and track all equipment purchased with grant funds.

COMMUNITY OUTREACH TEAM (COT) SUPERVISOR

- Oversees daily operations of the COT and the School Resource Officers (SROs).
- Reviews paperwork prepared by the COT and SROs.
- Coordinates activities involving SROs and precinct officers.
- Evaluates the effectiveness of the SRO program.
- Periodically inspects the SRO's uniforms, equipment, and vehicles.

SCHOOL RESOURCE OFFICERS (SRO)

- Primary duty is law enforcement.
- Assigned at the discretion of the precinct commander and report directly to the COT Supervisor.
- Are familiar with school policies and procedures and operate within the guidelines of the School Resource Officer Program Memorandum of Understanding between the Police Department and the Board of Education.
- Utilize contacts in the school community to gather intelligence.
- Treat as confidential all juvenile arrest information and school records. Disclosure of such confidential information will be in accordance with existing school policy and Maryland law.

- Responsibilities include but are not limited to:
 1. Decrease criminal activity committed against persons or property in and around schools and help enhance overall safety.
 2. Cooperate with school personnel to prevent violent and disruptive behavior.
 3. Investigate violations of the criminal law that occur on school property.
 4. Complete all necessary reports and submit them to the COT supervisor in a timely fashion.
 5. Support the community policing efforts of patrol units, COT, and IST personnel.
 6. Act as a liaison between the Department, school principals, faculty members, students, school security personnel, social agencies, and other SROs.
 7. Promote positive attitudes toward the Police Department in the school and the school community.
 8. Recruit future police cadets and officers.
 9. Assist faculty in the formulation of criminal justice and crime prevention programs.
 10. Inform students of their rights and responsibilities as law-abiding citizens.

DRUG ABUSE RESISTANCE EDUCATION (DARE) PROGRAM

- Educates students in positive decision making skills and development of drug and alcohol resistance techniques.
- Provides a multifaceted educational program aimed at reducing drug and alcohol abuse among youths at the middle school level.
- Provides a positive role model for students and developing rapport among the students, faculty, and community.

BUSINESS PATROL INITIATIVE (BPI) MEMBERS

- Assigned at the discretion of the precinct commander.
- Provide concentrated and intensive services to high crime business communities along major commercial arteries.
- Receive specialized training which may include business related law enforcement, crime prevention, and problem solving.
- Monitor crime data and trends relative to their post and report findings to the precinct commander.
- Build partnerships with business owners and employees.
- Coordinate prevention efforts such as business security surveys and other crime prevention techniques.

COMMUNITY ACTION TEAM (CAT) MEMBERS

- Assigned at the discretion of the precinct commander and report directly to the team leader.
- Provide the Operations Bureau with a flexible resource to address crime trends and distressed communities.
- Work as policing generalists utilizing a full range of enforcement and community intervention tactics.
- Can respond quickly, when a need for intervention is identified, without affecting routine patrol duties.
- Work jointly with precinct officers to implement short and long term policing strategies.
- Advise supervisors of activities occurring within and related to project areas.
- Serve as project leaders.

DOMESTIC VIOLENCE COORDINATOR (DVC)

- Assigned at the discretion of the precinct commander.
- Assisted and supported by the Youth & Community Services Unit.
- Receives specialized training provided by the Domestic Violence Liaison.

- Reviews precinct domestic violence related incident and arrest reports daily, including all related central complaint (CC) numbers for reports where firearms were surrendered.
- Follows up and enhances domestic violence cases by developing and gathering all available evidence to ensure the State's Attorney's ability to prosecute, regardless of the victim's cooperation.
- Maintains an investigative file on all cases requiring DVC follow-up, court-ordered firearms surrender, and any other case at the discretion of the DVC.
- Follows up on all temporary and final protective orders that are served by precinct personnel in order to enforce the firearms surrender provisions when firearms are not surrendered at the time of service.
- Completes the required paperwork to release firearms in accordance with Field Manual, Article 6, (Miscellaneous Property Issues) for all firearms that were surrendered from temporary or final protective orders originating within their precinct.
- Contacts/meets with the victim(s) periodically with any information concerning changes in case/defendant status.
- Provides telephone assistance and referrals to victim(s) and the community.
- Assists victims by coordinating services available through vendors (e.g., ADT's AWARE Alarm Program, etc.).
- Provides roll call training regarding domestic violence issues.
- Notifies the 9-1-1 Communications Center in writing to flag addresses with a hazard message where previous domestic violence has occurred which may pose a threat to the safety of a responding police officer.

POLICE ASSISTANCE AND RELIEF (PAR) FUND, INC.

- Refer to Administrative Manual, Article 7-12.4.

REFERENCES

- Administrative Manual, Article 7 (Personnel Issues).
- [Baltimore County Code](#).

5-7.2 SUPPORT OPERATIONS DIVISION

COMMANDER

- Responsible for the:
 1. Operations Support Section.
 2. Special Operations Section.
- Provides operational support services to the Department.
- Conducts the administrative investigation for discharges of the rubber baton projectile launcher and/or chemical agents during tactical operations.

5-7.2.1 OPERATIONS SUPPORT SECTION

COMMANDER

- Responsible for the:
 1. Operations Services Unit.
 2. Youth & Community Services Unit.
 3. Safe Schools Team.
- Acts as the Safe Schools Facilitator.
- Receives reports directly from the supervisor of the Drug Recognition Expert (DRE) Program.

NOTE: For description of duties, refer to Field Manual, Article 2, Section 4.1.4, Drug Recognition Expert (DRE) Program.

OPERATIONS SERVICES UNIT

- Responsible for the:
 1. Auxiliary Police Team.
 2. Aviation Team.
 3. Crash Team.
 4. Marine Team.
 5. Traffic Guard Team.
 6. Traffic Management Team.

AUXILIARY POLICE TEAM

- Supervisor reports directly to the Operations Support Section Commander.
- Responsible for recruitment and training of volunteer personnel selected as members of the Team.
- Manages each detachment with the authority to detail any member to assignments with Department members in the best interest of public safety and community welfare.

AVIATION TEAM

- Provides support to the Department and other government agencies to include:
 1. Searching for lost persons/wanted subjects.
 2. Surveillance.
 3. Aerial photography.
 4. Marijuana eradication.
 5. Traffic management.
 6. Homeland security.

CRASH TEAM

- Investigates fatal/serious injury automobile collisions.

MARINE TEAM

- Suppresses criminal activities and assists small craft on the waters of Baltimore County by:
 1. Enforcing state and local laws.
 2. Rendering aid to small watercraft in distress.
 3. Activating the Underwater Recovery Team.
 4. Providing other assistance or duties, as directed.

UNDERWATER RECOVERY TEAM (URT)

- Activated by the Marine Team.
- Responsible for the recovery of bodies, evidence, and property from deep water.

TRAFFIC GUARD TEAM

- Conducts school crossing surveys, analyzes the need for, and administers the school crossing guards County-wide.

TRAFFIC MANAGEMENT TEAM

- Consists of the:
 1. Abandoned Auto Team.
 2. Automated Enforcement Team.
 3. Chemical/Alcohol Testing Team.
 4. Commercial Vehicle Safety Team.
 5. Community Traffic Safety Team.
 6. DUI Enforcement Team.
 7. Motorcycle Team.

- 8. Special Events Team.
- 9. Tow Team.

ABANDONED AUTO TEAM

- Investigates complaints related to abandoned vehicles on public or private property.

AUTOMATED ENFORCEMENT TEAM

- Oversees the operations of the Automated Traffic Enforcement Program.

CHEMICAL/ALCOHOL TESTING TEAM

- Administers the Intoximeter Program.
- Coordinates the DUI arrest paperwork and acts as the liaison with the State's Attorney's Office.

COMMERCIAL VEHICLE SAFETY TEAM

- Conducts specialized enforcement of laws relating to safe operation of commercial vehicles in the County.

COMMUNITY TRAFFIC SAFETY TEAM

- Gathers and shares traffic safety information with the precincts and the community.
- Analyzes various types of data (i.e., traffic patterns, speeds, and crashes) to determine times and locations for selective enforcement.

DUI ENFORCEMENT TEAM

- Provides concentrated enforcement designed to reduce alcohol related crashes on County roadways.

MOTORCYCLE TEAM

- Handles various traffic related functions (e.g., funerals, escorts, etc.) with officers that are certified to operate a departmental motorcycle.

SPECIAL EVENTS TEAM

- Assists in the planning and execution of parades and other special events County-wide.

TOW TEAM

- Administers the licensing of towing companies in the County and investigates complaints against those companies.

YOUTH & COMMUNITY SERVICES UNIT (YCSU)

- Responsible for the:
 1. Children in Need of Supervision (CINS) Team.
 2. Community Partnership Team (CPT).
 3. Youth Support Team.
 4. Domestic Violence Liaison.
 5. Elder/Vulnerable Adult Abuse Liaison.
 6. Multi-cultural Liaison.

YOUTH & COMMUNITY SERVICES UNIT (YCSU) COMMANDER

- Manages and provides leadership to all components of the Unit to ensure the effectiveness and efficiency of services provided.
- Acts as a liaison for the Metro Crime Stoppers.
- Advises and interacts as a liaison to the Police Community Relations Councils (PCRC).

- Completes an annual review and written evaluation of enforcement and prevention programs relating to juveniles to be reviewed by the Chief of Police.

CHILDREN IN NEED OF SUPERVISION (CINS) TEAM

- Provides follow-up contact to every missing juvenile who returns home, and is deemed to have committed the status offense of “Runaway.”
 - Liaisons with public and private K-12 schools to conduct “school groups” of youth for the purposes of education, support, mentorship, and referral.
 - Provides a point of contact for members who deal with habitual status offenders who need guidance, support, and a referral mechanism to a higher level of care with outside professional care entities.
 - Maintains a goal of education, support, mentoring, and referrals for cases needing a higher level of care.
- NOTE:** Clinical or Health Insurance Portability and Accountability Act (HIPAA) protected data is not maintained, and no therapeutic clinical counseling services are provided by the CINS Team.
- Staffed by qualified non-sworn professional staff members of the Department.

COMMUNITY PARTNERSHIP TEAM (CPT)

- Coordinates the development and implementation of County-wide crime prevention programs, gang awareness, and education.
- Acts as liaison with crime prevention interest groups.
- Acts as liaison for the Executive Council of the Police Community Relations Councils and the individual precinct community relations councils.
- Identifies, monitors, and reports all bias incidents.
- Acts as liaison with various victim/advocacy groups.
- Acts as a resource and referral service for community concerns and problems.
- Conducts ongoing analysis of current crime prevention and community relations programs.
- Supports the efforts of precinct community outreach teams.
- Manages the annual crime prevention community grants.

YOUTH SUPPORT TEAM

- Designs and implements intervention programs and processes to prevent delinquent behavior.
 - Provides assessment, education, support, and referrals to Baltimore County youths and their families.
- NOTE:** The Team does not provide clinical services, or maintain clinical data.
- Conducts assessments, monitors community service, and facilitates discussion groups in JOINS.
 - Conducts follow-up assessments and takes appropriate action on all status offense reports.
 - Cooperates with the Department of Juvenile Services on status offender programs.
 - Provides skills and training for youth in anger management, conflict resolution, school success, and cultural competency.
 - Assists Department members with youth related problems.
 - Assists participants in Department programs and other prevention efforts, as requested.
 - Provides support services to victims and families affected by a crime.
 - Provides assistance to:
 1. Domestic violence coordinators; and
 2. Domestic violence victims and their children.
 - Assists with County professional organizations.
 - Staffed by qualified professional staff members of the Department.

JUVENILE OFFENDERS IN NEED OF SUPERVISION (JOINS) TEAM

- Operates the JOINS diversion program.
- Coordinates case management with JOINS officers and supervisor.
- Conducts an ongoing audit of delinquent juvenile cases.
- Documents and charges all offenders not accepted into the diversion program.
- Researches and develops programs designed to prevent youth crimes.
- Coordinates efforts between the Department and the Maryland Department of Juvenile Services (DJS).
- Provides a liaison with the Juvenile Division of the Baltimore County State's Attorney's Office.
- Assists with programs related to repeat juvenile offenders.
- Reviews juvenile detention requests.

DOMESTIC VIOLENCE LIAISON

- Provides support and guidance to the precinct domestic violence coordinators.
- Coordinates and administers domestic violence grants.

ELDER/VULNERABLE ADULT LIAISON

- Acts as a liaison with other agencies that assist elderly/vulnerable adult victims.
- Reviews and compiles statistics on all investigations involving abuse, neglect, or exploitation of elder/vulnerable adults by caregivers, parents, household family members, or other persons who give permanent or temporary care or have responsibility for the supervision of these individuals.

MULTI-CULTURAL LIAISON

- Assists in training of officers with instruction aimed at eliminating cultural and language barriers.
- Constructs positive relations in order to encourage mutual respect and understanding between cultures.
- Establishes positive relations with multi-cultural communities in order that persons request the police when needed, and help reduce crime and victimization.
- Builds relationships between civic groups, businesses, faith-based organizations, and members of multi-cultural communities with the police, in order to establish goals and objectives towards crime reduction and prevention.
- Identifies the various minority groups that reside in Baltimore County.
- Conducts training and presentations for the diverse cultural groups of Baltimore County.

SAFE SCHOOLS FACILITATOR

- Assists school system personnel in maintaining and enhancing a safe, healthy, and orderly learning and working environment for students, staff, and community members within the school facilities.
- Acts as the facilitator between the Department and the school system.
- Works closely with precinct commanders concerning the School Resource Officer (SRO) program and other school system concerns.
- Oversees the SRO and Drug Abuse Resistance Education (DARE) programs.
- Acts as a Baltimore County Public Schools (BCPS) Critical Incident Response Team (CIRT) member.
- Participates in BCPS protocol and policy reviews.
- Assists with revisions to BCPS emergency plans and risk management, as needed.
- Serves on numerous joint committees and panels pertaining to BCPS functions and critical issues.

- Completes an annual review and written evaluation of the School Resource Officer (SRO) program to be reviewed by the Chief of Police.
- Appoints the Assistant Safe Schools Facilitator.

SAFE SCHOOLS TEAM

- Reports directly to the Safe Schools Facilitator.
- Supervised by the Assistant Safe School Facilitator.

ASSISTANT SAFE SCHOOLS FACILITATOR

- Supervises the Safe Schools Management Assistant.
- Acts as the first point of contact with precinct SROs relating to school system concerns.
- Meets with precinct outreach supervisors to discuss SRO activities, problems, and concerns; makes recommendations for improvement if needed.
- Visits school classrooms to evaluate SRO and DARE officers' teaching performance.
- Reviews evaluations from school personnel concerning SRO and DARE programs and makes recommendations to precinct outreach supervisors.
- Identifies and tracks training needs for all SROs.
- Maintains open lines of communication with all school system employees to identify and resolve issues.
- Responds to crises or emergencies in schools to act as a direct liaison for the Safe Schools Facilitator.
- Acts as a BCPS CIRT member.
- Participates in BCPS protocol and policy reviews.
- Assists with revisions to BCPS emergency plans and risk management, as needed.
- Serves on numerous joint committees and panels pertaining to BCPS functions and critical issues.
- Researches and prepares budget requests.
- Meets with school administrators when necessary to ensure compliance with the SRO Memorandum of Understanding (MOU).

SAFE SCHOOLS MANAGEMENT ASSISTANT

- Assists the Safe Schools Facilitator, Assistant Safe Schools Facilitator, and the SROs.
- Reviews incident reports and forwards to appropriate personnel.
- Organizes training for SROs.
- Researches and advises SROs and BCPS personnel of pertinent training from various outside agencies.
- Coordinates distribution of DARE material for middle school SROs.

REFERENCE

- Field Manual, Article 2 (Traffic Procedures).

5-7.2.2 SPECIAL OPERATIONS SECTION

COMMANDER

- Ensures a semi-annual report regarding Tactical Team activations and deployments is complied.

NOTE: This report must be submitted to the Governor's Office of Crime Prevention, Youth, and Victim Services, the Baltimore County Executive, and the Baltimore County Council on or before January 15th and July 15th of each year and contain all information required under Maryland law.

SECTION ENTITIES

- K-9 Unit.
- Tactical Unit.

K-9 UNIT

- Primarily responsible for search and apprehension of violators of the law where the use of a dog is possible.
- Search for lost/missing persons, firearms, explosives, and/or drugs where the use of a dog is possible.
- Secondary responsibility is performance of assigned patrol functions.

TACTICAL UNIT ENTITIES

- Hazardous Devices Team.
- Protester Device Extrication Team (PDET).
- Special Response Team (SRT).
- Tactical Team.

HAZARDOUS DEVICES TEAM RESPONSIBILITIES

- Incidents involving suspicious packages/devices, explosives, explosive and hazardous devices, etc.
- Rendering suspicious packages/devices, explosives, explosive and hazardous devices safe.
- Collection of evidence.
- Providing technical assistance to the Department and other police/public safety agencies.
- Serves as specialists regarding suspicious powders/packages.

PROTESTER DEVICE EXTRICATION TEAM (PDET)

- Comprised of police and fire personnel specifically trained to deal with protester device extrications.

SPECIAL RESPONSE TEAM (SRT)

- Responds to planned or spontaneous crowd situations (e.g., strikes, demonstrations, civil disturbances, etc.).

TACTICAL TEAM

- Primarily responsible for assisting other divisions in the deterrence of crime and arrests of violators via preventive patrol, focusing on homicides, rapes, robberies, aggravated assaults, burglaries, motor vehicle thefts, thefts, and arsons.
- May be divided into teams, to assist in resolving:
 1. Barricade and/or hostage situations.
 2. Sniper or heavily armed subject situations.
 3. Riots or other civil disturbances.
 4. Dignitary protection.
 5. Rescue operations.
 6. High-risk warrant services.
 7. Any other operation as directed and authorized by their commander.
- Responsible for all investigations and/or arrests brought to their attention, except motor vehicle crashes.

RESERVED

Article 6

PERSONNEL ISSUES

Article 7

7-1.0 Fair Practices [rev. 12/2023]

- 7-1.1 *Equal Employment Opportunity (EEO)* [rev. 12/2023]
- 7-1.2 *Discrimination and Harassment* [rev. 09/2016]
- 7-1.3 *Fair Practices Procedures* [rev. 12/2023]

7-2.0 Alcohol/Drug/Substance Policy [rev. 12/2023]

- 7-2.1 *Alcohol Policy* [rev. 12/2023]
- 7-2.2 *Drug/Substance Policy* [rev. 04/2019]
 - 7-2.2.1 *Drug/Substance Testing* [rev. 12/2023]
 - 7-2.2.2 *Random Drug/Substance Testing* [rev. 04/2019]
 - 7-2.2.3 *Possible Violations/Reasonable Suspicion* [rev. 07/2008]
 - 7-2.2.4 *Accidental Ingestion or Contact* [rev. 07/2008]

7-3.0 Health Issues [rev. 09/2000]

- 7-3.1 *Smoking* [rev. 01/2014]
- 7-3.2 *Physical Fitness and Examinations* [rev. 07/2008]
 - 7-3.2.1 *Designated Health Care Provider (DHCP)* [rev. 07/2008]
- 7-3.3 *Psychological Services* [rev. 12/2015]

7-4.0 Sickness and Injury [rev. 07/1997]

- 7-4.1 *Line-of-Duty Injuries/Illnesses/Incapacitation* [rev. 04/2019]
 - 7-4.1.1 *Auxiliary Police Report of Injury* [rev. 05/2014]
 - 7-4.1.2 *Heart Disease and Hypertension* [rev. 02/2010]
 - 7-4.1.3 *Incapacitation from Duty* [rev. 05/2014]
 - 7-4.1.4 *Exposure to Communicable Diseases* [rev. 09/2019]
 - 7-4.1.5 *Duty Related Trauma* [rev. 12/2022]
- 7-4.2 *Sick Leave* [rev. 12/2015]
 - 7-4.2.1 *Sick Leave for Adoption* [rev. 05/2014]
 - 7-4.2.2 *Family Illness Leave* [rev. 05/2014]
- 7-4.3 *Modified Duty* [rev. 12/2023]
 - 7-4.3.1 *Duty Assignment While Pregnant* [rev. 05/2015]
- 7-4.4 *Modified and Off-Duty Policy for Stress Related Reasons* [rev. 05/2014]

7-5.0 Attendance/Leave Requirements [rev. 07/2008]

- 7-5.1 *Leave Types* [rev. 04/2019]
- 7-5.2 *Leave Review* [rev. 06/1999]
- 7-5.3 *Leave Scheduling* [rev. 07/2008]

7-6.0 On-Line Time and Attendance System [rev. 05/2014]

7-7.0 Pay and Compensation [n/a]

- 7-7.1 *Overtime* [rev. 12/2022]
 - 7-7.1.1 *Overtime Compensation Forms* [rev. 09/2016]
- 7-7.2 *Substitution Pay* [rev. 05/2014]
- 7-7.3 *Miscellaneous Compensation and Expenditures* [rev. 07/2008]
 - 7-7.3.1 *Monetary Awards* [rev. 05/2014]

- 7-8.0 Career Development** [rev. 04/2019]
 - 7-8.1 *Performance Appraisal* [rev. 08/2021]
 - 7-8.1.1 Appraisal Related Forms [rev. 04/2019]
 - 7-8.1.2 Non-Disciplinary Corrective Action [rev. 12/2023]
 - 7-8.2 *Performance Enhancement Process* [rev. 12/2023]
 - 7-8.3 *Training* [n/a]
 - 7-8.3.1 Non-Departmental Training [rev. 05/2014]
 - 7-8.3.2 Departmental Training [rev. 05/2014]
 - 7-8.3.3 New Employee Orientation (Non-Sworn) [rev. 04/2019]
 - 7-8.4 *Promotions* [rev. 12/2023]
 - 7-8.4.1 Screening and Eligibility Requirements [rev. 05/2014]

- 7-9.0 Employment Status** [n/a]
 - 7-9.1 *Probationary Periods* [rev. 10/2014]
 - 7-9.2 *Termination of Service* [rev. 10/2020]
 - 7-9.2.1 Credentials for Retired and Separated Members [rev. 08/2021]
 - 7-9.3 *Family/Non-Family Member Assignments* [rev. 05/2009]
 - 7-9.4 *Temporary Duty Assignments* [rev. 07/2008]
 - 7-9.5 *Suspension of Police Powers* [rev. 12/2023]

- 7-10.0 Transfers** [rev. 09/2019]
 - 7-10.1 *Transfer Between Commands for Non-Specialized Assignments* [rev. 08/2021]
 - 7-10.2 *Transfers within a Precinct* [rev. 09/2019]
 - 7-10.2.1 Transfer to Investigative Services Team (IST) [rev. 09/2019]
 - 7-10.3 *Transfers to Specialized Assignments* [rev. 09/2019]
 - 7-10.3.1 Transfers Between Specialized Assignments [rev. 09/2019]
 - 7-10.4 *Volunteer Assignments* [rev. 05/2014]
 - 7-10.5 *Appeals, Withdrawals, and Cancellations* [rev. 09/2019]
 - 7-10.6 *Administrative Transfers* [rev. 12/2023]
 - 7-10.7 *Stabilization* [rev. 10/2020]
 - 7-10.8 *Transfers for Non-Sworn Members* [rev. 04/2019]

- 7-11.0 Personnel Status** [n/a]
 - 7-11.1 *Personnel Information* [rev. 10/2020]
 - 7-11.2 *Other Employment by Members* [rev. 04/2019]
 - 7-11.2.1 Secondary Employment [rev. 10/2011]
 - 7-11.2.2 Uniformed Secondary Employment (USE) [rev. 12/2022]
 - 7-11.2.3 Application Process [rev. 04/2019]
 - 7-11.2.4 Hours/Conditions [rev. 04/2019]
 - 7-11.2.5 Prohibitions and Restrictions [rev. 04/2019]
 - 7-11.2.6 Suspension of Other Employment [rev. 12/2023]
 - 7-11.3 *Military Service* [rev. 12/2023]
 - 7-11.3.1 Reinstatement of Sworn Members [rev. 12/2023]

- 7-12.0 Miscellaneous Issues** [n/a]
 - 7-12.1 *Lateral Entry Program* [rev. 09/2019]
 - 7-12.2 *Volunteer/Intern Program* [rev. 08/2020]
 - 7-12.3 *Inquiries Regarding Department Personnel* [rev. 07/2008]
 - 7-12.4 *Police Assistance and Relief (PAR) Fund, Inc.* [rev. 05/2014]
 - 7-12.5 *Physical Fitness Program* [rev. 09/2016]
 - 7-12.6 *Authorized Position Reclassifications* [rev. 04/2018]
 - 7-12.7 *Compliments* [rev. 12/2023]

PERSONNEL ISSUES

7-1.0 FAIR PRACTICES

7-1.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

POLICE DEPARTMENT

- Will provide equal opportunity to all citizens who seek employment and to all presently employed within the Department. This policy will be applied consistent with all applicable federal, state, and local laws or regulations concerning hiring, promotion, discipline, transfer, training, compensation, privileges, and conditions of employment, without regard to race, gender, creed, color, age, religion, national origin, or physical impairment.
- Will base decisions on employment and promotion upon an individual's qualifications as related to valid requirements and essential functions of the position for which the employee is being considered.

DUTIES AND RESPONSIBILITIES

- The Chief of Police - is directly responsible for exercising a leadership role in formulating and implementing procedures that are in keeping with this policy.
- The Legal Section - will serve as the focal point for allegations of discriminatory employment practices. The Commander, or designee, will:
 1. When notified of an allegation, ensure that individuals are informed of their options and what actions will be taken.
 2. In coordination with the County Office of Law, respond to inquiries from the courts, the Equal Employment Opportunity Commission, the Justice Department, or other agencies or entities.
- Police Human Resources Section - is responsible for:
 1. Implementation and coordination of the County's Equal Employment Opportunity Plan and will ensure that the plan is available for inspection during business hours at 308 Allegheny Avenue, Towson, MD 21204.
 2. Maintaining the Department's Recruitment Program.
 3. Expanding career counseling for all personnel.
 4. Reviewing all personnel qualifications to ensure that qualified personnel are given full opportunity for promotions.
- Personnel Selection Analyst (PSA) - is responsible for:
 1. Reviewing all personnel qualifications to ensure that qualified personnel are given full opportunity for transfers to specialized assignments.

PROCEDURES

- Allegations of discriminatory employment practices are to be filed and processed in accordance with current procedures.

REFERENCE

- Baltimore County EEO Plan.

7-1.2 DISCRIMINATION AND HARASSMENT

DEFINITIONS

- Discrimination - unfair or illegal treatment of a person on the basis of race, color, gender, religion, creed, ancestry, national origin, age, marital status, sexual orientation, gender identity, genetic information, physical or mental disability, or political opinion or affiliation.

- Harassment - actions to inflict distress or vexation or create a hostile environment by besetting an individual with annoyances, distractions, insults, heckling, threats, or unreasonable or unlawful demands.
- Sexual Harassment - unwelcome sexual advances, requests for sexual favors, physical conduct, verbal or other forms of communication of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.
- Fair Practices Liaison (FPL) - member appointed by the Chief of Police to assist in matters concerning discrimination or harassment.
- Involved Members - Department members who feel they have been victims of discrimination or harassment or are aware of possible discrimination or harassment.
- Incident Forms - Form 258, Statement of Incident (charges against sworn and non-sworn members) and Form 12L, Intra-Department Correspondence (charges against non-sworn members).

POLICE DEPARTMENT

- Responsible for resolution of complaints of discrimination, harassment, and sexual harassment arising from its members.
- Neither tolerates nor condones discrimination, harassment, or sexual harassment in any form or to any degree.
- Will not tolerate retaliation in any way against any member who has articulated any concern about discrimination, harassment, or sexual harassment whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual.

DEPARTMENT MEMBERS

- Will not discriminate against or harass any person, either explicitly or implicitly.
- Assist in the prevention of discrimination, harassment, and sexual harassment.
- Refrain from participation in or encouragement of discrimination, harassment, or sexual harassment.
- Report acts of discrimination, harassment, or sexual harassment whether involved as a victim or witness.
- Encourage members who confide that they are victims of discrimination, harassment, or sexual harassment to report such acts.
- Encountering discrimination, harassment, or sexual harassment will tell the persons of origin that their actions are unwelcome and offensive.

SUPERVISORS/COMMANDERS

- Monitor the work environment of their subordinates for signs that discrimination, harassment, or sexual harassment may be occurring.
- Stop observed acts that may be considered discrimination, harassment, or sexual harassment and take appropriate steps to intervene, regardless of whether the involved members are within the line of supervision or command.
- Limit the work contact between members (e.g., victim and accused, etc.) when a complaint of discrimination, harassment, or sexual harassment is pending resolution.
- Ensure that the policy is distributed to all members on a yearly basis via a Form 159, Order/Directive Verification Form.

7-1.3 FAIR PRACTICES PROCEDURES

GENERAL

- Harassment and discrimination cases will be investigated by the Fair Practices Investigation Team (FPIT) or the Internal Affairs Division (IAD) as directed by the Bureau Chief of the Professional Standards Bureau (PSB) and the IAD Commander.
- The FPIT will be the Department's primary investigative entity for incidents involving fair practices allegations.
- During a Trial Board, when an accused member claims to be a victim of discrimination, harassment, or sexual harassment, the Trial Board may continue until the original charges/specifications have been resolved.

INVOLVED MEMBERS

- Who believe they have been the victim of discrimination, harassment, sexual harassment, or having personal knowledge of such incidents will notify a supervisor, commander, or the Fair Practices Investigations Team (FPIT).
- Who believe they are being subjected to discipline as a form of discrimination, harassment, or sexual harassment, may file an allegation prior to the completion of disciplinary procedures.
NOTE: Non-sworn members will refer to the Baltimore County Personnel Manual for grievance procedures.
- Who are uncertain they have been a victim may consult the FPIT to determine if circumstances constitute discrimination, harassment, or sexual harassment. If the member and the FPIT:
 1. Agree that the matter constitutes discrimination, harassment, or sexual harassment, the FPIT will notify the IAD.
 2. Agree that the matter does not constitute discrimination, harassment, or sexual harassment, the FPIT may work with the parties to resolve the matter.
 3. Cannot agree as to the existence of discrimination, harassment, or sexual harassment, they both retain the option of notifying the IAD.**NOTE:** The FPIT is a confidential resource for members to consult in these matters. The FPIT has a legal obligation to report or take action when they believe a law has been violated and the member is unwilling to do so.

FAIR PRACTICES INVESTIGATIONS TEAM

- Reviews all incidents of alleged discrimination, harassment, or sexual harassment brought to their attention.
- As directed by the Bureau Chief of the Professional Standards Bureau:
 1. Assists in the case investigation.
 2. Conducts interviews to assess the severity of the problem within the command.
 3. Keeps in personal contact with the victim to provide any assistance needed.
 4. Consults with the IAD Commander if it appears a Fair Practices complaint may result in an IAD investigation.
- Maintains a central repository of information on all allegations regarding fair practice violations investigated by their Team.
- Uses the repository to detect patterns and preserve records indicating an accused member's prior involvement in similar cases (except unfounded cases).
- Notifies the following persons of the results of all investigations of fair practice violations conducted by the Team, regardless of the case disposition:
 1. Bureau Chief of the PSB.
 2. Bureau Chief of the accused/victim.
 3. Commander of the accused.

4. Victim.
 5. Commander of the victim.
 6. Fair Practices Liaison.
- Consults with the IAD Commander if it appears a Fair Practices complaint may involve a violation of Department policy.

FAIR PRACTICES LIAISON

- Assists the commander of the affected assignment to reduce misconceptions or apprehension within the command.

INTERNAL AFFAIRS DIVISION

- Maintains a central repository of information on all allegations regarding fair practice violations investigated by their Section.
- Uses the repository to detect patterns and preserve records indicating an accused member's prior involvement in similar cases (except unfounded cases).
- Notifies the following persons of the results of all investigations of fair practice violations conducted by the Section, regardless of the case disposition:
 1. Chief of Police.
 2. Bureau Chief of the PSB.
 3. Bureau Chief of the accused/victim.
 4. Accused.
 5. Commander of the accused.
 6. Victim.
 7. Commander of the victim.
 8. Fair Practices Liaison.

INTERNAL AFFAIRS DIVISION COMMANDER

- Determines if allegations brought to his/her attention will be investigated as an allegation of a fair practice violation, such as discrimination or harassment, versus some other form of misconduct and who will be assigned the investigation. These decisions should be based on the:
 1. Totality of the circumstances.
 2. Motive of the accused (e.g., acts of discrimination or harassment in retaliation for an employee having alleged discrimination or harassment, etc.).
 3. Involvement of symbols, words, or acts which are known by the victim to represent a bias against the victim.
 4. Victim's perception of the incident and desire for follow-up action.
 5. Prior history of incidents.
- Authorizes entry in the BlueTeam system, upon making a determination that a fair practices allegation involves potential policy violations.

ASSIGNED INVESTIGATORS

- Ensure the investigation is given immediate attention.
- Respond with sensitivity to the feelings and needs of the victim.
- Keep in personal contact with the victim to alleviate fear and to assure that everything possible is being done to resolve the complaint.
- Pursue all possible investigative actions, including:
 1. Establishing or verifying a motive behind the alleged act of discrimination or harassment.
 2. Obtaining statements from the victim and witnesses regarding their perception of the incident.

3. Visiting the location where the incident occurred to gather physical evidence, including photographs, if necessary.
4. Determining if there is a history of similar incidents involving the accused.

VICTIM'S COMMANDER

- Ensures fair practice investigations are actively pursued to their conclusion.
- Monitors personnel affected by the investigation to prevent continuation of the behavior in question or retaliation for actions taken to resolve it. This includes close observation of the victim, the accused, witnesses, and other members of the victim's unit of assignment.
- Maintains contact with the IAD/FPIT to determine case progress.
- Contacts the victim intermittently to inform of case progress and, upon completion of the investigation, its disposition.

NOTE: The investigating entity (i.e., the FPIT or the IAD) will also notify victims of the disposition of their cases.

- Ensures that involved members suffer no retaliation for their actions.

NOTE: If the victim's commander is the accused, the commander of the accused will assume the above responsibilities.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- [Baltimore County Personnel Manual](#).

7-2.0 ALCOHOL/DRUG/SUBSTANCE POLICY

7-2.1 ALCOHOL POLICY

ALCOHOL PROHIBITIONS FOR ALL MEMBERS

- Consuming an alcoholic beverage at any time while in uniform.
- Consuming an alcoholic beverage while on duty, except in the proper performance of duties.

NON-SWORN MEMBERS

- Are subject to Baltimore County's Substance Abuse Policy and Procedure, and may not be under the influence of alcohol to the extent that their performance is impaired.
- Appearance and demeanor will be documented on a Form 12L by the observing member and forwarded to the non-sworn member's commander.
- Commander will contact the Bureau Chief of the PSB immediately when a non-sworn member of their command is suspected of any substance abuse.

ALCOHOL VIOLATION INVESTIGATIONS OF SWORN MEMBERS

- Sworn members may not be under the influence of alcohol while on duty.
EXCEPTION: Except in the proper performance of their duty as authorized by a supervisor.
- The investigating officer will record the member's appearance and demeanor on a Form 12L, Intra-Department Correspondence.
NOTE: This will be included as an attachment to a BlueTeam Incident documenting a complaint for handling in accordance with Department disciplinary procedures.
- The accused member will be required to submit to both a dexterity performance test and Intoximeter test.

NOTE: The Department may commence additional action that may lead to punitive measures as a result of a sworn member's refusal to submit to the tests.

- The Intoximeter test will be administered as soon as feasible after initiation of the allegation. The two hour time limit as outlined in the Transportation Article (TA) only applies if the member is, or may be, criminally charged with violating the TA, Section 21-902, Driving While Impaired or Under the Influence of Drugs or Alcohol.
NOTE: Two Intoximeter tests will be administered as is done with regular procedures for measuring Breath Alcohol Concentration (BrAC).
- Members testing at 0.02% BrAC and above will be presumed to be under the influence of alcohol.
- Members testing below 0.02% BrAC, but above 0.00% will be sent home and required to take leave for the remainder of their tour of duty.
NOTE: Progressive disciplinary action may result from additional violations.
- When a member is charged, or may be charged with violating the TA, Section 21-902, the investigating officer will be responsible for following the proper procedures as outlined in the Field Manual, Article 2 (Traffic Procedures).
- The BlueTeam entry will include the:
 1. Results of both the dexterity and Intoximeter tests.
 2. Lapse of time, expressed in minutes, between the initial report or observation of the member's condition and the intoxication tests.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- Field Manual, Article 2 (Traffic Procedures).

7-2.2 DRUG/SUBSTANCE POLICY

GENERAL

- Department members:
 1. Will not abuse any drug/substance or possess any illegal drug/substance, except in the lawful performance of duty.
 2. Found to be in violation of the law or this policy will be disciplined.
 3. Taking prescription medication under a physician's care will inform their immediate supervisor if the possibility exists that the medication will impair performance while on duty. It will be the member's responsibility to obtain information regarding possible side effects of the medication.
 4. Are prohibited from registering with the Maryland Medical Cannabis Commission as a medical marijuana patient which would permit the purchase, transport, and ingestion of marijuana, marijuana-infused products, marijuana extracts, or marijuana concentrates from a licensed dispensary.
 5. Who wish to register with the Maryland Medical Cannabis Commission as a caregiver for an immediate family member who is a licensed medical marijuana patient must submit notification to the Chief of Police in writing, and include a copy of the member's valid caregiver identification card and state the relationship of the patient to the member.
NOTE: Registering as a licensed caregiver with the Maryland Medical Cannabis Commission allows a member to possess a valid caregiver identification card and permits the purchase of medical cannabis from a licensed Maryland dispensary on behalf of the designated family member patient, to transport the legally obtained medical cannabis to the family member patient, and to dispense the legally obtained medical cannabis to the licensed family member medical marijuana patient.
- The Department will:
 1. Protect the public and its members by striving to ensure that members are free from drug/substance abuse and dependence.

2. Inform members that drug/substance testing may, under specified conditions and circumstances, be required for continuous employment.
3. Ensure the rights of members in testing.
4. Provide assessment, counseling, and referral services to members for drug/substance abuse and dependence problems when appropriate.

EXPECTATION OF PRIVACY

- There is no expectation of privacy with regard to the abuse of any drug/substance.
- All property belonging to the Department or the County Government including, but not limited to, vehicles, desks, containers, cabinets, files, storage areas, and lockers, is subject to inspection at any time without notice. These areas are to be free from any illegally possessed drug/substance at all times.
- Inspections will be carried out in the presence of the involved member, when practical or pursuant to process of law.

DEFINITIONS

- Donor - any Department member who submits to a drug/substance test.
- Drug/Substance Abuse:
 1. Controlled Dangerous Substances (CDS) - illegal use of any substance (narcotic and non-narcotic) subject to enforcement under the Maryland Uniform Controlled Dangerous Substances Act and those non-controlled substances inclusive, as enforceable under §5 of the Annotated Code of Maryland, Criminal Law Article.
 2. Non-Prescription Drugs - use other than prescribed by the manufacturer and/or physician that may impair the member's job performance.
 3. Prescription Drugs - use:
 - a. Other than prescribed to the member by a physician that may impair the member's job performance.
 - b. Of a prescribed drug that is illegal under federal law.
- Drug/Substance Dependence - a condition that exists when use of a legal or illegal drug/substance causes impairment of social or occupational functions; or when tolerance is developed for the drug/substance; or when withdrawal symptoms appear upon termination of the use of the drug/substance.
- Drug/Substance Test - a test administered under established departmental procedures to detect drugs/substances.
- Random Testing - a system of selecting members for unannounced drug/substance testing, using a random sampling based on a neutral criterion. After selection, the member goes back into the random pool and could be selected again. Eligible donors include all sworn members and non-sworn members employed in special/sensitive positions.
- Reasonable Suspicion - when one or more facts and/or observations lead any supervisor/commander to believe that any member may be involved in the use, possession, or sale of controlled dangerous drugs/substances, or abuse of prescribed or non-prescribed drugs/substances.
- Special/Sensitive Positions - non-sworn positions that require members to engage in drug investigation activity; or to handle, transport, or store drug related evidence; or provide access to drug investigation information.

NOTE: Non-sworn members believing their position to be unjustifiably designated as special/sensitive may submit a written appeal to the Bureau Chief of the Professional Standards Bureau (PSB), who will forward the appeal with recommendations, through the Chief of Police, to the County Administrative Officer. Commanders who believe that a member's position should be designated as special/sensitive should submit a request through the chain-of-command outlining the reasons for inclusion to the Bureau Chief of the PSB.

7-2.2.1 DRUG/SUBSTANCE TESTING

REQUIRED TESTING SITUATIONS

- Random Drug/Substance Testing - Eligible donors as selected.
- Reasonable Suspicion - When facts and/or observations lead any supervisor/commander to believe that a member may be in violation of this policy.
- New Employees - As part of the physical examination as required by the County Personnel Manual.
- Recruits - Per the Recruit Training Team SOP.
- Transfers - During the selection process for specialized units that have direct contact with drugs/substances.
- Reinstatements - As part of the physical examination.
- Leave of Absence - Upon return, as determined by the Employment Section Commander.
- Integrity - Unannounced drug/substance tests will be ordered at least one time each calendar year at the direction of the commanding officer for members of the following:
 1. Forensic Services Section (FSS)
 2. Evidence Management Unit (EMU).
 3. Vice/Narcotics Section (VNS).
 4. Investigative Services Teams (IST).
 5. Criminal Intelligence Unit.
 6. Tactical Unit.
 7. K-9 Unit.
 8. Aviation Team.
 9. Auxiliary Team.
 10. DUI Enforcement Team.
 11. Hazardous Devices Team.

TESTING STANDARD

- The type of test used for reasonable suspicion will be determined by the Internal Affairs Division (IAD) Commander in accordance with applicable laws.
- Other testing will include urinalysis, administered by the County's Designated Health Care Provider (DHCP).
- Testing will be conducted at minimum sensitivity levels in accordance with Department of Transportation (DOT) regulations.

REFUSAL

- A member will be suspended pending the disposition of disciplinary/administrative action, for refusing to submit to an ordered drug/substance test.
NOTE: The Department may commence additional action that may lead to punitive measures as a result of a sworn member's refusal to submit to the tests.
- Prospective employees will have conditional offers of employment withdrawn.
- Transfer candidates will be removed from eligibility lists.
- Reinstatement candidates will not be processed and will be eliminated from future consideration.

SPECIMEN COLLECTION

- Will be performed by the Designated Health Care Provider (DHCP) in accordance with established departmental procedures.
- Will allow for privacy unless there is reason to believe that a donor may alter or substitute the specimen.

TESTING PROCEDURES

- Tests will be completed as timely as possible in accordance with established DHCP procedures.
- A specimen method will be used in accordance with DOT split guidelines.
- A specimen will be considered positive only after all tests show a positive indication for a drug/substance and review by the Medical Review Officer (MRO) determines the specimen to be positive.
- Any member testing positive will be placed on suspension.

NOTIFICATION OF TEST RESULTS

- Will be made:
 1. To all donors in writing by the Safety Officer.
EXCEPTION: Recruits will be notified by the Training Section.
 2. By Medical Review Services (MRS) to the IAD Commander for any donor testing positive.

REQUEST FOR RETEST

- Donors who test positive will be notified in writing by the IAD of the employee's right to have an independent test performed at an approved laboratory of the employee's choice at their expense.
EXCEPTION: All re-testing of Reasonable Suspicion test results will be conducted as directed by the IAD Commander.
- Donors must take a written request, which identifies a testing facility, to the IAD within 72 hours of receiving notice of the positive test result.
- The DHCP will determine whether the identified testing facility can administer the retest and notify the IAD to make arrangements for the retest.
- Retests will be conducted in accordance with established procedures.

RECORDS SECURITY RETENTION

- The Safety Officer's supervisor, or designee, will ensure the security and integrity of drug/substance testing information and the computer system.
- Records of all drug/substance tests will be confidentially maintained by the Safety Officer for a period of five years and then destroyed.

7-2.2.2 RANDOM DRUG/SUBSTANCE TESTING

ELIGIBLE DONORS

- Are included in the selection file created from current payroll or personnel records.
- Are identified through an automated random sampling of the selection file.
- Have an equal chance of being selected for testing.

SAFETY OFFICER

- Randomly selects eligible donors.
- Maintains the confidential list of donors selected, only releasing the names through the notification process.
- Maintains the Test Notification Log.
- Notifies the selected donor's precinct/section commander's office who will notify the shift/unit commander on the morning of the test date.

SHIFT/UNIT COMMANDER

- Notifies the selected donor.

- Directs the donor to report to the appropriate Designated Health Care Provider (DHCP) location as instructed on the Form 200, Order for Drug/Substance Testing, in accordance with time restrictions (two hours).
- Random/drug substance testing is conducted Tuesday through Friday. Testing is available during all shifts. Selected donors are to be notified upon reporting to work on that date via the Form 200.
NOTE: If the selected donor is working shift two, they are to be notified to report as soon as possible.

SELECTED DONORS

- Acknowledge notification with their signature on the Form 200 and carry the original and one copy to the testing location.
- Will report within two hours to the testing location.
- Will present their Department identification to the testing official as proof of identification.

TEST DEFERRAL

- May be granted if the donor is:
 1. On authorized leave status.
 2. In an administrative status such as:
 - a. In-Service Training.
 - b. Suspension (with or without pay).
 - c. Official travel status requiring attendance away from the test site.
- Part II of the Form 200 must be completed and approved by the donor's commander, with a copy forwarded to the Safety Officer.

7-2.2.3 POSSIBLE VIOLATIONS/REASONABLE SUSPICION

DEPARTMENT MEMBERS

- Will report any possible violation of this policy immediately to an on-duty shift/unit commander.

INTERNAL AFFAIRS DIVISION

- Investigates all reports of possible violations of this policy.
- Directs all drug/substance testing performed for reasonable suspicion.

SHIFT/UNIT COMMANDERS

- If the accused appears to be under the influence of a drug/substance, will:
 1. Notify and consult with the IAD Commander.
 2. Follow instructions given by the IAD Commander regarding drug/substance testing procedures.
 3. Initiate a Form 200 and have the accused member sign the form as directed.
 4. Complete a Form 258, indicating the appearance and demeanor of the member under suspicion and forward it through the chain-of-command to the IAD.
 5. Place the accused on suspension with pay and under order not to report back to work until further notice. Refer to Administrative Manual, Article 2 (Complaints and Misconduct), for further disciplinary procedures.
EXCEPTION: Non-sworn members will be removed from duty and the Baltimore County Office of Human Resources will be contacted for leave status.
 6. Escort the member home, if necessary, after completion of all ordered testing and examinations.
 7. Notify the accused member's commander as soon as possible.

- Who receive information of a suspected violation of this policy but the accused member does not appear to be under the influence of a drug/substance will:
 1. Notify the accused member's commander and the IAD Commander by telephone.
 2. Complete a detailed Form 258 identifying the source of information.
 3. Forward the Form 258 to the accused member's commander.

7-2.2.4 ACCIDENTAL INGESTION OR CONTACT

GENERAL

- Affected members will complete a Form 12L, Intra-Department Correspondence, describing the incident in detail as soon as possible.
- Supervisors will:
 1. Review the Form 12L and comment accordingly.
 2. Refer to Administrative Manual, Article 7 (Personnel Issues) for line-of-duty injury procedures.
- The same procedures will be followed if accidental contact occurs when performing necessary police functions while off duty.

7-3.0 HEALTH ISSUES

GENERAL

- Information or records regarding a member's medical condition are confidential. Access is limited to those with a legal need to know. Disclosure of such information, except as required by law, must not be made without the expressed written consent of the member.
- All members must maintain a level of health and fitness that will permit them to carry out the essential functions of their position. Physical training facilities are available for use at the Public Safety Building and several precincts. All members are encouraged to take advantage of the facilities or other resources to maintain their fitness levels.
- Members who cannot properly perform their duties may be subject to fitness-for-duty evaluations.
- Members will participate in physical training programs as required by the Department, such as those given by the Tactical Unit, K-9 Unit, and the Training Section.

7-3.1 SMOKING

GENERAL

- It is the Department's policy to promote a safer, healthier workplace.
- Smoking is prohibited anywhere in any Department facility, and will only be allowed in designated smoking areas away from building entrances.
- Commanders shall designate outside smoking areas that are appropriate to their work facility.
- Smoking is prohibited inside of any Baltimore County vehicle.
NOTE: Includes leased or loaned vehicles operated by Baltimore County employees.
- This policy applies equally to all members of the Department, and to any visitor, witness, prisoner, or other person entering a Department facility or vehicle.
EXCEPTION: During undercover operations, members will need to use their discretion regarding smoking in a vehicle.
- Supervisors have a responsibility to ensure compliance when violations are brought to their attention.

7-3.2 PHYSICAL FITNESS AND EXAMINATIONS

GENERAL

- Physical Examinations are performed at the Designated Health Care Provider (DHCP).
- For required examinations, there is no fee for the member. If a personal physician is selected, the member must pay the fee. The result may be submitted to the DHCP for review, but the member must still be examined by the DHCP.

7-3.2.1 DESIGNATED HEALTH CARE PROVIDER (DHCP)

PRE-EMPLOYMENT

- All applicants requesting employment with the Department must pass a physical examination and urinalysis prior to being hired.

NON-SERVICE CONNECTED INJURY/ILLNESS

- Normally, members must see their private physician for treatment of non-service connected injury or illness.

MODIFIED DUTY

- Members recommended for modified duty by a private physician will adhere to all procedures regarding follow-up as if reporting to the DHCP.

REFERENCE

- Workers' Compensation Act of Maryland.

7-3.3 PSYCHOLOGICAL SERVICES

DEPARTMENT PSYCHOLOGICAL SERVICES

- Provides professional services to the Department, and its members.
- Provides crisis response and intervention, including call-outs to major incidents (e.g., shootings, hostage situations, unexpected/sudden death, etc.).
- Provides fitness-for-duty evaluations.
- Provides applicant screening for pre-employment purposes.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Provides free, confidential, and professional assessment and referral assistance for members and anyone in their household.
- Provides mental health services, as well as work/life assistance (e.g., referral services for child, elder, and pet care; consultations in reference to legal matters, identity theft, and personal finance; etc.).

BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES

- Acts as liaison with the Department-approved psychological services caregiver.
- Provides EAP referral assistance to Department members.
- Must approve supervisor-mandated referrals to Department Psychological Services and EAP prior to the consultation.

DEPARTMENT MEMBERS

- Are eligible for crisis response and intervention, and other services provided by the Department-approved psychological services caregiver.

- May contact the Department-approved psychological services caregiver directly for work-related incidents; have no limit to the number of related sessions, and all related sessions will be at Department expense.
- Along with their household members (i.e., relatives and non-relatives), are eligible for EAP.
- May contact the EAP directly 24 hours a day.
- Making appointments for services for themselves or other family members may be billed for services if they fail to appear or provide adequate notice of cancellation.
- Needing access to clinical files previously maintained by the former Psychological Services Unit will contact the County Department of Health and Mental Hygiene.

7-4.0 SICKNESS AND INJURY

GENERAL

- Leave issues are also addressed in the respective Memorandums of Understanding or the Baltimore County Personnel Manual and are subject to change.

DEPARTMENT MEMBERS

- Who are sworn and on extended illness/injury leave for a period of time specified in the member's Memorandum of Understanding will be marked five days sick or injured and two days leave per week on the Daily Assignment and Activity Report (DAAR) during each month of the illness/injury. When the extended illness/injury leave is for less than the contracted time period, the member will be marked regular leave and sick or injured leave per the regular shift cycle as the case may warrant.
- Who are non-sworn, will refer to the Baltimore County Personnel Manual for extended leave procedures.

7-4.1 LINE-OF-DUTY INJURIES/ILLNESSES/INCAPACITATION

DEFINITION

- Service Connected Disability -
 1. For workers compensation purposes, occurs when Department members suffer a disability resulting from an accident or illness found to be compensable under the State Workers' Compensation Act, as set forth in Baltimore County Code (BCC) 4-8-102, Special Rule 12.03.A.
 2. For disability retirement purposes, occurs when Department members become totally and permanently incapacitated for duty as the natural and proximate result of an accident occurring while in the actual performance of duty at some definite time and place, without willful negligence on the member's part, as set forth in BCC 5-1-223, 5-1-224, and 5-1-226.

ACCIDENT LEAVE

- Given to the disabled member, if approved by the Baltimore County Workers' Compensation Claims Administrator.
- Starts on the first day of such absence.
- May be delayed or denied, if the injured employee fails to meet the time requirements for notification and reporting outlined in this section.
- Is granted only to permanent, probationary, and provisional classified members.

INJURED MEMBERS

- Immediately notify their supervisor.
EXCEPTION: Pay Schedule I and II employees must notify management of any injury within two workdays of the time for which the member requests Accident Leave.

- Who do not require immediate medical attention will return to duty and report to the County's Designated Health Care Provider (DHCP) within the next business day.
 - Who are taken to a hospital or private physician and released with no restrictions, will return to full line-of-duty and submit "released to full duty" documentation to their supervisor.
 - Who are taken to a hospital or private physician and are told to return for modified duty, or to not return to work:
 1. Must report to the DHCP within the next business day;
 2. Will not return to modified or full line-of-duty work, until given a return to duty release from the DHCP.
- NOTE:** Contact the Baltimore County Office of Human Resources (OHR) if additional time to report is needed due to physical incapacity.
- Reporting to a medical facility other than the DHCP for emergency treatment, will inform the facility staff that billing should be sent to the Baltimore County Workers' Compensation Claims Administrator.
 - Reporting to the DHCP, will take with them any written recommendations received from their private physicians.
 - Notify the Professional Standards Bureau (PSB) and their commander if the DHCP recommends modified duty status.
- NOTE:** Notifications will be made on the same day the member receives the recommendation from the DHCP.
- May be contacted by the Baltimore County Workers' Compensation Claims Administrator regarding the injury and "Employee's First Report of Injury."
 - Report to the DHCP for evaluation and follow-up as scheduled by the DHCP, or immediately if the injury worsens.
- NOTE:** Members unable to report for a scheduled appointment will contact the Police Human Resources Section for instructions prior to the appointment time.
- Provide copies of all DHCP authorization forms to the PSB and their supervisor after DHCP visits.
 - Will be marked working for scheduled DHCP doctor visits which determine their duty status.
 - Must submit to the Police Human Resources Section a slip from the therapist/physician showing the appointment was kept and appointment duration.
- NOTE:** Physician/therapist appointments must be authorized by the Baltimore County Workers' Compensation Claims Administrator.
- May submit a Form 110, Overtime Pay Form, or 110A, Compensatory Leave Form, for straight-time compensation for authorized DHCP doctor visits which determine their duty status.
 - Will be marked sick for therapy visits or other caregiver appointments other than DHCP doctor visits attended during their normal tour of duty.
 - Will not be compensated for therapy visits or other caregiver appointments other than DHCP doctor visits attended outside of their normal tour of duty.
 - May submit documentation to the Baltimore County Workers' Compensation Claims Administrator to receive mileage reimbursements for DHCP and other medical caregiver visits.
 - Must file the Workers' Compensation Commission Employees' Claim Form within two years of the incident to comply with the statute of limitations provisions of the Workers' Compensation law.
 - Will be required to use sick and/or other leave for prior journal markings, if it is later determined that the injury is not work related.
 - Incapacitated from regular assignment may be given other duties within County Government during the recuperation period. Unwillingness to accept the assignment as directed by the Chief of Police or the County Administrative Officer will make the member ineligible for accident leave under this regulation during the recuperation period.

- Desiring to make a settlement in a civil suit with regards to injuries sustained in the line of duty must notify the Baltimore County Workers' Compensation Claims Administrator. Upon approval, the member will be notified that settlement may be made.
- Found by the DHCP to be permanently unable to work full duty and unable to work in a modified duty capacity will be notified by the OHR of the options available to them.

MEMBER'S SUPERVISOR

- Ensures injured members follow the time, notification, and reporting procedures.
- Arranges for the injured member to receive transportation to the appropriate facility.
- Completes a Form 222, Supervisor's Preliminary First Report of Injury, faxes a copy to the OHR Workers' Compensation Unit, and sends the original to Police Human Resources via departmental mail.
- Submits all medical releases and reports received on behalf of the member to the OHR, Workers' Compensation Unit, immediately upon request.
EXCEPTION: In cases of exposure, refer to Section 4.1.4, Exposure to Communicable Diseases.

SHIFT COMMANDERS

- Ensure the member is properly marked in the Daily Assignment and Activity Report (DAAR).
- Mark the member "sick" on the DAAR if the member misses time before the DHCP is open.
NOTE: This may be changed to accident leave with approval from the DHCP and the Baltimore County Workers' Compensation Claims Administrator.

COMMANDERS

- Review and sign all departmental reports submitted.
- Submit updates to Police Human Resources of all assigned personnel carried as sick or injured under this provision, along with their status, for inclusion in the Modified and Off Duty Report.
- Notify the OHR of members on modified duty.

POLICE HUMAN RESOURCES SECTION

- Maintains confidential employees' files with copies of Forms 222, DHCP authorization forms, and other related injury documentation.
- Acts as liaison between Department members, DHCP employees, claims representatives, and the administration.

PAYROLL TEAM

- Records accident leave in DAAR.
- Records accident leave on the member's leave record card.

DESIGNATED HEALTH CARE PROVIDER (DHCP)

- Determines the physical ability of members to work.

7-4.1.1 AUXILIARY POLICE REPORT OF INJURY

AUXILIARY OFFICERS

- Injured while on duty will submit a Form 12L to the Auxiliary Office. If unable, an Auxiliary Police supervisor will submit the Form 12L.

SUPERVISOR

- Ensures injured members receive necessary medical attention through the DHCP or other appropriate facility.

- Arranges for the injured member to receive transportation to the appropriate facility if necessary.
- Completes the Baltimore County Auxiliary Report of Occurrence.
- The ranking Auxiliary Police supervisor will give all available information to the shift commander.

SHIFT COMMANDERS

- Will review the Form 222, Supervisor's Preliminary First Report of Injury, and submit it to his or her commander for distribution to the Baltimore County Workers' Compensation Claims Administrator and the OHR.

7-4.1.2 HEART DISEASE AND HYPERTENSION

GENERAL

- Any condition or impairment of health of any paid police officer that is caused by heart disease or hypertension resulting in total or partial disability or death will be presumed to have been suffered in the line of duty and as a result of employment.
- Members will be marked sick leave in the Daily Assignment and Activity Report (DAAR), regardless of whether the illness occurred on or off duty.
- Members must file a claim with the Workers' Compensation Commission within two years of the original incident to be eligible to receive accident leave for the lost sick time. If the Commission determines that the condition occurred as a result of employment, the lost sick time will be converted. This procedure is not binding upon the Medical Advisory Board and/or the Workers' Compensation Commission.

7-4.1.3 INCAPACITATION FROM DUTY

DEFINITION

- Incapacitation from duty - Any condition or impairment occurring on duty that renders the member (at the time of impairment) unable to perform the essential functions of their classification.

INJURED MEMBERS

- Immediately notify their supervisor upon suffering any type of impairment that may render them incapable of performing the essential functions of their classification.
- Report to the DHCP within 24 hours of the impairment, regardless of current work status or treatment received by hospital or private physician.
NOTE: Contact the OHR if additional time to report is needed due to physical incapacity.
- Who are taken to a hospital or private physician will not return to work until able to report to the DHCP.
- Reporting to a medical facility other than the DHCP for emergency treatment will inform the facility staff that billing should be sent to the Baltimore County Workers' Compensation Claims Administrator.
- Reporting to the DHCP will take with them any written recommendations received from their private physicians.

MEMBER'S SUPERVISOR

- Completes a Form 222, Supervisor's Preliminary First Report of Injury, faxes a copy to the Baltimore County Workers' Compensation Claims Administrator, and sends the original to the OHR via departmental mail.

7-4.1.4 EXPOSURE TO COMMUNICABLE DISEASES

GENERAL

- Members will be especially sensitive to a person's condition and treat that person fairly, humanely, and with the same respect with which others are treated.
- Information or records regarding an employee with a communicable disease are confidential. Access to information is limited to those with a legal need to know. Disclosure of such information can only be made with the expressed written consent of the person having the disease.

EXPOSURE

- Precautions should be taken to minimize risk.
- Occurs when a person's blood or body fluids transfer to a member's blood stream by:
 1. Needle sticks or cuts caused by blood covered objects.
 2. Human bites that break the skin.
 3. Contact with the source patient's blood, or bodily fluids containing blood through broken skin.
 4. Blood or body fluids containing blood entering a person's mucus membrane (eyes, nose, and mouth).

PRECAUTIONS

- Members will take all necessary precautions when entering crime scenes where body fluids are present.
- Open cuts and sores on a member should be protected with bandages.
- Bandages should be changed if they become wet or soiled.
- Immediately wash hands with soap and water. If soap and water are not available, alcohol or alcohol-based sanitizers may be used. The area should be washed with soap and water as soon as possible.
- Caution should be used when handling items such as syringes or knives.
- Disposable nitrile gloves will be worn anytime body fluids are handled, or when handling either wet or dry items which were soiled. When removing disposable nitrile gloves:
 1. Roll gloves inside out from the wrist to the fingertips.
 2. Dispose of gloves in the precinct/unit biohazard container if contaminated with blood. All other gloves may be disposed of in a regular trash container.
 3. Immediately wash hands with soapy water.

DEPARTMENT MEMBERS

- Disinfect the exposed area with alcohol or an antimicrobial product.
- Avoid using these products near mouth or eyes. Flush these areas with abundant amounts of water.
- Immediately wash hands with soap and water. If soap and water are not available, alcohol or alcohol-based sanitizers may be used. The area should be washed with soap and water as soon as possible.
- Notify a supervisor.
- Report to the Greater Baltimore Medical Center (GBMC) Emergency Room at the direction of the Safety Officer for treatment/post-exposure follow-up care. The member must report to the DHCP when notified to do so by the Safety Officer.
- If injured, should report to the nearest emergency room. For blood borne pathogen exposure cases, the Safety Officer will be contacted for further instructions.
- Complete the Employee Report of Exposure Form and forward to the Safety Officer.

SAFETY OFFICER

- Identifies the location of the source patient.
- Contacts the Fire Department Duty Officer through the 9-1-1 Police Liaison.
- Advises the Fire Department Duty Officer of the source patient location and the need to obtain a blood sample from the source patient.
- Coordinates the completion of the Source Evaluation and Testing Form and original signed consent form with the Fire Department representative.
- Coordinates the transport of the blood samples along with the paperwork to GBMC's Emergency Room.
- Advises the GBMC Charge Nurse that a Baltimore County Police Department employee was involved in a possible blood borne pathogen incident and that a sample is en route for testing.
- Contacts GBMC's Lab and identifies him/herself, advises that the source's blood is en route, and gives the lab the unique identification number.
NOTE: The results of all blood samples are reported to the Safety Officer in a timely manner after the sample arrives at the GBMC Lab. The exposed member(s) will be promptly notified of test results.
- Provides the lab with a callback number as well as a fax number where the test results will be sent.
- Notifies the employee of the test results.
- Notifies the treating facility that GBMC will be faxing results from a source and gives the treating facility the unique identification number.
- Contacts the Legal Section and the State's Attorney's Office to arrange for a court ordered blood draw from the source patient.
- Provides guidance in obtaining Court Ordered Blood Testing.
NOTE: This process can take up to several days to execute. The exposed member must prepare a written affirmation explaining the circumstances of the exposure, the efforts to obtain an informed consent, and the source person's refusal to have his/her blood tested voluntarily.
- Maintains the Department's templates used for obtaining Court Ordered Blood Testing.

MEMBER'S SUPERVISOR

- Verifies that an exposure has occurred.
- Ensures that the exposed member has followed post-exposure disinfecting procedures.
- Contacts the Department Safety Officer via the 9-1-1 Police Liaison.
- Ensures that the member receives proper medical care as soon as possible.
- Notifies the Safety Officer that the blood has been drawn and is en route to GBMC. Gives the Safety Officer the information from the Source Evaluation and Testing Form.
- Completes the DHCP Authorization for Examination for Treatment.
- Reports the incident to the Claims Management Unit.
- Completes a Form 222, Supervisor's Preliminary First Report of Injury, faxes a copy to the Baltimore County Workers' Compensation Claims Administrator, sends the original to the OHR, and forwards a copy to the Safety Officer.
- Completes a Blood borne Pathogen Exposure Supervisor Survey and forwards to the Safety Officer.

DISINFECTION PROCESS

- Place nitrile gloves on both hands before handling any potentially contaminated items.
- Contact a supervisor immediately.
- Return to the precinct, as soon as possible, when supervisors have made arrangements for relief at the scene.

- Remove contaminated clothing at the precinct.
NOTE: If a member's uniform is contaminated with blood, contact the Safety Officer for further instructions.
- Wash the skin contacted by the body fluid with soap and water while wearing disposable nitrile gloves.
- Dry skin and apply a paper towel soaked in 70% isopropyl alcohol to the affected area for two minutes.
- Rewash the area with soap and water and dry. Do not rub skin so hard that it becomes chafed.
NOTE: Any items (e.g., towels, tissues, bandages, etc.) contaminated by blood will be disposed of in the biohazard container.

POST-DISINFECTION RESPONSE

- After verifying that an exposure has occurred, the supervisor will ask the source person if he/she will voluntarily submit to a blood test for Hepatitis-B, Hepatitis-C, and the HIV virus. The blood test will be administered by the designated treatment facility. If the test is:
 1. Consensual, the source has to read and sign the Baltimore County Fire Department's Informed Consent and Agreement to HIV Testing/Source Evaluation and Testing Form.
 2. Non-consensual or refused, the supervisor will contact the Safety Officer for further instructions. If after hours, the supervisor will contact the 9-1-1 Police Liaison. The Liaison will contact the Safety Officer, who in turn will contact the supervisor and provide further instruction.
- Both the supervisor and the employee will complete the Employee Report of Exposure Form and the Blood borne Pathogen Exposure Supervisor Survey and forward the originals to the Safety Officer.
- Members will report as soon as possible to the designated hospital emergency room.
- The member should report to the designated hospital emergency room for post exposures, evaluations, and treatment. The attending physician will be requested to medically verify that an exposure has occurred as defined by the Centers for Disease Control.
- The member must then report to the DHCP as directed by the Safety Officer.

PROCEDURE FOR SOURCE PERSONS WHO REFUSE A BLOOD TEST

- The shift/unit commander will contact and advise the Safety Officer of the subject's refusal to submit to a blood test.
- The Safety Officer will coordinate with the shift/unit commander to ensure the required templates (i.e., Letter to the State's Attorney's Office and template Affidavit in Support of Motion to Compel Sample for Testing) are completed.
NOTE: The templates are displayed on the Department's intranet site.
- The shift/unit commander will have the exposed member complete the letter.
- The shift/unit commander will complete the affidavit.
- The Safety Officer will request the Fire Department to respond to obtain an oral swab from the source person, if the subject consents to the oral swab but not the blood test.
- The shift/unit commander will present the letter and affidavit to a judge (i.e., on or off duty) using the procedures found in Field Manual, Article 7, Section 14.0, Search and Seizure Warrants.
NOTE: The Safety Officer may assist in this process as needed.
- On the next court day, the Safety Officer will update the letter and affidavit and present them to the Legal Section.
- The Legal Section will contact the State's Attorney's Office to have the letter and affidavit approved by the court.
- The approved letter and affidavit will be sent back to the originating precinct for service.

OFF-DUTY OFFICERS

- Acting in the line of duty who believe that they have been exposed will contact the shift/unit commander of their own precinct, section, or division and follow procedures as stated above.
- May contact the on-call Safety Officer for further instructions.

REFERENCES

- Administrative Manual, Article 8 (Departmental Property).
- Exposure Plan Guide (provided by the Safety Officer).
- Field Manual, Article 7 (Evidence).

7-4.1.5 DUTY RELATED TRAUMA

COMMANDERS

- Will be notified immediately whenever members of their command have:
 1. Been seriously injured as a result of a crash or shooting.
 2. Caused another to be seriously injured or killed as a result of any action (i.e., crash or shooting) while in official capacity.
 3. Been held hostage by an armed subject.
 4. Been involved in a potentially traumatic incident. Potentially traumatic incidents include, but are not limited to:
 - a. Police involved firearms discharges;
 - b. Hostage taking/barricaded subject with specific danger to members;
 - c. A personally threatening situation to a member;
 - d. Instances involving the death of a subject as a result of police action;
 - e. Serious injury or death of a co-worker;
 - f. Death of an infant/child;
 - g. Suicide of a co-worker;
 - h. Mass casualty events;
 - i. Rescue situation in which retrieval of the victim was not possible;
 - j. Response to an incident where a person was seriously injured or killed;
 - k. Response to a catastrophic event;
 - l. An event that may adversely affect a member's employment;
 - m. Supervisor observations of a member that indicate the member may be currently experiencing noticeably diminished capacity in handling normal tasks due to unknown stressors.
- Respond to the scene and make contact with the member involved.
- May contact and enlist the aid of a Department Chaplain (preferably of the same faith as the officer involved) if necessary.
NOTE: Chaplains should be notified via the on-call list with the 9-1-1 Police Liaison.
- Make arrangements for the notification of an injured member's family.
NOTE: At least one uniformed officer should be present during notification of the member's family.
- May contact the Peer Support & Wellness Team (PSWT) to assist in providing support (e.g., emotional, etc.), to members involved in potentially traumatic incidents.
NOTE: The PSWT can also conduct defusings and/or debriefings.
- Contact the Department-approved psychological services caregiver.
- Unable to directly contact the psychological services caregiver, will attempt to contact a PSWT member through the 9-1-1 Police Liaison.

- May grant from zero to three days leave before, during, or after the member's contact with the Department-approved psychological services caregiver. The member will be marked "P" (Permission with Pay) on the Daily Assignment and Activity Report. Leave beyond this period will be done in accordance with County policy.
- Will place the member in a non-line duty assignment pending an administrative review, and document this on the appropriate report.

PSYCHOLOGICAL SERVICES CAREGIVER

- Meets with the involved member within 72 hours of notification, when feasible.
- Renders appropriate assistance.
- Provides authorization, when warranted, for the member to return to duty.

REFERENCE

- Field Manual, Article 11 (Major Incidents).

7-4.2 SICK LEAVE

SICK LEAVE USES

- Absences caused by illness/injury not compensable under the Workers' Compensation Law of Maryland.
 - Medical, dental, or optical appointments.
 - Treatment/confinement due to quarantine as determined by an authorized medical authority.
- NOTE:** The above situations are considered non-service connected disabilities.
- Adoption, in some cases (refer to Section 7-4.2.1).
 - Family illness (refer to Section 7-4.2.2).
 - Family and Medical Leave Act (FMLA) protected leave (refer to Section 7-5.1).

GENERAL

- Sick leave must be used in hourly increments in accordance with the member's current Memorandum of Understanding.
- Members using sick leave are required to call their supervisor at least one hour prior to their tour of duty on each day they are out of work due to illness, unless prior arrangements have been made with their supervisor.
- Members using sick leave for necessary medical, dental, or optical appointments will notify their commander as soon as possible prior to the scheduled appointment.
- An "occurrence" of sick leave is defined as any unscheduled use of sick leave - including unscheduled use of sick leave for family members, unless the absence is within the parameters of the member's approved FMLA protected leave.
- Members on sick leave for five or more consecutive work days are required to submit a medical release to return to work from their private physician or health care provider.
- Members having prior knowledge that they will be on sick leave for five or more days may be required by the commander to submit in advance a written statement from their private physician, which will include the:
 1. Anticipated dates of absence.
 2. Member's anticipated work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).
 3. Anticipated date of return to work.
- Members on extended or long term sick leave for non-service connected disabilities must submit medical documentation.

FORM 53, SICK LEAVE REPORT COMPLETION

- Blocks not mentioned below are self-explanatory.
- Person Taking Report: Enter the name of the member receiving the absentee's information.
- Total Sick Leave Used: Enter only the sick leave used.
- Total Other Leave Used: Enter only the leave used in place of sick leave.
- Distribution:
 1. Original - to the Professional Standards Bureau.
 2. Copy - retained in the member's personnel folder by the commander.

PHYSICIAN'S RELEASES

- Required for all Department members on sick leave for five work days or more.
NOTE: The medical release should state the:
 1. Dates the member was unable to perform the essential functions of their job.
 2. Member's work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).
 3. Anticipated duration of any restrictions, modified duty, etc.
- Required for all members on notice of excessive absenteeism due to illness for each occurrence.
- Obtained by the member, in writing, from a private physician or health care provider.
- Submitted upon return to duty. If a required release is not furnished, the period of absence will be converted to annual leave and disciplinary action may occur.

SICK LEAVE USE/ABUSE

- Supervisors will monitor the use of sick leave by all members under their command.
- Supervisors will note recurring patterns of absences to identify possible sick leave abuse.
- Supervisors will discuss absence problems with the member.
- If after counseling, a member's attendance does not improve, they may be placed on One Day Notice for sick leave.
- Refer to the applicable Memorandum of Understanding for the time limits of excessive absenteeism for employees covered by the various bargaining units.
- When an investigation and physician's examination reveals that sick or accident leave was taken as a result of a feigned injury/illness or drug abuse, appropriate personnel and disciplinary procedures will be followed.
- Sick leave taken as a result of an injury/illness attributed to alcohol and/or drug abuse will cause the member to be assessed in accordance with the Drug/Substance Abuse Policy (Section 7-2).

FOUR OR MORE SICK LEAVE OCCURRENCES IN ANY CONSECUTIVE 12-MONTH PERIOD

- Supervisors will meet with members who have had four or more sick leave occurrences in any consecutive 12-month period and discuss ways to improve attendance in accordance with the County Absence Control Policy. Supervisors will inform members of their rights under the Family and Medical Leave Act (FMLA) by referring members to Administrative Manual, Section 7-5.1 and/or the Baltimore County Office of Human Resources (OHR).

NOTE: Supervisors will refer to the Baltimore County Personnel Manual for procedures to be followed when a member has four or more occurrences in any consecutive 12-month period.

ONE DAY NOTICE DUE TO EXCESSIVE ABSENTEEISM

- A member on One Day Notice will not be paid for any amount of sick leave unless a physician's report is submitted.

- Commanders wishing to place an employee on “excessive absenteeism notice” must contact the OHR.
 - To place an employee on One Day Notice for sick leave taken, the commander must complete a Notice of Excessive Absenteeism Due to Illness Form (original and three copies). The member will initial all copies. All copies will be submitted to the OHR.
 - Following approval by the Director of the OHR, the Notice of Excessive Absenteeism Due to Illness Form will be distributed as follows:
 1. Original - OHR.
 2. First copy - retained by the member.
 3. Second copy - retained in the member's personnel file.
 4. Third copy - retained by the member's supervisor.
- NOTE:** If after being placed on notice for excessive absenteeism the member's attendance does not improve, supervisors will contact the OHR for further guidance.
- To remove a member from One Day Notice, commanders must submit a Removal From One Day Notice Due to Excessive Absenteeism Form to the OHR.
 - All supervisory, management, and confidential (SMC) employees maintaining a satisfactory attendance record of six consecutive months after being placed on excessive absenteeism notice will no longer be subject to the above requirements.

UNEARNED SICK LEAVE

- May be granted by the OHR under recommendation from the Chief of Police, at full or partial pay. The recommendation must be accompanied by a written statement from the employee's physician or health care provider. An additional physician's statement may be required during the period of absence.
 - Can be advanced only after the employee has exhausted all accrued sick leave and available leave days. This does not include the 104 leave days necessary for "weekend leave" for sworn personnel.
- NOTE:** Paid holidays granted by the County are not included as available leave.
- May be extended to a maximum of 30 workdays, generally. In unusual circumstances, the Director of the OHR may extend sick leave beyond the 30-day limit.
 - Will be paid back with regularly earned sick leave after the employee returns to work. No sick leave will be accrued until the advanced sick leave is paid back.
 - Is subject to review by the Personnel Salary and Advisory Board.
 - Will be deducted from the employee's final paycheck and/or retirement check if the employee terminates employment prior to paying back the unearned sick leave. This applies to a maximum of 30 workdays.
 - Supervisors will contact the OHR for appropriate forms.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- [Baltimore County Personnel Manual.](#)
- [Memorandum of Understanding.](#)

7-4.2.1 SICK LEAVE FOR ADOPTION

DEFINITION

- Primarily Responsible - The employee must either have sole legal custody of the child or be responsible for the care of the child the majority of the time.

GENERAL

- Any member taking custody of a child who is intended to be adopted, and who is the person primarily responsible for the care of the child, may use up to 30 days of earned sick leave for the care of the adopted child as provided by the Family Medical and Leave Act (FMLA).
- Requests are to be made on a Form 12L, Intra-Department Correspondence, and sent through the channels to the commander who may request verification prior to approval.
- The employee must notify the commander as soon as possible and contact the Baltimore County Office of Human Resource (OHR).
- If both parents are County employees, they may designate the person primarily responsible or divide the use of sick time between them. This request must be made on a Form 12L and sent through the channels to the Payroll Team, who will verify the amount of approved leave.

7-4.2.2 FAMILY ILLNESS LEAVE

FAMILY ILLNESS LEAVE

- This type of leave is available to all employees.
- Employees may use up to 40 hours of earned sick leave per calendar year for the care of an immediate family member during their illness.
- Immediate family members are defined as: spouse, parent, child, and/or legal dependent of the employee.
- Additional sick leave may be used for an illness in the employee's immediate family with the approval of the Director of the Baltimore County Office of Human Resources (OHR). The employee is required to submit a statement to the employee's supervisor stating the relationship of the ill family member, the nature of the illness, and the necessity for assisting the ill member of the family.
NOTE: Employees must contact the OHR to obtain a request form.
- The Director of the OHR will review the individual circumstances, the expected duration of caretaker need, employee's employment record, as well as the Department recommendation.

7-4.3 MODIFIED DUTY

GENERAL

- Modified duty status is a limited time period that allows an employee to work in a temporary position while recovering from an injury/illness, whether the employee is injured or ill on the job or injured or ill from a non-work related situation.
- Medical eligibility for a modified-duty status will be determined by the Designated Health Care Provider (DHCP) and/or the member's medical provider (at the discretion of the Director of the Baltimore County Office of Human Resources (OHR) after consultation with the County Attorney or his designee).

MODIFIED DUTY ASSIGNMENTS

- Are temporary assignments identified by the Department as either short-term (12 weeks or less) or long-term (more than 12 weeks).
NOTE: Pregnant members will be considered short-term assignments for purposes of this policy.

- Are assigned to members based upon the needs of the Department, the requirements of the assignment, and in accordance with the restrictions/limitations of the injury/illness as determined by the DHCP and/or the member's medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee). When feasible, at the discretion of the Chief of Police, the member's rank and seniority may be considered for assignment preference.
- Are not considered specialized assignments requiring a selection process.
- Are subject to change at the discretion of the Chief of Police or his designee.

DEPARTMENT MEMBERS

- Recommended for a modified duty status by the DHCP and/or their medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee), must provide the OHR with documentation from the DHCP and/or their medical provider indicating the duration of the modified duty status and any restrictions/limitations.
 - Restricted to a modified-duty status will be given a list of rules and responsibilities from the Professional Standards Bureau (PSB).
 - Assigned to short-term modified duty assignments are responsible for notifying their permanent assignments of the proper marking on the Daily Assignment and Activity Report (DAAR) and will be marked accordingly (i.e., "DQ," "VQ," "SQ") for anytime worked while in a modified-duty status.
 - Restricted to a long-term modified duty status will remain in their assignment unless reassigned by the Bureau Chief of the PSB.
 - Assigned to long-term modified duty assignments will be placed on that command's DAAR and will be marked accordingly (i.e., "DQ," "VQ," "SQ") for anytime worked while in a modified-duty status.
 - Assigned to a long-term modified duty assignment may request to be considered for a different long-term modified duty assignment by submitting a Form 12L, Intra-Department Correspondence, to the Bureau Chief of the PSB. The 12L will include the desired modified duty assignment. After determining if the desired assignment complies with the member's medical restrictions/limitations, the Bureau Chief of the PSB will consult with the OHR for final approval. The Bureau Chief of the PSB will, at a minimum, take into consideration the needs of the Department, the requirements of the assignment, and the member's restrictions/limitations before approving the request.
 - Restricted to a modified duty status based on a medical evaluation by the DHCP and/or their medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee), may be assigned to another department in County government, at the direction of the Director of the OHR, if no modified-duty assignments are available in the Police Department, pursuant to the County's policies regarding modified duty.
 - Unwilling to work a modified-duty assignment will be required to take leave.
 - Promptly notify the OHR of progress and all changes in restrictions/limitations with written updates from the DHCP and/or their medical provider.
 - Promptly notify their temporary and permanent assignments prior to their scheduled shift anytime they are unable to return to work.
 - Obtain a written release from the DHCP and/or their medical provider before returning to full-duty status.
 - Restricted to a modified duty status will not attend in-service training, firearms qualifications, or specialized training until cleared by the DHCP and/or their medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee), and authorized by the Department to return to full-duty capacity.
- EXCEPTION:** The Bureau Chief of the PSB may be requested to review any work restrictions to determine if the member may attend training.

- Restricted to a modified duty status will not wear the Department uniform, but instead dress in appropriate business attire.
- Restricted to a modified duty status will not operate marked police vehicles.
- Restricted to a modified duty status will not work secondary employment without the written approval of the Bureau Chief of the PSB.
NOTE: Secondary employment involving security duties will generally not be approved.
- Restricted to a modified duty status may be subject to a fitness-for-duty evaluation when necessary to determine whether they can perform the essential functions of their assignment.

COMMANDERS

- Ensure that members do not report to a modified-duty assignment without proper authorization from the PSB.
- Determine if there is a need to immediately amend or remove the access permissions provided by the member's identification card.
- May request approval from the PSB for a member restricted to a modified duty status for less than two weeks to remain in their command.
- Ensure that daily attendance records are maintained on a Form 91, Daily Summary Report, for those members temporarily assigned to patrol commands.
- Who have members assigned to their command for short-term modified duty assignments will ensure that the members' permanent assignments are notified of the proper marking on the DAAR.
- Who have members assigned to their command for long-term modified duty assignments will ensure that performance ratings are completed for the members.
- Ensure members forward original written restrictions/limitations from the DHCP and/or their medical provider to the PSB.
- Keep the PSB notified of members restricted to a modified-duty status for inclusion in the Modified and Off Duty Report.
- May request the PSB to schedule a fitness-for-duty evaluation of a member who may have a written release to full-duty status from a medical provider other than the DHCP.
NOTE: There must be a reasonable belief that the member's condition will affect his/her ability to perform the essential functions of the class specification. Any such request must be job-related and consistent with business necessity.

PROFESSIONAL STANDARDS BUREAU

- Maintains a list of designated short- and long-term modified duty assignments.
- Assigns members to modified duty assignments.
- If necessary, consults with the DHCP and/or the member's medical provider prior to assigning a member to a modified duty assignment to ensure the position complies with the medical restrictions/limitations.
- Gives members a list of rules and responsibilities upon attaining a modified duty status.
- Maintains an accurate list of all members on modified duty.
- Requests medical or psychological fitness-for-duty examinations through the OHR when necessary to determine whether a member can perform the essential functions of their assignment. Such requests must be job-related and consistent with business necessity.

POLICE HUMAN RESOURCES SECTION

- Notifies commanders of missed DHCP appointments, upon notification by the DHCP.

REFERENCE

- Baltimore County Personnel Manual, Section 9.

7-4.3.1 DUTY ASSIGNMENT WHILE PREGNANT

PREGNANT MEMBER

- Notifies her commander of a pregnancy or pregnancy related condition when it impairs her ability to perform the essential functions of her class specification.
- May remain in full duty status as long as her ability to perform the essential functions of her class specification is not impaired.
- Will be placed in modified-duty status upon request.
- Immediately notifies her commander of any work restrictions prescribed by her physician.
- Should request the "Pregnancy Information for Department Members" pamphlet from her supervisor to determine her duty status.
- Shall follow all requirements when assigned to a modified-duty assignment.
- Obtains a written release from her private physician before returning to full duty status.

MEMBER'S SUPERVISOR

- Provides the "Pregnancy Information for Department Members" pamphlet to the pregnant member regarding workplace rights related to pregnancy, childbirth, and pregnancy related conditions.
- Immediately notifies the commander of the pregnant member's condition and decision regarding duty status.
- Monitors the pregnant member while in full duty status to ensure that her ability to perform the essential functions of her class specification is not impaired.
- May require a medical release for full duty status from the pregnant member only upon an objective, articulable observation of evidence that the member can no longer perform the essential functions of her class specification. Pregnant members who cannot perform the functions of regular duty will be placed on modified duty temporarily, pending certification from the member's physician stating the member can perform the essential functions of her class specification.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Assigns the pregnant member to a modified-duty position, when appropriate.
- When contacted by a supervisor who has articulable evidence that a pregnant member cannot perform the essential functions of her class specification, will approve a modified-duty status temporarily, pending certification from the member's physician stating the member can perform the essential functions of her class specification.

7-4.4 MODIFIED AND OFF-DUTY POLICY FOR STRESS RELATED REASONS

DEPARTMENT MEMBERS

- Ensure that their supervisor is notified immediately when they are to be off duty or available for modified duty only due to stress or psychological reasons.

SUPERVISORS

- Immediately notify the commander of the member's condition.

COMMANDERS

- Suspend the member's police powers until their psychological status renders them capable of performing full duty, as determined by the Designated Health Care Provider (DHCP) or the Department-approved psychological services caregiver.
- Relieve sworn members of their service weapons and suspend approval of their off-duty weapon, if applicable.

- Collect the sworn member's badge, identification card, and Maryland Police Training and Standards Commission (MPTSC) certification card.
- Ensure the member understands that their police powers are suspended.
- Immediately notify the member of revocation of any pre-approved uniformed secondary employment.

MODIFIED-DUTY MEMBERS

- Will not wear the Department uniform.
- Will not operate marked police vehicles.
- Will wear appropriate business attire while on duty.
- Will not engage in secondary employment without specific approval.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Assigns members to temporary positions.

BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES

- Monitors the status of members on modified duty.
- Coordinates appointments with the psychological services caregiver.

REFERENCES

- [Memorandum of Understanding.](#)
- [Baltimore County Personnel Manual.](#)

7-5.0 ATTENDANCE/LEAVE REQUIREMENTS

DEPARTMENT MEMBERS

- Perform the prescribed tour of duty except when on authorized medical leave.
- Will not be absent from duty without proper authority.
- Promptly notify their commander, through proper channels, as to when and why they are unable to report for duty.
- Work those hours and days as directed by the Chief of Police through verbal or written directives.
- Must maintain an adequate leave balance to cover regularly scheduled leave.
- Who fail to utilize opportunities to take leave during the year and who may not carry the leave hours beyond the designated date will lose the leave time.
- Absent from scheduled in-service training must have the approval of their commander.
- Forfeiting leave as a result of disciplinary action will have the leave deducted as directed by their commander unless otherwise directed by the Chief of Police.

LEAVE ACCRUAL

- Is governed by the Baltimore County Personnel Manual, subject to the appropriate Memorandum of Understanding.

UNAUTHORIZED ABSENCE

- From duty must be fully reported by the member's commander, in writing, to the bureau/division chief/commander for the information of the Chief of Police. This will be followed immediately by a 12L, Intra-Department Correspondence, from the member involved. The commander's report may contain recommendations for disciplinary action.

7-5.1 LEAVE TYPES

GENERAL

- Members not covered under a Memorandum of Understanding should refer to the Baltimore County Personnel Manual for leave policies.
- Members are encouraged to review their current Memorandum of Understanding to ensure the following information is correct.

ANNUAL LEAVE

- Granted to sworn personnel based on years of service.
- Used throughout the calendar year as regularly scheduled days, optional, and scheduled vacation days.
- May be accumulated and carried over according to accrual limits.

SERVICE

1 – 9 Years
10 + Years

ACCRUAL LIMIT

45 Days
55 Days

OPTIONAL LEAVE

- Requested by sworn members in addition to regularly scheduled leave days.
- Counts against the annual leave balance.
- Taken when approved by member's supervisor.

NON-SWORN PERSONAL LEAVE

- Granted in accordance with the member's Memorandum of Understanding or the Baltimore County Personnel Manual.
- Taken as scheduling permits or on an emergency basis.
- Marked on the Daily Assignment and Activity Report (DAAR) using status code "L."
- Must be taken in hourly increments.
- Accumulated throughout the calendar year, but may not be carried over.

VACATION LEAVE

- Used at the request of the member.
- Scheduled in advance.
- Granted based on the seniority a member has accrued.

NOTE: Sworn members:

1. Rank/grade.
2. Time in rank/grade.
3. Department tenure, from date of appointment as a police officer.
4. Academy class ranking.

NOTE: Non-sworn members based on tenure.

- Earned and carried over according to the appropriate Memorandum of Understanding or the Baltimore County Personnel Manual.

COMPENSATORY LEAVE

- Earned at a rate in accordance with the member's Memorandum of Understanding.
- Taken when approved by member's supervisor.
- Not chargeable against a member's annual leave.

BEREAVEMENT LEAVE

- Granted to Department members in accordance with the Memorandum of Understanding or the Baltimore County Personnel Manual, Section 9, as applicable.

- Granted in addition to normal time off or scheduled vacation.
- Applied for via a Form 12L, Intra-Department Correspondence. The Form 12L will include the relationship between member and deceased, the name of the deceased, and the date of death.
- Marked "W" in the assignment column of the DAAR along with the coding for relationship of the deceased, found in the On-line Time and Attendance (OLTA) system.

MILITARY LEAVE

- Granted in addition to annual leave, up to 15 days per year.
- Granted after copies of the member's travel orders have been forwarded to the Payroll Team (PT).
- Marked "M" on the DAAR.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

- Up to a maximum of 12 weeks of paid and/or unpaid job-protected leave to eligible members in any 12 month period. The 12 month period is measured forward from the date an employee's first FMLA leave begins. Members are eligible if they have worked for Baltimore County Government for at least one year and for 1,250 hours over the previous 12 months.
- FMLA leave is granted as Basic Leave and Military Family Leave:
 1. FMLA Basic Leave is used:
 - a. For incapacity due to pregnancy, prenatal medical care, or childbirth.
 - b. To care for the member's child following birth, placement for adoption, or authorized foster care, in the 12-month period immediately following the birth or placement.
 - c. To care for the member's spouse, son or daughter, or parent who has a serious health condition.
 - d. For a serious health condition that makes the member unable to perform the member's job.
NOTE: This includes injuries or illnesses that are compensable under Worker's Compensation.
 2. FMLA Military Family Leave:
 - a. Used by eligible employees with a spouse, son, daughter, or parent on active duty, or call to active duty status, in the National Guard or Reserves in support of a contingency operation may use their 12 weeks leave entitlement to address certain qualifying exigencies, which may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
 - b. Requires up to 26 weeks of job protected leave in a 12 month period be provided to eligible employees to care for the employee's spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces with a serious injury or illness.
- A member who submits medical certification of the need to work reduced hours or take FMLA leave on an intermittent basis for the member's own serious health condition or for the serious health condition of a spouse, son, daughter, or parent, will be permitted to do so.
- Members must give 30 days' advance notice, if possible.
- Applications for FMLA leave must be made by contacting the Baltimore County Office of Human Resources (OHR).
- Members must use their accrued leave as part of the 12 weeks provided. Sick leave may only be used when allowed under current regulations.

- The County will continue to pay its portion of the member's health insurance premiums. A member on unpaid FMLA leave must make arrangements with the Insurance Division of the Office of Budget and Finance to pay the member's portion of the premiums. Failure to pay the member's portion of the premium may result in loss of coverage. A member who voluntarily elects not to return to work following a period of FMLA leave may be required to reimburse the County for its share of the medical premiums.
- Members will return to the classification held immediately preceding the FMLA leave or an equivalent position. Benefits accrued prior to the start of a leave will not be lost.
- Payroll markings for unpaid FMLA leave are as follows:
 1. "BY" - members with a serious health condition or disability, pregnancy, or other situations when the member would normally be allowed to use accrued paid sick leave, if available.
 2. "ZY" - for any other reason provided for above (e.g., care of a sick child, parent, spouse, or childcare for a child under one year old, etc.).
- Payroll markings for paid FMLA leave use the appropriate leave marking for the type of leave used followed by a "Y" (e.g., SY - sick leave, VY - vacation leave, HY - paid holiday, etc.).

LEAVE OF ABSENCE

- Any unpaid leave is a leave of absence.
- Attendance markings of "B" and "Z" are payroll markings reflecting leave of absence (i.e., permission to be off without pay).
- Regular and recurring use of unpaid leave markings interspersed with paid leave, or with hours of actual work, is prohibited except if protected under FMLA.
- Requests for "B" or "Z" marking made for less than 30 days are not protected under FMLA, and are subject to the recommendation of the member's commander and the approval of the Chief of Police or his or her designee.
- Requests must be in writing for a leave in excess of 30 days using the Baltimore County [Request for Leave of Absence](#) form, and must be approved by the Director of the OHR, under written recommendation by the Chief of Police, for leave without pay for periods of up to one year. The member must present valid and sufficient reasons for the request.
- Member may be terminated for employment elsewhere during the absence period.

REFERENCE

- [Personnel Manual, Section 9, Attendance, Absence, and Leave Procedures.](#)

7-5.2 LEAVE REVIEW

SUPERVISORS

- Meet with their sworn subordinates to project optional leave usage for the year.
- Assist subordinates in determining the number of available optional leave days to be taken throughout the year and a plan for usage.
- Inform subordinates to take their optional leave as available monthly.

7-5.3 LEAVE SCHEDULING

SUPERVISORS

- Schedule personnel in accordance with the Memorandum of Understanding.
- Ensure that leave is offered and taken fairly.
- Are not required to allow members to select leave at the end of the year in order to prevent losing it if the granting of those requests will interfere with meeting work demands or leave requests of other members.

- Track days that were available each month but were not used by members for optional leave.
- Submit quarterly reports through the chain-of-command to their commanders indicating:
 1. The optional leave days that were available and not selected by subordinates.
 2. The subordinates who are in danger of losing leave at the end of the year.

COMMANDERS

- Ensure leave is scheduled in a manner that allows the Department to provide protection and service to the public in accordance with its mission.
- Ensure vacations are distributed evenly over a 12-month period.
- Review and approve leave schedules within their command.
- Manage and maintain quarterly leave reports.

REFERENCE

- [Memorandum of Understanding](#).

7-6.0 ON-LINE TIME AND ATTENDANCE SYSTEM

DAILY ASSIGNMENT AND ACTIVITY REPORT (DAAR)

- Are preprinted containing the date, location code of the precinct/division sent, and the name, rank, and member number of all individuals assigned to that precinct/division.
- Must be completed in ink and must be legible.
- Are reviewed, approved, and signed by the shift/unit commander.
- Will be entered into the On-Line Time and Attendance System as directed by the commander.
- Are retained at the precinct/division for three years.

COMMANDERS

- Verify and correct any discrepancies brought to their attention by members of their command.
- Notify the Payroll Team of any transfers or resignations of personnel necessitating a change to the DAAR. The transfer should be reported on a Form 50, Sworn Member Transfer Request, prior to the transfer.

7-7.0 PAY AND COMPENSATION

7-7.1 OVERTIME

OVERTIME AUTHORIZED

- When failure to do so would imperil the mission of the Department.
- In cases of emergency where it is not possible to adjust schedules so that personnel are working details or assignments during a normal work shift.
- When denial would result in a phase of an operation being seriously impaired.
- In situations where necessary services could not otherwise be provided.
- For court cases that cannot be scheduled while officers are working.
- To operate long-range, planned programs to positively impact problems significantly affecting the community.
- In accordance with the respective Memorandum of Understanding.

OVERTIME CONTROL

- Member activities will be carefully planned so that assignments conclude within a normal workday. If assignments exceed a normal work shift, relief should be provided.

- Court dates will be considered when scheduling personnel.
- Supervisors will be alert to excessive court time or patterns of untimely court appearances.
- When multiple officers are assigned to a case and are required to attend court, their supervisor will ensure that the State's Attorney's Office is contacted to see if all are needed.
- Overtime is not a member's option and must be approved prior to the overtime being worked. Supervisors will consult with the shift commander before granting permission to work overtime.
- Shift commanders will determine if there is ample justification for the authorization of overtime before approval is given.
- Supervisors authorizing overtime will advise any oncoming supervisors of the situation so that control may be maintained.
- Prior to authorizing overtime for details and assignments that are long range in nature, approval must first be obtained from the Chief of Police or the appropriate bureau chief.
- Commanders:
 1. Will maintain strict vigilance over the granting of overtime.
 2. Shall review and monitor the electronic reports of overtime hours that are compiled on a weekly basis.
- The Budget Management Section will compile bi-weekly overtime expenditure reports.

OVERTIME COMPENSATION

- Takes the form of either pay or compensatory leave (C/L).
- Type (either pay or C/L) is at the discretion of the member working the overtime in accordance with County rules and regulations.

EXCEPTION: On the second and subsequent days of a reschedule, sworn members must be compensated monetarily. On the seventh consecutive day, non-sworn members must be compensated monetarily.
- Paid at a rate as determined by the member's Memorandum of Understanding.
- Is not authorized for travel time unless required by federal statute.

7-7.1.1 OVERTIME COMPENSATION FORMS

COMPENSATION FORMS

- Consist of the Form 110, Overtime Pay Form, and Form 110A, Compensatory Leave Form.
- Completed in an original to be forwarded to the Payroll Team and one copy to be maintained at the command level each time overtime is worked.

PAYROLL TEAM

- Reviews compensation forms for completeness and eligibility according to the member's Memorandum of Understanding.
- Enters compensation forms into the On-Line Time and Attendance (OLTA) System.
- Maintains files for the compensation forms.
- Resolves questions and problems related to the DAAR.

FORMS 110 AND 110A COMPLETION

- Blocks not listed below are considered self-explanatory.
- Location Code: From the On-Line Time and Attendance System Manual.
- Overtime Code #: From the rear of the form or OLTA. The "Maintain Adequate Coverage" code will only be used when the following conditions exist:
 1. The number of personnel available for the shift on duty is unacceptably low.
 2. The overtime is used to maintain minimal, necessary coverage of a function.
 3. The overtime is not being used specifically for an activity described by another code.

- **Shift Hours Worked:** Enter the beginning and ending of the assigned tour of duty (military times).
EXCEPTION: When the member is on leave this block may be left blank.
- **O.T. or C.L. Hours Worked:** Enter the exact military time the O.T./C.L. began and ended.
 1. Overtime for court attended on a member's day off will begin at the time shown on the Summons to Appear and will end upon being excused.
 2. Overtime beyond a member's tour of duty will begin at the end of the normal tour of duty and will end when the overtime work is completed.
 3. Non-sworn members working on a regularly scheduled day off, if working the entire day, must enter the time that work actually began and the time that the work ended, including lunchtime.
EXAMPLE: Non-sworn members working a full day (8:00 a.m. to 4:00 p.m.) on Saturday, a regularly scheduled day off, will enter in the "Times" blanks (Begin) 0800 hours and (End) 1600 hours, which includes one hour for lunch. However, actual hours worked will reflect seven hours.
- **Actual O.T./C.L. Worked:** To be rounded off and converted to decimals, as follows:
 1. Less than 7.5 minutes - no time entered.
 2. From 7.5 through 15 minutes - enter .25 hour.
 3. More than 15 through 30 minutes - enter .50 hour.
 4. More than 30 through 45 minutes - enter .75 hour.
 5. More than 45 through 60 minutes - enter 1 hour.
- **Minimum Hours Compensated:** If the rate of compensation is to be based on more hours than the actual hours worked, enter the minimum hours to be compensated as stated in the member's Memorandum of Understanding (e.g., call back, etc.).
- **Total O.T. or C.L. Compensated:** Multiply the actual hours worked by the rate stated in the Memorandum of Understanding.
- **Call Back:** Check "yes" whenever a member is on a regularly scheduled leave day, an optional leave day, or has been called back to work after completing their regular tour of duty.
- **Day Back:** Check "yes" if the member is to receive a leave day for the day the overtime is worked.
- **On Standby:** Check "yes" if the member was on assigned standby when called back to work.
- **Prayed Jury Trial From District Court:** Check "yes" if the overtime was the result of a District Court case where a jury trial was prayed and sent to the Circuit Court.
- **If Yes, Original Trial Date:** If the overtime was the result of a prayed jury trial, the member will use this space to list the original trial date in District Court during which a jury trial was prayed.
- **Remarks:** The member will use this space to explain the "Overtime Code #." An explanation must be provided:
 1. For all court related overtime codes.
 2. In all circumstances where overtime cannot be granted at the amount stated in the Memorandum of Understanding (e.g., overtime exceptions, etc.). Members must state the type of overtime exception.
- **First Day of Reschedule:** Indicate if compensation is for the first day of rescheduling. The "no" box will be checked for second or subsequent days of continuous rescheduling, or if the overtime did not involve rescheduling. Complete original scheduled hours and rescheduled hours.
- **Early Reporting/Reschedule Pay Section:** Check the "reschedule" or "early reporting" box and complete the rest of the section as indicated by the Memorandum of Understanding.

- **Supervisor's Justification:** The member's supervisor must fully justify why the overtime was granted, giving specific reasons. If one supervisor provides justification and another supervisor signs the form later, the name of the supervisor providing justification will be added here. If the overtime involved a reschedule/early reporting or personnel shortage, then appropriate justification must be provided.

FORMS 110 AND 110A SUBMISSION

- Upon completing overtime, the member must submit the appropriate compensation form to the supervisor on duty.
- If different courts must be attended on the same day at different times for different cases or if non-court overtime and court overtime are worked on the same day, separate compensation forms must be submitted.
- For all court related overtime, a copy of the Court Summons or Verification Letter must be attached to the compensation forms being submitted and kept with the journal copy of the compensation form.

FORMS 110 AND 110A APPROVAL

- Compensation forms will be reviewed and approved by the next rank (lieutenant or above) higher than the authorizing supervisor.
- The shift commander:
 1. Reviews compensation forms for completeness.
 2. Ensures that the correct overtime code has been entered.
 3. Forwards the original of the compensation forms to the Payroll Team.
 4. Ensures that the duplicate copy of the compensation forms is filed at the place of origin.
- The Payroll Team will review overtime forms for completeness and may return the forms to the shift commander for correction.
- Overtime requests not satisfying the criteria for overtime compensation will be forwarded to the Bureau Chief of the Professional Standards Bureau for resolution.

7-7.2 SUBSTITUTION PAY

SUBSTITUTION PAY

- Paid at a rate as stated in the member's Memorandum of Understanding or the Baltimore County Personnel Manual.
- Ends when the designee ceases to perform the duties of the position for which the pay was granted.

SUBSTITUTION ASSIGNMENTS

- For police officers are designated by the shift/unit commander immediately upon the supervisor's absence.
- For corporal through lieutenant are designated by the precinct/section commander who acts as the Chief's designee per the Memorandum of Understanding.
- Are based on the absence of a higher ranking officer and must meet the criteria established by the Memorandum of Understanding.
- Give no vested rights in permanent assignment to the position or to subsequent substitute assignments in the higher position resulting from previous substitution in the higher position.
- Members (sworn and non-sworn) are limited to a maximum period of six calendar months, except in unusual circumstances where the Director of the Office of Human Resources (OHR) may grant the extension.

COMMANDERS

- Select a qualified member to perform the duties of the vacant position on a temporary basis.
- For captains, majors and non-sworn, prepare a Request for Designation Report of Employee Substitution in a Higher Classification to have the designated substitute receive substitution pay. The request will include:
 1. The position title.
 2. Name and rank of the absent supervisor.
 3. Reason for the absence.
 4. Estimated duration of absence.
 5. Name, rank and usual position of the substitute selected for designation.
 6. Any recommendations.
- Ensure the request has been reviewed by a lieutenant or above to ensure proper criteria has been met for substitution, and that the designation is necessary. The Chief of Police, or his or her designee, will review the request, indicate approval/disapproval and return the request to the initiating commander through channels.
- Report to the Payroll Team any change in status that would affect the pay or accumulation of hours of any substitute.

PAYROLL TEAM

- Keeps records as necessary to ensure that designated substitutes are qualified for and receive the proper substitution pay.
- Monitors the length of substitution and notifies the approving commander prior to the maximum six months.

FORM 109, SUBSTITUTION PAY

- Initiated by the supervisor of any member who has been designated as a substitute on the day the member acts in the substitute capacity.
- Completed in an original and one copy and distributed as follows:
 1. Original - forwarded to the Payroll Team.
 2. Copy - attached to Daily Assignment and Activity Report (DAAR).

REFERENCE

- Section 7-9.4, Temporary Duty Assignments.

7-7.3 MISCELLANEOUS COMPENSATION AND EXPENDITURES

FORM 17, MEAL ALLOWANCE VOUCHER

- Paid according to member's Memorandum of Understanding.
- Original forwarded to the shift/unit commander for voucher approval.
EXCEPTION: Shift/unit commanders submitting a request must obtain approval from their commander.
- A separate voucher must be submitted for each day a member is eligible for the allowance.
- Shift/unit commander (or designee) enters approved expenses on a Form 72, Mileage/Miscellaneous Reimbursement, which is submitted to the Payroll Team.
- Vouchers are attached to a copy of the Form 72 and stored for three years at the submitting unit.

FORM 79, PERSONAL VEHICLE MILEAGE

- Mileage compensation is prohibited when a departmental vehicle is used.
- Completed by members when they use their personal vehicles as transportation to and from court or a temporary assignment.

- Original completed after court attendance or a temporary assignment and forwarded to the shift/unit commander for approval.
EXCEPTION: Shift/unit commanders submitting a request must obtain approval from their commander.
- Shift/unit commander (or designee) enters the approved expense on a Form 72 that is submitted to the Payroll Team.
- Mileage Forms are attached to a copy of the Form 72 and stored for three years at the submitting unit.
- Temporary Assignment mileage will be calculated as follows:
 1. Measure mileage from home to temporary assignment (shortest route). Measure mileage from home to permanent assignment (shortest route).
 2. Subtract the permanent assignment mileage from the temporary assignment mileage (use whole numbers only).
NOTE: If the result is zero or less no reimbursement will be made.
 3. Multiply this figure by two to get the round trip mileage.
 4. Multiply this figure by the number of trips made.
 5. Multiply this figure by the rate allowed in the Memorandum of Understanding (the most current rate established by the Internal Revenue Service).
- Portal-to-Portal mileage will be:
 1. Calculated as the total miles traveled multiplied by the rate/mile.
 2. Used for members traveling from home to court and back home on their scheduled time off.
 3. Used when Department members must use their personal vehicles for Department business to travel from their work assignment to another location and back to their work assignment because a Department vehicle was unavailable for use.
- Is not to be used for injury or medical related travel. This mileage is reimbursed through Workers' Compensation.

TOLLS AND PARKING EXPENSES

- Department members will:
 1. Obtain receipts for all tolls/parking expenses incurred while conducting Department business in a Department or personal vehicle.
 2. On the reverse side of each original receipt include: member's initials, expenses incurred, purpose of travel, and destination (if tolls are included).
 3. If receipts are not available, prepare a 12L, Intra-Department Correspondence. Include the same information required on reverse side of receipts.
 4. Submit the completed receipts or 12L to their supervisor for approval.
- Shift/unit commander (or designee) enters approved expenses on a Form 72 which is submitted to the Payroll Team.
- Receipts and/or 12L are attached to a copy of the Form 72 and stored for three years at the submitting unit.
- Tolls/parking expenses totaling \$25.00 or more and accrued before the monthly Form 72 due date, may be reimbursed with petty cash. Consult with the budget officer in each command for due dates and refer to the Budget Manual for reimbursement procedures.

MISCELLANEOUS EXPENSES

- Any other approved expenses (e.g., phone calls, etc.) must be documented by a receipt with the required information on the reverse side (e.g., justification for the miscellaneous expense, etc.).
- If a receipt is not provided, complete a Form 12L with the required information and an explanation for the absence of a receipt.

FORM 72, MILEAGE AND MISCELLANEOUS REIMBURSEMENT

- The schedule of due dates for the Form 72 will be distributed to all commands at the beginning of each calendar year by the Payroll Team.
- All of the above reimbursements will be documented on the Form 72.
- The original form and one copy will be forwarded to the Payroll Team. A second copy will be maintained at the submitting command for a period of three years plus the present year.
- All Forms 17, Forms 79, and Form 12L, along with receipts, will be maintained with the second copy of the Form 72 at the submitting command for three years.
- Completed for tolls/parking expenses incurred while conducting Department business in a Department or personal vehicle. Original and one copy of all receipts must be attached to the Form 72.

EXPENDITURE AUTHORITY

- No member will make any purchase for the Department or commit the Department to any expense without prior approval from the member's commander.
- The Budget Management Section Commander has final expenditure authority.

REFERENCE

- Section 7-9.4, Temporary Duty Assignments.

7-7.3.1 MONETARY AWARDS

MONETARY AWARDS

- Given to members demonstrating outstanding or highly meritorious service.
- Do not affect the scheduled date of subsequent annual merit increases.
- Include Meritorious Increases and Bonus Awards.

MERITORIOUS INCREASE

- Is an additional salary increase of one step in any member's pay grade.
- Not granted to members already at the maximum step of their pay range.
- May not exceed one per fiscal year.

BONUS AWARD REQUEST PROCESS

- Is a lump sum award equivalent to five percent of the annual salary, up to a maximum of \$1,000 and not to exceed one per fiscal year for any member.
- Any supervisor may submit a Form 12L, Intra-Department Correspondence, to the Chief of Police through their chain-of-command, detailing justification for the award/increase request.
- The Chief of Police will review the request.
- Requests approved by the Chief of Police will be forwarded to the Baltimore County Office of Human Resources (OHR) Director for action.
- The OHR Director will report the decision of the Review Board to the Chief of Police.

REFERENCES

- Compensation Plan of the County Classification and Compensation Plans, Rule 14, 14.01 Bonus Awards and 14.02, Meritorious Increases.
- [Memorandum of Understanding](#).

7-8.0 CAREER DEVELOPMENT

CAREER COUNSELING

- Is a voluntary program equally accessible to all members.

- Provides a means to:
 1. Research available career opportunities.
 2. Learn to use the available resources.
 3. Develop a plan for achieving the desired short and long term career goals.
- Is available by contacting the Personnel Selection Analyst (PSA) (i.e., for specialized assignments) or the Police Human Resources Section (i.e., for promotions).

7-8.1 PERFORMANCE APPRAISAL

PERFORMANCE APPRAISAL

- Evaluates a member’s performance in his/her assignment and serves as a written record for employment decisions.
- Completed for the purpose of encouraging employee growth and development.
- Completed by the member’s supervisor, who is expected to conduct timely, accurate, objective, and thorough performance appraisals.
NOTE: Members who complete performance appraisals will be rated on the quality of those appraisals by their supervisors.
- Conducted in accordance with the “Supervisor’s Guide for the Performance Appraisal System” maintained by the Police Human Resources Section.
- May be typed or handwritten on the form(s) indicated below for the member’s status at the intervals indicated for the rating period.
- Becomes a permanent record in the member’s personnel file.
- Prepared annually for non-probationary sworn members.
EXCEPTION: May be completed every six months for non-probationary sworn members for deficient or marginal performance, at the discretion of their commander.

STATUS	FORM	RATING PERIOD	APPEAL
Cadet/Pre-Recruit	13C	Every two months	Limited
Probationary Sworn	13	Every two months	Limited
Sworn	87	Annually, October 1-September 30	Full
Newly Promoted Sworn	87	Every three months	Limited
Executive Corps Sworn	87	Annually, October 1-September 30	Full
Transfer to Specialized Units	12L	Every month for three months	Full
Non-Sworn	Baltimore County Employee Self Evaluation Form Baltimore County Employee Performance Evaluation Form	Every three months during the six month probationary period, thereafter on the anniversary of merit employment	Limited

SUPERVISORS

- Discuss the appraisal in detail with the member at the end of each period.
- Allow the rated member to make written comments and request the member to sign the form indicating that he/she has read the appraisal.
- Record the reason, if given, when an appraisal is not signed.

- Allows the rated member either a limited or full appeal process based on his/her status.
- Distribute the forms as follows:
 1. The original and attachments – forwarded for review and signature through the chain-of-command to the Police Human Resources Section by the twentieth day of the month following the end of the appraisal period.
 2. First copy – retained in the individual’s personnel folder at his/her assignment.
 3. Second copy – given to the rated member.
- Ensure the rated member receives a copy of their appraisal and record this on a Form 159, Order/Directive Verification Form (one form may be used for several employees).

LIMITED APPEAL PROCESS FOR CADETS/PRE-RECRUITS, PROBATIONARY SWORN MEMBERS, AND NEWLY PROMOTED SWORN MEMBERS

- Within five working days after receiving the appraisal, the member will submit a Form 12L, Intra-Department Correspondence, detailing the specific objections.
- A review will be conducted within 10 working days after the receipt of the appeal by the evaluator’s supervisor who will issue a final resolution.
- The appeal must include an interview between the member and the evaluator’s supervisor.
- The evaluator’s supervisor may override or support the original appraisal. Upon conclusion, when an appeal does not result in a revision to the appraisal, a Form 12L explaining why no change is needed must be attached.

LIMITED APPEAL PROCESS FOR NON-SWORN MEMBERS

- Within five working days after receiving the appraisal, the member will submit a Form 12L to their supervisor detailing the specific objections.
- The member’s supervisor will attach the member’s Form 12L, as an attachment to the Employee Performance Evaluation.

FULL APPEAL PROCESS FOR SWORN MEMBERS, EXECUTIVE CORP SWORN MEMBERS, AND TRANSFERS TO SPECIALIZED UNITS

- Within five working days after receiving the appraisal, the member will submit a Form 12L detailing the specific objections.
- A review will be conducted within 10 working days after the receipt of the appeal by the evaluator’s supervisor.
- The appeal must include an interview between the member and the evaluator’s supervisor.
- The evaluator’s supervisor may override or support the original appraisal. Upon conclusion, when an appeal does not result in a revision to the appraisal, a Form 12L explaining why no change is needed must be attached.
- Members dissatisfied with the result of this review may appeal to the next level of supervision (two positions above the supervisor) for final resolution utilizing the same process of request.
- Formal complaints by the member against the supervisor(s) designated to review his/her appeal, or other circumstances precluding a timely resolution to the appeal will be brought to the attention of the Bureau Chief of the Professional Standards Bureau (PSB) for resolution.
- Executive Corps’ appeals for members who have completed their probation:
 1. For captain will have the final resolution determined by the Bureau Chief of the PSB.
 2. For major or colonel will have the final resolution determined by the Chief of Police or his or her designee.

7-8.1.1 APPRAISAL RELATED FORMS

FORM 87, PERFORMANCE APPRAISAL

- Prepared annually for non-probationary sworn members.
- Completed every three months during the sworn member's probationary period after promotion.

FORM 13, PROGRESS REPORT

- Completed every two months to evaluate officers on probation.
- Prepared using the Form 13A, Standardized Uniform Guidelines.

FORM 13C, CADET PROGRESS REPORT

- Completed every two months to evaluate a cadet's performance in his/her assignment.
- Used by the Employment Section for officer selection decisions.

FORM 12L

- Used by supervisors to document member's performance while on probation in specialized units.
- Sent to commanders monthly for members on probation in specialized units.
- Submitted to the PSB at the conclusion of the probationary period as a final report.

BALTIMORE COUNTY EMPLOYEE SELF EVALUATION FORM

- Completed by non-sworn members, as part of the annual performance evaluation process.
- Forwarded to the member's supervisor, upon completion.

BALTIMORE COUNTY EMPLOYEE PERFORMANCE EVALUATION FORM

- Distributed by the Baltimore County Office of Human Resources (OHR) for non-probationary non-sworn members.
- Completed by a non-sworn member's supervisor, as part of the annual performance evaluation process.
- Supervisors should meet with the member within two weeks to:
 1. Review the member's Employee Self Evaluation form;
 2. Review the member's Employee Performance Evaluation form (i.e., ratings);
 3. Mutually set developmental goals for the next rating period on the Employee Performance Evaluation form; and
 4. Review changes to the member's Job Purpose Statement form for the next performance evaluation period.

BALTIMORE COUNTY JOB PURPOSE STATEMENT FORM

- Completed by a non-sworn member's supervisor, and reviewed with the non-sworn member upon hire, transfer, or promotion.
- Updated, if appropriate, by the supervisor for the next performance evaluation period.
- Maintained in non-sworn members' personnel files.

REFERENCES

- [Baltimore County Personnel Manual](#).
- [County-Wide Forms](#).
- Section 7-9.1 (Probationary Periods).

7-8.1.2 NON-DISCIPLINARY CORRECTIVE ACTION

GENERAL

- Non-disciplinary corrective actions are not disciplinary in nature and are intended to address:
 1. Negative trends and events related to a member's job performance.
 2. Infractions that do not require investigation and handling via the Department's disciplinary process because:
 - a. They do not involve a risk to safety;
 - b. They have no pronounced negative impact on the operations or professional image of the Department or a member, or on relationships with other members, agencies or the public;
 - c. They are not a repeated pattern of the same or similar infractions by the member;
NOTE: When considering whether there is a pattern, factors to be considered include but are not limited to, number of previous occurrences, frequency of occurrences, etc.
 - d. It is anticipated that non-disciplinary corrective action will remedy the situation; and
 - e. There are no other circumstances requiring the incident be handled via the disciplinary process.
- **NOTE:** Infractions meeting the above criteria that are community complaints require investigation and handling via the Department's disciplinary process. A Form 375 cannot be used until a determination of possible charges and discipline has been made by the Baltimore County ACC in these cases.
- Non-disciplinary corrective actions may be taken informally and without documentation, when it is not anticipated that additional personnel actions or initiation of the Department's disciplinary process will be required in the future.

FORM 375, NON-DISCIPLINARY CORRECTIVE ACTION FORM

- Serves as an interim report to document significant negative trends and events related to job performance as they occur during the rating period.
- Must be documented in the member's next performance evaluation.
- Used to:
 1. Advise a member of marginal or declining performance.
 2. Assess the need for training and other corrective actions.
 3. Define the actions the member must take to improve performance.
 4. Document a non-disciplinary counseling session or other problem requiring corrective action.
 5. Substantiate the reason for giving a performance rating.
- Will be provided as soon as practical.
NOTE: When possible, Forms 375 will be issued at least 90 days before the close of the rating period to give members an opportunity to improve performance.
- Prior to the completion of a disciplinary investigation and determinations on charges and discipline, cannot be used to document:
 1. Community complaints.
 2. Administrative complaints.
NOTE: This includes acts which a member observes or becomes aware and has a duty to report (See Administrative Manual, Article 1).
EXCEPTION: At the direction of the Internal Affairs Division (IAD) Commander a Form 375 will be issued when a determination has been made that a previously documented complaint meets the criteria for handling via non-disciplinary action and will be handled as such. In these cases, the Form 375 will be issued and disposition via the Department's disciplinary process will not occur.

3. Violations of criminal law (e.g., unlawful use of force by a law enforcement officer; theft; fraud; discrimination; harassment; sexual harassment; falsifying documents by a Department member, etc.)
4. Violations of policy that involved an apparent risk of serious physical injury or death to a member or other person;
5. Integrity violations.
6. Patterns of conduct that indicate misconduct will be repeated in the future.

NOTE: All complaints (i.e., administrative complaints and community complaints) will be documented via BlueTeam for sworn members, or via a Form 12L, Intra-Department Correspondence, for non-sworn members.

- Upon completion of a disciplinary investigation and determinations on charges and discipline, shall be used to document:
 1. Any non-disciplinary corrective actions taken, including remedial training, when a member is not administratively charged or receives corrective actions in addition to discipline for a violation.
 2. That a member has been administratively charged but there is no associated discipline (i.e., for a first violation of missed court as defined on the State Uniform Disciplinary Matrix).

NOTE: A Form 12L is also required to be completed, documenting the IAD Case Number, the non-disciplinary corrective actions that were recommended or required, and the date that each action was completed. This will be forwarded to the IAD for inclusion in the member's disciplinary record.

- Upon review by the member's precinct/section commander, distribution is as follows:
 1. Original - Forwarded to the PHRS for placement in the member's personnel file.
 2. First Copy - Placed in the member's precinct/section personnel file.
 3. Second Copy - Retained by the member's supervisor until completion of the member's next performance evaluation.
 4. Third Copy - Provided to the member.
- Use does not preclude an administrative complaint from being initiated at the request of the member's commander when:
 1. The commander determines that the issue documented on the form requires investigation and disposition via the disciplinary process; or
 2. An issue documented via a Form 375 is part of a pattern of behavior that, in its totality, requires investigation and disposition via the disciplinary process.
- Will be retained in the member's personnel files for a period of 48 months.
- May be used as aggravating or mitigating factors as it pertains to the application of the Uniform State Disciplinary Matrix in disciplinary proceedings, for a period of 48 months after documentation.

NOTE: Forms 375 that have not yet been destroyed but are outside the 48-month window at the time aggravating and mitigating factors are reviewed for inclusion in the case file will not be used.

SUPERVISORS

- Identifying an issue requiring corrective action will meet with the member to discuss the issue and solutions for corrective action.
- Complete Forms 375, when appropriate.

NOTE: Forms 375 must be approved by a shift/unit commander, prior to being presented to and discussed with the member.
- Discuss the Form 375 with the member and allow the member to review, make comments, and sign the form prior to forwarding to the member's precinct/section commander.
- Forward the Form 375 to the member's precinct/section commander, after the form has been signed by the member.

- Receiving a Form 12L in reference to corrective actions taken in response to a Form 375 will note agreement/disagreement on the Form 12L.
NOTE: The Form 12L will be kept with the Form 375 and the information reflecting the member's actions in response to the counseling will be included on the next performance appraisal.
- Ensure Forms 375 are appropriately documented in the receiving member's next performance appraisal.

SHIFT /UNIT COMMANDERS

- Review and endorse Forms 375.

PRECINCT/SECTION COMMANDERS

- Review and endorse Forms 375.
- Ensure a BlueTeam entry (i.e., for sworn members) or a Form 12L (i.e., for a non-sworn members) is initiated when the issue documented on the form:
 1. Requires handling and disposition via the disciplinary process; or
 2. Is part of a pattern of behavior that, in its totality, requires handling and disposition via the disciplinary process.

NOTES:

1. The precinct/section commander should consult the Internal Affairs Division Commander when there is doubt whether an issue should be handled via non-disciplinary corrective action or requires handling and disposition via the disciplinary process.
2. The initial Form 375 will be attached to the BlueTeam entry or Form 12L when the disciplinary process is initiated.

MEMBERS RECEIVING A FORM 375, NON-DISCIPLINARY CORRECTIVE ACTION FORM

- May follow up with their supervisor to discuss progress made in rectifying the problem identified on a Form 375.
- May then submit a Form 12L, Intra-Department Correspondence, outlining corrective action taken and the member's perception of his or her current performance status.

INTERNAL AFFAIRS DIVISION COMMANDER

- Conducts a quarterly audit of a minimum of 10 Forms 375. The audited Forms 375 will be obtained as a random sample provided by the Police Human Resources Section and will be reviewed by the IAD to ensure the Department's non-disciplinary corrective action process is being implemented appropriately.

REFERENCE

- Section 7-9.1 (Probationary Periods).

7-8.2 PERFORMANCE ENHANCEMENT PROCESS (PEP)

GENERAL

- The Performance Enhancement Process (PEP) is a non-punitive early intervention system used to identify and assist members who exhibit potential job-related performance issues (e.g., use of excessive force or unnecessary force, preventable vehicle crashes, citizen complaints, etc.).
NOTE: The PEP is not disciplinary in nature, and is not intended to replace Department disciplinary procedures. It does not prevent the investigation or imposition of discipline for any particular complaint.
- All information and documentation related to the PEP is confidential and will be maintained as personnel records.

- A PEP Early Identification Notice (i.e., the top portion of a Form 37, Performance Enhancement Process (PEP) Early Identification Notice and Performance Review) will be initiated by the identifying command when one or more of the eligibility criteria thresholds are reached.
- The PEP will not be implemented when it is determined that an eligible member:
 1. Does not exhibit potential job related performance issues, or
 2. Exhibits job related performance issues that cannot be addressed by the PEP.

PERFORMANCE ENHANCEMENT PROCESS ELIGIBILITY CRITERIA THRESHOLD

- Use of force incidents requiring a Use of Force Packet, use of force complaints, and/or internal misconduct complaints – three or more in a six month period.
- Community complaints – three or more in a 12 month period.
- Criminal allegations – any criminal allegation against a member.
EXCEPTION: Minor traffic violations.
- Firearm discharges – any out-of-policy discharge.
- Motor vehicle pursuits – two out-of-policy pursuits in a 24 month period.
- Departmental motor vehicle crashes – three at fault and/or preventable crashes in a 24 month period.
- Performance ratings – two consecutive:
 1. Performance appraisals with two or more “marginal” categories per appraisal, for non-probationary sworn members;
 2. Progress reports with two or more “unsatisfactory” categories per appraisal for probationary sworn members; or
 3. Performance evaluations with two or more “unsuccessful” categories, for non-sworn staff members.
- Any other incident or combination of incidents or situations that the member’s commander believes warrants performance review and intervention.

ELIGIBILITY TRACKING

- Conducted by the:
 1. Internal Affairs Division (IAD), for use of force incidents requiring a Use of Force Packet, use of force complaints, misconduct complaints (i.e., administrative and community complaints), criminal allegations, and firearm discharges.
 2. Operations Bureau Administrative Staff, for pursuits.
 3. Safety Officer, for departmental motor vehicle crashes.
 4. Precinct/section commander, for performance ratings, and other incidents/situations warranting the initiation of the PEP.
- Members will be monitored for six months for additional triggering incidents once an eligibility criteria threshold has been met.

PEP EARLY IDENTIFICATION NOTICE

- Documented by the identifying command via the “PEP Early Identification Notice” portion of a Form 37.
- Completed by the identifying command when one or more eligibility criteria thresholds are met.
NOTE: An additional PEP Early Identification Notice will be issued each time a monitored member is involved in an additional incident.
- Sent by the identifying command to:
 1. The Police Human Resources Section (PHRS) - original.
 2. The Member’s precinct/section commander - first copy.
NOTE: An electronic copy will be sent via e-mail for completion of a performance review.

3. Retained by the initiating command - second copy.
4. The member's division commander, or if the member does not have a division commander, the executive officer of the member's bureau - third copy.
5. To the IAD - fourth copy.

NOTE: See Form 37 for distribution.

- Includes:
 1. The name and identification number of the eligible member.
 2. A description of the incidents triggering the eligibility.

NOTE: The description will include all relevant incident dates, central complaint numbers, etc.
 3. An Early Identification Number (EIN).

NOTE: The EIN will be generated by the IAD. The EIN will be provided to the member's commander, for inclusion on the Form 37 and Form 37A, when the PEP Early Identification Notice is not initiated by the IAD.

PERFORMANCE REVIEW

- Initiated by the identified member's shift/unit commander via completion of the "Performance Review" portion of the Form 37 upon receipt of a PEP Early Identification Notice by the precinct/section commander.
- Contains:
 1. A narrative summary of the incidents triggering eligibility for the PEP;
 2. The member's performance history (e.g., assignments, awards, sick occurrences, etc.);
 3. Recommendations regarding PEP implementation; and

NOTE: Recommendations will be made by the identified member's precinct/section commander, the member's division commander, or if the member does not have a division commander, the executive officer of the member's bureau, and the Commander of the PHRS.
 4. A determination by the Bureau Chief of the Professional Standards Bureau (PSB) regarding whether PEP will be implemented for the identified member.
- Will not contain specific medical information.

NOTE: Specific relevant medical information/documentation from a health care provider must be forwarded directly to the PHRS to be filed separately from personnel records.

ACTION PLAN

- Developed jointly by the member, the member's supervisor(s), and the member's precinct/section commander, in consultation with the member's division commander, or if the member does not have a division commander, the executive officer of the member's bureau, the Commander of the PHRS, and the Bureau Chief of the PSB for members meeting the eligibility criteria threshold, when a determination is made that the PEP will be implemented.
- Will be documented on a Form 37A, Performance Enhancement Process Action Plan.

EXCEPTION: Specific relevant medical information/documentation from a health care provider must be documented separately and forwarded directly to the PHRS to be filed separately from personnel records.
- May include remedial action such as:
 1. Supervisor counseling.
 2. Field observations.
 3. Mentoring.
 4. Formal or on the job training.
 5. Reassignments (i.e., permanent or temporary)
 6. Referral to the Employee Assistance Program (EAP).
 7. Fitness-for-Duty evaluation.
 8. Behavioral interventions.

9. The establishment of specific goals and objectives.

NOTE: List is not all-inclusive.

- Establishes a timetable for completion of the action steps contingent on resource availability and the issue(s) being addressed.
- Identifies the resource provider(s) for the activities necessary to complete the action plan.
- Clearly defines the desired behaviors/performance and establishes benchmarks to measure the success of the action plan, as appropriate.
- May be included in concurrent performance ratings as objectives or career development activities.
- Is reviewed by the member and supervisors periodically while the action plan is active to assess progress.

PRECINCT/SECTION COMMANDERS

- Ensure that the PEP is completed, when it is implemented for a member of their command.

NOTE: Specific duties may be delegated, as appropriate.

- Monitor performance ratings of members within their command, and initiate a PEP Early Identification Notice when eligibility criteria threshold are met.

NOTE: See Form 37 for distribution.

- Ensure the "Performance Review" portion of the Form 37 is completed within five days of receipt of a PEP Early Identification Notice.

EXCEPTION: An extension to the five days may be granted by the Bureau Chief of the PSB, when additional time is required to gather appropriate documentation required for completion of the performance review.

- Review the incidents triggering eligibility and the member's history to determine whether the PEP should be recommended.

NOTE: The Form 37 will be forwarded to the member's division commander, or if the member does not have a division commander, the executive officer of the member's bureau, once the performance review is completed and a recommendation has been made. Precinct/section commanders will remain in contact with their commander, the PHRS, and the Bureau Chief of the PSB to ensure that a determination regarding PEP implementation is returned to the command within 10 days.

- Meet with the member and the member's supervisor(s), within 10 days of receipt of notification that the Bureau Chief of the PSB has determined the PEP will be implemented to develop an action plan.

NOTE: This will be done in consultation with the member's division commander, or if the member does not have a division commander, the executive officer of the member's bureau, and the PHRS.

- Will not discuss with the member any details of the specific incidents that triggered the PEP Early Identification Notice.
- Will not allow the member to comment on any details of the specific incidents that triggered the PEP Early Identification Notice.
- Only discuss with the member relevant policies and procedures related to the types of incidents that triggered the PEP Early Identification Notice.
- Document the action plan on the Form 37A and forward to the PHRS within 30 days of receipt of a PEP Early Identification Notice.
- Monitor activities to ensure action plan objectives are completed within the designated timeline.
- Evaluate the member's performance to ensure that the identified issues are resolved.
- If a PEP is implemented, submit a final report via a Form 12L within 90 days, when possible, through their chain of command to the Commander of the PHRS, for inclusion in the PEP file, including:
 1. All actions taken by the member, including the date the action was taken.

2. Results of all monitoring, observations, etc.
 3. Explanation of any changes to the action plan, including the timetable.
 4. A brief summary of the member's efforts to improve and an analysis of the overall effectiveness of the PEP.
 5. Recommendations for future monitoring or observations, if necessary.
 6. Any other comments or information the commander or supervisor considers relevant to the member's performance enhancement efforts and activities.
- Forward copies of all PEP-related documents to the PEP-eligible member's division commander, or if the member does not have a division commander, the executive officer of the member's bureau, with a second copy retained in the member's command level personnel folder.
 - Contact the PHRS for performance or history information, as needed.
 - Contact the PHRS, the Training Section, the IAD, the Legal Section, or other available resources for guidance regarding the PEP, as needed.

SHIFT/UNIT COMMANDERS

- Continually monitor member performance and take action when necessary.
- Maintain documentation regarding member performance to be used in the appraisal process.
- Meet with the precinct/section commander to:
 1. Complete the "Performance Review" portion of the Form 37, when a PEP Early Identification Notice has been received.
 2. Develop an action plan on a Form 37A, when a determination has been made that the PEP will be implemented.
- Monitor the member's performance and ensure that all parts of the action plan are implemented.
- Coordinate with the member's supervisor to ensure PEP duties and responsibilities are carried out.
- Provide regular updates and documentation to both the member and the precinct/section commander about the member's performance and progress in completing the action plan objectives.
- Make recommendations to conclude or modify the action plan based on the member's performance.

SUPERVISORS

- Work with the member to follow the PEP, as directed by the shift/unit commander.
- Provide regular updates and documentation on the member's performance and progress.

DIVISION COMMANDERS

- Review the incidents triggering eligibility and the member's history to determine whether the PEP should be recommended.
NOTE: The Form 37 will be forwarded to the PHRS. Division commanders will remain in contact with the precinct/section commander, the PHRS, and the Bureau Chief of the PSB to ensure that a determination regarding PEP implementation is returned to the command within 10 days.
- Review action plans developed for members of their command.
- Monitor and follow-up with commanders to ensure action plans are carried out with the specified time period.

NOTE: The tasks will be performed by the executive officer of the member's bureau, when the member does not have a division commander.

POLICE HUMAN RESOURCES SECTION

- Serves as the central collection point for all PEP forms and information.
- Tracks all Forms 37 and ensures that responses from commands are received within the required time frames.
- Acts as a resource for commanders in defining issues, developing action plans, and monitoring and evaluating activities and performance.
- Ensures the quality of assessments and performance development and the consistency and fairness of the process.
- Conducts a documented annual evaluation of the PEP program, including:
 1. Number of members in the program.
 2. Identification criteria used to initiate the program for members.
 3. Results of PEP (i.e., successful or unsuccessful).
 4. Recommendation for program changes, when applicable.
- Commander makes a recommendation on PEP implementation upon receipt of a Form 37 containing a completed performance review and recommendations from the member's precinct/section commander and division commander or executive officer.

NOTE: The PHRS will remain in contact with the precinct/section commander, division commander/executive officer, and the Bureau Chief of the PSB to ensure that a determination regarding PEP implementation is returned to the member's command within 10 days.
- Reviews action plans developed for members.
- Monitors and follows up with commanders to ensure action plans are carried out within the specified time period.
- Notifies the following when a member completes the PEP:
 1. The entity initiating the PEP Early Identification Notice (e.g., the Operations Bureau Administrative Staff, the Safety Officer, the appropriate precinct/section commander, etc.).
 2. The IAD.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Oversees the PEP program.
- May grant additional time for the completion of a performance review, upon request, when additional time is required to gather appropriate documentation required for completion.
- Makes the final determination regarding whether the PEP will be implemented for an eligible member.

NOTE: The Bureau Chief of the PSB will remain in contact with the precinct/section commander, division commander/executive officer, and the PHRS to ensure that a determination regarding PEP implementation is returned to the member's command within 10 days. See Form 37 for required distribution.

OPERATIONS BUREAU ADMINISTRATIVE STAFF

- Monitors out-of-policy pursuits, to identify members who have met the PEP eligibility criteria.
- Initiates a PEP Early Identification Notice when a member reaches the PEP eligibility criteria for out-of-policy pursuits.

NOTE: See Form 37 for distribution.

SAFETY OFFICER

- Monitors the number of at fault and/or preventable departmental motor vehicle crashes, to identify members who have met the PEP eligibility criteria.
- Initiate a PEP Early Identification Notice when a member reaches the PEP eligibility criteria for at fault and/or preventable departmental motor vehicle crashes.

NOTE: See Form 37 for distribution.

INTERNAL AFFAIRS DIVISION

- Monitors use of force incidents requiring a Use of Force Packet, citizen complaints, use of force complaints, misconduct complaints, criminal allegations, and firearms discharges, to identify members who have met the PEP eligibility criteria.
- Initiates a PEP Early Identification Notice when a member reaches the PEP eligibility criteria for use of force incidents requiring a Use of Force Packet, citizen complaints, use of force complaints, misconduct complaints, criminal allegations, and firearms discharges.
NOTE: See Form 37 for distribution.
- Consults with commanders regarding a member's disciplinary history.
- Maintains a record of members' participation in PEP.
NOTE: An EIN will be provided by the IAD (i.e., by placing it on PEP Early Identification Notices generated by the IAD, and by providing it to the member's commander, for PEP Early Identification Notices not generated by the IAD) for placement on each PEP Early Identification Notice that is generated.

TRAINING SECTION

- Defines, identifies, and acquires or implements training programs for the PEP, as needed.
- Tracks member's departmental training history for commander's reference when developing and monitoring action plans, as needed.

7-8.3 TRAINING

7-8.3.1 NON-DEPARTMENTAL TRAINING

GENERAL

- It is the responsibility of any member attending outside training, while marked working in the payroll journal, to provide his or her supervisor with a certificate, proof of attendance, or other verification.
- Supervisors will send any certificates, proof of attendance, or other verification from outside training to the member's commander to ensure a copy will be placed in the member's precinct/section personnel file. The commander shall then forward copies of the material to the Professional Standards Bureau (PSB) for inclusion into the members personnel file.
NOTE: If no proof of attendance can be obtained from training, the member will write an explanatory Form 12L, Intra-Department Correspondence, to their supervisor, and the supervisor will send the Form 12L to member's commander so a copy can be made for the member's precinct/section personnel file. The commander shall then forward the Form 12L to the PSB.
- Members assigned to modified-duty status, or suspended, are not permitted to attend non-departmental training until cleared by their attending physicians or the Designated Health Care Provider (DHCP), and authorized by the Baltimore County Office of Human Resources (OHR) to return to full-duty capacity.

OUTSIDE TRAINING AT DEPARTMENT EXPENSE

- A budget request may be submitted and approved for the fiscal year in which the training is to be held.
- The travel/training request package, outlined in the Budget Manual, will be prepared by the member wishing to attend and submitted through the chain-of-command to the division commander.
NOTE: Members should allow sufficient time to ensure the entire request package can be submitted to the Budget Management Section at least 30 days prior to the date the check is needed.

- The package is forwarded to the command's budget coordinator, who:
 1. Reviews the request for accuracy and completeness.
 2. Assigns appropriate budget coding.
 3. Obtains the bureau chief's approval.
 4. Forwards the approved package to the Budget Management Section.
- Upon completion of the training, the member will submit an accurate accounting of the funds, as per the Budget Manual, to their bureau/division budget coordinator.

OUTSIDE TRAINING AT MEMBER'S EXPENSE

- The requesting member will submit a Form 12L through the chain-of-command to their commander containing:
 1. The name of the seminar.
 2. The relation between the training and the individual's assignment.
 3. Credibility of the seminar (i.e., who recognizes/accredits the course).
 4. Anticipated benefits of attendance.
- Supervisors reviewing the Form 12L will include their recommendations with final approval to be given by the member's commander.
- The following stipulations apply to all approved requests:
 1. The member will be marked working:
 - a. Only on those days the seminar is in session and the member is in attendance. Travel days will not be considered working days.
 - b. If the training is related to the member's assignment.
 2. No overtime compensation will be authorized.
 3. Expenses, including per diem and travel, will be paid by the member.

EXTENDED ADVANCED TRAINING

- Applies to advanced training of four weeks or longer.
- The minimum qualifications for members have been established by the Professional Standards Bureau and will be indicated on Personnel Announcements and/or via e-mail and telex. Members must meet the minimum qualifications prior to attending extended training.
- Members accepting certain advanced training or opportunities must sign a service obligation agreement prior to assignment to such training. If the member declines to sign, the Department will send another member from the eligibility list to attend the training.
- Members attending advanced training may be reassigned, upon completion of the training, at the discretion of the Chief of Police.

REFERENCE

- Budget Manual.

7-8.3.2 DEPARTMENTAL TRAINING

GENERAL

- All training programs offered within the Department must be approved by the Training Section prior to implementation.
- The training should:
 1. Focus on job task analysis.
 2. Provide goals and objectives.
 3. Provide a basis for evaluation of participants and program effectiveness.

- Members assigned to modified-duty status, or suspended, are not permitted to attend departmental training until cleared by their attending physicians or the County's Designated Health Care Provider (DHCP) and authorized by the Baltimore County Office of Human Resources (OHR) to return to full-duty capacity.
- Lesson plans will be developed for each training program using the guidelines and formats available through the TS. They will include performance objectives, subject matter, and the instructional techniques to be used.
- Lesson plans will be approved by the commander of the division providing the training and forwarded to the TS Commander, who will give final approval and retain copies at the Training Academy.
- Evaluation of students attending training programs will be based on established testing procedures. The criteria will include a minimum passing score and guidelines for the development of the test (i.e., competency test).
- Divisions conducting training programs will maintain records of lesson plans, names of members attending, and test results. Copies of this information will be forwarded to the Professional Standards Bureau (PSB). Attendees will be provided certificates and/or documentation of attendance.
- The personnel records of all members completing training programs will be updated to include dates and type of training attended, test scores, and copies of certificates received. It is the responsibility of the section providing the training to forward to the PSB the necessary paperwork.
- **EXCEPTION:** Record updates will not include in-service training or recruit training.
- The PSB will release training record information upon receipt of a bona fide request (e.g., promotional evaluation, etc.).
- Supervisors who identify a member in need of remedial training will contact the Training Section to establish a program that will address the member's deficiencies. Criteria for the program should include a time frame for the remedial instruction and periodic progress reports.

TRAINING COORDINATORS

- Are designated at every precinct/division at the discretion of the commander.
- Monitor roll call training programs.
- Develop training for members assigned to new positions.
- Attend annual meetings with the TS to provide feedback on training programs and exchange information on other training matters.

TRAINING INSTRUCTORS

- Regardless of assignment, will follow procedures established by the TS and be certified by the Maryland Police Training and Standards Commission (MPTSC) if full-time.
- **NOTE:** Requests for instructor certification will be made through the TS.
- From outside of the Department should be used as additional resources whenever practical.

TRAINING SECTION

- Checks the credibility and qualifications of outside instructors.
- Conducts a criminal history check on outside instructors.
- **EXCEPTION:** The Training Section Commander may waive this requirement on a case-by-case basis (e.g., other jurisdiction law enforcement officials, state's attorneys, judges, etc.).
- Reviews all course material and lesson plans submitted by outside instructors.
- Monitors classes taught by guest instructors.
- Ensures that copies of lesson plans are filed at the training location unless waived by the Training Section Commander.

ROLL CALL TRAINING

- Informs members of changes in operational and administrative information or to address concerns unique to a division or precinct.
- Developed, as necessary, with assistance from the Training Section or other subject matter experts from within or outside the Department.
- Accomplished using video downloads, online training, training bulletins, or guest speakers.
- Members are responsible to review the information and are encouraged to offer suggestions or comments on training received.
- Supervisors will ensure that members obtain the information and will maintain records of members receiving training.

SPECIALIZED TRAINING

- Required for certain specialized assignments.
- Results will be included on the member's probationary evaluation.
- Should include:
 1. Development and/or enhancement of skills, knowledge, and abilities particular to the specialization.
 2. Management, administration, supervision, personnel policies, and support services of the unit.
 3. Performance standards of the unit.
 4. Agency policies, procedures, rules, and regulations specifically related to that unit.
 5. Supervised on-the-job training.
- Should be successfully completed in a reasonable period of time by non-sworn members assigned to law enforcement capacities (e.g., police service officers, cadets, school crossing guards, etc.) in order to remain in the position.

DEPARTMENTAL TRAINING FOR OTHER AGENCIES

- Training programs having an open enrollment to other agencies may be announced through newsletters, telex messages, written correspondence, etc.
- Requests from other agencies to attend training sponsored by this Department must be in writing and approved by the commander of the host division.

REFERENCE

- CALEA, Chapter 33.

7-8.3.3 NEW EMPLOYEE ORIENTATION (NON-SWORN)

BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES (OHR)

- Provides new members with:
 1. The County's Employee Handbook.
 2. Policies on Equal Employment, Sexual Harassment, Substance Abuse, Mental Illness, Safety and Health, Political Activity, Absence Control, the Accreditation Process, and Attendance.
- Within the first week, provides an orientation meeting and gives general information on benefits.
- Within the first month, conducts mandatory training addressing Customer Service, Sexual Harassment Prevention, and Workplace Violence Prevention.

SUPERVISORS

- Provide or arrange for job-specific training to new members as needed.
- Ensure that new members are aware of relevant Department rules, regulations, and working conditions.

- Provide a 90 day performance evaluation to civilian probationary members.
- Notify the Bureau Chief of the Professional Standards Bureau (PSB), via the chain-of-command, when performance deficiencies are noted in a probationary member.

7-8.4 PROMOTIONS

LEGAL BASIS

- Authority for this policy is found in the Special Police and Fire Regulations of the Baltimore County Code.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Designates a liaison with the Baltimore County Office of Human Resources (OHR) in the administration of the Department's promotional process.

SCREENING

- For minimum qualifications is done by the OHR.

EXAMINATION PROCESS

- Applicants meeting minimum qualifications will proceed through the examination process as determined by the OHR.
- The examination process will be announced via a Personnel Announcement in accordance with County personnel rules and regulations and at the direction of the OHR.
- Individuals passing the examination process are placed on an eligibility list.

ELIGIBILITY LISTS

- Are in rank order with those candidates having the highest rating at the top and descending in order by rating.
- Use seniority placement for promotions to corporal through captain as follows:
 1. Time in rank.
 2. Department tenure, from date of appointment as a police officer.
 3. Academy class ranking.

NOTE: Members are encouraged to verify the current seniority policy contained within the Memorandum of Understanding.

- Used only by the OHR to certify top candidates in accordance with the County Code.
- Are retained at the OHR.

CERTIFICATION LIST

- The OHR, upon being notified of the Chief of Police's intention to promote, will prepare a certification list based on the eligibility list.
- The number of names on the certification list will be two more than the number of vacancies.

EXCEPTION: If several people are tied numerically, they will all be placed on the certification list.

- Due to provisions contained in the Baltimore County Personnel Policies & Procedures Manual, members whose names appear on a Certification List are required to provide verification of their current home address.

NOTES:

1. This verification will be done by having each member complete one of the following actions that will be documented in their promotional packet:
 - a. Present their valid driver's license with current home address to their commander or a designee identified by the Police Human Resources Section (PHRS); or

- b. Present a document accepted by the Maryland Motor Vehicle Administration as proof of residency, in the member's name with current home address to their commander or a designee identified by the PHRS.
2. Additional provisions contained in the Baltimore County Personnel Policies & Procedures Manual (i.e., required fingerprinting, completion of a background criminal records check, and a verification of the person's social security number) are already addressed by existing Department practices. The Department's enrollment in the Record of Arrest and Prosecutions (i.e., RAP-BACK) program ensures it is notified should a member be arrested in another jurisdiction.

FINAL SELECTION PROCESS

- Authority to promote rests with the Chief of Police.
- The Chief may employ any appropriate selection criteria to choose a promotee. Criteria may include, but are not limited to, any of the following:
 1. Review of personnel folders to include performance appraisals.
 2. Review of resumes containing training, education, and experience.
 3. Review of Internal Affairs Division records to include sustained charges.
 4. Recommendations from supervisors/commanders of the candidate.
 5. Interview at the agency level.
 6. Review of academy grades.
 7. Overall rating on all portions of the examination.
- Once the Chief has determined who the best qualified candidate is, a Personnel Action Ticket is prepared.
- The Personnel Action Ticket will be forwarded for final authorization by the Director of the OHR.
- Promotions will not be final until the candidate successfully completes the prescribed probationary period.
- Candidates not selected for promotion will remain on the eligibility list unless otherwise specified. These candidates will be eligible for recertification when another request for promotion is made.
- If the Chief recommends to the Director of the OHR that a candidate neither be promoted nor considered for any future vacancies, the candidate's name will be removed from the eligibility list, if the Director of the OHR concurs. This type of action will only be for cause and used in extraordinary cases where it is felt that the candidate will not meet the criteria for the higher position during the length of the eligibility list.

CEREMONY ATTENDANCE

- Attendance is mandatory for sworn members being promoted, unless otherwise directed by the Chief of Police.
- Members wishing to be excused must submit a Form 12L, Intra-Department Correspondence, to their bureau chief/division commander who will consult with the Bureau Chief of the PSB. Final approval rests with the Chief of Police.
- The excused member will contact the Bureau Chief of the PSB, through the chain-of-command, to make arrangements to be sworn in at a later date.
- The effective date will be the date sworn in.
- Members will not be sworn in prior to the promotional ceremony.
- If a member must be absent due to an emergency (e.g., illness, death in the family, etc.), they will contact the PSB via telephone as soon as possible. Upon return to work, the member will submit a Form 12L to the bureau chief/division commander explaining their absence. The bureau chief/division commander will forward the Form 12L to the PSB for appropriate action.

MANDATORY SUPERVISOR TRAINING

- The Maryland Police Training and Standards Commission (MPTSC) requires newly-promoted corporals and lieutenants to complete the training within one year of the effective date of their promotion, unless an approved training program was completed within the two years prior to the promotion.

NOTE: Failure to satisfactorily complete this training shall require the Department to relieve the supervisor of his/her supervisory job duties, and report this course failure and subsequent personnel action to the MPTSC within 30 days.

- The Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Department require newly-promoted sergeants to complete the training.
 - All sworn members promoted to the ranks of corporal, sergeant, and lieutenant are responsible for ensuring that they attend an approved training program.
 - On an annual basis, the Training Section will present the training to the personnel who will be considered for promotion, or have been promoted to corporal, sergeant, and lieutenant.
- NOTE:** Members selected to attend the mandatory supervisor training presented by the Training Section will attend, unless excused by the Training Section Commander.
- Members receiving this training are not guaranteed a promotion.

7-8.4.1 SCREENING AND ELIGIBILITY REQUIREMENTS

MINIMUM QUALIFICATIONS

- Corporal: Three years of continuous and current employment in the Baltimore County Police Department as a police officer. Qualifying education may be substituted for up to one year of the required experience.
- Sergeant, Lieutenant, and Captain: Two years of continuous and current employment in the next lower rank. Qualifying education may be substituted for up to one year of the required experience.
- Major and Colonel: One year of continuous and current employment in the next lower rank.

QUALIFYING EDUCATION

- Substitution of college credits for required experience is as follows:
 1. 15 - 29 credits = Three months experience.
 2. 30 - 59 credits = Six months experience.
 3. 60 or more credits = Nine months experience.
 4. Bachelor's Degree or higher = One year experience.

TEST WEIGHTS/COMPONENTS

- Will be determined by the Baltimore County Office of Human Resources (OHR) in collaboration with the Baltimore County Police Department for each level of promotion.

TESTING INSTRUMENTS

- Will be determined by the OHR in collaboration with the Baltimore County Police Department for each level of promotion.
- May be written, oral, or as otherwise announced by OHR prior to the testing date.
- Written test source material will be drawn from a bibliography that is updated yearly.
- The testing bibliography will be posted in a Personnel Announcement several months prior to the testing date.
- The bibliography and written test may differentiate among ranks (e.g., a test may be more technically oriented for corporals than for captains, etc.).
- Members of the Oral Examination Board may be recommended by the Chief of Police or his/her designee, and are not necessarily limited to members of law enforcement agencies.

- Selection of Oral Examination Board members is conducted by the OHR as directed by the Director of the OHR.
- At least one member of each board must be a police official.

TEST MECHANICS

- Protests will be accepted after the exam, at the exam site, or within five business days, not including the exam date. A question can be protested if it is impossible to answer or of a controversial nature.
- Answers will be released via electronic mail shortly after each exam.

REFERENCE

- Baltimore County Personnel Law, Special Police and Fire Regulations.

7-9.0 EMPLOYMENT STATUS

7-9.1 PROBATIONARY PERIODS

PROBATIONARY PROCEDURES

- Are dictated by the Baltimore County Code.
- For cadets, are the same as for other non-sworn members.

PROBATIONARY PERIODS FOR DEPARTMENT MEMBERS

- Two years from the date of appointment for those members appointed to the Training Academy or hired under the Lateral Entry Program.
NOTE: No extension to the two-year probationary period is permitted.
- Nine months, for sworn members newly promoted.
- Ninety days, for sworn members assigned to a specialized unit.
- Six months, for non-sworn members newly hired or promoted.

DEPARTMENT MEMBERS

- Who are sworn, and prove to be unsatisfactory during their:
 1. Initial probationary period, may be dismissed from the Department with no right of appeal.
EXCEPTION: See Administrative Manual, Article 2 (Complaints and Misconduct).
 2. Promotional probation, may have their promotion reversed by the Chief of Police, since their promotion is subject to satisfactory completion of probation. Affected members will be reverted to their previous rank.
 3. Specialized unit transfer probation, may have their probation extended an additional 90 days at the recommendation of the specialized unit commander and approval by the Bureau Chief of the Professional Standards Bureau (PSB).
- Who are non-sworn and prove to be unsatisfactory during their probationary period, may have their probation extended for further evaluation or may be dismissed. The PSB Commander must be contacted through the chain-of-command for direction prior to taking any action.

SUPERVISORS

- Recommend that the probation be concluded or other action be taken (e.g., reversion, transfer, extension, etc.) based on the member's performance prior to the end of their subordinate's probationary period.
NOTE: This recommendation must be made in writing to the Bureau Chief of the PSB. Members will be advised, in writing, of the decision and the justification for the action taken.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- [Baltimore County Code](#).
- [Baltimore County Personnel Manual](#).

7-9.2 TERMINATION OF SERVICE

GENERAL

- Members must submit a Form 12L, Intra-Department Correspondence, through the chain-of-command to the Bureau Chief of the Professional Standards Bureau (PSB) announcing their intention to either resign or retire.
NOTE: Members will include an actual last day of employment by the Department and identify their first day of separation (e.g., "My last day of employment will be June 30, 20xx, and my first day of retirement will be July 1, 20xx, etc.).
- Members resigning or retiring should submit a Form 12L 30 days prior to the resignation date to ensure administrative processing is completed.
- Members retiring must contact the County Employees Retirement Section for retirement options and benefits.
- All required forms must be completed and submitted.
- All members resigning or retiring shall complete an exit interview with the Police Human Resources Section (PHRS).
- Members resigning from the Department shall complete, at the discretion of the Chief of Police, an additional exit interview with the Chief of Police or his/her designee.
- The Office of the Chief and PHRS will contact members to coordinate the scheduling of required exit interviews.
NOTE: Interviews will be held in a private location with ample time to discuss comments provided during the interview.
- Uniforms and equipment must be turned in prior to the PHRS exit interview in accordance with clearance forms.
NOTE: If it is determined that a former member is in possession of Department uniforms or equipment, it is the responsibility of the precinct/section commander to recover the items (e.g., voluntary return of the items, application for a court order, etc.).

MEMBER'S COMMANDER

- Verifies the member's intention upon receiving a resignation/retirement request.
- Notifies immediately, via e-mail, the Office of the Chief for all resignations.
- Forwards a copy of the Form 12L to the Bureau Chief of the PSB.

PROFESSIONAL STANDARDS BUREAU

- Forwards a copy of the Form 12L to the PHRS for processing upon receiving notification of a member's intent to resign/retire.

OFFICE OF THE CHIEF

- Contacts members for scheduling of resignation exit interviews with the Chief of Police.
- Notifies the PHRS:
 1. After completion of the exit interview; or
 2. If, at the Chief of Police's discretion, an exit interview is not required.

POLICE HUMAN RESOURCES SECTION

- Issues, via departmental e-mail, appropriate clearance form(s) to resigning/retiring members.
- Contacts the member to coordinate the scheduling of the PHRS exit interview.

- Approves the Form 244, Departmental Separation Clearance Form, only after completion of all required exit interviews.
- Provides final approval of Forms 244.
- Places completed Forms 244 in the member's personnel folder.

7-9.2.1 CREDENTIALS FOR RETIRED AND SEPARATED MEMBERS

GENERAL

- Credentials will not be issued to members who retire or resign:
 1. In lieu of termination; or
 2. While facing disciplinary action where:
 - a. Termination has been recommended; and/or
 - b. An administrative charge has been sustained that may result in a recommendation for termination based upon the Department's Disciplinary Matrix; and/or
 - c. An administrative charge has not been sustained and at the Chief's discretion, based on the facts and evidence collected, the circumstances of the incident indicate that the member would have been administratively charged with a violation that may have resulted in a recommendation for termination based on the Department's Disciplinary Matrix.
- The issuance of retirement credentials (i.e., retirement badge and identification card) to a sworn member upon retirement or separation is at the discretion of the Chief of Police or his/her designee.

NOTE: Identification cards for retirees will be issued in compliance with Maryland law.
- When a sworn member notifies the Department of his/her retirement or resignation, the Police Human Resources Section (PHRS) will prepare a Retirement Credential Request Form.
- The Bureau Chief of the Professional Standards Bureau (PSB) will consult with the Chief of Police to determine if the retirement credentials will be issued.
- If approved, the Bureau Chief of the PSB will indicate approval on the Retirement Credential Request Form and forwards:
 1. The original form to the PHRS for further processing.
 2. A copy of the form to the Quartermaster, to arrange for the issuance of the retirement badge.
- If the Chief of Police determines there is reason for denying the credentials, the Bureau Chief of the PSB, or designee, will indicate on the Retirement Credential Request Form that the request has been denied, and forward it to the PHRS. The PHRS will notify the former member. The reason for denial will be documented on the Retirement Credential Request Form. The retired or separated member may review and comment on the form and appeal the denial to the Chief of Police or his/her designee.
- The issuance of police credentials does not entitle retired or separated members to the right to carry a firearm under the Law Enforcement Officers Safety Act (LEOSA).

NOTE: Retired and separated members will be instructed to contact the PHRS for information regarding carrying a firearm under LEOSA. (Refer to Field Manual, Article 12).

POLICE HUMAN RESOURCES SECTION

- Retains all original Retirement Credential Request Forms, whether approved or denied, in the member's personnel folder.
- Forwards a copy of approved Retirement Credential Request Forms to the Public Safety Building Security Desk Supervisor.

PUBLIC SAFETY BUILDING SECURITY DESK SUPERVISOR

- Schedules the member for an appointment to issue the retirement identification card, upon notification of approval.
NOTE: The identification card must be provided to the former member within 45 days of his/her retirement or separation.
- Notifies the PSB and the PHRS when the retirement identification card has been issued.

QUARTERMASTER

- Orders the appropriate retirement badge for approved members.
- Contacts the member when the retirement badge is ready for pickup.
- Notifies the PSB and the PHRS when the retirement badge has been issued.

LOST OR STOLEN CREDENTIALS

- Require the filing of a police report by the former member to whom the credentials are assigned.
- Will be reported to the PSB by the former member. The Bureau Chief of the PSB will:
 1. Contact the PHRS to determine if the former member initially received retirement credentials.
 2. Initiate an investigation to determine if the former member is eligible to receive retirement credentials based on current retirement credential issuance criteria, if there is no record on file with the PHRS.**NOTE:** A Baltimore County central complaint (CC) number or a copy of the other jurisdiction report must be provided to the PSB by the former member.
- Will be replaced upon payment of replacement costs by the former member, if approved.

REFERENCES

- Administrative Manual, Article 8 (Departmental Property).
- Field Manual, Article 12 (Use of Force/Weapon Systems).

7-9.3 FAMILY/NON-FAMILY MEMBER ASSIGNMENTS

GENERAL

- Family members and non-family members, as defined below, will not supervise (directly or indirectly within the immediate chain-of-command) or otherwise discipline another family/non-family member.
- Members finding themselves in this situation must immediately notify their commanders.
- If corrective action is necessary to rectify a situation, reasonable effort will be made to provide a workable solution.
- Requests for exception to this policy must be directed in writing through the chain-of-command to the Bureau Chief of the Professional Standards Bureau.
- Any issues or conflicts involving the assignment of family members will be resolved between the Chief of Police, or his designee, and the Fraternal Order of Police (FOP).

FAMILY MEMBERS

- Parent and step-parent.
- Spouse.
- Child (including adoptive and/or foster children and stepchildren).
- Siblings (including step-brother or step-sister).
- In-laws.
- Aunt/uncle.
- Grandparent.
- Niece/nephew.

- Cousin.

NON-FAMILY MEMBERS

- Dating.
- Shared living.
- Intimate or sexual.
- Other relationships (reviewed on a case-by-case basis).

7-9.4 TEMPORARY DUTY ASSIGNMENTS

GENERAL

- All positions within the Department are subject to being staffed with personnel on a temporary basis.
- The duration, criteria for selection, and description of such assignments will be based on the needs of the Department as determined by the Chief of Police or his/her designee.

DEPARTMENT MEMBERS

- Assigned to temporary duty other than their permanent assignment will use a:
 1. Police vehicle after consulting with the on-duty shift commander if:
 - a. A vehicle is available.
 - b. It is convenient for the member to use the vehicle. If members must go out of their way to pick up a police vehicle from their permanent assignment, a police vehicle will not be used.
 2. Personal vehicle in other circumstances.

SUPERVISORS

- Mark the member's temporary assignment in the "Assignment" column of the Daily Assignment and Activity Report (DAAR). The method of travel should also be noted.

REFERENCES

- [Baltimore County Personnel Manual](#).
- Section 7-7.3 (Miscellaneous Compensation and Expenditures).

7-9.5 SUSPENSION OF POLICE POWERS

SUSPENSIONS

- May be imposed on an emergency basis as described in Administrative Manual, Article 2, Section 3.2, Emergency Suspensions.
- Will be imposed immediately after a member is served with a Form 80, recommending their termination.
- Will be imposed for lapses in MPTSC mandated training.
- Will be imposed for members activated/deployed for military service when the member:
 1. Has applied for or is anticipated to take a military leave of absence for any portion of the time which they will be activated/deployed; or
 2. Will not return from the activation/deployment prior to the end of the calendar year and their annual training requirements have not been met prior to leaving.
- Will be imposed for performance issues when the recommendation is termination.

FORM 56, SUSPENSION FORM

- Used to notify a member when their police powers are suspended.

- Documents:
 1. Whether the suspension is with pay or without pay.
 2. The reason for the suspension:
 - a. Emergency Suspension - member is under investigation for a possible violation of Department policy and/or procedure and the:
 1. Chief of Police has determined an emergency suspension is in the best interest of the public; or
 2. Chief of Police or designee has authorized the suspension because the officer has been charged with a:
 - a. Disqualifying crime under Public Safety Article § 5-101;
 - b. Misdemeanor committed in the performance of duties as a police officer; or
 - c. Misdemeanor involving dishonesty, fraud, theft, or misrepresentation.
 - b. Training lapse - member failed to obtain MPTSC recertification in accordance with training guidelines.
 - c. Military Activation - member is being activated/deployed for military service and the member:
 1. Has applied for or is anticipated to take a military leave of absence (i.e., will enter a no-pay status) for any portion of the time which they will be activated/deployed; or
 2. Will not return from the activation/deployment prior to the end of the calendar year and their annual training requirements have not been met prior to leaving.
NOTE: This applies regardless of whether the member will be in a paid status or a no-pay status.
 - d. Other - as determined by suspending officer.
 3. Whether the suspended member will be assigned a modified duty position.
 4. Equipment returned by the suspended member.
NOTE: The Relinquished Property/Equipment Log portion of the form will be used to track all equipment returned, including the date and time the item was taken and the initials of the suspended member, the commander receiving the item, and a witness.
 5. Suspension instructions.
- Signed by the notifying shift/unit commander and issuing precinct/section commander in the presence of a witness.

FORM 56A, RETURN FROM SUSPENSION FORM

- Used to notify the Office of the Chief, the Professional Standards Bureau (PSB), and the Police Human Resources Section (PHRS) when a member's suspension is rescinded.
- Documents the:
 1. Date the member was reinstated.
 2. Verification that training/certification requirements have been met, if applicable.
 3. Verification that military activation return requirements have been met, if applicable.
 4. Verification that the member's Other Employment forms (i.e., Forms 107, Request for Other Employment) on file were reviewed.
 5. Decision to authorize or not authorize the resumption of the member's other employment.
 6. Return of departmental property to the member.
 7. Verification of access permissions provided by the member's identification (ID) card.
- Completed and signed by the shift/unit commander.
- Received and approved by the precinct/section commander.
- Distributed as follows:
 1. Original maintained in the precinct/section files.
 2. Electronic copies sent to the Office of the Chief, the Bureau Chief of the PSB, and the PHRS.

SUSPENDED MEMBERS

- Read and sign the Form 56.
- Relinquish to their commander at the time of suspension, if possible, all Department equipment and property assigned to them, including, but not limited to: firearm(s), magazines, ammunition, body worn camera and related mobile device, badges (2), hat shield, ID card, keys, cellular phone(s), radio(s), MPTSC certification card, Department vehicle, and any other Department equipment readily available, initialing the Form 56 for each.

EXCEPTION: Members who have their police powers suspended for military activation are not required to relinquish their Department ID card.

NOTE: The commander will:

1. Ensure access to the Baltimore County Public Schools (BCPS) facilities is removed if the member is suspended for military activation and does not relinquish their ID card.
 2. Determine if there is a need to immediately amend or remove the access permissions provided by the member's ID card (i.e., to police facilities, BCPS facilities, or other County facilities), if the member is suspended for a reason other than military activation and their ID card is not immediately relinquished.
- Are not authorized to take police action during the suspension period.
 - May be restricted from areas of police facilities that are not normally open to the public if their commander determines it is necessary.

NOTE: If a suspended member's access has been restricted, the suspended member will contact their commander if they require access to a restricted area of any police facility. If the suspended member's commander approves the request for access, the suspended member's commander will notify the facility commander, and coordinate with the facility commander to ensure a continuous escort is provided.

- Prohibited from carrying a departmentally approved firearm off duty, unless otherwise authorized by applicable law (e.g., concealed carry permit, etc.).

NOTE: If a member decides to carry under an applicable law, they are responsible for ensuring they meet the requirements of the law.

- Prohibited from working any form of Other Employment.

EXCEPTION: The Bureau Chief of the PSB may approve Other Employment not involving security duties (See Section 11.2.6 of this article).

- Prohibited from attending in-service training, firearms qualifications, non-Department training, or specialized training until authorized by the Department to return to full-duty capacity.

EXCEPTION: The Bureau Chief of the PSB may be requested to review any work restrictions to determine if the member may attend training.

COMMANDERS

- Meet with the suspended member and:
 1. Notify him/her verbally of the suspension.
 2. Collect the member's departmentally issued equipment, logging all items taken on the Form 56.
 3. Review the Form 56, including the suspension instructions.
- Prepare Blue Team Incident including supporting documentation, if violations of rules and regulations have been identified.
- Immediately notify the Office of the Chief by e-mail when an officer is suspended or when a suspension is rescinded and:
 1. Attach copies of all documentation.
 2. Include the employee's full name, police identification number, permanent and temporary assignment, reason for the action, and the date and time of the action.

NOTE: The Bureau Chief of the PSB, and the member's division commander/bureau executive officer, will be sent a copy of the e-mail notification and documentation.

- Advise the member in writing that he/she does not have arrest powers, cannot carry a firearm, is not to take any police action, and may not drive a marked police vehicle.
 - Forward the Form 56 to the affected bureau chief and division commander/bureau executive officer, the PSB, the IAD Commander, and the Chief of Police. Copies will be maintained by the suspended member and the suspending command.
 - Will make arrangements within 24 hours of the suspension to retrieve all remaining departmental equipment requiring relinquishment, documenting the return on the Form 56.
 - Deliver to Materials & Facilities Management Unit, for all members suspended for more than 10 consecutive days, the following relinquished Department equipment and property: firearm(s), magazines, ammunition, badges (2), hat shield, ID card, and Maryland Police Training and Standards Commissions (MPTSC) card.
- NOTE:** Suspended members required to relinquish their ID card will be issued a temporary ID card if they require access to police facilities.
- Send notification via e-mail to all Department members if a suspended member is restricted from areas of police facilities that are not normally open to the public.
 - Determine if there is a need to immediately amend or remove the access permissions provided by the member's ID card, if their ID card is not immediately relinquished.
 - Ensure access permissions to the BCPS facilities are removed from the member's ID card, when a member suspended for military activation does not relinquish the card.
 - Update security at their respective facilities upon receiving notification of an officer's suspension or rescission of suspension.
 - Issues a Form 260, Employment During Periods of Suspension Without Pay, to the suspended member, authorizing employment during the suspension period, when a suspension is without pay.
 - Ensure the shift/unit commander completes a Form 56A if/when a member's suspension is rescinded.

SUPERVISORS

- Refer to Field Manual Article 4, Section 11.5 (Court and Hearing Attendance) for procedures regarding a suspended officer's pending court cases.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Reviews, if requested, any work restrictions to determine if the member may attend training.
- Approves or denies requests by suspended members to work Other Employment not involving security duties.

OFFICE OF THE CHIEF

- Notifies the PHRS when a member is suspended or a suspension is rescinded.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- Field Manual, Article 4 (Arrest, Custody, and Court).

7-10.0 TRANSFERS

GENERAL

- All transfers are subject to review and approval by the Bureau Chief of the Professional Standards Bureau, in the name of the Chief of Police.
- The Baltimore County Office of Human Resources (OHR) will maintain a Department staffing strength report based on the Table of Organization.
- Differences between authorized and actual staff are considered vacancies.
- The Department fills vacancies by transfer, promotion, or hire.

- Vacancies will generally be filled through the selection processes outlined in this article, based on the vacancy type.
- All information related to the selection/transfer of an applicant, including the interview questions, personnel records, Internal Affairs Division findings, applicant ratings, and eligibility lists will be treated as confidential information.

CHIEF OF POLICE

- Maintains the prerogative to fill a vacancy through transfer or hire.
- Maintains the prerogative to fill directly, without competitive processes, vacancies in specialized assignments.
- Has final approval over the filling of all vacancies.
- Approves the assignments of all supervisory and command personnel of the Department.
- Retains the right to approve or disapprove any transfer, and to assign or reassign any Department member to such duties or subdivisions of this agency, when such actions may best serve the interest of the member, the Department, the Baltimore County Government, or the public.

TRANSFER CONSIDERATIONS

- In an application for transfer, the Department may consider qualifications including knowledge, training and experience, skills and ability, physical and mental condition, balanced staffing, performance evaluation, and the needs of the Department.
- Providing all factors are relatively equal, seniority will be determinative. Seniority is determined as follows:
 1. Rank/grade.
 2. Time in rank/grade.
 3. Department tenure.
 4. Academy class ranking.

MEMBERS REQUESTING TRANSFER

- Will not consider the transfer request process, including approval of the request, as an expectation to transfer.
- Are prohibited from soliciting the assistance of persons not members of the Department to obtain a transfer of any kind within the Department.
- Will refer to Section 7-10.5 (Appeals, Withdrawals, and Cancellations) if their transfer request is denied and they wish to appeal.

7-10.1 TRANSFER BETWEEN COMMANDS FOR NON-SPECIALIZED ASSIGNMENTS

REQUESTING MEMBERS

- May request transfer to non-specialized assignments at any time.
- Complete a Form 50, Sworn Member Transfer Request, to request transfer to a non-specialized assignment outside of their current command.

NOTE: A Form 50 is not required for transfer within a command or for transfer to a specialized assignment.
- Complete all information on the top portion of the Form 50, up to and including the member's signature.

NOTE: The page of the form titled Administrative Transfer does not require completion at the time the transfer is requested.

- List the specific precinct followed by the division on the "Requested Assignment" line of the Form 50 (e.g., Precinct 6 – Patrol Division, etc.).
NOTE: Members wishing to transfer to any one of several different precincts, will complete a separate Form 50 for each request, and will prioritize their order of preference in the appropriate section of each Form 50.
- Identify the precinct commanders, division commanders, and bureau chiefs who must review the Form 50 as it moves through the approval process.
NOTE: This information must be typed on the appropriate lines of the command approval sections of the Form 50, prior to submission.
- Forward the completed Form 50 through the chain-of-command for approval or disapproval by the commander of the precinct/section to which the member is currently assigned.
NOTE: The Operations Bureau will present the form to the remainder of the commanders identified for approval or disapproval.

MEMBER'S COMMANDER

- Reviews the Form 50 and ensures that all stabilization requirements have been satisfied.
- Indicates request approval/disapproval, comments, and signs the form.
- Notes the reasons for denial in the "comments" section of the Form 50, if recommending denial of a transfer request.
- Promptly forwards the original Form 50 to the Operations Bureau for further approvals or disapprovals.
- Informs member of the final approval or disapproval status of the Form 50, and provides the member with a copy of the form.
- Retains original approved Forms 50 in active status until one of the following occurs:
 1. Transfer of the member.
 2. Request is withdrawn by the member.
 3. Removal of the member from the approved status.
 4. Exit from the Department by the member.
- Completes the Personnel Information Section of the Form 50, upon notification of a transfer, no later than two weeks prior to the transfer effective date, and ensures the following distribution:
 1. Original - Payroll Team.
 2. First Copy - Operations Bureau.
 3. Second Copy - Technology Section.
- Forwards the transferred member's following records to the receiving commander, upon enactment of a transfer:
 1. Personnel folder.
 2. Vacation/court schedules.
 3. Previous leave schedules.
 4. Worksheets for tracking leave, compensatory leave, overtime, etc.

OPERATIONS BUREAU

- Facilitates and tracks the transfer request command approval process, to ensure the appropriate approvals and/or disapprovals are obtained on Forms 50, after requests are approved by the requesting member's commander.
- Notifies the requesting member's commander, and the receiving command of the final approval or disapproval status of the transfer request.
- Returns completed Forms 50 to the originating command.
NOTE: A copy of Forms 50 will be retained by the PSB until the transfer is enacted.
- Maintains a current list of members with Forms 50 in the approved status.
- Coordinates the transfer draft process.

- Notifies the member's current commander and receiving commander upon transferring a member.

CURRENT AND RECEIVING DIVISION COMMANDERS AND BUREAU CHIEFS

- Indicate an approval or disapproval of the request, comments, signs, and returns the form to the Operations Bureau, upon receipt of a Form 50.

RECEIVING COMMANDER

- Indicates an approval or disapproval of the request, comments, signs, and returns the form to the Operations Bureau, upon receipt of a Form 50.
- Upon receiving a transferred member:
 1. Orients member to their roles and responsibilities, as soon as possible.
 2. Initiates and coordinates specialized training, if required.
 3. Advises member of applicable written guidelines and where they may be found.
 4. Ensures an updated Form 78, Personnel Information Form, is completed by the transferred member.
- Assures that the following accompany the member from his/her previous assignment:
 1. Personnel folder.
 2. Vacation/court schedules.
 3. Previous leave schedules.
 4. Worksheets for tracking leave, compensatory leave, overtime, etc.

PAYROLL TEAM

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original Forms 50 to the Police Human Resources Section.

TECHNOLOGY SECTION

- Adjusts the transferred member's access to Department systems and resources, as needed.

POLICE HUMAN RESOURCES SECTION

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the Form 50 in the transferred member's personnel folder.
- Prepares and issues a Personnel Announcement documenting the transfer.

REFERENCE

- Section 7-8.3.2 (Departmental Training).

7-10.2 TRANSFERS WITHIN A PRECINCT

GENERAL

- Applies to members transferring from one assignment to another within a precinct.
EXCEPTION: Investigative Services Team (IST) positions.
- May be granted by the commander after a request is made or due to personnel needs.
- May be requested for precinct shift assignments at any time via Form 12L, Intra-Department Correspondence.
- A Form 50, Sworn Member Transfer Request, must be completed after a member is selected for transfer within a precinct, with the following distribution:
 1. Original - Payroll Team.
 2. First Copy - Operations Bureau.

3. Second Copy - Technology Section.

NOTE: Only the Administrative Transfer page of the Form 50 is required to be completed for transfers within a precinct.

SELECTION PROCESS

- Announcements of vacancies within precinct assignments will be posted for four weeks, with the deadline stated in the announcement.
- All non-specialized precinct assignments (e.g., Community Action Team (CAT), Community Outreach Team (COT), School Resource Officer (SRO), etc.) are at the discretion of the precinct commander and will be filled from within the precinct.
- Members will submit a Form 12L to their commander requesting transfer to the assignment. The Form 12L should list training received, and the applicable skills, knowledge, and abilities of the applicant.
NOTE: A resume and/or samples of the applicant's work may be attached at the commander's discretion.
- The precinct commander, upon review of all applicants' qualifications for the position and the needs of the command, may select the individual best suited for the position.
- For positions where interviews are held, the precinct commander will select a supervisor from within the command to assist with the applicant interviews.
- A set of questions which are directly related to the position being applied for will be developed. All applicants will be asked the same questions.

PAYROLL TEAM

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original Forms 50 to the Police Human Resources Section.

TECHNOLOGY SECTION

- Adjusts the transferred member's access to Department systems and resources, as needed.

POLICE HUMAN RESOURCES SECTION

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the Form 50 in the transferred member's personnel folder.

7-10.2.1 TRANSFER TO INVESTIGATIVE SERVICES TEAM (IST)

GENERAL

- When a vacancy exists or is anticipated, the precinct commander will place an announcement on roll call.
- Announcements of vacancies for IST assignments will be posted for four weeks, with the deadline stated in the announcement.
- Announcements of vacancies in IST will be distributed first to members of the respective command. If no applicants are qualified or interested, the Personnel Selection Analyst (PSA) will coordinate the selection process as outlined in Section 7-10.3, Transfers to Specialized Assignments.
NOTE: Prior to announcing position availability outside of a precinct command, a vacancy must exist for the particular rank requested.
- Interested personnel will obtain a Selection Process Application Packet from the contact person, named in the announcement.
NOTE: Packets will be returned as directed in the announcement.

- Refer to Section 7-10.5, for cancellation and/or expiration of candidate eligibility lists.

TEMPORARY ASSIGNMENT

- Precinct members may be assigned temporarily to IST for 90 days or less at the discretion of the precinct commander. Temporary assignment in excess of 90 days may only be approved by the division commander.
- Members temporarily assigned to IST are not eligible for supplemental compensation.

PERMANENT ASSIGNMENT

- All investigative positions in IST are considered specialized assignments.
- Members applying for permanent assignment to IST must submit a Selection Process Application Packet.
- Only members assigned to an authorized IST position are entitled to supplemental salary and clothing allowance.

PRECINCT COMMANDER

- Ensures interviews are conducted as part of the selection process for all IST positions, regardless of the number of applicants.
- Notifies the PSA in writing:
 1. When a selection process for an IST position is required.
 2. To request a Personnel Announcement advertising an IST vacancy outside of his/her command.
- Contacts the PSA to obtain the announcement format and Selection Process Application Packets.
- Maintains a list of applicants and the date their application packet was received.
- Pre-screens applicant(s) (e.g., personnel file, minimum qualifications, etc.).
- Selects an interview board of at least three members. Board members will be familiar with the position requirements and remain consistent throughout the entire interview process.
- Forwards a copy of the IST eligibility list and name of the applicant selected to the Fair Practices Liaison (FPL) for review.
- Completes a Form 50, Sworn Member Transfer Request, after a member is selected for or removed from permanent assignment to an IST position, and ensures the following distribution:
 1. Original - Payroll Team.
 2. First Copy - FPL.
 3. Second Copy - Operations Bureau.
 4. Third Copy - Technology Section.

NOTE: Only the Administrative Transfer page of the Form 50 is required to be completed for these transfers.

INTERVIEW BOARD

- Works with the PSA to formulate interview questions that will help identify how well the applicant meets the selection criteria, prior to scheduling any interviews.
- Reviews all material submitted by applicants.
- Prepares and submits job-related interview questions to the PSA for review, along with a completed Form 76, Selection Criteria Form.
- Will not schedule interviews until the PSA has reviewed the questions, benchmarks, and Form 76.
- Forwards a list of the interview dates and times to the PSA and the Fair Practices Investigations Team, if necessary.
- Interviewers should have a Form 76 with all criteria listed and an interview question sheet in front of them.

- Asks all applicants the same pre-approved questions.
NOTE: Interviewers are allowed to ask job related follow-up questions, for clarification purposes only.
- Interviewers will then independently rate the applicant on the Form 76.
- May have a general discussion only after the rating forms have been completed.
- Members will not attempt to influence the assessment or judgement of another board member.
- Submits the names of the applicants in alphabetical order on a Form 12L, Intra-Department Correspondence, to the PSA identifying which category they believe the applicant to be in (i.e., Highly Recommended, Recommended, Not Recommended).
NOTE: Board members will not notify the applicants of the results prior to the certification of the eligibility list by the PSA.

EVALUATION

- After the selection process has been completed, all selection process materials will be forwarded to the PSA to include:
 1. Applicants' resumes and supplemental statements (i.e., knowledge, skills, and ability).
 2. Results of all practical exercises and other assessments, if used.
 3. Forms 76.
 4. Interview question sheets with accompanying notes and interviewers' signatures.
 5. Completed Specialized Assignment Selection Process checklist signed by the commander.
- **NOTE:** This material will be maintained by the PSA for three years.
- The material will be used to document the basis of the final selection.

ELIGIBILITY NOTIFICATION

- After the PSA certifies the eligibility list for the IST position, the precinct commander will notify in writing all applicants who were interviewed by the selection board of their status (i.e., Highly Recommended, Recommended, Not Recommended).
- Applicants may request a general summarization of their ratings from the PSA. This report will not identify the individual board members.
- Applicants will be informed that they may contact the PSA, or a designated professional development specialist, to arrange a meeting. The purpose of this meeting will be to discuss and identify actions that may be taken by the applicant to increase his or her eligibility in any future selection processes.

ELIGIBILITY LISTS

- Maintained by the PSA.
NOTE: A copy of the list will be forwarded, by the Commander, to the FPL.
- Become effective on the date they are established by the PSA.
- Remain open for one year, unless exhausted. Extensions must be approved 30 days prior to the expiration of the current list, by the Bureau Chief of the Professional Standards Bureau (PSB).
- If there is no open eligibility list, the precinct commander should request to start a selection process at least 60 days before a scheduled draft or anticipated vacancy.
- If there is an open eligibility list, the precinct commander may request to establish a second list when additional openings are anticipated in excess of the number of candidates remaining on the open list, or for other reasons approved by the Bureau Chief of the PSB or his/her designee.
NOTE: The prior unexpired list must be exhausted before taking candidates from the later list.

SELECTION

- Precinct commanders will forward the names of candidates recommended for transfer and justification for selection to the Bureau Chief of the Operations Bureau or his/her designee.
- The transfer will be evaluated by the Operations Bureau Chief or his/her designee based on knowledge, training and experience, skill and ability, physical and mental condition, balanced staffing, performance evaluation and the needs of the Department.
- The Precinct Commander may notify the candidates of selection only after review/approval of the transfer by the Bureau Chief of the Operations Bureau.

PERSONNEL SELECTION ANALYST (PSA)

- Maintains all selection process documents for three years.
- Notifies applicant(s) in writing of a disqualification.

PAYROLL TEAM

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original Forms 50 to the Police Human Resources Section.

TECHNOLOGY SECTION

- Adjusts the transferred member's access to Department systems and resources, as needed.

POLICE HUMAN RESOURCES SECTION

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the Form 50 in the transferred member's personnel folder.

7-10.3 TRANSFERS TO SPECIALIZED ASSIGNMENTS

DEFINITIONS

- Applicant - an individual currently in the application process for a specialized assignment.
- Candidate - an individual who passed all requirements for the selection process and whose name is on the eligibility list for a specialized assignment.

GENERAL

- For purposes of consistency, the Chief of Police or his/her designee, will identify specialized assignments that require specific knowledge, skills, and abilities.
- Applicants will complete a Form 12L, Intra-Department Correspondence, indicating their intent to seek transfer to a specialized assignment, attaching the necessary paperwork as required for specialized assignments (refer to the specific Selection Process Application Packet for the requested assignment), and forward through the chain-of-command for approval.

NOTE: The Form 12L must be signed and dated on the approval lines, prior to forwarding to the Personnel Selection Analyst (PSA).

- Members may not request transfers to specialized assignments until a Specialized Assignment Personnel Announcement has been distributed.
- Commanders will establish a selection board. The Commander or his/her designee will review all applications for minimum qualifications as noted on the assignment description.
EXCEPTION: Does not apply to assignments which are designated as exempt by the Chief of Police.
- Eligibility lists and selection process materials for specialized assignments are retained by the PSA for three years.

SELECTION PROCESS APPLICATION PACKETS

- Prepared by the PSA.
- Include descriptions of:
 1. Minimum qualifications.
 2. Selection criteria based on the knowledge, skills, and abilities identified in the assignment description for the position.
 3. Examples of duties identified in the assignment description for the position.
 4. Other exams (e.g., urinalysis, polygraph, etc.) and practical exercises, if any, that will be included in the process.
NOTE: The use of other exams and practical exercises, if necessary, will be at the discretion of the section/unit, and reviewed by the PSA.
 5. Application procedures.
 6. Selection process.
- Forwarded to the requesting section/unit by the PSA.
- Advertised by the PSA via a Personnel Announcement.
- Sent out by the section/unit upon the request of the prospective applicant.

SPECIALIZED ASSIGNMENT PERSONNEL ANNOUNCEMENTS

- The PSA will distribute Personnel Announcements to all Department members via e-mail.
- The PSA will establish a deadline for submission of applications that will allow four weeks from the date of the Personnel Announcement. The Bureau Chief of the Professional Standards Bureau (PSB) or his/her designee has the discretion to change a deadline date or advertise again for a vacancy.
- Announcements are distributed to all sections/units and must be read at roll call for three days and posted on the Department's Intranet site until deadlines expire.

SPECIALIZED ASSIGNMENT COMMANDERS

- Identify at least three individuals to be members of the interview board.
- Board members:
 1. Must be familiar with the job requirements and able to judge an applicant's qualifications.
 2. Names and qualifications to sit on the board will be forwarded to the PSA.
 3. Should remain consistent throughout the entire process, once approved.
 4. Will reflect the diversity of the applicant pool.
- Approve changes to the board, if necessary.
- Notify the PSA, in writing, of those applicants who do not meet minimum qualifications.
- Notify the PSA when denying an applicant an interview.
- Complete a Form 50, Sworn Member Transfer Request, after a member is selected for a specialized assignment position, and ensures the following distribution:
 1. Original - Payroll Team.
 2. First Copy - Fair Practices Liaison (FPL).
 3. Second Copy - PSB.
 4. Third Copy - Technology Section.**NOTE:** Only the Administrative Transfer page of the Form 50 is required to be completed for these transfers.
- Forward a copy of the eligibility list and name(s) of the applicant(s) selected to the FPL for review and comment.

PERSONNEL SELECTION ANALYST (PSA)

- Notifies the applicant, if an interview will not be granted.
- Meets with the applicant, if requested, to explain why the applicant did not meet the minimum qualifications.

INTERVIEW BOARD

- Works with the PSA to formulate interview questions that will help identify how well the applicant meets the selection criteria, prior to scheduling any interviews.
- Reviews all material submitted by applicants.
- Prepares and submits job-related interview questions to the PSA for review, along with a completed Form 76, Selection Criteria Form.
- Prepares and submits other assessment methods, if any, to the PSA.
- Will not schedule interviews until the PSA has reviewed the questions, benchmarks, and Form 76.
- Forwards a list of the interview dates and times to the PSA and the Fair Practices Investigations Team, if necessary.
- Interviewers should have a Form 76 with all criteria listed and an interview question sheet in front of them.
- Asks all applicants the same pre-approved questions; interviewers are allowed to ask job related follow-up questions, for clarification purposes only.
- Interviewers will then independently rate the applicant on the Form 76.
- May have a general discussion only after the rating forms have been completed.
- Members will not attempt to influence the assessment or judgment of another board member.
- Submits the names of the applicants in alphabetical order on a Form 12L, Intra-Department Correspondence, to the PSA identifying which category they believe the applicant to be in (i.e., Highly Recommended, Recommended, Not Recommended).
NOTE: Board members will not notify the applicants of the results prior to the certification of the eligibility list by the PSA.

EVALUATION

- After the selection process has been completed, all selection process materials will be forwarded to the PSA to include:
 1. Applicants' resumes and supplemental statements (i.e., knowledge, skills, and ability).
 2. Results of all practical exercises and other assessments, if used.
 3. Form 76.
 4. Interview question sheets with accompanying notes and interviewers' signatures.
 5. Completed Specialized Assignment Selection Process checklist signed by the commander.**NOTE:** This material will be maintained by the PSA for three years.
- Applicants will be offered the opportunity to submit a supplement during the eligibility period, if it's a year or longer, noting training, assignments, or achievements done after the interview that might strengthen their application.
- The material will be used to document the basis of the final selection.

ELIGIBILITY NOTIFICATION

- After the PSA certifies the eligibility list for the position, the specialized assignment commander will notify in writing all applicants who were interviewed by the selection board of their status (i.e., Highly Recommended, Recommended, or Not Recommended).
- Applicants may request a general summarization of their ratings from the PSA. This report will not identify the individual interview board members.
- Applicants will be informed that they may contact the PSA, or his/her designated professional development specialist, to arrange a meeting. The purpose of this meeting will be to discuss and identify actions that may be taken by the applicant to increase his or her eligibility in any future selection processes.

ELIGIBILITY LISTS

- Maintained by the PSA.
NOTE: A copy of the list will be forwarded, by the Commander, to the FPL.
- Become effective on the date they are established by the PSA.
- Remain open for one year unless exhausted, or directed otherwise in the distributed Personnel Announcement. Extensions must be approved 30 days prior to the expiration of the current list, by the Bureau Chief of the PSB.
- If there is no open eligibility list, the specialized assignment commander should request to start a selection process at least 60 days before a scheduled draft or anticipated vacancy.
- If there is an open eligibility list, the specialized assignment commander may request to establish a second list when additional openings are anticipated in excess of the number of candidates remaining on the open list, or for other reasons approved by the Bureau Chief of the PSB or his/her designee.
NOTE: The prior unexpired list must be exhausted before taking candidates from the later list.

SELECTION

- Specialized assignment commanders will forward the names of candidates recommended for transfer and justification for selection to the Bureau Chief of the specialized assignment or his/her designee.
- The transfer will be evaluated by the Bureau Chief of the specialized assignment or his/her designee based on knowledge, training and experience, skill and ability, physical and mental condition, balanced staffing, performance evaluation and the needs of the Department.
- The specialized assignment section/unit commander may notify the candidate of selection only after approval of the transfer by the Bureau Chief of the specialized assignment.
- Specialized assignment commanders should make every effort to ensure that the squad/unit assignment remains the same for members during their probationary period.

PAYROLL TEAM

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original Forms 50 to the Police Human Resources Section.

TECHNOLOGY SECTION

- Adjusts the transferred member's access to Department systems and resources, as needed.

POLICE HUMAN RESOURCES SECTION

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the Form 50 in the transferred member's personnel folder.

7-10.3.1 TRANSFERS BETWEEN SPECIALIZED ASSIGNMENTS

GENERAL

- This section applies to members transferring from one specialized assignment to another specialized assignment within the same bureau, division, section, or unit.
EXCEPTION: Investigative Services Team (IST) positions.

- Such transfers may be granted by the bureau chief, after a request is made, if the member's current assignment and the requested assignment require similar knowledge, skills, and abilities as determined by the bureau chief.

NOTE: The bureau chief may determine that other requirements (e.g., taking a polygraph, etc.) are necessary for the transfer request to be granted.

- Such transfers may be requested at any time via Form 12L, Intra-Department Correspondence.
- A Form 50, Sworn Member Transfer Request, must be completed after a member's request is granted, with the following distribution:
 1. Original - Payroll Team.
 2. First Copy - Professional Standards Bureau.
 3. Second Copy - Technology Section.

NOTE: Only the Administrative Transfer page of the Form 50 is required to be completed for these transfers.

NOTE: Members' specific duties within their specialized assignments are at the discretion of their commanders.

PAYROLL TEAM

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original Forms 50 to Police Human Resources.

TECHNOLOGY SECTION

- Adjusts the transferred member's access to Department systems and resources, as needed.

POLICE HUMAN RESOURCES SECTION

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the Form 50 in the transferred member's personnel folder.

7-10.4 VOLUNTEER ASSIGNMENTS

GENERAL

- Are not considered specialized assignments for the purposes of this article. Members assigned to Homicide, Aviation, and Tactical Units may not participate in volunteer assignments. Restrictions also apply to other specialized assignment members on a case-by-case basis at the discretion of the member's commander and the Bureau Chief of the Professional Standards Bureau (PSB).

7-10.5 APPEALS, WITHDRAWALS, AND CANCELLATIONS

APPEALS

- Disapproved transfer requests may be appealed by the member within five days of the Form 50 being returned by the bureau chief.
- Appeals must be made on a Form 12L, Intra-Department Correspondence, and completed in original and two copies.
- The Form 12L distribution is as follows:
 1. Original - to the Bureau Chief of the Professional Standards Bureau (PSB).
 2. First copy - to member's commander.
 3. Second copy - to appealing member.

- The member may request a meeting with his/her commander. If the appeal is not resolved, the member may request a review by the Bureau Chief of the PSB who has final appeal authority.

WITHDRAWALS

- Members desiring to withdraw any transfer request must submit a Form 12L through channels to the affected bureau prior to the established deadline.
- The Form 12L must be completed and include the reason for withdrawal.
- The member's commander, upon receipt of a withdrawal request for non-specialized transfer, will send the original Form 50 and a copy of the Form 12L to the Operations Bureau for removal from the active transfer file.

NOTE: The Operations Bureau will maintain a file of all original Forms 50 where the transfer request has been withdrawn by the requesting member.

- The member's commander, upon receipt of a withdrawal request for specialized transfer, will send the original Form 12L to the Personnel Selection Analyst (PSA).
- A copy of the Form 12L will be distributed to all affected commanders.

CANCELLATIONS

- Members who are placed on an eligibility list for any position within a precinct/section command will be removed from the list upon leaving that command.
- Eligibility lists established from outside of a precinct command for an Investigative Services Team (IST) position are cancelled upon filling the vacancy in that command.
- Eligibility lists established from within a precinct command for an IST position will remain viable for one year from the date established unless the list is exhausted.
- Members accepting voluntary transfers:
 1. Into a non-specialized assignment will cause any outstanding transfer requests to non-specialized assignments to be cancelled. Transfer requests made to specialized assignments will remain active.
 2. Into a specialized assignment will cause all outstanding transfer requests to be cancelled.
- Transfers will not be made if:
 1. The bureau chiefs involved or the Chief of Police deems the exception to be in the best interest of the member, the Department, the County, or the general public.
 2. The requesting member's current assignment was the result of an involuntary disciplinary transfer.

NOTE: Disciplinary transfer will be for a minimum of one year.

7-10.6 ADMINISTRATIVE TRANSFERS

ADMINISTRATIVE TRANSFERS

- Occur for a variety of reasons including, but not limited to: personnel shortages, special departmental needs, disciplinary actions, job performance, and expertise.
- Must be approved by the affected bureau chief(s).

MEMBER'S COMMANDER

- Makes the appropriate notification to the member involved, when an administrative transfer occurs.
- Completes a Form 50, Sworn Member Transfer Request and ensures the following distribution:
 1. Original - Payroll Team.
 2. First Copy - Operations Bureau.

3. Second Copy - Technology Section.

NOTE: Only the Administrative Transfer page of the Form 50 is required to be completed for these transfers.

PAYROLL TEAM

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original Forms 50 to the Police Human Resources Section.

TECHNOLOGY SECTION

- Adjusts the transferred member's access to Department systems and resources, as needed.

POLICE HUMAN RESOURCES SECTION

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the Form 50 in the transferred member's personnel folder.

7-10.7 STABILIZATION

PROBATIONARY OFFICERS

- Upon graduation from the Training Section, will remain in their original patrol assignment for the duration of their probation.
EXCEPTION: Probationary officers:
 1. May be temporarily assigned elsewhere for field training should insufficient field training officers (FTOs) be available in their intended assignment.
 2. Hired under the Lateral Entry Program may transfer from their original patrol assignment after one year from the date of entry into the Lateral Entry Class at the Training Academy.

VOLUNTARY TRANSFERS

- Persons accepting voluntary transfers to specialized assignments, including a precinct Investigative Services Team (IST), will remain there for at least one year unless poor performance or discipline requires their removal.
- Persons accepting voluntary transfers to non-specialized assignments will remain there at least one year unless they are accepted for a specialized assignment.
- Will not be honored when performance is unacceptable in the member's present command.

INVOLUNTARY TRANSFERS

- Persons involuntarily transferred for reasons other than discipline or poor performance are not bound by stabilization.
- Persons involuntarily transferred for disciplinary reasons or poor performance will remain in their new assignment for at least one year.

PROMOTEES

- Members promoted to the rank of corporal will not be assigned to the same precinct or unit after promotion unless approved by the Chief of Police.

- Who are assigned to non-specialized assignments or involuntarily assigned to specialized assignments will remain in those assignments for the duration of their probationary periods. **NOTE:** Transfers to specialized assignments may be requested during the probationary period but will not be allowed until the completion of probation.

NOTE: See Section 10.0 of this Article for specifications dealing with the Chief of Police's right to approve or disapprove any transfer, and to assign or reassign any Department member.

7-10.8 TRANSFERS FOR NON-SWORN MEMBERS

TRANSFER PROCESS

- Non-sworn personnel will be notified when transfer opportunities are available.
- When a vacancy occurs, the Personnel Selection Analyst (PSA) will determine if there are other positions for the same classification in different assignments throughout the Department. If so, the PSA will send notice to all members of the same classification who are eligible for transfer, notifying them of the transfer opportunity, stating a contact person and phone number, and the application closing date.
- Eligible applicants are:
 1. Members who are off probation.
 2. Those who have been in their current position for at least six months.
 3. Those who were involuntarily transferred for reasons other than poor performance or discipline.
- Those who are interested must complete a Form 49, Civilian Request For Transfer within the Police Department, and forward it to the commander filling the vacancy in order to be considered for the position.
- Selection for transfer voids future transfer consideration for a six-month period.

COMMANDER OF ASSIGNMENT WITH VACANCY

- Formulates interview questions and forwards them to the PSA for review.
- Interviews qualified applicants.
- Forwards all paperwork to the PSA for review.
- Notifies all applicants of acceptance or non-acceptance.

7-11.0 PERSONNEL STATUS

7-11.1 PERSONNEL INFORMATION

STATUS CHANGES

- Include changes of name, address, telephone numbers, e-mail addresses, marital status, emergency contact information, new child, and other employment status.
- Must be reported within 24 hours of the change or immediately upon return to duty.
- Will be made via a Form 78, Personnel Information Form, forwarded to the member's commander.
- Require members to also electronically update the Employee Self Service (ESS) system, if the status change is regarding a change of address, telephone numbers, e-mail addresses, or emergency contact information.

FORM 78, PERSONNEL INFORMATION FORM

- Completed by every Department member during February each year.
- Completed by any Department member when there is a change in his/her:
 1. Personnel Information (e.g., name, assignment, home address, telephone numbers, etc.).

2. Emergency Contact Information (e.g., first emergency contact, second emergency contact, etc.).
 3. Family Information (e.g., marital status, spouse/significant other, children, etc.).
 4. Other Employment (i.e., new or terminated other employment).
NOTE: This is in addition to, not in lieu of, completing a new Form 107, Request for Other Employment, for new other employment.
EXCEPTION: When the other employment change is an approved Form 107 for a temporary employment with an approved start and end date.
- Used by:
 1. The Police Human Resources Section, to verify/update the County's Human Resources Information System.
NOTE: Updated Forms 78 do not update insurance policies, beneficiaries, state/local tax withholdings, etc.
 2. Commands:
 - a. As a record of assigned members' emergency contact information.
 - b. To verify that assigned members' other employment information (i.e., active Forms 107 on file) is up to date.

POLICE HUMAN RESOURCES SECTION

- Verifies/updates records, when updated Forms 78 are received, as needed.
- May request additional information (e.g., court documents, marriage certificate, etc.) from the affected member to verify a status change.
- Notifies members of a need to update information via the ESS system, when applicable.
- Files updated Forms 78 in members' personnel folders.
- Maintains and updates a restricted shared file containing a copy of all Department members' current Forms 78.
NOTE: The Police Human Resources Section will maintain a list of persons granted access to the file.

DEPARTMENT MEMBERS

- Return completed Forms 78 to their commander.
- Should maintain an electronic copy of their Form 78 to update as changes occur.
- Ensure the ESS system is updated, when there is a status change regarding address, telephone numbers, e-mail addresses, or emergency contact information.
NOTE: Failure to update an address change via the ESS system may result in incorrect state/local tax withholdings.

COMMANDERS

- Collect the Forms 78.
- Designate a member of his/her command to ensure:
 1. Each Form 78 is reviewed for changes and completeness.
 2. Changes found on the Forms 78 are highlighted in color.
 3. The Forms 78 are:
 - a. Scanned in color, and
 - b. E-mailed to the Police Human Resources Section within 15 days.
NOTE: If multiple Forms 78 are being sent to the Police Human Resources Section at the same time, prior to sending, the forms will be:
 1. Scanned into two files (i.e., First file - no changes noted in the Forms 78. Second file - changes noted in the Forms 78); and
 2. E-mailed to the Police Human Resources Section as two files.
- Ensure that the member's command personnel file contains a copy of all active Forms 107 listed on the Form 78.

- Maintain a file containing the original, current Forms 78 for all members assigned to his/her command.

NOTE: This file must be readily available to shift/unit supervisors at all times.

7-11.2 OTHER EMPLOYMENT BY MEMBERS

7-11.2.1 SECONDARY EMPLOYMENT

GENERAL

- Secondary employment is considered any work performed, or any service rendered, outside of the duties assigned by the command structure of the Department, for money or other compensation. This would include any work performed by the member as a sole proprietor, partner, consultant, or other owner/worker.
- Cadets are permitted to work secondary employment until they enter the Training Academy.

7-11.2.2 UNIFORMED SECONDARY EMPLOYMENT (USE)

GENERAL

- USE is considered any work performed, or any service rendered, while in the uniform of the Department for a duly licensed business entity pursuant to the Baltimore County Code.
- Cadets and non-sworn members are not permitted to work USE.

SWORN MEMBERS

- Must have graduated from the Training Academy and completed field training to be eligible to work USE.
- Assigned to undercover operations or deviating from the appearance standards due to a departmental assignment may not work USE.
- May only work USE for employers who have obtained a valid permit through the Baltimore County Office of Human Resources (OHR).
- Working USE must:
 1. Wear the Class C uniform; and
EXCEPTION: Members of the Executive Corp must wear the Class B uniform.
 2. Carry a departmentally-approved radio and equipment issued for personal use (e.g., service firearm, gun belt, handcuffs, conducted electrical weapon (CEW), etc.).
NOTE: Other departmental equipment will not be used without written permission from the member's commander.
- Must notify the precinct desk officer(s) that they are reporting for USE.
- Must obtain a departmentally-approved radio and will:
 1. Log the radio in and out at the precinct front desk.
EXCEPTION: When the secondary employer provides the member with a departmentally-approved radio or the member has a personally assigned radio.
 2. Notify dispatch of the USE location when beginning a tour of duty.
 3. Notify dispatch when ending a tour of duty and return the radio immediately to the appropriate location.
- Working USE will not complete reports, statements of probable cause, or any related paperwork for "on view" incidents, unless directed by an on-duty supervisor.
NOTE: If the member is directed by a supervisor to take any police action (e.g., respond to a precinct for completing a report, statement of probable cause, package evidence, prisoner transport, etc.), the member will "clock out" of secondary employment, and will be compensated by the Department under callback procedures. Any court appointments resulting from actions stated above shall be compensable.
- Only on-duty officers will transport and process prisoners.

- Will not direct traffic at entrances, exits, or on property not owned by the USE employer, without approval from the affected precinct commander or their designee.
- Will not possess any body worn camera (BWC) during USE.

PRECINCT DESK OFFICERS

- Will maintain a USE logbook containing the following information:
 1. Officer's name, identification number, and Department assignment.
 2. Date, location of USE, and working hours.
 3. Date and time radios are taken and returned.

SHIFT/UNIT SUPERVISORS

- When available, will visit USE locations in their precincts to ensure compliance with USE requirements.
- Notify the OHR of any non-compliance by USE permit holders.

COMMANDERS

- Will ensure that precinct desk officer(s) maintain the USE logbook.
- Will forward written approval on a Form 12L, Intra-Department Correspondence, of USE employer requests for traffic details on public streets to the OHR.
- Shall verify that a valid Baltimore County permit exists.

POLICE HUMAN RESOURCES SECTION

- Makes Department-wide announcements regarding positions available for USE.
- Coordinates and maintains records of the USE permit process.
- Makes recommendations to the Chief of Police regarding the approval, revocation, or suspension of USE permits.

CHIEF OF POLICE

- Has the authority to approve, deny, suspend, or revoke USE permits.

7-11.2.3 APPLICATION PROCESS

FORM 107, REQUEST FOR OTHER EMPLOYMENT, APPLICATION PROCESS

- Applies to sworn officers of any rank, non-sworn members, and cadets who wish to engage in any other employment.
- Applies regardless of whether the other employment is temporary or on-going.
- Approved applications are valid for the duration of the other employment.

REQUESTING MEMBERS

- Complete a Form 107, Request for Other Employment (original and two copies), and submit it to their shift/unit supervisor.
- Submit a Form 107 for any change in the type of employment, employer, duties, or status of alcohol being served on the premises, regardless of when initial employment approval is granted.
- May appeal a disapproved other employment request to the next highest ranking member within the assigned command, who is the final deciding authority on the appeal.
- Submit an updated Form 78, Personnel Information Form, upon approval of a Form 107.
EXCEPTION: When the Form 107 is for a temporary employment with an approved start and end date.
- Submit an updated Form 78 when no longer employed in an ongoing other employment position.

SHIFT/UNIT SUPERVISORS

- Review the request for completeness.
- Note the member's use of sick leave, accident leave, work section performance, and any other pertinent information for the preceding 12 months in the comments of the Form 107.
- Forward the Form 107 through the chain-of-command to the member's commander.
- May verbally approve a member's sudden and/or emergency request for other employment. The other employer must be previously approved as a place of employment for Department members. Members will submit a Form 107 upon returning to duty.

COMMANDERS

- Indicate approval/disapproval of the request.
- Forward requests for employment by a private security firm where alcohol will be served on the premises through the chain-of-command to the Office of the Chief for final approval/disapproval.
- Distribute the Form 107 as follows:
 1. Original - forwarded to Police Human Resources.
 2. First copy - retained in the member's command personnel file.
 3. Second copy - returned to the requesting member.
- Upon approval, notify the member that the other employment may begin.
- Refer to Administrative Manual, Article 7, Section 11.1 for additional responsibilities when an updated Form 78 is received.

POLICE HUMAN RESOURCES SECTION

- Enters other employment information into the Human Resources Information System (HRIS) and section log.
- Scans the original Form 107 for placement in the member's personnel folder.

CHIEF OF POLICE

- Or designee, evaluates and approves/disapproves requests for other employment of members by private security firms where alcohol will be served on the premises, on a case-by-case basis.

7-11.2.4 HOURS/CONDITIONS

SWORN MEMBERS/CADETS

- Will not work a combination of other employment and scheduled tour of duty hours that exceeds 16 hours in one calendar workday.
- Will not work a combination of other employment and scheduled tour of duty hours that exceeds 72 hours in five consecutive calendar workdays.
EXCEPTION: Time limitations may be extended for departmental needs, emergencies, or court appearances. Supervisors must authorize exceptions and document the facts on a Form 12L, Intra-Department Correspondence, to the commanding officer of the affected member.
- Are required to notify their shift/unit supervisors when they are approaching the imposed maximum hours.
- Provide their commander with a Form 12L:
 1. By the end of each month, documenting information regarding other employment scheduled to be worked during the following month.

2. As soon as possible, when previously documented information has changed (e.g., when there has been a change in dates, hours, or location worked, etc.).
NOTE: Members experiencing a change in other employment while they are off duty that is to be worked prior to their return to duty, will submit the Form 12L immediately upon return to duty.
3. On a weekly basis, when other employment has been worked, to document self-employment or the performance of contracted work where there is not a regular schedule.
NOTE: Members engaging in these types of employment are limited to the same hours (i.e., 16 hours in one calendar workday and 72 hours in five consecutive calendar workdays) as members engaged in regularly scheduled other employment.

FORMS 12L DOCUMENTING OTHER EMPLOYMENT OF SWORN MEMBERS/CADETS

- Must include a calendar or schedule listing the:
 1. Dates and hours the member will be working or worked.
 2. Location where the member will be working or worked.
 3. Name of the other employment business.

NON-SWORN MEMBERS

- Will not work a combination of other employment and tour of duty hours that negatively affects the quality of their work for Baltimore County.

7-11.2.5 PROHIBITIONS AND RESTRICTIONS

OTHER EMPLOYMENT PROHIBITED

- When the requesting sworn member has yet to graduate from the Training Academy and complete field training.
- When the requesting member's:
 1. Sick leave record or other information indicates the other employment would impair the member's ability to perform their Department duties.
 2. Employment impairs departmental efficiency and capabilities.
 3. Employment interferes with emergency return to duty.
 4. Requested employment involves crash reconstruction, evaluation, expert opinion, and/or testimony within the State of Maryland.
 5. Requested employment involves private detective investigations or services within the State of Maryland.
- When the employment or the place it is performed would:
 1. Bring either the Department or its members into disrespect or disfavor.
NOTE: The member's commander will determine these situations on a case-by-case basis with advisement from the member's division commander (or bureau chief, if there is no division commander).
 2. Involve the member in violation of Department rules and regulations.
- When the employment would require the members to:
 1. Appear in uniform.
EXCEPTION: Sworn members working Uniformed Secondary Employment.
 2. Avail themselves of official police records, documents, or files.
 3. Be involved in service of the civil process.
- When the employment location is an establishment that dispenses alcohol for consumption on the premises and the duties involve any of the following:
 1. Bartending or serving alcohol.
EXCEPTION: Non-sworn members.
 2. Dispensing package goods.
EXCEPTION: Non-sworn members.

3. Security/peacekeeping functions.

EXCEPTION: Employment by a private security firm at a location where the sale of alcohol is ancillary to the scope of the business, with the permission of the Chief of Police or designee.

- When a member is in an undercover assignment or when a duty assignment could compromise his/her safety or the safety of other members.

DEPARTMENT MEMBERS

- Refer to Hours/Conditions in Section 7-11.2.4 for time restrictions.
- Engaging in employment elsewhere during an approved period of leave without pay may risk termination of the leave if the Bureau Chief of the Professional Standards Bureau (PSB) did not approve the employment.
- Are not to engage in any other employment, private business, or profession during the hours which they are employed to work for the County.
- Will not attempt to secure work for any business entity while on duty (e.g., oral solicitation, “dropping cards,” etc.).
- On sick leave may not work other employment during the actual hours scheduled to work for the County.
- On accident/modified-duty status may not work other employment without permission from the Bureau Chief of the PSB.
- Will not seek nor accept any form of employment which requires conducting any type of investigative duties or services within the State of Maryland.
- Must notify a supervisor if attending court as a result of actions taken during Secondary Employment/USE.
- May not use Department-issued equipment as part of Secondary Employment without written permission from their commander.

NOTE: Service weapons may be approved for Secondary Employment, provided the employment is in Baltimore County and the carrying of the weapon is not required by the employer.

EXCEPTION: Soft body armor.

- Are subject to Department rules and regulations while working all other employment and must conduct themselves according to Department standards.
- Must not show favoritism (e.g., granting leave, rearranging shift schedules, etc.) toward another member due to his/her other employment.
- Must not show negative bias toward another member because of issues relating to either member's other employment.
- Will not own, operate, manage, or knowingly have a financial interest in a business that transports, sells, produces, or dispenses marijuana, marijuana-infused products, marijuana extracts, or marijuana concentrates.

NOTE: The purchase of a mutual fund does not violate this provision.

- Are prohibited from employment with businesses that transport, sell, produce, or dispense marijuana, marijuana-infused products, marijuana extracts, or marijuana concentrates.

NOTE: Members who are engaged in secondary employment with private entities which provide security or transportation services may not accept a secondary employment detail or assignment to a business that sells, produces, or dispenses marijuana, marijuana-infused products, marijuana extracts, or marijuana concentrates.

DEPARTMENT MEMBERS OWNING/OPERATING BUSINESSES OPERATING IN BALTIMORE COUNTY

- Who own or operate a tow vehicle in their other employment may not respond to a request for towing by an on-duty officer, unless:
 1. Specifically requested by the owner/operator of the vehicle.

2. The tow vehicle is dispatched in accordance with Baltimore County Police towing procedures.
- May not state that the business entity is owned by a member of the Department or that it employs off-duty members of the Department in any of the business' advertising.
EXCEPTION: The advertising may discuss the training the employees have received.
 - May not indicate to any person that the person/business will receive favorable treatment from the Department specifically, or the Baltimore County Government in general, if the person/business employs or contracts with the business entity.
 - Will submit a copy of all advertising material to the Office of Law no later than October 1 of each year.
 - Will report their promotion within the Department to the Baltimore County Ethics Commission within 30 days, if their promotion places them in a position to supervise Department members employed by their business.

COMMANDERS

- Have the authority to modify, suspend, or prohibit a member's engagement in any other employment as a result of a violation of the Department's rules and regulations, or for observed and documented member performance deficiencies.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- [Baltimore County Code](#).
- [Baltimore County Personnel Manual](#) (Section 1.1.4).

7-11.2.6 SUSPENSION OF OTHER EMPLOYMENT

GENERAL

- Suspension of other employment may be imposed as a result of a violation of the Department's rules and regulations, or for observed and documented member performance deficiencies.
- Suspension of other employment involving security duties shall be imposed for members whose police powers are suspended and/or who are suspended on an emergency basis for disciplinary reasons.
NOTE: Other employment not involving security duties must be approved by the Bureau Chief of the Professional Standards Bureau for all suspended members (Refer to Section 9.5 of this article).
- Final disposition of the suspension will be decided upon disposition of the related disciplinary process, when the suspension is for disciplinary reasons.

SUSPENDING OFFICER

- Must be a shift/unit commander or higher.
- And/or the suspended member's commander will attend the suspension review, when an in-person suspension review has been requested by the member and granted by the Bureau Chief of the PSB.

SUSPENDED MEMBER

- May request a suspension review be conducted by the Bureau Chief of the PSB.
NOTE: The request shall be submitted on a Form 12L including the following information:
 1. The type and location of the Other Employment the member wishes to work;
 2. The relevant facts for consideration; and
 3. Whether the member is requesting an in-person review or only a review of the Form 12L request.

- May be accompanied by a representative, when an in-person suspension review has been granted.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Conducts a review of the suspension, upon receipt of a Form 12L from a suspended member.
- May grant an in-person suspension review, if requested.
NOTE: The member will be notified if the request for an in person review has been approved or denied. When an in-person hearing is approved, the member may be accompanied by a representative.
- May end the suspension of any other employment.
EXCEPTION: Other employment involving security duties may not be reinstated until the final disposition of the disciplinary process for members whose police powers are suspended and/or who are suspended on an emergency basis for disciplinary reasons.
- Will order continued suspension of other employment when the acts alleged to have been committed are of such a nature that the interests of the Department and/or public would be best served.

7-11.3 MILITARY SERVICE

DEFINITIONS

- No-pay status - a member will be considered to be in a no-pay status for all days of a deployment/activation in which they utilize a military leave of absence and will not be paid by the County.
NOTE: This includes members receiving only differential pay during their activation/deployment.
- Paid status - a member will be considered to be in a paid status for all days of a deployment/activation in which they will not utilize a military leave of absence and will instead use their own leave time (e.g., optional leave, vacation, military leave, etc.).

SWORN MEMBERS

- Submit a Form 12L, Intra-Department Correspondence, to their precinct/section commander when they:
 1. Desire to enlist/re-enlist in the military reserves/National Guard;
NOTE: The length of commitment will be included.
 2. Receive their annual drill/training dates; and
NOTE: An additional Form 12L must be submitted, if the member's drill/training dates change.
 3. Are no longer enlisted.
NOTE: The precinct/section commander will forward a copy of the Form 12L to the PHRS and the Military Liaison.
- Upon being activated and/or notified of deployment, must:
 1. Notify their precinct/section commander, the PHRS, and the Military Liaison as soon as possible.
 2. Ensure a Form 12L is forwarded to their precinct/section commander within 48 hours including:
 - a. The branch of military involved.
 - b. Rank.
 - c. Type of service (i.e., National Guard or Reserves).
 - d. Proposed dates of activation and/or deployment.

- e. Member's anticipated pay status for the course of the activation/deployment (i.e., paid status and/or no-pay status).

NOTE: If the member will be in a paid status and a no-pay status during the course of the activation/deployment, the Form 12L must include the duration of each.

- f. An attached copy of any available military orders.

NOTES:

1. A pre-printed Military Deployment Form 12L may be used. If the member is immediately mobilized or is otherwise unable to complete the Form 12L before their last working day, the member's commander will ensure a Form 12L is completed on the member's behalf.
2. The precinct/section commander will forward a copy of the Form 12L to the PHRS and the Military Liaison.
3. Obtain a Military Leave of Absence Packet.
4. Complete the Baltimore County Request for Military Leave of Absence Form and the Baltimore County Military Authorization for Release of Information Form contained in the Military Leave of Absence Packet and forward to the PHRS along with a copy of the military orders and most recent Leave and Earnings Statement (LES), when the member has received a finalized copy of their military orders.

EXCEPTION: The aforementioned forms are not required to be completed if the member intends to remain in a paid status for the duration of their deployment/activation. The forms will need to be completed at a later date, should circumstances require the member move to a no-pay status.

EMPLOYMENT SECTION

- Collects military information on all applicants.
- Notifies the Military Liaison and the PHRS of all new members that:
 1. Have served in the military; and/or
 2. Are currently in the military reserves/National Guard.

POLICE HUMAN RESOURCES SECTION

- Maintains an up-to-date list of each member that:
 1. Has served in the military; and
 2. Is currently in the military reserves/National Guard.
- Provides information and direction to members being called to active duty.
- Conducts exit interviews with members prior to deployment.

EXCEPTION: An exit interview is not required when the member will remain in a paid status and the leave is for annual drill/training dates.
- Serves as the liaison with the Baltimore County Office of Human Resources (OHR) regarding members who are deployed.
- Updates the County's Human Resources Information System (HRIS).
- Updates the weekly Modified and Off Duty Report (MODR).

MILITARY LIAISON

- Appointed by and reports to the Chief of Police on matters related to Department members and their military service.

NOTE: This is an ad-hoc assignment.
- Maintains an electronic mail (e-mail) Distribution List (i.e., DL-Police Military Members) for members serving or who have served in the military.
- Provides resources, coordination, and support for members serving or who have served in the military.
- Maintains e-mail contact with deployed members, if applicable.

- May designate assistant military liaisons to assist with the military liaison program.
NOTE: These are ad-hoc assignments.
- Fields military-related questions and advocates for members serving or who have served in the military.
- Collaborates with other military liaisons from various local, state, and federal agencies.
- Works with the County Executive's Military Liaison and other stakeholders to evaluate suggested legislative and policy changes.
- Facilitates training and awareness on military-related issues, as needed.
- Ensures reintegrating members understand the reintegration process.
- Coordinates with the PHRS to maintain an accurate database of deployed members and veterans.
- Maintains regular communication with the PHRS.

COMMANDERS

- Maintain a file of personnel in their command who are military reservists/guardsmen.
- Evaluate the impact of personnel with military obligations, to avoid leave scheduling and court summons conflicts.
- Upon notification that a member is being called to active duty, take appropriate action to ensure that the member is not the primary investigator on any significant investigation that would require his/her sole testimony in court. The action may include, but is not limited to:
 1. Assignment to administrative duties.
 2. Relinquishment of major cases to other personnel.
- Ensure a Form 3, Request for Excused Absence from Court, is forwarded to the Court Liaison Officer, upon receiving a subpoena for a member that has been called to active duty.
- Complete a Form 56, Suspension Form, prior to the end of a member's tour of duty on their last working day, when the criteria for a suspension for military activation have been met (Refer to Section 9.5 of this Article).
NOTE: The member's police powers will be administratively suspended and Department equipment will be collected and stored in accordance with Section 9.5 of this Article.
- Ensure a record is maintained by the command of items relevant to a member's reintegration (e.g., Forms 159, Order/Directive Verification Form issued in their absence, etc., required trainings that are missed, etc.), upon a member's departure.
- Ensure that members complete all necessary training prior to being returned to sworn duties.
- Forward a copy of Forms 12L with all attachments to the PHRS and to the Military Liaison.

REFERENCE

- Military Leave of Absence Packet.

7-11.3.1 REINSTATEMENT OF SWORN MEMBERS

MEMBERS RETURNING TO DUTY

- Notify the Police Human Resources Section (PHRS) via e-mail (i.e., by e-mailing policehumanresources@baltimorecountymd.gov) of their anticipated return date.
EXCEPTION: Members who are unable to access e-mail (i.e., because they are deployed, etc.) should notify the PHRS via telephone.
NOTES:
 1. Providing advanced notification of the member's anticipated return date will assist in ensuring the member can be scheduled for their required medical clearance and removed from a no-pay status on the day they intend to return to duty.

2. Members should consider also keeping the Military Liaison and/or their supervisor informed of their anticipated return date. This will help ensure the reinstatement can be completed in an efficient manner.
 3. The member will receive an e-mailed confirmation from the PHRS stating that the notification of their anticipated return date has been received. If the member notified the PHRS via telephone, they will receive a return telephone call from the PHRS indicating that the e-mail confirmation has been returned to the member once it has been sent.
- Are paired with a member of equal rank and assignment for a period of five working days upon return.

EXCEPTION: When the member's absence from the Department was for annual drill/training dates.

NOTES:

1. The days must be designated on the journal for tracking purposes (i.e., Detail - Reintegration Field Training).
 2. The five day period may be modified by the commander (e.g., based on the length of time the member was gone, training needs, etc.), upon consultation with the Military Liaison and the PHRS.
- Are paired with a Field Training Officer (FTO) to finish field training, if the member was deployed prior to the completion of field training.
 - May request additional time for reintegration.

MEMBERS ASSIGNED TO CONDUCT REINTEGRATION TRAINING

- Provide their commander a Form 12L, Intra-Department Correspondence, at the completion of the reintegration that includes:
 1. A summary of updates and training that was provided to the reintegrating member.
 2. Approval or disapproval for completion of reintegration training.
 3. Any concerns about the reintegrated member, if applicable.

REINTEGRATION TRAINING CURRICULUM

- Training recertification (e.g., In-Service Training, Firearms Training, etc.).
- NOTE:** The Training Section will be contacted to confirm what trainings are required. Required training will be conducted by the Training Section.
- Report writing changes.
 - Criminal/traffic law updates.
 - Technology updates (e.g., computer, radio, vehicle, computer database, equipment, etc.).
 - Officer safety updates (e.g., review of Safety Bulletins, hazards known to the command, etc.).
 - Policy and procedure updates.

NOTE: Additional topics may be added at the request of the member's commander.

SUPERVISORS

- Notify the commander when they believe a returning member needs additional time for reintegration.

COMMANDERS

- Select a member to conduct the reintegration training.
- NOTE:** A Field Training Officer will be used, if available and appropriate.
- May grant additional time for member reintegration.
 - Complete a Form 56A, Return from Suspension Form, when a suspended member has been cleared to return to duty.
- NOTE:** The member's issued Department equipment will be returned.

POLICE HUMAN RESOURCES SECTION

- Returns an e-mail reply to the reintegrating member, upon receipt of notification of a member's anticipated return date. The following procedures apply:
 1. The PHRS will ensure that the member's command, the Employment Section Commander, and the Military Liaison are copied on the e-mail reply to the member.
 2. The member will be notified via a follow-up telephone call stating that the e-mail reply has been sent, if the notification by the member of their anticipated return date was made to the PHRS by telephone.
- Conducts interviews with members returning from deployment.
- Updates the County's Human Resources Information System (HRIS).
- Updates the Modified and Off Duty Report (MODR).

EMPLOYMENT SECTION

- Conducts an appropriate background check.
- Interviews members returning from deployment.
- Notifies the Office of Human Resources to schedule physical and psychological evaluations.
- Notifies the Police Human Resources Section and the member's commander upon clearance to return to duty.

7-12.0 MISCELLANEOUS ISSUES

7-12.1 LATERAL ENTRY PROGRAM

DEFINITIONS

- Lateral Officer - a candidate accepted into the Lateral Entry Program who has been a Maryland Police Training and Standards Commission (MPTSC) certified police officer within the past three years.
- Comparative Compliance Officer - a candidate accepted into the Lateral Entry program who:
 1. Has been a MPTSC certified police officer more than three years ago and not more than five years ago; or
 2. Was previously certified as a police officer with a law enforcement agency in another state or with the federal government.

SELECTION

- Consideration for acceptance into the Lateral Entry Program will be given to candidates meeting the qualification requirements for Lateral Officer or Comparative Compliance Officer.
- Candidates require confirmation/approval of their police certification by the MPTSC.
NOTE: The MPTSC will conduct a review of the police certification of applicants who are not already MPTSC certified prior to approval or disapproval.
- Candidates must successfully complete each required phase of the hiring process administered to other police applicants.
- The Bureau Chief of the Professional Standards Bureau (PSB) will review all lateral entry applications and make the final selection.

TRAINING

- Officers will receive a period of intensive training of a length determined by the Commander of the Training Section, at the Training Academy.
- Training will be administered per MPTSC standards and consist of other Department-specific topics approved by the Training Section Commander.

- After completion of training, the officer will be assigned to a Field Training Officer (FTO) for a minimum of:
 1. Four weeks for Lateral Officers.
 2. Six weeks for Comparative Compliance Officers.
- During the field training period, the FTO will evaluate and document the officer's performance using standards and procedures determined by the Training Section.
- After observation and evaluation during the field training period, if the FTO believes that the officer is able to work independently, the FTO will submit the required evaluation documentation through the chain-of-command to their shift commander for review and assessment. If the shift commander endorses the documentation he/she will complete a Certification of Field Training form, and forward it to the precinct commander for final approval.

NOTE: During the final approval process, the assigned FTO will continue to work with the officer until all documentation and the Certification of Field Training form are approved.
- The precinct commander will determine if additional training is necessary.
- Upon endorsement by the precinct commander, the officer will then be allowed to work independently.

NOTE: The approved documentation and Certification of Field Training form will be forwarded to the Training Section FTO Coordinator for MPTSC compliance.

SALARY

- Established per the Memorandum of Understanding with the Fraternal Order of Police, Lodge #4.
- May be equal to, but not greater than, the maximum salary of a police officer.

PENSION

- Officers will have the opportunity to transfer previous service time into the Baltimore County Pension Plan, provided they were part of a participatory system.
- Any claim for service credit must be made within one year of the date of entrance into the pension system and submitted to the County Retirement Office.
- Service credit allowed for previous police employment toward retirement does not affect seniority in this Department.

REFERENCE

- Field Training Workbook for Lateral Officers.

7-12.2 VOLUNTEER/INTERN PROGRAM

EMPLOYMENT SECTION

- Administers the Department's Volunteer/Intern Program.
- Establishes policy, guidelines, and procedures for the integration of volunteer/intern services into the Department.
- Requires all potential volunteers/interns to complete a Volunteer/Intern Application, sign a Waiver of Liability Agreement, and sign a confidentiality agreement, forwarding all to the Volunteer/Intern Coordinator.
- Reviews and approves the acceptability and placement of all volunteers/interns.
- Establishes the reporting dates for approved volunteers/interns.
- Authorizes issuance of photo identification cards to all approved volunteers/interns.

VOLUNTEERS/INTERNS

- Are not sworn officers and have no powers of arrest.
NOTE: Auxiliary Police members are not considered volunteers for the purpose of this section, as they are not part of the Volunteer/Intern Program.
- Must wear proper attire or Department-issued uniform when performing assigned duties. Refer to the Administrative Manual, Article 1 (Conduct).
- Are assigned Department-issued photo identification cards.
NOTE: The identification card must be worn at all times while on duty.
- Will be assigned to various areas of responsibility to conduct operational, administrative, and support functions.

VOLUNTEER/INTERN COORDINATOR

- Establishes and maintains:
 1. Specific guidelines and procedures for volunteers/interns.
 2. The volunteer/internship website.
- Identifies opportunities for volunteer/intern assignments.
- Prepares volunteer/intern assignment descriptions and screens potential volunteers/interns.
- Maintains a list of all potential volunteer/intern opportunities and a list of approved volunteers/interns.
- Reviews and processes completed Volunteer/Intern Applications.
- Resolves volunteer/intern placement problems.
- Maintains files for the Volunteer/Intern Program including applications, assignment descriptions, and time sheets.
- After interviewing a potential volunteer/intern, conducts a background check that includes:
 1. Recommendations from the Vice/Narcotics Section, Criminal Intelligence Section, Internal Affairs Division, and Homeland Security Team.
 2. Inquires of Motor Vehicle Administration (MVA), Criminal Justice Information Systems (CJIS), the Department's Records Management System (RMS), National Crime Information Center (NCIC), Court System, and the Sexual Offender Registry System.
 3. Neighborhood and employment checks, as needed.
 4. Drug/substance screening, for only those volunteers/interns who have access to confidential information, controlled dangerous substances, or objects of value entrusted to Department care.

COMMANDERS

- May recruit volunteers/interns directly from the community.
- After interviewing a potential volunteer/intern, contact the Volunteer/Intern Coordinator to arrange applicant processing.
- Notify the Employment Section, via a Form 12L, Intra-Department Correspondence, when:
 1. A potential volunteer/intern is deemed acceptable.
 2. Approached by individuals who wish to participate in the Volunteer/Intern Program.
 3. A new volunteer/intern is needed.
- Assign only those duties as described in the volunteer's/intern's assignment description and provide any necessary training.
- Schedule time and supervise all daily activities of volunteers/interns assigned to their units.
- Track volunteer's/intern's time, on a monthly basis, and submit a Volunteer/Intern Time Sheet to the Volunteer/Intern Coordinator at the Employment Section.
- Ensure that volunteers/interns adhere to all applicable departmental and Volunteer/Intern Program regulations.
- Require volunteers/interns to wear their photo identification cards when on duty.
NOTE: The identification card may be retained by the command while the volunteer/intern is off duty, at the discretion of the commander.

- Obtain and return the photo identification cards to the Volunteer/Intern Coordinator when volunteers/interns leave the program.
- Submit a Form 12L to the Volunteer/Intern Coordinator advising that a volunteer/intern has left the program. The Form 12L should include:
 1. Starting and ending date.
 2. Duties performed.
 3. Brief job performance evaluation.
 4. Recommendation as to whether or not the volunteer/intern should be allowed to return if he/she reapplies to the Department.

REFERENCE

- Administrative Manual, Article 1 (Conduct).

7-12.3 INQUIRIES REGARDING DEPARTMENT PERSONNEL

GENERAL

- Caution must be exercised when handling inquiries of both current and former Department members, particularly those assigned to covert operations (e.g., Vice/Narcotics, Intelligence, etc.).
- Department members must be courteous and make every effort to assist individuals making inquiries for legitimate purposes.
- Requests for employment verification and salary information must be made in writing to the Baltimore County Office of Human Resources accompanied by a signed authorization form from the member.
- If an inquiry is suspicious or questionable and the caller cannot be identified, the caller will be referred to a supervisor. In the absence of a supervisor, a message will be taken and forwarded to the member the caller inquired about.

NON-DEPARTMENTAL INQUIRIES

- No Department member, without proper authority, will disclose a member's address, telephone number, duty assignment, or personal information to callers who are non-Department members, except when:
 1. The member has given their express written consent.
 2. It is necessary in the furtherance and support of the Department mission (e.g., assisting State's Attorneys, case investigation, etc.).

DEPARTMENTAL INQUIRIES

- Callers must be identified as members, prior to releasing personnel information.
- Methods of verification include checking the Department roster, making a return call to the inquirer, etc.
- Once identified, the caller will be referred to the proper command or the member inquired about will be contacted to return the call.

7-12.4 POLICE ASSISTANCE AND RELIEF (PAR) FUND, INC.

PAR FUND, INC.

- Set up for Department members requiring financial assistance during times of crisis.
- Provides assistance to Department members through gifts and grants.
- Holds all applications for assistance in the strictest confidence.

MEMBERS DESIRING ASSISTANCE

- Complete the PAR Fund Request for Assistance Form available from the Operations Bureau.
- Place the form in a sealed envelope marked "CONFIDENTIAL."
- Forward the envelope directly to the Operations Bureau.

BUREAU CHIEF OF THE OPERATIONS BUREAU

- Or designee, serves as the Department liaison to the Board of Directors of the PAR Fund. May discuss the request with the member.
- May request that members appear before the Board for further discussion, at the discretion of the Board.

7-12.5 PHYSICAL FITNESS PROGRAM

GENERAL

- Participation in the Department's Physical Fitness Program is voluntary.
- The program is administered by a trained member of the Training Academy staff, identified by the Training Section Commander.

CRITERIA TO PARTICIPATE

- Sworn member.
- Must be working in full-duty capacity.

MEMBERS

- Shall prepare for the exam on their own time.
- Call the Training Section to be put on the roster for the date they wish to attend when they are:
 1. Ready to take the exam.
 2. Approved by their supervisor to attend.
- Participate in the fitness exam during their tour of duty.
NOTE: Overtime pay or call-back pay will not be paid.
- May re-take the exam when they feel they are ready, if they do not pass.
- Will be issued a Fitness Award Pin upon passing the examination.
- Must pass the exam annually to maintain their fitness certification and continue wearing their pin.
NOTE: Members allowing their fitness certification to expire shall discontinue wearing their pin and return it to the Training Section.

TRAINING SECTION

- Administers the fitness examination.
- Offers the exam several times a year at times accommodating all three shifts.
- Publishes a list of dates when the fitness examinations will be offered.
- Determines the exercises to be completed, and the pass/fail standards.
- Publishes guidelines on the proper execution of each exercise, as well as information to help members properly train/prepare for the exam.
- Issues Fitness Award Pins to all members who pass the fitness examinations.
- Prepares and issues a Certificate of Completion for each passing member.
NOTE: A copy of the certificate shall be sent to the Professional Standards Bureau for placement in the member's personnel file.
- Produces a list of all members who obtained or renewed their physical fitness certification at the end of each calendar year.

- Notifies commanders of members assigned to their commands who must return their Fitness Award Pin.

PHYSICAL FITNESS EXAMINATION

- Consist of exercises and pass/fail standards deemed appropriate by the Training Section.

REFERENCE

- Administrative Manual, Article 8 (Departmental Property).

7-12.6 AUTHORIZED POSITION RECLASSIFICATIONS

GENERAL

- Commanders identifying a position that may require a reclassification should contact the Office of Human Resources directly for review and guidance.

REQUESTS FOR RECLASSIFICATION

- Made via a Form 12L, Intra-Department Correspondence, to the bureau chief responsible for the affected position.
NOTE: Forms 12L requesting reclassifications of positions in commands that report directly to the Chief of Police will be directed to the Bureau Chief of the Professional Standards Bureau (PSB).
- The Form 12L must include a:
 1. Written description of the request.
 2. Brief description of why the reclassification is appropriate.
 3. Description of related Table of Organization changes, if needed.
- Endorsed Forms 12L will be forwarded to the Bureau Chief of the PSB for approval or denial.

BUDGET MANAGEMENT SECTION

- Notified by the Bureau Chief of the PSB when a reclassification is approved.
- Makes appropriate changes to the Baltimore County Form 4A and Table of Organization, upon receipt of the Notification of Classification Action.

7-12.7 COMPLIMENTS

DEFINITIONS

- Internal Compliment - compliment initiated by a Department member.
- External Compliment - compliment initiated by a non-Department member.

GENERAL

- All external compliments shall be documented:
 1. In the BlueTeam system, for sworn Department members; and
 2. On a Form 376, Complimentary Report, for non-sworn Department members.
- Internal compliments will be documented on a Form 376, for all (i.e., sworn and non-sworn) Department members.
- All compliments will be retained as part of the complimented member's personnel records.
NOTE: Members may access a copy of their compliment history by contacting the:
 1. Internal Affairs Division (IAD) for compliments documented in the BlueTeam system.
 2. Police Human Resources Section (PHRS) for compliments documented on Forms 376.
- May be used as mitigating or aggravating factors as it relates to the disciplinary process.

COMPLIMENTS ENTERED INTO BLUETEAM

- May be entered by any trained member using the incident type “Police Compliments.”
NOTE: Members receiving compliments requiring entry into BlueTeam who are not trained will forward compliments to a supervisor with BlueTeam system access for entry.
- Shall be entered, processed, and routed to the IAD within five days of receiving the compliment.
NOTE: Compliments may only be routed to the IAD by a member who is a precinct/section commander or above.
- The precinct/section commander routing a compliment to the IAD will ensure that a copy of the compliment is provided to the complimented member.
NOTES:
 1. If the member wishes to make a comment on the compliment, they may do so via a Form 12L, which shall be attached to the BlueTeam entry prior to forwarding to the IAD.
 2. A copy of compliments made directly to the IAD will be forwarded to the member’s precinct/section commander by the IAD. The precinct/section commander will forward the compliment to the member. Any associated comments documented on a Form 12L will be sent to the IAD.

FORM 376, COMPLIMENTARY REPORT

- May be completed by any member, sworn or non-sworn, wishing to file a formal compliment to document positive trends and events related to a member’s performance.
- Forwarded to the completing member’s supervisor and shift/unit commander for approval, prior to being forwarded to the complimented member’s precinct/section commander.
- Will be reviewed by the complimented member’s precinct/section commander and presented to the member for comment.
- Will be distributed as outlined on the form, upon endorsement by the member and the member’s precinct/section commander.

DEPARTMENTAL PROPERTY

Article 8

8-1.0 Uniforms and Equipment [rev. 05/2011]

8-2.0 Uniforms [rev. 12/2022]

- 8-2.1 *Issued Uniform Items* [rev. 12/2022]
- 8-2.2 *Non-Issued Uniform Items* [rev. 12/2022]
- 8-2.3 *Rank Insignia* [rev. 12/2022]
 - 8-2.3.1 *Wearing of Rank Insignia* [rev. 12/2022]
- 8-2.4 *Unit Insignia and Awards* [rev. 12/2023]
- 8-2.5 *Uniform and Ribbon Replacement* [rev. 02/2017]

8-3.0 Equipment [rev. prior to 1996]

- 8-3.1 *Departmentally Issued Equipment* [rev. 12/2022]
 - 8-3.1.1 *Identification (ID) Cards* [rev. 12/2023]
- 8-3.2 *Non-Departmental Equipment* [rev. 10/2020]
- 8-3.3 *Communicable Disease Equipment* [rev. 10/2007]
 - 8-3.3.1 *Communicable Disease Equipment Kits* [rev. 04/2018]
 - 8-3.3.2 *Face Shield Protective Devices* [rev. 09/1995]
 - 8-3.3.3 *Precinct Coveralls* [rev. 09/1995]
 - 8-3.3.4 *Biohazard Containers* [rev. 04/2007]
- 8-3.5 *Other Protective Equipment* [n/a]
 - 8-3.5.1 *Ballistic Protective Soft Body Armor* [rev. 12/2022]
 - 8-3.5.2 *Pepper Aerosol Restraint Spray (ARS)* [rev. 10/2011]
 - 8-3.5.3 *Reflective Safety Vests* [rev. 08/1998]
 - 8-3.5.4 *Riot Equipment* [rev. 09/2006]
- 8-3.6 *Mass Arrest Kits* [rev. 09/2017]
- 8-3.7 *Mandated On-Duty Equipment* [rev. 12/2022]
- 8-3.8 *Automated External Defibrillator (AED) Maintenance* [rev. 08/2020]

8-4.0 Vehicles [rev. 09/2016]

- 8-4.1 *Take-Home and Take-To Vehicles* [rev. 05/2009]
- 8-4.2 *Vehicle Inspections and Maintenance* [rev. 02/2017]
- 8-4.3 *Vehicle Equipment* [rev. 07/2000]
 - 8-4.3.1 *Equipment Requirements* [rev. 09/2019]
 - 8-4.3.2 *E-ZPass® Transponders* [rev. 08/2020]
- 8-4.4 *Mobile Command and Control Unit* [rev. 05/2009]
- 8-4.5 *Bicycle Patrol* [rev. 09/1995]
- 8-4.6 *Speed Measuring Devices (SMD)* [rev. 12/2015]

8-5.0 Facilities [rev. 07/2000]

- 8-5.1 *Facility Maintenance* [rev. 07/2000]
- 8-5.2 *Facility Renovations* [rev. 07/2000]
- 8-5.3 *Fire Alarm System in Cellblocks* [rev. 07/2000]

8-6.0 Computer Hardware and Software [rev. 04/2018]

- 8-6.1 *Computer Security* [rev. 08/2020]
 - 8-6.1.1 *Shared Laptop Computer Security* [rev. 10/2011]
- 8-6.2 *Computer Maintenance* [rev. 02/2010]
- 8-6.3 *Computer/Database/Shared Drive Access Accounts* [rev. 08/2020]
 - 8-6.3.1 *METERS/NCIC Recertification* [rev. 10/2020]
 - 8-6.3.2 *Departmental Electronic Mail (E-Mail) Usage* [rev. 08/2021]

- 8-7.0 Miscellaneous Departmental Property [rev. 11/2010]**
 - 8-7.1 *Fixed Assets Inventory* [rev. 01/1999]
 - 8-7.2 *Acquired Equipment/Property* [rev. 01/1999]
 - 8-7.2.1 Military Surplus Equipment/Property [rev. 12/2022]
 - 8-7.2.2 Seized Equipment/Property [rev. 01/1999]
 - 8-7.2.3 Donated and Loaned Equipment/Property [rev. 06/2005]
 - 8-7.3 *Supply and Material Requisitions* [rev. 07/2000]
 - 8-7.4 *Laundering of Precinct Linen* [rev. 12/2015]

- 8-8.0 Personal Property Reimbursements [rev. 05/2014]**

DEPARTMENTAL PROPERTY

8-1.0 UNIFORMS AND EQUIPMENT

GENERAL

- Police uniforms, vehicles, equipment, facilities, and on-duty personnel will not be used in a commercial manner, without approval of the Chief of Police (or designee).

DEPARTMENT MEMBERS

- Regardless of duty status, will wear the uniform and equipment in accordance with the rules and regulations that have been established by the Chief of Police.
- Must at all times be well groomed (e.g., clothing clean/pressed, leather/metal polished, firearms clean, etc.).
- Prior to attending an event or school in uniform, where a firearm and/or other uniform equipment is prohibited, must obtain permission from their commander.
- Wear only such uniforms, badges, insignia of rank, and equipment as prescribed in Department procedures.
- Will not allow anyone to use their badge, uniform, or Department equipment at any time.
- Will not sell, exchange, lend, borrow, or give away any part of their issued uniforms or equipment.
- Will not wear uniform or equipment items in any private performance, exhibition, or parade without permission of the Chief of Police (or designee).
- Suspended from duty are required, on the date the suspension takes effect, to turn in to their commanders all Department equipment and property issued or assigned to them. These items include, but are not limited to: firearm(s), magazines, ammunition, badges, hat shield, identification card, keys, telephone(s), pager(s), radio(s), Maryland Police Training and Standards Commission (MPTSC) card, Department vehicle, and any other Department equipment readily available.

REFERENCE

- Administrative Manual, Article 9 (Special Events and Details).

8-2.0 UNIFORMS

UNIFORMS

- Must conform to fit, material, and workmanship standards and be made according to the specifications prescribed by the Chief of Police.
- May be repaired by any competent tailor if the repairs conform to prescribed specifications.
- Must be readily available to all sworn members, regardless of assignment, for uniformed details and other assignments.
EXCEPTION: Uniforms designed for specialized units and/or assignments.
- May be made available for specialized assignments (i.e., Bicycle Patrol) with the approval of the Chief of Police.
- Will not be worn by Department members summoned to appear before a judicial officer as a defendant or witness in a criminal or traffic case or as a defendant, plaintiff, or witness in a civil case, unless the case results from a criminal or civil action arising from official police duties.
- Are divided into four categories:
 1. Class A.
 2. Class B.
 3. Class C.
 4. Class D.

CLASS A UNIFORM

- Consists of the following items:
 1. Dress blouse.
 2. White long sleeve uniform shirt.
 3. Black tie.
 4. Blue/gray dress trousers.
 5. Eight-point hat.
- May be worn by members representing the Department at special functions or events.
- May be worn as the uniform of the day by uniformed members of the Executive Corps, at their discretion.

CLASS A UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.

CLASS B UNIFORM

- Consists of the following items:
 1. Long sleeve uniform shirt (i.e., white for Executive Corps, and blue for members of the rank of officer through lieutenant).
 2. Black tie.
 3. Blue/grey dress trousers.
 4. Eight-point hat.

NOTE: Refer to Administrative Manual, Article 8, Section 2.1, Issued Uniform Items, for wear requirements of the eight-point hat with the Class B uniform.
- Worn as the regular uniform of the day by all uniformed members of the Executive Corps.
- Worn as the regular uniform of the day by uniformed personnel of the ranks of officer through lieutenant, upon determination by the member's Bureau Chief that the Class B uniform is appropriate for the regular duties of the member's position (e.g., administrative duties, community relations duties, etc.).
- Worn as the uniform of the day by uniformed personnel of the ranks of officer through lieutenant, upon determination by the member's precinct/section commander that the Class B uniform is appropriate for temporary duties/assignments (e.g., administrative duties, community relations duties, etc.).

CLASS B UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.
- Between March 1 and October 31, a white short sleeve uniform shirt may be worn by members of the Executive Corps at the member's discretion without a tie.
- At any time, a blue short sleeve uniform shirt may be worn by members of the rank of officer through lieutenant at the member's discretion without a tie.
- A knit-style hat may be worn in place of the eight-point hat, when a long sleeve shirt, outermost jacket, or coat is worn.

NOTE: A mock turtleneck may not be worn.

CLASS C UNIFORM

- Consists of the following items:
 1. Long sleeve blue uniform shirt.
 2. Blue trousers.
 3. Baseball-style cap.

NOTE: Refer to Administrative Manual, Article 8, Section 2.1, Issued Uniform Items, for wear/carry requirements of the baseball-style cap with the Class C uniform.

- Worn as the regular uniform of the day by all uniformed personnel of the ranks of officer through lieutenant.
EXCEPTION: When the member has been designated to wear a Class B or a Class D uniform as the uniform of the day (i.e., on a regular basis or a temporary basis).
- Worn by members working USE.
EXCEPTION: Members of the Executive Corp will wear the Class B uniform.

CLASS C UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.
- A short sleeve uniform shirt may be worn at the member's discretion.
- A knit-style hat may be worn in place of the baseball-style cap, when a long sleeve uniform shirt, outermost jacket, or coat is worn.
- A mock turtleneck may be worn under the long sleeve uniform shirt.
- The exterior vest carrier may be worn at any time, at the member's discretion.
NOTE: Members should see Administrative Manual, Article 8, Section 3.5.1, Ballistic Protective Soft Body Armor, for policies stating when Soft Body Armor (i.e., using or not using an exterior carrier) must be worn.

CLASS D UNIFORMS

- Worn as the regular uniform of the day by members of specialized units, as designated by the Bureau Chief of the Administrative & Technical Services Bureau (ATSB) and as directed by the member's precinct/section commander.
- Must be worn by plain clothes officers:
 1. During the execution of all search and seizure warrants; and
 2. When they need to be readily identifiable as a police officer (e.g., for the safety of the officer or the public, etc.).
- When worn as the regular uniform of the day, consist of:
 1. A Department-approved, Department-issued shirt (i.e., uniform shirt, polo shirt, etc.) and trousers, or other uniform garment.
 2. Additional uniform items (e.g., baseball-style cap, jacket, all weather coat, etc.), as determined by the Bureau Chief of the ATSB.
- When worn for the purpose of executing a search and seizure warrant or to be readily identifiable as a police officer, consists of, at a minimum a:
 1. Department-issued outermost garment (e.g., jacket, coat, exterior vest carrier, etc.) labeled "POLICE" or displaying the Department's shoulder patches; and
 2. Clearly visible badge and nameplate.
NOTE: The nameplate must include the member's name and identification number when worn for the purpose of executing a search and seizure warrant.
NOTE: This applies to both plain clothes officers and officers wearing a Class D uniform as the uniform of the day.

CLASS D UNIFORM OPTIONS

- May be modified by the Chief of Police at any time.
- May be modified by a bureau chief for a special event or detail.
- When short sleeve shirts and long sleeve shirts are issued, a short sleeve shirt may be worn in lieu of a long sleeve at the member's discretion.
- A knit-style hat may be worn when a long sleeve garment, outermost jacket, or coat is worn.

CADET UNIFORM

- Worn in accordance with the Cadet Program Resource Guide.

REFERENCE

- Cadet Program Resource Guide.

8-2.1 ISSUED UNIFORM ITEMS

SHIRTS

- Issued for the Class A uniform in white long sleeve.
- Issued for the Class B and Class C uniform in both long sleeve and short sleeve:
NOTE: Shirts will be issued in white or blue depending upon the member's rank (i.e., white for Executive Corps for wear with the Class B uniform, and blue for members of the rank of officer through lieutenant for wear with the Class B and Class C uniforms).
- Issued in an assignment-specific style, designated by the Bureau Chief of the Administrative & Technical Services Bureau (ATSB), for wear with a Class D uniform.
EXCEPTION: When another uniform garment has been designated in lieu of a shirt and trousers.
- Members wearing a uniform shirt without a tie will only leave the top button unbuttoned.

TROUSERS

- Issued in blue/grey for wear with the Class A and Class B uniforms.
- Issued in blue for wear with the Class C uniform.
- Issued in an assignment-specific style, as designated by the Bureau Chief of the ATSB, for wear with a Class D uniform.
EXCEPTION: When another uniform garment has been designated in lieu of a shirt and trousers.
- Will be of a length that does not exceed beyond the top of the sole of the shoe or boot.
- Only the Class D trousers may be bloused when wearing boots.
NOTE: This will only be done when blousing has been authorized as part of an assignment-specific Class D uniform.

TIES

- Issued in black as a clip-on.
- Only worn with long sleeve uniform shirts.
- Must be worn by members wearing a long sleeve uniform shirt as part of the Class A and Class B uniforms.
- Will not be worn as part of the Class C uniform.
- Only one tie tack may be worn with the tie.

JACKETS

- Must be buttoned or zipped, at a minimum, level with the third button from the top of the shirt.
- May be worn any time of the year.

DRESS BLOUSE

- Will only be worn as part of the Class A uniform.
- Only Honor Guard members will have the appropriate rank chevron sewn on the sleeves of the dress blouse for the ranks of officer first class, corporal, and sergeant.

ALL WEATHER COATS

- Issued to members of the executive corps and worn at their discretion.
- Issued to members of the Ceremonial Honor Guard to be worn as directed.

EIGHT-POINT HATS

- Issued in summer and winter styles with the appropriate shields for different ranks as prescribed by the Chief of Police, for wear with the Class A and Class B uniforms.
- Worn level with the visor centered directly over the nose.
- Need not be worn while in a vehicle.
- Will not be worn as part of the Class C or Class D uniform.
- Worn on all routine contacts with the public and during all crowd control situations.
- Worn during special functions (e.g., funeral details, parades, etc.).
- Need not be worn during:
 1. Foot pursuit of a suspect.
 2. Emergency situations where speed and efficiency are the officer's major concerns (e.g., crime in progress, emergency medical treatment, etc.).
 3. Extremely windy weather.
 4. Vehicle stops on limited access highways or other highways where the speed limit causes wind turbulence from rapidly moving vehicles.

KNIT-STYLE HATS

- May only be those issued by the Department.
- May be worn at the member's discretion with the Class B uniform, Class C uniform, or Class D uniform, when a long sleeve uniform shirt, outermost jacket, or coat is worn.
- May not be worn as part of the Class A uniform.

BASEBALL-STYLE CAPS

- May only be those issued by the Department.
- As part of the Class C uniform:
 1. May be worn at any time, at the member's discretion.
 2. Must be worn, when directed by a shift/unit commander or incident commander.
NOTE: The baseball-style cap will be readily available at all times when the Class C uniform is worn.
- Worn/carried as part of a Class D uniform, if authorized by the Bureau Chief of the ATSB.
- Will not be worn as part of the Class A or Class B uniform.
- Worn level with the visor centered directly over the nose.

EXTERIOR SOFT BODY ARMOR CARRIERS

- Consist of a fitted cover in which issued soft body armor may be placed, for wear of the soft body armor over the uniform shirt.
NOTE: Members should see Administrative Manual, Article 8, Section 3.5.1, Ballistic Protective Soft Body Armor, for policies stating when Soft Body Armor (i.e., using or not using an exterior carrier) must be worn.
- May be worn by members wearing the Class C uniform, at the member's discretion.
- May be worn by members who are on duty but not in uniform, at the member's discretion.
- Will not be worn with the Class A or Class B uniforms.
EXCEPTION: For officer safety in emergency situations.
- Are required to properly display a Department-issued badge and Velcro nameplate when worn as the outermost garment.
- May be used to carry the following Department approved/Department issued equipment:
 1. Tourniquet.
 2. Medical pouch.
 3. Portable radio lapel microphone.

4. Body worn camera (BWC) system (i.e., camera and/or controllers).

NOTE: All items must be worn in a manner that does not interfere with the member's ability to quickly and easily remove essential gear (e.g., firearm, magazines, etc.) from their gun belt.

- Will not be:
 1. Used to carry additional equipment (i.e., magazines, flashlights, etc.).
EXCEPTION: Members of specialized units may carry additional items (e.g., conducted electrical weapon (CEW), etc.) upon approval of their commanders.
 2. Adorned with unit insignia, awards, or unauthorized patches/pins.
- Must meet the fitting standards of the carrier manufacturer and be worn as directed.
NOTE: Improper fitting/use may result in gaps in between the armor panels that may cause areas of the wearer to be unprotected.
- Only carriers issued by the Department may be worn.

BADGE

- Issued in metal, for wear with all uniform shirts, military-style sweaters, dress blouses, jackets, and exterior soft body armor carriers.
EXCEPTION: Embroidered badges may be worn as part of an approved Class D uniform, when a garment with an embroidered badge has been approved/issued.
- Displayed on the outermost garment over the left breast by uniformed members. This also applies to plainclothes personnel while acting in their official capacity at the scene of a serious crime or other police emergency where their identity should be known.

NAMEPLATE

- Issued in metal, for wear with all uniform shirts, military-style sweaters, dress blouses, and jackets.
- Issued as a patch with Velcro backing, for wear with exterior soft body armor carriers.
- Worn by uniformed members on the right side of the outermost garment (e.g., shirt, exterior soft body armor carrier, dress blouse, jacket, etc.).
- Will be centered and even with the top seam of the right pocket.
EXCEPTION: Garments designed with a tab for attachment of the nameplate over the right breast (e.g., Gore-Tex jacket, leather jacket, exterior soft body armor carrier, etc.).

COAT OF ARMS

- Worn only on the dress blouse. The emblem will be placed on the bottom part of the collar with the emblem pointing straight down and will be centered 5/16 inch from the outer edge and 1/4 inch from the bottom of the collar.

SHOULDER PATCHES

- Displayed on all shirts, jackets, coats, and sweaters.
EXCEPTION: Rain jacket.
- Worn centered on each sleeve 1/2 inch below the shoulder seam. Display on non-uniform equipment is prohibited.

REFERENCE

- Department Awards and Uniform Display.

8-2.2 NON-ISSUED UNIFORM ITEMS

GENERAL

- Department members choosing to carry optional, non-issued uniform items approved for on-duty use, will purchase the items themselves.

LEATHER JACKETS

- The style must be approved through the Materials & Facilities Management Unit (MFMU).
- Will be worn as the outermost garment.
- May be worn with the Class B or Class C uniform at the member's discretion.
- May be worn with a Class D uniform at the member's discretion, when authorized by the Bureau Chief of the Administrative & Technical Services Bureau (ATSB).
- One set of shoulder patches will be supplied by the MFMU to be sewn on the jacket sleeves.
- Metal rank insignia will be worn on the jacket epaulets.
- Chevrons will not be sewn on the sleeves.

MILITARY-STYLE SWEATERS

- Must be military style and either navy blue or black in color. The style must be approved through the MFMU.
- May be worn with the Class B or Class C uniform at the member's discretion.
- May be worn with a Class D uniform at the member's discretion, when authorized by the Bureau Chief of the ATSB.
- Worn tucked and in such a fashion that the service weapon is not covered.
- Worn under the exterior soft body armor carrier, when an exterior soft body armor carrier is worn.

LIGHTWEIGHT SWEATERS

- Must be solid black or dark blue.
- Worn under the outermost jacket/coat.

MOCK TURTLENECKS

- Must be solid black in color.
- Must comply with the style and specifications established and approved by the MFMU.
- May be worn under the Class C long sleeve blue uniform shirt.
- May be worn with a Class D long sleeve uniform shirt or garment at the member's discretion, when authorized by the Bureau Chief of the ATSB.
- Will be monogrammed with grey/silver BCoPD for the rank of sergeants and below and gold for lieutenants.

NOTE: No other monograms or logos will be permitted.

TEE SHIRT/UNDERGARMENT

- Must not extend past the uniform sleeve.
- Must be white in color, when a white uniform shirt is worn.
- **NOTE:** This does not apply to a departmentally issued soft body armor cover.
- Must be black or dark blue in color, when a blue uniform shirt is worn.

SOCKS

- Must be solid black or dark blue.
- May have white bottoms provided the white does not show.

GLOVES/SCARVES

- Must be black or dark blue.
- Only worn in cold weather.
- **EXCEPTION:** Medical or protective gloves worn briefly for personal protection, when appropriate (e.g., search of suspects, search of vehicles, providing first aid, etc.).
- That contain characteristics for offensive use (e.g., padded knuckles, added weight, etc.) are prohibited.

DRESS SHOES

- Must be a low-cut, high-gloss upper, black in color.
- Must be round-toe, plain-tip style, without buckles, snaps, or Velcro.
- Must be free from perforations or holes in the uppers, other than arch vents.

WORK-STYLE SHOES

- Must be black in color and have smooth leather uppers.
- Must be round-toe, plain-tip style, and free from writing on the outside.
- Will be a military type or design in appearance, capable of being polished, with no buckles, snaps, or Velcro.
- Must be free from perforations or holes in the uppers, other than arch vents.
- Must be maintained and highly polished at all times.
- Tennis shoes or similarly designed shoes are not acceptable.

BOOTS

- Must be black in color, leather uppers with a round toe.
- Will be a tie, military-type or design in appearance, capable of being polished, with no buckles, snaps, or Velcro.
- Must be highly polished at all times.
- With a side zipper-type design are permitted when they conform to the previous requirements.
- May contain sections of nylon-type material within the leather uppers.

OTHER FOOTWEAR

- Such as galoshes and rubbers must be black and of standard design.

8-2.3 RANK INSIGNIA

CHIEF

- Two gold stars on shirt collar and jacket/sweater shoulders.
- Five ½ inch gold stripes on dress blouse cuffs.

COLONELS

- One gold spread eagle on shirt collars and jacket/sweater shoulders.
- Four ½ inch wide gold stripes on dress blouse cuffs.

MAJORS

- One gold oak leaf on shirt collars and jacket/sweater shoulders.
- Three ½ inch gold stripes on dress blouse cuffs.

CAPTAINS

- Two gold bars on shirt collars and jacket/sweater shoulders.
- Two ½ inch gold stripes on dress blouse cuffs.

LIEUTENANTS

- One gold bar on shirt collars and jacket/sweater shoulders.
- One ½ inch gold stripe on dress blouse cuffs.

SERGEANTS/CORPORALS/OFFICERS FIRST CLASS

- Silver/blue chevron insignia pins on shirt collars and outerwear epaulets.

8-2.3.1 WEARING OF RANK INSIGNIA

COLLAR RANK

- Worn by officer 1st class and above.
- Located on each side of the uniform shirt collar.
- For officer first class, corporal, and sergeant, the bottom two edges will meet the hemline of the lower front collar at a 45-degree angle with the tip pointing toward the upper collar.
- For lieutenants and above, the inside edge of the insignia will be located $\frac{3}{4}$ of an inch from the inside edge of the shirt collar and centered between the top and bottom edge of the collar.

SHOULDER RANK

- Worn by officer 1st class and above.
- Located on each shoulder epaulet of the dress blouse, jacket, or all weather coat.
- For officer first class, corporal, and sergeant, will be placed in the center of the epaulet with the bottom edges $1\frac{1}{2}$ inches from the shoulder seam and the tip pointing toward the shirt collar.
- For lieutenants and above will be placed in the center of the epaulet, $1\frac{1}{2}$ inches from the shoulder seam.

BADGES

- Inscribed with the member's rank and are:
 1. Gold for lieutenants and above.
 2. Chrome for sergeants and below.

EIGHT-POINT HATS

- Shields, which denote the member's rank, are:
 1. Gold for lieutenants and above.
 2. Chrome for sergeant and below.
- Regal straps, which also denote the member's rank are:
 1. Gold for lieutenant and above.
 2. Chrome for sergeant and corporal.
 3. Black for officer first class, officer, and cadet.
- Visors have gold bullion for majors and above.

CHEVRONS

- Worn by corporals and sergeants.
 1. Full-size chevrons with blue background.
 - a. Displayed on winter Blauer jackets, light weight jackets, and sweaters.
EXCEPTIONS: Raincoats and leather jackets.
 - b. Sewn on both sleeves with the point of the chevron $6\frac{1}{2}$ inches below the shoulder seam, using black thread.
 2. Half-size chevrons with black background and blue stripes with white interior borders surrounding each stripe.
 - a. Displayed on blue and white shirts, and blouse.
 - b. Sewn on both sleeves with the chevron point $5\frac{1}{2}$ inches below the shoulder seam on short sleeve shirts and 6 inches below the shoulder seam on long sleeve shirts, using matching thread.
 3. Half-size chevrons with black background and blue stripes with no borders surrounding each stripe (subdued).
 - a. Displayed on K-9 and Tactical units with subdued uniforms.

- b. Sewn on both sleeves with the chevron point 5 ½ inches below the shoulder seam on short sleeve shirts.
EXCEPTION: For K-9 and Tactical units wearing long sleeve shirts, the chevrons are to be sewn on both sleeves in a fashion that when the sleeves are rolled up, the chevrons are not visible.
- 4. Collar rank insignia pins are displayed on the epaulet of the dress blouse and on the shirt collar. K-9 and tactical units display the insignia pin on the shirt collar.
- Worn by Honor Guard. Displayed on the dress blouse as described above.

REFERENCE

- Department Awards and Uniform Display.

8-2.4 UNIT INSIGNIA AND AWARDS

GENERAL

- Emblems, patches, insignia, and ribbons will not be worn or displayed on a Department uniform unless authorized by the Chief of Police.
- Due to the potential for damage to the waterproof membrane, no medals, ribbons, or pins are to be worn on the Gore-Tex jackets.
- No medals, ribbons, or pins will be worn on exterior soft body armor carriers.
EXCEPTION: The badge will be pinned to the designated area of the exterior soft body armor carrier, when worn as the outmost garment.

UNIT INSIGNIA

- Must be approved by the Materials & Facilities Management Unit.
- Are chrome plated with the letters and numbers in a block style 3/8 inch in height.
- May be worn by lieutenants and above as tie tacks and only with the Class A or Class B uniforms.
- For specialized units may be worn when the request:
 1. Reflects the member's unique assignment.
 2. Has been approved by the unit commander.
 3. Is approved by the Chief. Approval of the request must be obtained prior to wearing the insignia.

MEDAL OF HONOR

- Worn on the wearer's left directly below the badge and centered on the pocket flap of the uniform shirt or dress blouse.

DEPARTMENT RIBBONS

- Initially issued by the Department.
NOTE: When a member receives the same award multiple times, the design of the ribbon will determine if he/she will be issued a second ribbon or a ribbon with stars added to indicate the total number of awards received.
- Rank in the following order:
 1. Silver Star.
 2. Commendation Award.
NOTE: This is worn with the blue field on the wearer's right.
 3. Purple Heart.
 4. Chief's Award.
 5. Emergency Service Award.
 6. Community Policing Award.

7. Traffic Safety Award.

NOTE: This is worn with the red field on the wearer's right.

8. Merit Award.

9. Unit Citation.

10. Critical Incident Award.

NOTES:

1. May be issued as:

a. A cumulative award with the addition of stars to represent multiple issuances of the award; or

b. An individual award designed for the specific incident.

2. The cumulative award has a higher ranking than the individual awards (i.e., the cumulative award will be worn to the wearer's left of any individual awards).

3. Individual critical incident awards (e.g., Stealth Fighter, 2020-2021 State of Emergency Award, etc.) will be worn in chronological order from first to last issued (i.e., the first received will be to the left of any subsequent awards).

4. The 2020-2021 State of Emergency Award is worn with the black field on the wearer's right.

11. Police Foundation Award.

12. Officer of the Year Award.

13. Officer of the Month Award.

14. Recruitment Award.

NOTE: This is worn with the blue field on the wearer's right.

15. Auxiliary Police Award.

- Worn on the uniform shirt or dress blouse ½ inch below the top seam of the wearer's right pocket flap, centered on the flap. If more than one type of ribbon is worn, they will be worn no more than three to a line, in ranking order, from top to bottom, and from the wearer's left to right.

EXAMPLE: If there are three awards, they will be worn in one row, with the highest ranking ribbon to the wearer's left. If there are four awards, the highest ranking award will be worn on the top row and three will be on the bottom row, with the lowest ranking ribbon on the wearer's right.

SERVICE PINS

- Are not required to be worn.
- When worn, will be placed ½ inch above the center of the nameplate or in the center of the tie.

NOTE: Executive Corps members will be issued a service wreath pin. When worn, will be centered on the outer left sleeve of the dress blouse one inch above the top gold stripe.

MEMORIAL RIBBON BARS

- Must be purchased by the officer.
- Must be the ribbon bar approved by the Department.
- Will only be worn on the uniform, above all other ribbons above the badge:
 1. During National Police Memorial Month.
 2. On the anniversary dates of Baltimore County Police Officers killed in the line of duty.
 3. When the Department authorizes members to wear mourning bands on their badges; and/or
 4. As authorized by the Chief of Police.

SHOOTING MEDALS

- Must be purchased by the officer.
- Are not required to be worn.

- Are based on an officer's shooting average.
- When worn on the uniform, will be worn centered on the left pocket flap above the button.
- Will be worn beneath the button, centered on the left pocket:
 1. When the Medal of Honor is worn.
 2. When worn on the dress blouse.

FITNESS AWARD PIN

- Issued to members who pass the Department's Physical Fitness Examination.
NOTE: Members who allow their fitness certification to expire shall discontinue wearing the pin and return it to the Training Section.
- When worn, will be centered on the wearer's right pocket, and ½ inch below the flap.

OTHER AWARDS

- Ribbons presented by other police agencies to a member of this Department which have been authorized by the Chief of Police will be worn ½ inch above the badge on the uniform shirt or dress blouse.
- The Governor's Crime Prevention Award Pin may be worn only as a tie tack.

EMERGENCY MEDICAL TECHNICIAN (EMT) PIN

- May only be worn by Department members who:
 1. Have successfully completed the Emergency Medical Technician Ambulance Course, as approved by the State Department of Health and Mental Hygiene.
 2. Are on the certified list maintained by the Baltimore County Office of Human Resources (OHR).
- May be worn in place of the Baltimore County Service Pin, centered ½ inch above the nameplate on the uniform shirt.
- Must be blue with a chrome background.

REFERENCE

- Department Awards and Uniform Display.

8-2.5 UNIFORM AND RIBBON REPLACEMENT

UNIFORMS

- Members requiring uniform replacement will submit a Form 5, Uniform Request, or a Form 121, Procurement and Maintenance Request Form, as directed by the Materials & Facilities Management Unit (MFMU).
- Approved Forms 5 and 121 will be forwarded to the MFMU.
- Members receiving new clothing will inspect the items to ensure a proper fit.
- Uniforms that have an improper fit will be returned to the tailoring contractor by the requesting member.
NOTE: It will be the responsibility of the member to ensure the correct measurements are maintained with the tailoring contractor.
- When non-issued items require replacement, members will purchase the items themselves.

RIBBONS

- When ribbons require replacement, the member to whom the original award was issued must submit a Form 12L, Intra-Department Correspondence, to their commander explaining the reasons for the request. If approved, the Form 12L will be forwarded to the MFMU for processing.

NOTE: If the member's commander determines that the originally issued ribbon was damaged through neglect or carelessness, the ribbon will not be replaced at the Department's expense. This includes damage sustained by unsuccessful attempts to cluster ribbons to one bar by welding, gluing, bending, heating, or cracking of the paint by flattening out the bar, etc.

- Members desiring a duplicate ribbon will forward a Form 12L through the proper channels to the MFMU. The Form 12L will include the officer's name, rank, assignment, type of award ribbon originally issued, date of original issuance, and the number of duplicate ribbons desired. Upon verification of the original award, the MFMU will send the requesting member a letter of authorization to hand carry to the supplier. The member will then pay the appropriate charges.

8-3.0 EQUIPMENT

DEPARTMENT MEMBERS

- Are responsible for all equipment issued to them.
- Who lose any issued equipment will report the facts at once, in writing, to their commander.
- Notify their commanders when any equipment or property needs repair or replacement.
- Will not use Department equipment/property in a careless or negligent manner. Department equipment/property includes but is not limited to:
 1. Issued equipment.
 2. Departmental vehicles, including the equipment/property contained on or in such vehicles.
 3. Departmental facilities, including the equipment/property connected thereto or contained therein.
 4. All other Department equipment/property which comes into the possession of Department members.
- Who lose or damage equipment/property through their own negligence will replace the items at their own expense, as soon as possible.

8-3.1 DEPARTMENTALLY ISSUED EQUIPMENT

GUN BELT AND RELATED EQUIPMENT

- Includes a holster, handcuff case, magazine holder, belt keepers, baton holder, aerosol spray case, and radio case holder, for all sworn members.
- Includes a conducted electrical weapon (CEW) holster, for all members who are issued a CEW.
- The member's rank and assignment will determine what pieces of leather or nylon type equipment will be issued.

SERVICE WEAPON

- Will be loaded with ammunition issued by the Department.

CONDUCTED ELECTRICAL WEAPON

- See Field Manual, Article 12 (Use of Force/Weapon Systems) for the policy regarding the carrying of the CEW.

PORTABLE RADIO

- Will be worn on the gun belt in the case by uniformed personnel.
- Will have the lapel microphone attached to an epaulet on the outermost garment.
NOTE: If impractical to keep equipment in the immediate control of the officer due to operational necessity, then secure the equipment in the vehicle's trunk. If there is no trunk, conceal the radio from view.

CITATION BOOKS

- Traffic citation books:
 1. Maryland Uniform Complaint and Citation Book.
 2. Baltimore County Parking Violation Book.

OTHER EQUIPMENT

- Whistle.
- ASP Tactical Baton.
- Handcuffs and key.
- Pepper Aerosol Restraint Spray and carrying case.
- Communicable Disease Equipment kit.
- Ballistic Protective Soft Body Armor.
- Flashlight.
- Lifesaving equipment (e.g., tourniquet, etc.).

WHITE GLOVES/MOURNING BANDS

- Issued when required for specific occasions.

SPECIALIZED EQUIPMENT

- The Materials & Facilities Management Unit will maintain the records of issued equipment/uniforms required for the specialized units of this Department (e.g., K-9, Tactical Unit, etc.).
NOTE: This does not include equipment purchased by the specialized unit.

REFERENCE

- Field Manual, Article 12 (Use of Force/Weapon Systems).

8-3.1.1 IDENTIFICATION (ID) CARDS

GENERAL

- Department members will be issued color-coded ID cards.
- ID card types:
 1. Blue cards - issued to sworn members.
 2. Orange cards - issued to modified duty personnel.
 3. Yellow cards - issued to non-sworn members.
 4. White cards - issued to non-Department persons while they are in Department facilities.
- All members when on duty will carry their ID card and display it upon request.
- Members encountering a person in a departmental facility who is without a visible ID card or badge will challenge that person's authority to be in the facility. The member will obtain proper identification and an explanation of the person's presence in the facility. If necessary, the member will escort the subject to the front entrance to obtain a visitor's pass.
- Members' ID cards may be programmed into building access systems to provide access to:
 1. Department facilities;

2. Baltimore County Public Schools (BCPS) facilities; and
NOTE: BCPS has authorized the programming of its building access system to accept the identification cards (ID) issued to certain Department members to provide access to BCPS facilities.
 3. Other Baltimore County facilities that are not controlled by the Department or BCPS.
NOTE: Members shall only use the access provided by their ID cards for valid work-related purposes.
- Immediately upon discovering an ID card is lost or stolen, the member will contact their supervisor or an on-duty supervisor at their duty assignment.
NOTE: Notified supervisors will immediately contact the security desk at the Public Safety Building and request the access permissions assigned to the ID card be immediately suspended.
 - Within 24 hours of discovering an ID card is lost or stolen, the member will:
 1. Notify his/her commander.
 2. File a police report containing full particulars of the incident.
 3. Ensure a telex message is sent entering the ID card in the National Crime Information Center (NCIC).
 4. Ensure a copy of the police report is forwarded to the Maryland Coordination and Analysis Center (MCAC).
 - Members terminating service with the Department (i.e., resigning, retiring, transfer to another County department/agency, etc.) must relinquish their ID card on, or before, their last day of employment.
NOTE: Relinquished ID cards will be returned to the Materials & Facilities Management Unit (MFMU) or given to the member's supervisor.
 - For policies and procedures related to the issuance of credentials to retired and separated members (i.e., badge and identification card), refer to Administrative Manual, Article 7.
 - For policies and procedures related to the issuance of identification cards for the purpose of carrying a firearm under the Law Enforcement Officers Safety Act, refer to Field Manual, Article 12.

MEMBERS WHOSE ID CARDS PROVIDE ACCESS TO BCPS FACILITIES

- Will only use their ID card access in the event of an emergency and/or in-progress event requiring a police response.
- Will not use their ID card access in non-emergency situations when the member can be granted entry by a school employee.
- Document the emergency use of their ID card to access a BCPS facility in the appropriate incident report (i.e., Case Report or Officer Report).

NOTE: Refer to Field Manual, Article 8 (Report Writing), for required report distribution.

EXCEPTION: Department members permanently or temporarily assigned to work in a BCPS facility are not required to comply with the above requirements, but shall only use the access provided by their ID cards for valid work-related purposes.

NON-UNIFORMED MEMBERS

- Must wear the ID card when inside a departmental facility.
EXCEPTION: Sworn members may wear the badge instead of the ID card.
- Must display the ID card or badge in a conspicuous manner on the outermost garment.

VISITORS

- Desiring to enter a Department facility will be referred to the front entrance.
EXCEPTION: Police Athletic League facilities.
- Sign in a logbook, show proper identification, and state the nature of their business before being issued a visitor pass.

- Will be escorted, when possible, by a Department member.
- Passes for the Public Safety Building are numbered and maintained at the front entrance.
- Pass procedures at all other police facilities will be established by the commander responsible for the facility.

VISITOR PASS EXCEPTIONS

- Members of other law enforcement agencies, who should be escorted and if not in uniform, will wear the ID card issued by their agency.
- Persons attempting to claim property stored at the Evidence Management Unit (EMU) will be referred to an EMU representative. The person on duty at the front entrance will notify the EMU that a visitor has been referred to their location. EMU personnel will escort the visitor to and from the location when necessary.
- Vending machine personnel must be acknowledged by a Department member prior to entering the facility.
- County employees having business in a police facility will show their County ID card if challenged.
- Large groups attending a function or touring a police facility will be escorted by a Department member.

SUPERVISORS

- Ensure Department ID cards are returned by members who are terminating service with the Department.
- Return to the MFMU any relinquished ID cards.
- Contact the security desk at the Public Safety Building:
 1. Immediately upon being notified that a member's ID card has been lost or stolen and request the access permissions assigned to the ID card be suspended; and
 2. To request ID card access permissions be added or removed.

EXCEPTION: Supervisors will contact the Office of Information Technology (OIT) if they need an ID card to be given access permissions to facilities that are not controlled by the Department or the BCPS.

PUBLIC SAFETY BUILDING SECURITY DESK

- Has the ability to modify ID card access permissions for Department facilities.
NOTE: Security Desk members will only add ID card access permissions at the request of the member's supervisor or above.
- Upon receiving notification from a supervisor that an ID card has been lost or stolen:
 1. Suspends the access permissions assigned to the card for departmental facilities;
 2. Calls the BCPS Security and requests any access permissions assigned to the card for school facilities be suspended; and
 3. Calls the OIT Help Desk and requests any access permissions assigned to the card for other County facilities be suspended.
- Coordinates with the BCPS Security to request modifications to the access permissions assigned to members' ID card for BCPS facilities (e.g., lost cards, stolen cards, newly issued cards, etc.), as appropriate.
- Contacts the OIT Help Desk to request access to other County facilities provided by a members' ID card be removed (e.g., lost cards, stolen cards, etc.).

REFERENCES

- Administrative Manual, Article 7 (Personnel Issues).
- Field Manual, Article 12 (Use of Force/Weapon Systems).

8-3.2 NON-DEPARTMENTAL EQUIPMENT

GENERAL

- Department members choosing to carry or possess optional non-departmental equipment which is approved for on-duty use will purchase the items themselves.

NON-DEPARTMENT EQUIPMENT GUIDELINES

- Provides a list of requirements and specifications for:
 1. Non-departmental equipment items that may be carried or possessed by members while on-duty.
 2. Privately owned firearms that may be approved by the Department for on-duty and/or off-duty use.
 3. Privately owned holsters used on-duty or at the Department's range.
 4. On-duty handgun ammunition, off-duty handgun ammunition, and any ammunition used at the Department's range.
 5. Privately owned weapon accessories used on-duty.
- Developed and updated by the Training Section, Materials & Facilities Management Unit (MFMU), and the Strategic Planning Team.
- May be revised by the Training Section Commander at any time with the approval of the Bureau Chief of the Administrative & Technical Services Bureau (ATSB) and the Bureau Chief of the Professional Standards Bureau (PSB).
- Posted on the Department's Intranet page.

DEPARTMENT MEMBERS

- Wishing to carry or possess non-departmental equipment, excluding firearms, will complete a Form 145A, Request to Carry Non-Departmental Equipment (original and two copies), for designated items and submit it to their commanders, to be distributed as follows:
 1. Original - to the ATSB.
 2. First copy - retained by the commander.
 3. Second copy - returned to the requesting member.**NOTE:** Cadets may only carry or possess equipment issued to them or for which they have received Department training, prior to participating in police-related activities.

REQUESTING MEMBER'S COMMANDER

- Responsible for approval of non-departmental equipment.
- Has the authority to determine whether the item requested is approved for use through the Non-Departmental Equipment Guidelines and ensures officers only carry approved equipment.
- Ensures that arrangements for necessary training are provided by the Training Section.
- Has the authority to suspend an approved request to carry or possess non-departmental equipment for reasons of misuse or other just cause. Suspension duration is at the discretion of the member's commander.
- Suspending an approved request, will complete a Form 12L, Intra-Department Correspondence (original and two copies), indicating the reason for the suspension. Correspondence distribution is as follows:
 1. Original - to the ATSB.
 2. First copy - retained by commander.
 3. Second copy - returned to the requesting member.

STRATEGIC PLANNING TEAM

- Maintains the Non-Departmental Equipment Guidelines with the assistance of the Training Section and MFMU.

- Coordinates an annual review of the Non-Departmental Equipment Guidelines with the MFMU, the Training Section, the ATSB Bureau Chief and the PSB Bureau Chief.

TRAINING SECTION

- Provides staff support to the Strategic Planning Team in the development of the Non-Departmental Equipment Guidelines.
- Identifies equipment on the Non-Departmental Equipment Guidelines requiring proficiency testing and provides training to ensure the member is proficient in the use of the equipment requested to carry.
- Maintains a file on members who request and/or receive training for non-departmental equipment.
- Notifies the member's commander of the training results.

TRAINING SECTION COMMANDER

- Updates the Non-Departmental Equipment Guidelines, as needed.
- Advises the Strategic Planning Team of any changes needed to the Non-Departmental Equipment Guidelines.

ATSB BUREAU CHIEF

- Reviews and approves revisions of the Non-Departmental Equipment Guidelines.
- Reviews and approves the Non-Departmental Equipment Guidelines, annually.

PSB BUREAU CHIEF

- Reviews and approves revisions of the Non-Departmental Equipment Guidelines.
- Reviews and approves the Non-Departmental Equipment Guidelines, annually.

REFERENCES

- Field Manual, Article 12 (Use of Force/Weapons Systems).
- Non-Departmental Equipment Guidelines.

8-3.3 COMMUNICABLE DISEASE EQUIPMENT

GENERAL

- For procedures regarding exposure to communicable diseases, see the Administrative Manual, Article 7 (Personnel Issues).

CLOTHING/EQUIPMENT DISINFECTION

- Wear the coveralls until a change can be obtained.
- Apply water to the contaminated areas of clothing to keep stains from forming.
- Place contaminated clothing in plastic bags (double bagged) until they can be dry-cleaned.
- Have contaminated clothing, except shoes, dry-cleaned. Consult the:
 1. Budget Manual if cleaning is less than \$100.00.
 2. Budget Management Section for appropriate procedures if more than \$100.00.
- For shoes that are contaminated:
 1. Wash man-made uppers with soap and water and wipe clean with 70% isopropyl alcohol.
 2. Scrub soles with chlorine bleach solution. The solution should be one part bleach to nine parts water.
- For contamination of other items such as firearms, leather products, cartridges, etc., contact the Safety Officer for instructions.

NOTE: Never apply chlorine bleach to metal equipment.

- Dispose of items used for decontamination (e.g., tissues, paper towels, and other disposable items, etc.) in the precinct biohazard container.

8-3.3.1 COMMUNICABLE DISEASE EQUIPMENT KITS

COMMUNICABLE DISEASE EQUIPMENT KITS

- May be used by off-duty members when warranted.
- Will be carried by patrol officers when on duty.
- Will be carried by or available to on-duty members in plainclothes assignments, when practical.
- Will be readily accessible at all times while on duty.
- Will not be used for routine handling of prisoners, suspects, victims, etc.

DEPARTMENT MEMBERS

- Are responsible for performing their duties at all times when no unusual personal risks exist. Refusal to fulfill a responsibility or an order simply because the person involved is suspected of being or is actually infected with a communicable disease is not a valid reason for such refusal.
- Ensure their kits are complete and that all items are in proper working order.
- Notify their supervisors if their kits are incomplete.
- Place contaminated kit items in a double plastic bag until they can be properly disposed of or disinfected.
- On Stop, Walk, and Talk and other temporary foot details, should carry the resuscitator mask and a pair of lightweight disposable Nitrile gloves, leaving their carry bags in the vehicle.
- On regularly assigned foot or bicycle patrol (without a vehicle), should carry the resuscitator mask and a pair of lightweight disposable Nitrile gloves, leaving the carry bag with the post car working that area or in the area supervisor's car.
- In units utilizing motorcycles, will carry kit items as determined by the unit commander. The remaining items should be made available as needed.

SUPERVISORS

- In patrol assignments, will inspect the kits on a monthly basis.
- In non-line units, will inspect the kits semi-annually.
- Are responsible for ensuring that members obtain needed items.
- Ensure that members do not use kit items when such use is not warranted.

KIT CONTENTS

- Disposable items:
 1. Two N95 respirator masks.
 2. One one-way air valve for the resuscitator mask.
 3. Six plastic bags.
 4. Four pairs of lightweight disposable Nitrile gloves.
 5. One pack of paper towels.
 6. One pint of 70% isopropyl alcohol.
- Non-disposable items:
 1. One pair of unventilated goggles.
 2. One pair of heavy duty Nitrile gloves.
 3. One resuscitator mask.
 4. One carry bag with identification tag.

USE OF KIT ITEMS

- The N95 respirator mask is worn to protect the mouth and nose from body fluids. It should not be worn when performing rescue breathing.
- Goggles are worn to protect the eyes from body fluids.
- Heavy duty Nitrile gloves are worn to protect the hands from body fluids and when thinner, lightweight disposable Nitrile gloves would be subject to tears or punctures (e.g., vehicle crash scenes, crime scenes involving broken glass, etc.). These gloves should be worn over a pair of the lightweight disposable Nitrile gloves for added protection.
- Resuscitator mask with one-way air valve is used to perform rescue breathing.
- Plastic bags are used to hold contaminated kit items or evidence pending further disposal, disinfection, etc.
- Lightweight disposable Nitrile gloves are worn when handling contaminated items that have body fluids on them.
- Lightweight disposable Nitrile gloves and an N95 respirator mask are worn when handling controlled dangerous substances (CDS) in powdered form.
- Paper towels and isopropyl alcohol are used to wipe body fluids from the skin prior to disinfecting the contaminated area.
- Carry bag is used to hold only the issued items and supplies for this kit.

DISINFECTION PROCESS

- Should always be done while wearing lightweight disposable Nitrile gloves.
- For goggles and heavy duty Nitrile gloves:
 1. Wash the items in warm soapy water and rinse with clear water.
 2. Immerse the gloves in 70% isopropyl alcohol for 15 minutes.
 3. Remove items and rewash with warm soapy water, rinse in clear water.
- For resuscitator masks:
 1. Place the one-way valve in a double plastic bag and dispose of it.
 2. Wash the mask in warm soapy water and rinse in clear water.
 3. Immerse the mask in a concentration of ¼ cup of chlorine bleach to one gallon of water for 15 to 30 minutes.
 4. Wash the mask again with warm soapy water and rinse in clear water.
 5. Hand dry the mask and replace the air valve.
- For the carry bag:
 1. Wipe the excess contamination from the outside of the bag with paper towels and wash with warm, soapy water.
 2. Place the carry bag in a double plastic bag until it can be washed.
 3. Wash the bag in a washing machine using standard laundry detergent and one cup of a disinfectant (e.g., Lysol, etc.). The temperature of the water should be as hot as possible.
 4. Air dry prior to use.

REPLACEMENT OF KIT ITEMS

- Isopropyl alcohol will be replaced when it has reached the expiration date printed on the label.
- Disposable items will be replaced from local stock or through the Materials & Facilities Management Unit (MFMU).
- Non-disposable items must be decontaminated prior to replacement.
- Members requesting replacement of non-disposable items will initiate a Form 121 containing sufficient justification.
- Approved Forms 121 and decontaminated equipment will be delivered to the MFMU for immediate replacement.

NOTE: Non-disposable items must be returned to the MFMU prior to replacement.

- For items which are damaged or lost due to misuse or neglect, a copy of the Form 121 will be sent to the member's commander for appropriate action (e.g., reimbursement, disciplinary action, etc.).

8-3.3.2 FACE SHIELD PROTECTIVE DEVICES

FACE SHIELDS

- Are maintained at each precinct and traffic unit. Replacements may be obtained through the Materials & Facilities Management Unit (MFMU).
- Are designed to protect the wearer from being splashed with body fluids that may transmit a communicable disease.
- Contaminated with body fluids that may be infected with a communicable disease will be disposed of using techniques recommended for hazardous waste materials.

DEPARTMENT MEMBERS

- May use the face shields at their discretion.
- Should use this equipment in conjunction with other equipment supplied in the communicable disease kit, as it does not totally enclose the face area.

8-3.3.3 PRECINCT COVERALLS

PRECINCT COVERALLS

- Used by Department members whose clothing becomes contaminated with body fluids.
- Stocked at each precinct, with one pair in each of the following sizes: 38, 42, 46, and 52 (regular). Precinct commanders may add additional sizes through the monthly supply order, if necessary, and are responsible for ordering replacements when initial issue coveralls wear or become unserviceable.
- Stored in a location that is accessible 24 hours per day.
- Should be cleaned at a local dry cleaner. See Section 8-3.3 for procedures relating to payment for dry cleaning.

8-3.3.4 BIOHAZARD CONTAINERS

BIOHAZARD CONTAINERS

- Are used for the disposal of hazardous items contaminated by body fluids (e.g., gloves, etc.).
NOTE: Needles must be disposed of by placing them in the precinct clear plastic puncture-resistant sharps tube labeled "Biohazard".
- When the container is full:
 1. The precinct is to call the contracted waste removal company for pickup.
 2. The contracted waste removal company will provide replacement container bags at the time of pickup.
- Invoices from the contracted waste removal company will be copied for the precinct file and the original will be sent to the Evidence Management Unit.

REFERENCE

- Field Manual, Article 7 (Evidence).

8-3.5 OTHER PROTECTIVE EQUIPMENT

8-3.5.1 BALLISTIC PROTECTIVE SOFT BODY ARMOR

DEPARTMENT MEMBERS

- Are strongly encouraged to wear soft body armor while on duty to enhance officer safety.
- Must have their soft body armor available during their tour of duty regardless of assignment.
- Who are on duty in uniform are required to wear soft body armor while engaged in patrol functions or other regular field operations.

EXCEPTIONS:

1. A physician determines that an officer has a medical condition that would preclude the wearing of soft body armor.
2. A supervisor determines that the wearing of soft body armor would be inappropriate in a given set of circumstances.
3. Members attending formal events where the Class A uniform is worn.

NOTE: Upon returning to performing patrol functions or other field operations, the soft body armor will be worn.

- Who wear soft body armor while in the Class A or Class B uniform, shall wear the armor under the uniform shirt.

EXCEPTION: Soft body armor may be worn over the uniform shirt for officer safety in emergency situations.

- Wearing the Class C uniform, may, at their discretion wear the armor:
 1. Under their uniform shirt; or,
 2. Over their uniform shirt as prescribed in Administrative Manual, Article 8, Section 2.1, Issued Uniform Items.
- Wearing a Class D uniform, shall wear the armor under or over the uniform shirt, as prescribed by the Bureau Chief of the Administrative & Technical Services Bureau.
- Who are on duty but not in uniform:
 1. Are required to wear the protective soft body armor while serving arrest warrants and search and seizure warrants.
 2. May be required by a supervisor to wear soft body armor if deemed appropriate in a given set of circumstances (e.g., high risk assignments, special events, etc.).
- Engaged in uniformed secondary employment are required to wear soft body armor.
- Whether on duty or off duty, may wear soft body armor anytime to enhance their personal safety.
- Must inspect their soft body armor annually for fraying, panel separation, and warranty period.
- Must contact the Quartermaster, four months prior to the end of the soft body armor's warranty period, to be measured for the purpose of replacement.

SUPERVISORS

- Must inspect their subordinate's soft body armor annually for fraying, panel separation and expiration.

COMMANDERS

- May require that the soft body armor be worn for unusually hazardous duty.

CARE AND REPLACEMENT

- The armor panel will be laundered in accordance with the directions provided by the manufacturer and displayed on the panel. Washing of the armor panel will be kept at a minimum, but consistent with personal hygiene requirements.
NOTE: The washing and the drying period will not interfere with the required usage prescribed above.
- The cloth carrier garment may be washed and dried by any conventional method.
- Replacement will occur in accordance with the guidelines established by the National Institute of Justice (NIJ) and the vest manufacturer.
- Members will not leave soft body armor exposed to sunlight or other sources of ultraviolet light for extended periods of time.

ASSAULT ON OFFICER WITH SOFT BODY ARMOR

- Officers struck by gunfire or some other object propelled by a great amount of force in the area protected by soft body armor will be taken to a hospital as soon as possible. Medical treatment is necessary, even if there is no visible injury or the injury seems minor.
- The officer's supervisor will ensure that medical treatment is administered and documented.

REFERENCE

- Administrative Manual, Article 8, Section 2.1, Issued Uniform Items.

8-3.5.2 PEPPER AEROSOL RESTRAINT SPRAY (ARS)

DEPARTMENT MEMBERS

- Who are issued ARS will carry it while on duty. Uniformed members will carry the device on the gun belt in the issued holster.
- Must complete an ARS training program administered by departmental instructors and exhibit competence in the safe and proper handling, care, and use of the issued ARS prior to carrying it.
- Will have the ARS canister replaced when the canister is empty or when it is past the expiration date.
- Must bring the ARS canister requiring replacement to the Materials & Facilities Management Unit before a new canister is issued.

REFERENCE

- Field Manual, Article 12 (Use of Force/Weapon Systems).

8-3.5.3 REFLECTIVE SAFETY VESTS

GENERAL

- Personnel exposed to moving traffic will wear the reflective safety vest.
EXCEPTION: Routine traffic stops.
- Supervisors ensure that reflective vests are kept clean and in good condition.

8-3.5.4 RIOT EQUIPMENT

RIOT EQUIPMENT

- Is issued to patrol division personnel in a quantity to outfit one shift of personnel in each command.
- Is stored in a secured location that is away from heat and moisture. The storage area will be locked at all times and the key will be kept by desk personnel.
- Is issued to personnel only on the order of a shift commander or higher.

- Is inspected/inventoried monthly with results noted on the Form 164, Accreditation Standards Inspection Report. Inventory will include:
 1. One case (minimum 500 rounds) of handgun ammunition.
 2. 250 rounds of 12 gauge shotgun ammunition.
 3. Sequentially numbered helmets and sticks (e.g., PC01-01, PC01-02, etc.).

NOTE: Numbering will be plainly visible and semi-permanent.
- Surplus will be maintained by the Special Response Team (SRT) for use and for distribution to any command requiring additional equipment for special needs.

AMMUNITION EXCHANGE

- Will occur at the Range annually in the month corresponding to the precinct number (e.g., PC06 in June, PC11 in November, etc.).

COMMANDERS

- Are strictly accountable for riot equipment use when equipment has been ordered into service.
- Will contact the SRT Commander for additional equipment needs.
- Forward a report to the Bureau Chief of the Operations Bureau noting the reasons for any equipment issued and used.

8-3.6 MASS ARREST KITS

MASS ARREST KITS

- Stored in each precinct armory.
- Inspected monthly with results documented on the Form 164, Accreditation Standards Inspection Report.
- Transported to the designated field arrest area, when a mass arrest incident occurs.

MASS ARREST KIT CONTENTS

- Fifty 10" x 13" Forms 339, Mass Arrest Envelope.

NOTE: Envelopes will be pre-numbered with an assigned serial number, corresponding with the precinct number and the sequential number of the envelope (e.g., PC01-01, PC01-02, etc.).
- Fifty individual packets consisting of a Form 15, Property Inventory, Form 331, EBooking Contingency Form (Adult), Form 331J, EBooking Contingency Form (Juvenile), Form 332, EBooking Contingency Form (Screening/Action Log), and Form 117R, Notification of Juvenile in Police Custody and Release Agreement Form.

NOTE: Each packet will be assigned a serial number to correspond with the Forms 339, and the appropriate serial number will be pre-written on each page within the packet.
- Fifty self-locking flex cuffs numbered to correspond with the serial numbers on the Forms 339.
- At least fifteen additional flex cuffs (for larger people or for securing legs).
- Flex cuff cutters.
- Fifty 1-gallon Ziploc bags, fifty 13-gallon trash bags, fifty evidence tags, and a roll of masking tape for securing and labeling wet, soiled, or bulk prisoner property.
- One digital camera and two media cards.

NOTE: The camera will remain at the designated field arrest area for the purpose of photographing each arrestee alongside the arresting officer. At the conclusion of the event, photographs will be imported into each arrestees' EBooking system record.
- At least two permanent markers for writing on flex cuffs.
- Small box of black ink pens to fill out arrestee paperwork.
- Stapler and extra staples.

8-3.7 MANDATED ON-DUTY EQUIPMENT

NON-UNIFORMED OFFICERS

- Badge.
- Fully loaded approved service weapon.
- Handcuffs and key.
- Extra magazines and ammunition.
- Notebook and pen.
- Identification card.
- Pepper aerosol restraint spray (ARS).
- Communicable Disease Equipment kit.
- Ballistic protective soft body armor.
- Personal Protective Equipment (PPE) kits.
- Department issued/Department approved holster.
- Lifesaving equipment (e.g., tourniquet, etc.).

UNIFORMED OFFICERS

- The same equipment non-uniformed officers are required to carry.
- Expandable baton.
- Whistle.
- Flashlight.
- Traffic citation books.
- Criminal citation books.

EXCEPTIONS

- For mandated on-duty equipment are only by permission of the requesting member's commander.

8-3.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) MAINTENANCE

GENERAL

- Each precinct, the Public Safety Building, selected specialized units, and designated patrol vehicles that routinely patrol more remote areas of the County will be equipped with an AED.
- Entrance level training attendees will receive training and initial certification for AED use through an Emergency Care & Safety Institute approved AED training program.
NOTE: To remain certified, members will complete subsequent refresher training and re-certification as determined by the approved AED training program during in-service training.
- Each AED will be stocked with two usable sets of adult electrodes (i.e., pads) and one set of pediatric electrodes at all times.

SAFETY OFFICER

- Responsible for the AED training programs (i.e., initial and re-certification).
- Maintains all departmental records regarding the use of the AEDs.
- Acts as the AED liaison between the Baltimore County Fire Department, and the Maryland Institute for Emergency Medical Services Systems (MIEMSS).
- Coordinates all service, maintenance, and issues regarding the AEDs.
- Forwards copies of all AED incident reports to MIEMSS.

MAINTENANCE

- Vehicles assigned an AED will have the device included on the Form 75, Vehicle Condition Report.

- The AED will be visually inspected on every shift, and thoroughly inspected once a week.
NOTE: Any concerns will be directed to the Safety Officer.
- Whenever the AED indicates that a service representative should be contacted, or that the battery is low, the Safety Officer will be notified.
NOTE: The AED will be removed from service until a replacement can be found or the machine can be serviced.
- Used electrodes will be replaced through the Safety Officer.
NOTE: Electrodes (i.e. pads) are for one time use only.

TRAINING SECTION

- Maintains all departmental records regarding members' training in use of the AEDs.

COMMANDERS

- Assign a supervisor to oversee the AED program in their command.

REFERENCE

- Field Manual, Article 1 (Investigations).

8-4.0 VEHICLES

GENERAL

- Department vehicles are assigned numbers by the Materials & Facilities Management Unit (MFMU) Commander.
- The credit card issued to each vehicle will be kept in the vehicle for use to obtain products or repair services.
- Department members wishing to modify a Department vehicle will forward a Form 12L, Intra-Department Correspondence, to the MFMU Commander. An in-depth description of the requested additions or changes will be provided. The MFMU Commander will notify the requesting member in writing of the request status. All such modifications will be at the expense of the requesting officer.
- Each command assigned motorcycles will maintain a logbook that allows officers to sign out and sign in motorcycles.
- Bumper stickers may not be displayed on any Department vehicle without approval of the Executive Officer of the Administrative & Technical Services Bureau. Only those bumper stickers encouraging proper social behavior and promoting public safety will be approved.
EXCEPTION: Bumper stickers may be displayed on vehicles used for undercover assignments with the unit commander's approval. Parking permits/stickers for pre-approved locations (i.e., schools) may be placed on Department vehicles, except marked vehicles used for patrol.

MEMBERS

- Must possess a valid driver's license of the appropriate class, with all necessary endorsements, prior to operating a Department vehicle.
- Must successfully complete training certified by the Department, prior to operating each class of vehicle in emergency response status (e.g., a member holding a class M driver's license must be properly trained in the emergency operation of a motorcycle prior to driving a motorcycle in emergency response status, etc.).

FORM 28, VEHICLE CONTROL SHEET

- Completed in an original and one copy when a vehicle is added to a command, replaced with a new vehicle, or permanently transferred from one command to another.

- Forwarded to the MFMU Commander within 24 hours after receiving the vehicle or on the next working day if the period falls on a weekend/holiday.

REFERENCES

- Annotated Code of Maryland, Transportation Article.
- Field Manual, Article 9 (Vehicle Operation).

8-4.1 TAKE-HOME AND TAKE-TO VEHICLES

CRITERIA

- 24-hour responsibility/or command.
- Need for immediate response or accessibility.
- Capability to be contacted via telephone, e-mail, etc.
- Capability to respond to an incident within one hour of notification.
- A demonstrated need for the vehicle (i.e., specialized equipment or specialized expertise).
- The number of other take-home vehicles in the command.
- Changes must be reported to the Vehicle Committee via Form 12L, Intra-Department Correspondence, by the shift/unit commander.

ASSIGNMENT

- Is to the position or unit for use by the person assigned to the position based on the above criteria.
- Must be pre-approved by the Vehicle Committee.
- For temporary situations will be:
 1. Authorized by the shift/unit commander for a period of five days or less. Longer time periods must be approved by the section/precinct commander.
 2. Documented on a Form 12L indicating who used the vehicle, why, and the destination. The 12L must be kept on file at the precinct for one year.
- Will be to all Executive Corps positions held by sworn members and does not require authorization by the Vehicle Committee.
- May be made by the Chief of Police as deemed necessary.

REQUESTS

- Are placed by completing a Form 74, Motor Vehicle Justification, and forwarded through the chain-of-command to the Materials & Facilities Management Unit Commander.
- Are reviewed and may be approved by the Vehicle Committee.

VEHICLE OPERATORS

- Must be armed with authorized weapon(s) and have appropriate police identification.
EXCEPTION: Non-sworn operators will not carry a weapon.
- Will monitor the appropriate police radio frequency.
- Must be prepared to respond directly to the scene. They should anticipate the need to make alternative transportation arrangements for passengers.
- Will have suitable clothing and equipment available to facilitate an immediate response.
- Must return keys to their commander if they are on extended leave or unable to be contacted.
- Will not use departmental vehicles:
 1. In a manner that will cause unfavorable comment or reflect discredit on the member or the Department.
 2. To transport animals except in unusual circumstances.
 3. In conjunction with a secondary employment function. Driving to and from a secondary employment location is permissible.

4. To carry large or heavy loads or objects that protrude from the trunk or window, except as required for departmental business.
5. To tow any non-departmental vehicle, trailer, or item.

TAKE-TO VEHICLES

- Are parked at a pre-approved government facility when not being used for travel to and from the member's assignment or for official police duties.
- Will not be used for any personal business.
EXCEPTION: Uniformed secondary employment, with approval of the Vehicle Committee.

VEHICLE COMMITTEE MEMBERS

- Bureau Chief of the Professional Standards Bureau.
- Bureau Chief of the Criminal Investigations Bureau.
- Bureau Chief of the Operations Bureau.
- Bureau Chief of the Administrative & Technical Services Bureau.

8-4.2 VEHICLE INSPECTIONS AND MAINTENANCE

FORM 75, VEHICLE CONDITION REPORT

- Maintained for all departmental vehicles each week.
EXCEPTION: Executive Corps take-home vehicles.
- Completed at the start of a member's tour of duty or when a vehicle is used.
- Maintained in file for one year and then destroyed.

INSPECTIONS

- Departmental vehicles will be thoroughly inspected once a week, and a report will be submitted to the commander indicating the results of the weekly inspections.
- Departmental take-home vehicles will be thoroughly inspected once a month. A monthly report will be submitted to the commander indicating the results of the inspections.
EXCEPTION: Executive Corps take-home vehicles.
- Vehicles will be inspected for cleanliness, condition, and equipment status.
- Operators will thoroughly inspect the assigned vehicle at the beginning of their tour of duty, prior to placing the vehicle in service. This inspection will include a search of the vehicle interior for contraband, weapons, or unauthorized equipment hidden under the front and rear seats. Items found during this inspection will be documented using established procedures. Missing equipment will be documented on the Form 75 and immediately reported to the operator's supervisor. The supervisor will then take appropriate action to ensure the item is located or replaced.
- Damage, defects, or missing equipment reported after the vehicle has been inspected and placed in service will be construed to have occurred during the tour of duty of the reporting member.
- Operators will ensure that the engine oil level of the vehicle is checked during each inspection.
- Operators will comply with regulations regarding oil changes, lubrication, and maintenance issues.

CONTENTS OF VEHICLE INSPECTION REPORTS

- Current vehicle mileage.
- Service due mileage.
- Vehicle equipment status (i.e., missing or broken equipment).
- Vehicle damage and defects.

- Pending vehicle service/repair requests.

NOTE: Commanders may identify additional items to be documented on vehicle inspection reports.

VEHICLE DAMAGE/DEFECTS

- Vehicle damage and defects must be reported immediately to a supervisor and to the Vehicle Operations and Maintenance (VOM) Shop.
- If damage/defects (e.g., bumpers, fenders, glass, etc.) do not affect the efficient and safe operation of the vehicle, the vehicle will remain in service until called for repair by the supervisor of the VOM Shop.
- If reported damage/defects are such that further operation of the vehicle might cause greater damage or would be unsafe, the vehicle will not be driven.
NOTE: The VOM Shop may be contacted through the 9-1-1 Police Liaison to determine the severity of damage/defects.
- If the inoperable vehicle is:
 1. On a Department facility parking lot and can be safely secured, the VOM Shop will be notified as soon as possible.
 2. Not on a Department facility parking lot, the VOM Shop will be contacted immediately. If the VOM Shop is not open, the on-call VOM personnel will be contacted through the 9-1-1 Police Liaison.
NOTE: When contacting the VOM Shop or 9-1-1 Police Liaison, a descriptive location of the vehicle and an explanation of the damage/defect will be provided. A request can be made to the 9-1-1 Police Liaison to have the tow truck operator switch to a specific police channel so that the requesting member can communicate with them directly.
- The Materials & Facilities Management Unit Fleet Manager will be contacted for any problems associated with the servicing of vehicles by the VOM.

FORM 89. REQUEST FOR AUTOMOTIVE SERVICE

- Completed when maintenance is required on a Department vehicle.
- Completed by the requesting officer and approved by a supervisor.
- Distributed as follows:
 1. Original - to the VOM Shop.
 2. Copy - retained for 90 days by the precinct/section requesting repairs.

FORM 239. SPEEDOMETER CERTIFICATION

- Utilized to document vehicle speedometer calibration for court purposes.
- Issued to all departmental vehicles used for traffic enforcement.
- Completed by a certified speed measuring device operator.
- Consists of two varied speed checks (e.g., 15 and 40 miles per hour, etc.).
- The original Form 239 will be filed in the precinct/section where the vehicle is assigned and a copy kept in the vehicle.
NOTE: The copy may be removed from the vehicle when required for court purposes and returned immediately after court.
- Retained for a period of three years and then destroyed.
- Completed every six months, and when:
 1. A new vehicle is placed into service.
 2. A vehicle is transferred from another command.
 3. The transmission, speedometer, or differential is repaired or replaced.
 4. Tire changes result in different size tires being placed on the vehicle.
 5. Requested by supervisors or patrol car operators who believe the speedometer to be inaccurate.

COMMANDERS

- Ensure that all vehicles are maintained in good operating condition and serviced when required.

8-4.3 VEHICLE EQUIPMENT

GENERAL

- Standard equipment of vehicles, as listed on the Form 75, Vehicle Condition Report, will not be changed, interchanged, altered, or removed from vehicles without obtaining written approval of the Materials & Facilities Management Unit (MFMU) Commander.
- Minimum standard equipment will be mandatory in all vehicles based upon their use and assignment.
- Additional optional equipment may be carried in the vehicles upon approval by the unit/precinct commander. Optional equipment must be accounted for and noted on the Form 75.
- All equipment listed on the Form 75 will be removed from the vehicle when the vehicle is left for repairs at any facility and the operator does not remain with the vehicle.
- Before a vehicle is taken for work at a non-County repair shop, the vehicle must be taken to the Electronic Services Unit to have appropriate equipment removed.

8-4.3.1 EQUIPMENT REQUIREMENTS

MARKED & UNMARKED VEHICLES

- Patrol vehicles include:
 1. Fire extinguisher.
 2. First aid kit.
NOTE: The Safety Officer will approve all items and maintain a list of the required contents.
 3. Flares.
NOTE: Flares must be kept in the required flare bag.
 4. Rope (50 foot).
 5. Four traffic cones.
- Supervisor vehicles include: All equipment required for a patrol vehicle and additionally:
 1. County map.
 2. Crime scene tape.
 3. Hazardous materials manual.
 4. Preliminary Breath Test (PBT) device.
 5. Additional rounds of service ammunition.
NOTE: Vehicles assigned ammunition loaded into magazines will contain 102 additional rounds. Vehicles that have not been assigned ammunition loaded into magazines will contain 100 additional rounds.
- Traffic/Crash Team, DUI Enforcement Team vehicles include: All equipment required for a patrol vehicle and additionally:
 1. County map.
 2. Measuring tape.
 3. Measuring Wheel (e.g., Rolatape, etc.).
 4. PBT device.
 5. Yardstick.

PRISONER TRANSPORT WAGON

- Include:
 1. First aid kit.
NOTE: The Safety Officer will approve all items and maintain a list of the required contents.
 2. Flares.
NOTE: Flares must be kept in the required flare bag.

K-9 VEHICLES

- Include:
 1. Fire extinguisher.
 2. First aid kit.
NOTE: The Safety Officer will approve all items and maintain a list of the required contents.
 3. Flares.
NOTE: Flares must be kept in the required flare bag.

MOTORCYCLES

- No assigned equipment requirement.

NON-DESCRIPT VEHICLES (UNDERCOVER)

- No assigned equipment requirement.

NON-DESCRIPT AND ALL OTHER VEHICLES

- Include:
 1. Fire extinguisher.
 2. First aid kit.
NOTE: The Safety Officer will approve all items and maintain a list of the required contents.
 3. Flares.
NOTE: Flares must be kept in the required flare bag.

8-4.3.2 E-ZPASS® TRANSPONDERS

GENERAL

- The E-ZPass® transponders' non-revenue status is recognized for in-state travel only.
- Out-of-state toll charges for E-ZPass® transponder equipped vehicles will be applied to a separate County purchasing card. This will prevent toll violations from other toll agencies.

TRANSPONDERS

- Assigned to vehicles by their license number, make, model, and year.
- Labeled with the assigned vehicle's unit number.
NOTE: When a unit number is transferred between vehicles the:
 - Transponder will be placed into the newly assigned vehicle.
 - Materials & Facilities Management Unit (MFMU) Fleet Manager will update the vehicle information associated with the transponder.
 - Mounted on the windshield glass in front of the rear view mirror using the supplied Velcro type adhesive strips, in most cases.
 - May not be interchanged among County vehicles.
NOTE: Any such action will be considered a violation by the Maryland Transportation Authority (MDTA) and may not be credited to the Department's account.
- Listed on the Form 75, Vehicle Condition Report, as a piece of equipment.

- Removed from the assigned vehicle and stored, prior to any routine shop appointments, appraisals, body shop repairs, etc.

MEMBERS

- Ensure E-ZPass® transponders are present during their daily vehicle inspections.
- Shall stop and pay appropriate toll(s) and obtain a receipt, when operating a vehicle not equipped with a transponder or outside of Maryland.
- Are subject to progressive discipline for speeding violations involving transponders issued to the Department.
- Notify the MFMU immediately if an E-ZPass® transponder is lost or stolen, and complete:
 1. The appropriate incident report using the appropriate offense code(s).
 2. A telex message having the transponder placed into the National Crime Information Center (NCIC) system.

EXCEPTION: When the transponder has been entered into NCIC by another jurisdiction.

NOTE: Until the MDTA is notified of such a loss, any unauthorized trips taken with the E-ZPass® transponder may be charged to the Department at the standard toll rate.

- Notify the MFMU Fleet Manager if an E-ZPass® transponder malfunctions.
- Will not place identifying markings onto the transponders using permanent markers or similar types of marking instruments.

MATERIALS & FACILITIES MANAGEMENT UNIT FLEET MANAGER

- Coordinates the Department's use of the E-ZPass® program.
- Reviews the monthly statement provided by the MDTA of all individual vehicle transactions.
- Monitors the specific use of the E-ZPass® transponders for internal control purposes.

8-4.4 MOBILE COMMAND AND CONTROL UNIT

MOBILE COMMAND AND CONTROL UNIT

- Utilized for:
 1. Any event (e.g., parades, demonstrations, etc.) occurring in Baltimore County.
 2. Response to a scene where police presence and command involvement could continue for prolonged periods of time (e.g., disasters, major crime scenes, etc.).
- Activated for emergency responses by contacting the 9-1-1 Police Liaison or the Operations Support Section (OSS) Commander.
- Reserved for non-emergency use by contacting the OSS Commander via telephone, followed by a Form 12L, Intra-Department Correspondence, explaining the reason for request.
- Contains the following equipment: four computer stations with Internet and intranet connections, four cellular phones, fax machine/copier, video camera mounted on a 25' mast, weather station, geographic information system mapping, color television with DirecTV® service, NIMS forms, low band radios with Maryland State Police (MSP) and State Highway channels, VHF marine radio, conference room table, and dry erase boards.
- Will not be operated by any person who has not been properly trained unless otherwise instructed by the OSS Commander or designee.
- Designated driver/custodian is responsible for:
 1. Cleanliness and maintenance of the vehicle.
 2. Access to the vehicle.
 3. Vehicle logs and equipment.

OSS COMMANDER

- Maintains a calendar to record reservation information.

- Maintains a list of officers who have been trained in the operation of the Mobile Command and Control Unit and its assigned equipment.
- Provides the 9-1-1 Police Liaison with a list of drivers/custodians who will be available for 24-hour response.

8-4.5 BICYCLE PATROL

BICYCLE OFFICERS

- Engaged in bicycle patrol will be assigned special equipment and uniforms. All safety equipment and appropriate uniforms must be utilized when engaged in bicycle patrol. Special uniforms may only be worn when performing bicycle patrol duties.
- Maintain their bicycles in good working order.
- Inspect their bicycles at the beginning of their tour of duty.
- Notify the supervisor on duty of defective, damaged, or missing equipment. Bicycles with defective equipment that may affect their safe operation will not be used on patrol until properly repaired.
- Will not use personally owned bicycles on bicycle patrol.
- May use personally owned equipment and accessories after approval by the bicycle officer's commander.

BIKE MASTERS

- Are appointed by precinct/unit commanders utilizing bicycles.
- Should possess an adequate knowledge of bicycles.
- Consult the Department's Budget Manual or bureau budget coordinator for proper procedures when maintenance or repair is required.
- Ensure that scheduled maintenance is performed on bicycles.
- Act as liaison with the designated bicycle repair facility.
- Oversee major repair work on bicycles.

REPAIRS/MAINTENANCE/ALTERATIONS

- Must be performed in accordance with the Purchasing Law.
- Minor repair and maintenance of bicycles may be performed by officers possessing requisite skills at their assignment.
- Major repair work will be performed at a designated repair facility.
- Each bicycle will receive a yearly "overhaul" by the repair facility.
- Alterations to bicycle and equipment is prohibited, except when the precinct/unit commander feels that the alteration would enhance safety or benefit the performance of the patrol functions.

NOTE: Consult the Budget Manual or budget coordinator for details.

REFERENCE

- Budget Manual.

8-4.6 SPEED MEASURING DEVICES (SMD)

SPEED MEASURING DEVICES (SMD)

- Purchased, loaned, or donated to the Department will be sent to the Materials & Facilities Management Unit (MFMU) for placement on the Fixed Assets Inventory.
- Assigned and distributed by the Traffic Management Team at the direction of the Operations Bureau.
- Will not be reassigned to another vehicle without the approval of the precinct/section commander.

MEMBERS

- Account for all components during their daily vehicle inspections when operating vehicles equipped with SMDs.
- Keep the tuning forks for radar units in the glove compartment of the assigned vehicles.
- Notify their supervisor and the SMD coordinator upon identifying any SMD needing repair or missing equipment.

NOTE: This will be detailed on the back of the Form 75, Vehicle Condition Report.

SUPERVISORS

- Ensure SMDs are inspected during their weekly vehicle inspection.
- Immediately remove from service any non-functioning SMDs and all components, and report any problems, missing equipment, or discrepancies to the SMD coordinator.

COMMANDERS

- Designate an SMD coordinator if SMDs are assigned to their command.
- Ensure the SMD coordinator notifies the MFMU whenever a SMD or corresponding equipment is transferred, replaced, or disposed.

SMD COORDINATOR

- Maintains records for assigned SMDs to include serial number, make, model, asset number, received date, recertification date, vehicle assignment, and corresponding serialized components.
- Notifies the MFMU of any approved SMD reassignment.
- Schedules appointments at Baltimore Count Electronic Services (BCES) for annual recertification and/or any necessary repairs of SMDs.
- Maintains a copy of the BCES certification, and ensures that all records are available for court as needed.
- Conducts semi-annual inspections of all SMDs to ensure they are in good condition, functional, and to account for all components.
- Reports to the commander any discrepancies, lost equipment, damage, or problems that occur with any SMD.
- Maintains and updates a list of all certified SMD operators assigned to the command.

MATERIALS & FACILITIES MANAGEMENT UNIT (MFMU)

- Obtains fixed asset tag and any other needed tags per stated conditions, if purchased with grant funds.

TRAFFIC MANAGEMENT TEAM

- Maintains a list of all SMDs and where they are assigned.

REFERENCE

- Field Manual, Article 2 (Traffic Procedures).

8-5.0 FACILITIES

EMERGENCY GENERATORS

- The commander of a facility where an emergency generator is maintained for back-up use will ensure that:
 1. The generator's battery is checked once each week for proper water level and clean terminals.
 2. The generator is operated for a period of 30 continuous minutes each week under simulated conditions of a power outage.

3. Appropriate personnel are trained in the operation and preventive maintenance of these generators.
4. A log is maintained containing the following columns, left to right: Date Inspected, Time Run, and Officer's Name and Identification Number.

BUILDING SPACE REQUESTS

- Commanders needing additional space will document justification on a Form 12L, Intra-Department Correspondence, and forward it, through channels, to the Executive Officer of the Administrative & Technical Services Bureau (ATSB).
- The ATSB will evaluate the requesting commander's existing space and determine, based upon County space standards, the actual amount of space needed. A survey of all departmental facilities will be made to determine if adequate space is available. If additional space is unavailable, the ATSB will formally request space through the County Space Committee. When adequate space is found and meets the Department's approval, the ATSB will notify the requesting commander.
- The ATSB will assist the requesting commander in making arrangements for:
 1. Moving furniture and equipment.
 2. Requesting funds for improvements to the new space.
 3. Requesting the improvements.

LANDSCAPING REQUESTS

- Commanders requiring landscaping at a police facility will submit a Form 121, Procurement and Maintenance Request Form, to the Materials & Facilities Management Unit (MFMU) Commander. The Form 121 must indicate the number and type of trees, plants, and/or shrubs needed, and have a sketch attached which shows where they should be placed.
- The MFMU Commander will determine the validity of the request.

DEPARTMENTAL RADIO SYSTEM

- All Department stations and respective records will be made available to Federal Communications Commission (FCC) representatives at any time while the station is in operation or upon reasonable request by the representative.

8-5.1 FACILITY MAINTENANCE

FACILITY MAINTENANCE

- Is handled by the Materials & Facilities Management Unit (MFMU).
- Of a routine nature will be submitted on a Form 121, Procurement and Maintenance Request Form, stating specifically what maintenance is needed. This form will be forwarded through the precinct/unit commander to the MFMU.
- Of an emergency nature:
 1. Involves conditions that threaten the health or welfare of police facility occupants and cannot wait to be corrected through the routine maintenance request process (e.g., loss of heat during cold spells, clogged and overflowing toilets, insect infestation, etc.).
 2. Occurring during the MFMU normal hours of operation will be directed to the MFMU via telephone.
 3. Occurring when the MFMU is closed will be directed to the 9-1-1 Communications Center.
 4. Requires a Form 121 (original and one copy) indicating that an emergency notification was made, naming the person contacted, and stating the date and time of the contact. The paperwork will be submitted in the same fashion as routine requests as soon as possible after the emergency.

8-5.2 FACILITY RENOVATIONS

FACILITY RENOVATION REQUEST PROCESS

- Commanders who want to alter, renovate, or expand the space that they control must request funding by submitting a Budget Request Form per the Budget Manual.
- If funds are appropriated, the requesting commander will submit a Form 121, Procurement and Maintenance Request Form, to the facility commander, specifically describing the work and including diagrams. The Administrative & Technical Services Bureau maintains a list of facility commanders.
- If approved by the facility commander, the requesting commander will forward the Form 121 and diagrams to the bureau chief/division commander.
- If approved, the bureau chief/division commander will:
 1. Forward the Form 121 and diagrams to Budget Management via the budget coordinator.
 2. The approved request will be forwarded to the Materials & Facilities Management Unit (MFMU).

MODULAR OFFICE SYSTEMS

- Are not to be altered, disassembled, or moved, without written approval of the commander of the MFMU.
- Alteration and relocation requests will be processed as follows:
 1. Requesting commanders must first submit a Form 121 to their bureau chief/division commander describing the proposed change.
 2. If endorsed by the bureau chief/division commander, the Form 121 must be forwarded to the commander of the MFMU.
 3. MFMU will obtain a cost estimate and return the Form 121 to the requesting command for identification of a funding source.
 4. The Form 121 will then be processed per normal procedures.

LABOR DONE BY POLICE PERSONNEL

- Requires the approval of the MFMU who will notify the Safety and Building Maintenance supervisor to inspect the work site and materials.
- Safety and Building Maintenance supervisor:
 1. May inspect the work at any time.
 2. Notifies the MFMU in writing of their approval/disapproval of the work site, after any inspection.
 3. Will make an inspection prior to occupancy, after completion of work, and after any corrections have been made.
- If materials are supplied by police personnel and the work site is approved:
 1. The Building Maintenance supervisor will prepare a list of the type of materials needed if necessary materials are not on hand.
 2. The MFMU will notify the requesting commander, who will:
 - a. Submit either a miscellaneous supply order form if the needed item is available by contract or a Form 121 if it is not available.
 - b. Obtain a work permit prior to any work being done. The work permit number will be forwarded to the MFMU.
- If labor will be supplied by police personnel and the material by the County and the work site is approved, the:
 1. Building Maintenance supervisor will submit requisitions for obtaining necessary materials.
 2. The MFMU will notify the commander to obtain a work permit, upon receipt of the appropriate documents.

- Only Building Maintenance electricians may do electrical work. Before electrical work is needed, the commander will contact the MFMU, who will in turn notify the electricians.
- If work is disapproved after completion, the Building Maintenance supervisor will determine if police personnel or Building Maintenance personnel should make the required changes.
NOTE: If work must be redone, replacement materials must be purchased by police personnel through Department funds, donations, personal funds, etc.

LABOR DONE BY BUILDING MAINTENANCE

- The MFMU will notify the Safety Officer to make an inspection, prior to the work being done. The Safety Officer will advise the MFMU in writing of approval/disapproval.
- If approved by the Safety Officer, the MFMU will forward all forms to the Budget Management Section for approval.
- Upon return of approved forms, the MFMU will forward the forms to Building Maintenance, who will begin work at their earliest convenience.
- Upon completion of work, the commander will forward a copy of the Form 121 to the MFMU, indicating that the work is completed.

8-5.3 FIRE ALARM SYSTEM IN CELLBLOCKS

GENERAL

- Should the system activate at any time other than testing, the area should be checked and 9-1-1 notified immediately if smoke or fire is detected. If no smoke is detected, notify Electronic Services.
- Commanders will make certain that facility personnel familiarize themselves with the operation of the smoke detection, intercom, and pushbutton alert systems.
- Smoke detector testing equipment may be ordered on a Form 24, Supply Requisition, and picked up at the Materials & Facilities Management Unit (MFMU).

TESTING AND INSPECTION

- Testing will be done in accordance to the specifications by the manufacturer.
- Documented inspection of fire equipment (i.e., extinguishers) will occur:
 1. Weekly through visual inspection.
 2. Semi-annually through testing.
- Documented inspection of automatic fire detection devices and alarm systems will occur:
 1. Daily through visual inspection, with the results and member's name and identification number recorded on the Form 91.
 2. Monthly through testing.
- Malfunctions will be documented on the Form 91. Electronic Services and the shift commander will be notified.

8-6.0 COMPUTER HARDWARE AND SOFTWARE

GENERAL

- Departmental computers will be used only for departmental purposes. Commanders are responsible for ensuring appropriate use of computers assigned to their units.
- Movement of non-portable computers should only be done after obtaining approval from the Technology Section (TS).
NOTE: Requests to move computers with ORIs must be submitted to the TS via a Form 12L, Intra-Department Correspondence.
- There is no expectation of privacy. All messages and transmissions are the property of Baltimore County. The Department and County reserve the right to access, maintain, and disclose all transmissions, messages, and files sent over the information system.

- The Department and County will audit, inspect, and/or monitor members' use of the internet, including all file transfers, all websites visited, and all e-mail messages as deemed appropriate.
- Unauthorized interception of communications by any person is strictly prohibited.

DEPARTMENT MEMBERS

- Acknowledge that any software they develop in the course of their duties is the property of the Department.
- Are strictly forbidden from using software on departmental computers that has been copied in violation of the law (i.e., software held under patent, trademark, or copyright).
- Will not make unauthorized copies of proprietary software packages.
- Contact the Office of Information Technology (OIT) service desk with computer hardware or software malfunctions.
- Will not do the following without permission from the OIT:
 - Remove the external case which houses the electronic components of a computer.
 - Connect or disconnect equipment from a network.
 - Alter the configuration of any equipment connected to the network or install software on equipment.

8-6.1 COMPUTER SECURITY

PHYSICAL SECURITY

- Should be a consideration when choosing a location for computer equipment.
- Necessitates that computers be equipped with a surge suppressor and safeguarded from other hazards (e.g., water, heat, etc.).
- Requires that computers, transferrable media storage devices, and related equipment must be kept:
 1. In a clean area, free of dust and dirt.
 2. Away from food, drink, and cleaning agents.
 3. Away from magnetic devices.

COMMUNICATIONS SECURITY

- Involves maintaining adequate data security in facilities that transmit data among computers over telecommunications networks.
- Among computer equipment will be evaluated on a case-by-case basis by appropriate members of the OIT.

PASSWORDS

- Will be issued to users of various mainframe and minicomputer applications (e.g., MILES/METERS, National Crime Information Center (NCIC), the Records Management System (RMS), Motor Vehicle Administration (MVA), etc.) by the appropriate security officer and must be changed at least annually.
- Will have the following characteristics:
 1. Contain at least eight characters in length.
 2. Include at least one number (0-9).
 3. Include at least one upper case letter (A-Z).
 4. Include at least one lower case letter (a-z).
 5. Cannot contain a user identification or first or last name.
- Will be confidentially maintained by their users. If a member's password is inadvertently revealed or discovered by anyone else, the member must immediately update the password.

INTERNET/INTRANET/WORLD WIDE WEB

- Is not secure and should not be used to transmit administrative, confidential, or sensitive information.
- Use for illegal activities is strictly prohibited.
- Use for harassment, sexual harassment, or any unsolicited messages is prohibited.

DEPARTMENT MEMBERS

- Must log-off or lock their computer or device when not in use.
- Must complete the required monthly security awareness training provided by the OIT.
EXCEPTION: Members on extended leave.
- Granted computer systems access, will use it consistent with their job function.
- Who violate/attempt to violate security policies (e.g., unauthorized access, misuse of passwords, etc.) will lose their account, and may be subject to further disciplinary action up to and including termination.
- Will use access responsibly and consistent with all laws, departmental procedures, and County policies.

8-6.1.1 SHARED LAPTOP COMPUTER SECURITY

GENERAL

- Shared laptop computers are portable computers that are used by multiple users.
- These computers are to be secured in a locked area (e.g., locked closet, cabinet, desk, room, etc.) when not in use.

DEPARTMENT MEMBERS

- Who share laptop computers are responsible for keeping the units and information secure.
- Are responsible for completing a Form 320, Shared Laptop Usage Log, each time a shared laptop computer is used.
EXCEPTION: Units such as the Intelligence Unit who utilize an alternate tracking system for the laptop computers (i.e., Intelitrack), do not need to complete the Form 320.
- Utilizing laptop computers for investigative details (e.g., long-term surveillance, etc.), and transferring laptop computers between themselves during the detail, will complete the Form 320 when the equipment is signed out, and signed in after its use.

SUPERVISORS

- Ensure that the Form 320 is completed each time a shared laptop computer is signed out.
- Maintain a file of Forms 320, at the assigned laptop computer area, for a retention period of two years.

8-6.2 COMPUTER MAINTENANCE

DEPARTMENT MEMBERS

- In need of computer or database maintenance will contact the Office of Information Technology (OIT) service desk.

8-6.3 COMPUTER/DATABASE/SHARED DRIVE ACCESS ACCOUNTS

DEPARTMENT MEMBERS

- Must obtain an Active Directory account and complete the On-line Computer Security Awareness training with a passing score before being granted access to Department databases and computer files.

- In need of a new, or changed, Active Directory account, shared device access, or system access account, will submit their request on a Form 12L, Intra-Department Correspondence, through the chain-of-command, to their commander. The Form 12L should include the member's:
 1. Full name (First, MI, Last, Suffix).
 2. Identification number.
 3. Location assigned (e.g., CID-Robbery, 10th floor, Public Safety Building, etc.).
 4. Documentation of the type of account being requested (e.g., RMS, Payroll Entry, etc.).
 5. Justification for the access change.
 6. The specific level of access requested (e.g., read only, update, etc.).
- Log-on to each database within the designated time period as required to maintain access authorization.
- Complete and sign a Form 313, Computer Database Log-in Form, at the end of each month and submit the form to their immediate supervisor.

VOLUNTEERS/INTERNS

- In need of access to Department computer files and databases will submit a Form 12L as outlined above for Department members and will forward it through the chain-of-command where they are assigned.

SUPERVISORS

- Ensure that all personnel assigned to their supervision log-on to each database as required.
- Review the Form 313 for completeness at the end of each month.
- Ensure that all assigned personnel complete the Form 313 monthly.

VOLUNTEER/INTERN COORDINATOR

- Provides volunteer/intern identification numbers for commanders to include in system access requests.

COMMANDERS

- Review Department member requests for computer file and/or database access and approve or deny the request based on the specific duties of the requesting personnel (i.e., a patrol officer has a legitimate need for access to the RMS but may not have a justifiable need for access to the payroll journal database).
- Forward all approved Forms 12L to the Technology Section (TS).
- Review volunteer/intern member requests for computer file and/or database access and approve or deny the request based on the specific duties of the requesting personnel.
- Maintain a file for the Forms 313 for a period of one year after the month certified. The file will be purged on a monthly basis so that only the most recent 12 month forms are maintained on an ongoing basis.

TECHNOLOGY SECTION (TS)

- Reviews and approves or denies all requests from commanders for computer file and database access.
- Forwards all approved requests for computer file and database access to the OIT Access Management Team, or other agency, for appropriate action.

8-6.3.1 METERS/NCIC RECERTIFICATION

GENERAL

- The Maryland Department of Public Safety and Correctional Services (DPSCS) requires METERS/NCIC certified members to log into the METERS/NCIC system every 30 days.

- Members of the rank of:
 1. Captain and above, may be placed in a METERS/NCIC inactive status.
 2. Lieutenant and below, may be placed in a METERS/NCIC inactive status, upon their commander's approval, if they do not require METERS/NCIC access to perform their assigned duties (i.e., do not serve in a patrol or investigative function).

DEPARTMENT MEMBERS WITH AN ACTIVE METERS/NCIC STATUS

- Are required to attend a bi-annual, four hour METERS/NCIC recertification class and successfully complete the recertification test.
- Must log-on to METERS/NCIC using an ORI designated computer at least once every 30 days and open the welcome envelope.

NOTE: Members will have their METERS/NCIC status inactivated by the DPSCS if they fail to login for 90 consecutive days. This will prohibit the member from accessing any METERS/NCIC functions, including in patrol vehicles and in the Dashboard system, until reactivation procedures are completed.
- May submit a Form 12L, Intra-Department Correspondence, to their commander and request to have their METERS/NCIC access placed into an inactive status, if they do not require METERS/NCIC access to perform their current assigned duties.

NOTE: When approved, the Form 12L will be sent to the NCIC Security Coordinator.

DEPARTMENT MEMBERS WITH AN INACTIVE METERS/NCIC STATUS

- Are unable to access METERS/NCIC functions, including in patrol vehicles and in the Dashboard system, until reactivation procedures are completed.
- Are not permitted to attend bi-annual, four hour METERS/NCIC recertification classes and will be removed from the METERS/NCIC recertification rotation.
- Require reactivation when the member:
 1. Serves in a patrol or investigative function and has been placed in an inactive status.
 2. Has been reassigned to duties involving patrol or investigative functions.

DEPARTMENT MEMBERS REQUESTING METERS/NCIC REACTIVATION

- Send a Form 12L through their chain of command to the NCIC Security Coordinator, requesting reactivation.
- Report to the Public Safety Building, if directed to do so by the NCIC Security Coordinator, to be Livescan fingerprinted by the Technology Section (TS).
- Attend a recertification or certification class, as directed by the NCIC Security Coordinator.

TECHNOLOGY SECTION

- Livescan fingerprints members requiring METERS/NCIC reactivation, when required.
- Transmits Livescan fingerprints to the DPSCS for METERS/NCIC reactivations.

NCIC SECURITY COORDINATOR

- Upon receipt of an approved request to place a member in an inactive METERS/NCIC status, will:
 1. Suspend the member's METERS/NCIC access.
 2. Send an e-mail to the DPSCS to have the member's METERS/NCIC status changed to inactive.
 3. Send an e-mail to the Training Section to have the member removed from the METERS/NCIC recertification rotation.
- Retains the approved Forms 12L requesting members be placed in an inactive status.
- Notifies members requesting reactivation of the need to be Livescan fingerprinted for submission to the DPSCS, when fingerprinting is required.

- Sends requests to DPSCS to have members with inactive statuses reactivated upon receipt of a Form 12L reactivation request.
NOTE: The NCIC Security Coordinator must ensure members' Livescan fingerprints are on file prior to sending these requests.
- Upon receipt of a reactivation notification from DPSCS, will send an e-mail to the Training Section to have the member added to the METERS/NCIC recertification rotation.

NCIC TRAINING COORDINATOR

- Upon receipt of a reactivation notification, will:
 1. Schedule the member requesting reactivation to attend the appropriate METERS/NCIC certification or recertification class.
 2. Notify the member of the training date.
- Sends the NCIC Security Coordinator a list of members who:
 1. Have METERS/NCIC access and need to attend a CN1 or CN2 basic certification class at least 10 days in advance.
 2. Are inactive and need to attend a recertification class, at least one month in advance.

8-6.3.2 DEPARTMENTAL ELECTRONIC MAIL (E-MAIL) USAGE

GENERAL

- All Department members are assigned an e-mail account.

DEPARTMENT MEMBERS

- Will only use departmental e-mail accounts for official purposes.
- May request the assistance of the Technology Section (TS) to facilitate the sending of a Department-wide message to other County agencies.
- May only send miscellaneous messages (e.g., birth and death announcements, etc.) with the approval of the affected member.
- Will make an effort to check messages at least once a day when reporting to their primary assignment.
- Who have prior knowledge and cannot access their departmental e-mail for an extended period of time (e.g., vacation, long-term sick leave, leave of absence, etc.) should set up an automatic reply to their account.
- May be held accountable for all Police Department information relayed to them through their e-mail account.
- Should respond to all messages in a timely manner. If a response is required by a specific date or time, this information must be stated in the message.
- May check messages remotely via a web browser on any electronic device with internet access, including computers outside the Baltimore County Network. Members still have to abide by the OIT security awareness policy when accessing their e-mail remotely.

DEPARTMENT-WIDE MESSAGES

- Are also referred to as Distribution List (DL) (e.g., DL-Police, DL-Police Sworn, etc.) messages.
- May only be sent:
 1. With the authorization of their supervisor, who has reviewed the message, for the ranks of sergeant and below.
 2. After review by an equal rank or above member, for the ranks of lieutenant and above.
- Being sent after review, will include the reviewing member's rank, name, and identification number below the message.
- Will be sent with the *To* field left blank and the DL address placed in the *Blind Copy* (BC) field.

- Will not be responded to with the *Reply All* feature.

SUPERVISORS

- Review and approve Department-wide police e-mail messages for the ranks of sergeant and below.
- Ensure that Department-wide e-mails are only sent for official purposes.

EQUAL RANK OR ABOVE MEMBERS

- Review Department-wide police e-mail messages for the ranks of lieutenant and above.

REFERENCE

- Administrative Manual, Article 5 (Department Organization).

8-7.0 MISCELLANEOUS DEPARTMENTAL PROPERTY

GENERAL

- Members will exercise the utmost care regarding departmental property assigned to their use.
- The care and proper use of all property owned or controlled by the Department is the responsibility of the commander of the precinct/section to which such property is assigned.
- Precinct/section commanders will annually inspect equipment assigned to ensure that it is in a serviceable condition and ready for immediate use.
- Departmental property will not be discarded, sold, broken up, or otherwise disposed of, except with permission of the commander responsible for the item, subject to the approval of the Chief of Police.

LOST/STOLEN/DAMAGED PROPERTY

- The Department will replace or repair departmental property or equipment issued to a member that is lost, stolen, destroyed, or damaged. If the loss or damage resulted from neglect on the part of the member, the member may be responsible for the cost of replacement. Requests will be made by initiating a Form 121, Procurement and Maintenance Request Form, and forwarding it to the Material & Facilities Management Unit (MFMU).
- When departmental equipment or property is unserviceable, damaged, or worn out, the commander responsible for it will prepare a detailed report directed to the MFMU Commander. The property will be inspected to determine if any waste or carelessness was involved.

DECEASED MEMBER'S PROPERTY

- When a Department member dies, the commander of the precinct/section to which the member was assigned at the time will ensure that all departmental property is returned to the MFMU.
- If the deceased member's property is demanded and not returned, the commander will notify the Chief of Police through proper channels.
- If the survivors of the deceased request that the officer be buried in uniform, the request will be sent to the Office of the Chief.
- The MFMU will maintain records regarding the return of all property issued.

8-7.1 FIXED ASSETS INVENTORY

GENERAL

- Only equipment/property having a value greater than \$1,000 will be listed on the Fixed Assets Inventory (FAI) Form.
- Commanders will maintain the FAI Form in an up-to-date status noting changes when furniture or equipment is added, becomes unserviceable, or is transferred between commands or from one building to another within the same command by the Materials & Facilities Management Unit (MFMU).
- Changes to the FAI Form may be made by striking out entries that are no longer applicable and either printing or typing in additional entries or changes.
- Commanders will promptly forward a copy of the FAI Form to the MFMU when updates, revisions, or additions are made.

8-7.2 ACQUIRED EQUIPMENT/PROPERTY

ACQUIRED EQUIPMENT/PROPERTY REQUESTS

- Include all equipment/property loaned, donated, converted, seized, or otherwise made available for departmental use other than via Baltimore County's budgetary purchase process.
- Are submitted by a precinct/section commander on a Form 12L, Intra-Department Correspondence, to the MFMU Commander.
- Must contain detailed descriptions of the equipment/property requested.
- Include any unfilled budget requests forwarded to the MFMU by the Budget Management Section.
- Will be filled, when possible, by the MFMU based on Department-wide need.

MATERIALS & FACILITIES MANAGEMENT UNIT

- Stores all acquired equipment/property.
- Assigns designated items inventory control numbers and adds them to the receiving command's FAI Form.
- Tracks the assignment, location, and condition of designated equipment/property.

8-7.2.1 MILITARY SURPLUS EQUIPMENT/PROPERTY

GENERAL

- The Department may not receive the following equipment from a surplus program:
 1. A weaponized:
 - a. Aircraft;
 - b. Drone; or
 - c. Vehicle.
 2. A destructive device (e.g., bomb, grenade, missile, etc.);
 3. A firearm silencer; or
 4. A grenade launcher.
- The Materials & Facilities Management Unit (MFMU) will coordinate the Department's participation in any military surplus equipment/property programs.
- The receiving precinct/section commander will prepare the Form 16, Loan/Donation Record after receiving the equipment/property and forward it to the MFMU.

8-7.2.2 SEIZED EQUIPMENT/PROPERTY

SEIZED EQUIPMENT/PROPERTY

- Must be used for law enforcement purposes for two years before it can be sold. The Materials & Facilities Management Unit (MFMU) and the Budget Management Section must be notified before any sale of seized assets.

MATERIALS & FACILITIES MANAGEMENT UNIT

- Assigns an inventory control number to the item.
- Will notify the Budget Management Section when equipment/property is transferred, sold, disposed of, or by any other means removed from inventory.

DISPOSAL

- Of any seized equipment/property requires prior approval. A written request must be submitted to the MFMU by the precinct/section commander before any action can be taken. The Form 12L, Intra-Department Correspondence, must describe the condition of the item, how it is to be disposed of, and the projected date of disposal.

REFERENCE

- Field Manual, Article 1 (Investigations).

8-7.2.3 DONATED AND LOANED EQUIPMENT/PROPERTY

MEMBERS

- Approached about a loan/donation are not authorized to accept the item.
- Will notify their commander via Form 12L, Intra-Department Correspondence:
 1. Describing the item to be loaned/donated and any restrictions on its use.
 2. Describing the events leading to the donation or lending of the equipment.
 3. Stating the name, address, and telephone number of the person/organization and contact person wishing to loan/donate the item.

COMMANDERS

- May accept an item(s) for storage pending County Council approval. The donor will be made aware that acceptance is conditional on Council approval and if not accepted the item(s) may be returned or disposed of.
- Will not make use of an item until notified by the Legal Section of the item's acceptance by the Council.
- Will immediately initiate the loan/donation process upon receipt of an item for storage.
- Will request a letter from the donor to the Baltimore County Police Department stating the facts about the donation, such as the donating person/organization/business, item(s) being donated, the item's condition and value, etc.
- Will conduct a background investigation to ensure the:
 1. Utility of the items, if not readily apparent.
 2. Integrity of the lender/donor.

NOTE: The Police Foundation, Police Community Relations Councils, and government agencies are exempt from a background investigation.

- Ensure that the Form 16, Loan/Donation Record, is completed and signed, reporting the findings from the background investigation and forward the original, through the chain-of-command, to the MFMU Supervisor. The letter from the donor must be attached to the Form 16.
EXCEPTION: The Form 16 will be forwarded to the OIT for any type of computer equipment/property or software or the Forensic Services Section Commander for any type of digital photographic equipment. The respective commander will then forward the Form 16 to the Budget Management Section.
- Will, after Council acceptance, have the item(s) moved to the MFMU for safekeeping if the receiving command is not assigned use of the item.
NOTE: Notify the MFMU Supervisor to coordinate movement if the item is large or if there is a large number of items.
- Will not accept items in need of repair or requiring significant operating budget expenditures (e.g., supplies, maintenance, installation, etc.).

MATERIALS & FACILITIES MANAGEMENT UNIT

- Assigns a loan/donation number to the item.
- If needed, determines where the item will be assigned.
EXCEPTION: Computer equipment assignments will be the responsibility of the Bureau Chief of the Administrative & Technical Services Bureau or designee.
- Forwards the original Form 16 to the Budget Management Section.
- Initiates County Fixed Assets procedures to include accepted items on the inventory if applicable.
- Notifies the originating commander of the final assignment of the item.

BUDGET MANAGEMENT SECTION

- Analyzes any ancillary costs (e.g., service contracts, maintenance costs, etc.) associated with the item and recommends either acceptance or denial.
- Forwards the completed Form 16, with their recommendations and findings, to the Legal Section.

LEGAL SECTION

- Reviews requests for all loaned/donated equipment/property.
- Reviews the Form 16 and makes a recommendation to the Chief of Police.
- Prepares the legislative request and coordinates activity between the Department and the County Council.
- Forwards a copy of the Form 16 and the County Council Request Form to the originating commander, MFMU, and Budget Management Section after the item is approved or denied.

8-7.3 SUPPLY AND MATERIAL REQUISITIONS

SUPPLY/MATERIAL REQUESTS

- Typed on a Form 24, Supply Requisition, available from the Materials & Facilities Management Unit (MFMU). If more than one set of forms is needed to complete the order, the additional forms will be joined with a paper clip. Do not staple.
- Forwarded via departmental mail to the MFMU for processing.
- Refer to the Budget Manual or Budget Coordinator for requests for materials from other than MFMU.

MEMBERS RECEIVING SUPPLIES/MATERIALS

- Check the invoice against the actual amount of supplies delivered to ensure accuracy.
- Sign the invoice and forward the copy marked "Using Agency" to the MFMU.

- Reorder on the next month's supply order any item ordered and not delivered.
- Ensure that the supplies are received in the proper condition. Goods that are damaged, refused, or of incorrect amount will be noted on the invoice.

REFERENCE

- Budget Manual.

8-7.4 LAUNDERING OF PRECINCT LINEN

GENERAL

- Precinct linen (e.g., blankets, coveralls, etc.) will be delivered to the Detention Center for cleaning.
- All linen will be double bagged, using disposable plastic bags, prior to transport to the Detention Center.
- A tag will be attached to each bag noting the precinct's name and contents of the bag.
NOTE: Contaminated or suspected contaminated linen (e.g., containing body fluids, communicable disease, etc.) will be bagged separately, and the tag will indicate the type of suspected contamination. This information will also be communicated to the Detention Center's personnel upon drop off.

DETENTION CENTER

- Launderers soiled precinct linen.
- Accepts laundry during normal business hours at their rear loading dock.
- Ensures that soiled blankets are available for return to the precinct 48 hours after delivery.

PRECINCT PERSONNEL

- Deliver, or utilize the Department mail couriers to deliver, laundry to the Detention Center.
NOTE: When Department mail couriers are utilized for transportation, laundry bags must be placed in the area where the precinct's mail is picked up and delivered in time for the first mail run conducted on Mondays.
- Pick up, or utilize the Department mail couriers to pick up, cleaned linen promptly.

8-8.0 PERSONAL PROPERTY REIMBURSEMENTS

GENERAL

- The Department shall make reimbursement to clean, repair, or replace certain personal property that is damaged or destroyed or lost within the performance of the member's duties, provided there was no negligence on the part of the member.
EXCEPTION: Items covered by the member's private insurance and/or Memorandums of Understanding.
- Reimbursement requests will be made on a Form 83, Reimbursement Request, and forwarded through the chain-of-command to the section/unit commander. A vendor's written estimate or receipt must be attached.
- The actual item damaged/destroyed or a photograph of the item must be presented to the member's section/unit commander with the request.
- A request must contain justification by the member's section/unit commander indicating:
 1. The relationship between the item lost, damaged or destroyed, and the specific duty being performed; and
 2. That the item lost, damaged, or destroyed was approved for use.

- The section/unit commander will forward approved requests to the Bureau Chief of the Professional Standards Bureau who is the final authority for the Department.
NOTE: If an injury results from the incident, reimbursement claims for eligible items may be covered under Workers' Compensation. Reimbursement requests must be accompanied by the appropriate Workers' Compensation paperwork and will be forwarded to the Baltimore County Office of Human Resources (OHR) by the approving section/unit commanders.
- Each request for reimbursement will be reviewed on a case-by-case basis and judged on its own merits. Decisions will be made in a manner intended to uphold fairness and consistency toward all members of the Department.
- The Budget Management Section will establish reimbursement caps for wristwatches and sunglasses annually.
- Reimbursement for all items will be limited to the employee's actual out-of-pocket costs and will not exceed \$250 per request.
NOTE: Exceptions may be made on a case-by-case basis for medically required items or where extraordinary circumstances exist and the \$250 cap would result in an unfair hardship for the member.

ELIGIBLE ITEMS

- Eyeglasses/sunglasses and contact lenses.
- Flashlights not issued by the Department and other items directly related to law enforcement duties and approved for use but not provided by the Department.
- Clothing and footwear.
- Wristwatches and Medic Alert jewelry.
- Wedding bands.

INELIGIBLE ITEMS

- Jewelry and items covered by Memorandums of Understanding.
- Personal electronic devices (e.g., cellular phones, laptop computers, etc.).

REFERENCES

- Administrative Manual, Article 7 (Personnel Issues).
- [Memorandum of Understanding](#).

SPECIAL EVENTS AND DETAILS

Article 9

9-1.0 Dignitary/Witness Protection [rev. 08/2020]

9-2.0 Ceremonial Honor Guard Unit Events [rev. 09/2016]

9-3.0 Major Events [rev. 06/1996]

9-4.0 Motion Picture Details [rev. 06/1996]

9-5.0 Public Appearances [rev. 06/1996]

9-6.0 Special Escorts [rev. 06/1996]

SPECIAL EVENTS AND DETAILS

9-1.0 DIGNITARY/WITNESS PROTECTION

MEMBERS RECEIVING PROTECTION REQUESTS

- Notify their supervisor of any threats/requests immediately.
- Document information gathered from the victim, witness, or requesting person, on an Investigative Memo.
- Submit the Investigative Memo to the workflow for supervisor approval and distribution.
- Ensure any reports and/or Investigative Memos are completed prior to the end of their tour of duty and a copy is distributed to the Intelligence Unit.

SUPERVISORS

- Decide on the appropriate threat level response (see Field Manual, Article 1, Section 5.1.4).
- Advise the 9-1-1 Communications Center to notify the on-call Dignitary Witness Protection Team (DWPT) Commander or the Operations Support Section (OSS) - Commander, if appropriate.
- Forward a copy of all documentation to the precinct commander.

DIGNITARY/WITNESS PROTECTION TEAM (DWPT)

- Makes all required notifications and advises the requesting individual as to whether or not protection will be afforded.
- Has overall protection responsibility for approved details.
- Establishes telephone contact and meets with the victim, witness, or representative of the dignitary, if necessary.
- Determines the itinerary of the victim, witness, dignitary, and persons involved or accompanying the protected person.
- Determines the identity of other agencies involved in protecting the victim, witness, or dignitary, and ascertains what protective measures they are taking.
- Researches information about previous threats directed against the victim, witness, dignitary, or member of their family.
- Researches information on any group or person who may advocate violence or disorder at any site attended by the victim, witness, or dignitary, including the protected person's place of lodging.
- Has the close-in protection responsibility for the victim, witness, or dignitary.
- Contacts the Intelligence Unit if technicians are required to install necessary communications equipment.
- Provides personnel to monitor crowd behavior for the purpose of problem identification, if applicable.
- Responsible for any protection assignments as designated by the Chief of Police.
- Notifies the precinct commander so that alternative assistance may be provided, if assistance is denied.

DIGNITARY/WITNESS PROTECTION TEAM LEADER

- Will be a DWPT supervisor designated for each protection detail.
- Responsible for advanced detail planning, contacting necessary team members, and preparing an Operations Order.
- Coordinates detail planning and protection assignments of victims and witnesses identified by the Baltimore County State's Attorney's Office.
- Assesses the threat level against the victim, witness, or dignitary, and documents it in the Operations Order.

- Establishes a command post to be used by the detail commander, which provides a site for coordinating radio and telephone transmissions.
- Arranges a briefing prior to the detail that:
 1. Includes representatives from all support units.
 2. Identifies the detail commander.
 3. Provides last minute changes.
 4. Identifies outside agencies and their responsibilities.
- Completes a Form 21, After Action Report, and a Cost Analysis Report upon completion of the detail.

DIGNITARY/WITNESS PROTECTION TEAM COMMANDER

- Designates a supervisor of the team as a detail leader.
- Defines the responsibilities of all necessary departmental units, informing support personnel of same.
- Notified by the Baltimore County State's Attorney's Office when protective services may be required for a victim, witness, or during a trial or court related proceeding.
- Reviews and approves Operations Orders and forwards same to the Operations Support Section Commander.
- Responsible for distributing copies of the Operations Order to the units and personnel specified in the Order.

OPERATIONS SUPPORT SECTION COMMANDER

- Has the authority to approve or deny requests for protection.

DETAIL SUPPORT

- K-9 officers and dogs may be used to detect the presence of explosive devices in areas to be visited by the dignitary.
- 9-1-1 Communications Center personnel may be required to restrict a police radio talk group for exclusive use by detail personnel.
- DWPT will be supported with various Department sections, units or teams as needed.

REFERENCE

- Field Manual, Article 1, Section 5.1.3, Threat Against Public Officials/Judges.
- Field Manual, Article 1, Section 5.1.4, Threats Against Victims/Witnesses.

9-2.0 CEREMONIAL HONOR GUARD UNIT EVENTS

CEREMONIAL HONOR GUARD UNIT (CHGU) EVENTS

- Department funerals.
- Out-of-agency funerals.

NOTE: See the Department's Bereavement and Protocol Manual for information concerning available entitlements and eligibility.

- Department events (e.g., promotions, graduations, etc.).
- Community events (e.g., parades, dedications, etc.).
- Any other event directed by the Chief of Police or his/her designee.

CHGU COMMANDER

- Has the authority to assign and coordinate Unit participation in all events.
EXCEPTION: Events which involve overnight travel or when the CHGU Commander and the requesting party do not concur on CHGU services. In these cases, the approval of the Bureau Chief of the Administrative & Technical Services Bureau (ATSB) or designee is required.

- Designates detail commanders.

PLANNED EVENTS

- Requests for Unit participation, received 45 days or more prior to an event.
- The CHGU Commander will determine the availability of the Unit and notify the requesting individual with regard to approval.
- If the request is denied, a written explanation will be provided, setting forth the reason for denial (e.g., prior commitment, etc.).

UNPLANNED EVENTS

- Requests for Unit participation in funerals and other events with less than 45 days notice.
- Commanders notified of the death of a member of the Department, whether active or retired, will refer to the Bereavement and Protocol Manual for appropriate procedures. The Bureau Chief of the ATSB or designee will notify the CHGU Commander to activate the detail.
- When receiving notice of funerals in other jurisdictions or other unplanned events, the CHGU Commander will take into consideration personnel, cost and any other impact on essential police services prior to approving a detail.

MEMBERS RECEIVING REQUESTS

- Document all requests, to include the following information:
 1. Date, time, and location of event.
 2. Type of event.
 3. Services requested.
 4. Contact person and telephone number.
- Forward all requests to the Bureau Chief of the ATSB.
- Notify the CHGU Commander via the 9-1-1 Police Liaison of any unplanned event requests received on short notice.

DETAIL COMMANDERS

- Responsible for the overall function of the CHGU at a particular event.
- Assign personnel to details.
- Notify assigned members of details.
- Coordinate transportation, equipment, lodging, expenses, etc.
- Complete detail activity sheets and a cost analysis at the conclusion of the event.

REFERENCE

- Bereavement and Protocol Manual.

9-3.0 MAJOR EVENTS

COMMANDERS

- When informed that a major event will occur within their command, must gather background information pertaining to:
 1. The nature, type, and location of the event.
 2. Date, time, and length of the event.
 3. Approximate number of persons expected to attend the event.
- Determine the number and type of personnel required to adequately handle the event.
- Notify the division commander if the event can be handled at the precinct/division level.
- Request, through their division commander, assistance from other units/personnel/agencies necessary to handle the event, if it is determined that the event cannot be handled at the precinct/division level.

- Complete an Operations Order and forward it to the division commander.

DIVISION COMMANDERS

- Refer to the Administrative Manual, Article 4, for procedures regarding completion and approval of Operations Orders.
- Review, evaluate, approve, and distribute Operations Orders for major events.
- Are responsible for the overall scope and handling of the event.

REFERENCE

- Administrative Manual, Article 4 (Written Communication).

9-4.0 MOTION PICTURE DETAILS

SUPPORT OPERATIONS DIVISION COMMANDER

- Acts as Department liaison to the Baltimore County Film Team, which is coordinated by the County Administrative Officer's staff. The County Film Team plans and coordinates activities associated with the filming of motion pictures in Baltimore County.
- Reviews film scheduling dates and other Department obligations to ensure sufficient staffing is available.
- Observes the physical location of the area to be filmed to determine impact on traffic flow during identified times and dates.
- Identifies safety needs of participants and spectators.
- Determines the impact on residence and business access.
- Must be thoroughly aware of the location of film equipment and parking for film crews.
- Coordinates use of Department property in the film.
- Prepares an Operations Order for Department units that may be impacted by a movie detail.
- Maintains continuous contact with the movie company during its stay in Baltimore County.

9-5.0 PUBLIC APPEARANCES

PUBLIC APPEARANCES

- Must be approved by the commander assigning the speaker.
- Should be documented within the command and noted on monthly activity reports.

9-6.0 SPECIAL ESCORTS

SPECIAL ESCORTS

- Escorts affecting traffic (e.g., military convoys, parades, etc.) are the responsibility of the Traffic Management Team unless otherwise directed by the Bureau Chief of the Operations Bureau.
- Emergency escorts involving protection of public officials, witnesses, celebrities, etc., may be provided by a precinct/section commander, but only for a period of 24 hours. Commanders providing such protection will notify the Bureau Chief of the Operations Bureau as soon as possible.

MISCELLANEOUS ADMINISTRATIVE PROCEDURES

Article 10

10-1.0 Financial Matters [rev. 09/2000]

10-2.0 Community Programs [n/a]

10-2.1 *Rewards for Crime Information* [rev. 06/1999]

10-2.2 *Non-Criminal Fingerprinting Services* [rev. 01/2014]

10-3.0 Information Gathering – First Amendment Activities [rev. 10/2020]

10-5.0 Safety Issues [n/a]

10-5.1 *Safety Program* [rev. 07/2000]

10-5.2 *Defensive Driver Training* [rev. 09/2016]

10-6.0 Awards [rev. 12/2023]

10-6.1 *Departmental Award Nomination Process* [rev. 12/2023]

10-6.2 *Awards Review Board* [rev. 12/2008]

10-6.2.1 *Appeal of Awards Review Board Decisions* [rev. 09/1995]

10-6.3 *Award Types and Criteria* [rev. 04/2019]

10-6.3.1 *Medal of Honor* [rev. 04/2019]

10-6.3.2 *Silver Star* [rev. 02/2010]

10-6.3.3 *Commendation Award* [rev. 04/2019]

10-6.3.4 *Purple Heart* [rev. 09/1995]

10-6.3.5 *Chief's Award* [rev. 09/1995]

10-6.3.6 *Emergency Service Award* [rev. 12/2008]

10-6.3.7 *Community Policing Award* [rev. 11/2010]

10-6.3.8 *Traffic Safety Award* [rev. 02/2010]

10-6.3.9 *Merit Award* [rev. 09/1995]

10-6.3.10 *Unit Citation* [rev. 04/2019]

10-6.3.11 *Critical Incident Award* [rev. 12/2023]

10-6.3.12 *Police Foundation Award* [rev. 04/2019]

10-6.3.13 *Officer of the Year Award* [rev. 04/2019]

10-6.3.14 *Officer of the Month Award* [rev. 02/2010]

10-6.3.15 *Recruitment Award* [rev. 11/2004]

10-6.3.15.1 *Recruitment Bonus Program* [rev. 08/2021]

10-6.3.16 *Certificate of Appreciation* [rev. 09/1995]

10-6.3.17 *Commander's Certificate* [rev. 09/1995]

10-6.4 *Special Award Types and Criteria* [n/a]

10-6.4.1 *Auxiliary Police Award* [rev. 09/1995]

10-6.4.2 *Citizen's Award* [rev. 09/1995]

10-6.4.3 *Public Awards* [rev. 09/1995]

10-7.0 Obtaining Training Aids from the Evidence Management Unit (EMU) [rev. 08/2020]

MISCELLANEOUS ADMINISTRATIVE PROCEDURES

10-1.0 FINANCIAL MATTERS

GENERAL

- The departmental logo may be used by a profit or non-profit organization with prior, written approval from the Chief of Police.
- Organizations or corporations interested in placing their logo on products provided for the Department or using the Department "Logo" will be instructed to forward a letter to the Chief's Office containing:
 1. A request for permission.
 2. Nature of the request.
 3. The product/item to be used.

CONTRACT AND PROCUREMENT PROCEDURES

- The Budget Management Section must review all deeds, bonds, contracts, grant agreements, releases, easements, leases, memorandums of understanding, or any other legal papers and instruments involving the Department or County for monetary feasibility prior to preparation for approval outside the Department.
- Standardized draft agreements and forms are available from the Legal Section in written and/or electronic form.
- After review by the Budget Management Section, the requesting unit will submit the document through the chain-of-command to the Legal Section for preliminary approval.
- All relevant backup materials including, when applicable, the request for proposal, bidder's proposal, powers of attorney, the contractor's authorization, sole source letter, and procurement checklist will accompany submitted documents.
- The Legal Section will forward the document to the County Office of Law for legal sufficiency approval. When approved, the Legal Section may assist with obtaining other necessary Baltimore County signatures. The requesting unit is responsible for obtaining the vendor's or any other party's, signature(s).
- The Chief of Police must approve all deeds, contracts, agreements, and other legal papers prior to submission to the County Executive and/or Administrative Officer for signature and execution.
- After obtaining the appropriate signatures, the Legal Section will return contracts involving the payment of funds or any in-kind trade to the requesting command. The command will complete the Form 121, Procurement and Maintenance Request Form, and work with the Budget Management Section to obtain County Council approval, if required, and complete the purchasing process.
- Non-monetary contracts will be prepared for County Council approval, if necessary, by the requesting unit and the Legal Section.
- The County Council must approve any contract before it is executed if it is for:
 1. The purchase of real or leasehold property when the price is in excess of \$5,000;
 2. The lease of any property when the rental fee in the aggregate is in excess of \$25,000;
 3. Services for a term in excess of two years; or
 4. Services, in whole or in part, involving an expenditure of more than \$25,000 per year.
- The County Council must approve grant agreements before the Department can spend any grant monies. Once Council has given approval, standard-purchasing procedures will apply. Members should consult the Department Budget Manual for applicable procedures.
- Contracts, leases, agreements, etc. related to special investigations will be handled on a case-by-case basis by the Legal Section.

- Amendments to existing deeds, bonds, contracts, grant agreements, releases, easements, leases, memorandums of understanding, or any other legal papers and instruments involving the Department or County will follow the above procedures.

PRECINCT FUND

- For procedures relating to precinct investigative funds and petty cash refer to the Department Budget Manual.

REFERENCE

- Department Budget Manual.

10-2.0 COMMUNITY PROGRAMS

10-2.1 REWARDS FOR CRIME INFORMATION

GENERAL

- When an individual or group wishes to offer a reward for information leading to the arrest and/or conviction of a subject responsible for a felony or possible felony occurring in Baltimore County, the member receiving the offer will forward to their commander a Form 12L, Intra-Department Correspondence, with the:
 1. Name and mailing address of individual/group offering the reward.
 2. Telephone numbers during normal business hours for the individual/group.
 3. Type of crime/report number for which the reward is offered.
- The correspondence will be forwarded to the Bureau Chief of the Criminal Investigations Bureau (CIB), who will channel the information to the appropriate section commander.
- The section commander will assign a detective to serve as liaison between Metro Crime Stoppers and the individual/group offering the reward.

CIB LIAISON

- Initiates contact with the individual/group offering the reward.
- Forwards an escrow agreement to the individual/group for their signature. The signed escrow agreement will be mailed back to the liaison who will then meet with and take the individual/group along with the reward check to the main office of Metro Crime Stoppers and deposit the check into the reward account. A receipt will be given to the individual/group offering the reward by Metro Crime Stoppers.

METRO CRIME STOPPERS

- Consists of police officers from metropolitan area agencies.
- Disburses money to persons supplying information meeting established criteria.
- Notifies the primary investigating officer of any payment made to an informant.

PRIMARY INVESTIGATING OFFICERS

- Notify the State's Attorney's Office when an informant has been paid a cash reward and required to provide testimony at the time of trial.

NOTE: It is imperative that this notification be made since this information is subject to discovery by the defense.

10-2.2 NON-CRIMINAL FINGERPRINTING SERVICES

NON-CRIMINAL FINGERPRINTING

- Requested by the Department (e.g., elimination prints, etc.) will be provided at the Public Safety Building or any precinct facility at no charge.

- Requested by retired sworn Department members applying for a State handgun permit may be fingerprinted at any Department location that is fingerprinting-accessible without charge.

10-3.0 INFORMATION GATHERING - FIRST AMENDMENT ACTIVITIES

DEFINITION

- First Amendment Activity - any activities involving constitutionally protected speech or association; or conduct related to freedom of speech, free exercise of religion, freedom of the press, the right to assemble, or the right to petition the government.

GENERAL

- Information regarding persons, groups, or organizations may not be collected or maintained based solely on political beliefs, ideologies, or association.
- Persons, groups, or organizations engaged in First Amendment activities may be monitored by the Department for public safety matters.
- Intelligence information collected by the Department will be retained, disseminated, and audited in accordance with the Federal Policies and Guidelines of 28CFR Part 23 and the Public Safety Article 3-701 of the Maryland Annotated Code.

DEPARTMENT MEMBERS

- May collect and maintain information regarding persons, groups, or organizations engaged in First Amendment activities only when there is a basis for a reasonable articulable suspicion of criminal activity by the persons, groups, or organization.

CHIEF OF POLICE

- The Chief of Police, or designee, will authorize in writing, justification for the covert investigation of a person, group or organization engaged in First Amendment activities.

REFERENCE

- [Maryland Annotated Code](#).

10-5.0 SAFETY ISSUES

10-5.1 SAFETY PROGRAM

GENERAL

- The Safety Program focuses on accident and injury reduction through safety awareness and safety projects.

DEPARTMENT MEMBERS

- Must immediately report safety hazards to either their supervisor, the facility safety coordinator, or the Safety Officer.
- May report safety complaints directly to the safety coordinator or via the Safety Complaint Form.
- Are requested to submit safety suggestions to the Safety Officer through the safety coordinators.
- Will receive a personal reply from the Safety Officer after a complaint has been investigated.
- May request vehicle (or other) testing through their supervisor or the facility safety coordinator.
- May submit another member for consideration for a safety award. Submissions are to be forwarded through the chain-of-command via a Form 12L, Intra-Department Correspondence.

COMMANDERS

- Appoint safety coordinators for every facility under their control.
- May appoint more than one safety coordinator, particularly in the larger facilities, in order to balance workload and to ensure that safety duties and responsibilities are fulfilled in a timely manner.
- Notify the Safety Officer of changes in the safety coordinator position.

SAFETY COORDINATORS

- Act as liaison between the facility they represent and the Safety Officer.
- Post and distribute Safety Bulletins and other materials sent from the Safety Officer.
- Receive and investigate safety complaints and suggestions from personnel within their facility with the assistance of the Safety Officer.
- Immediately notify the Safety Officer of serious safety problems and take whatever immediate steps are necessary to control the problem.
- Perform routine inspections within their facilities using worksheets and materials supplied by the Safety Officer.
- Attend safety meetings or training sessions when requested by the Safety Officer.
- Maintain a file of safety bulletins subdivided by year.
- Maintain a Chemical Information List.
- Assist with the Maryland Occupational Safety and Health Act (MOSHA) Self-Inspection Program.
- Forward safety suggestions, along with their comments, to the Safety Officer.

SAFETY OFFICER

- Administers the Department's Safety Program.
- Provides Safety Complaint Forms to each facility.
- Periodically issues Safety Bulletins.
- Marks bulletins for distribution to captains/commanders and above, corporals/supervisors and above, or general distribution.
- Maintains bulletins for a period of five years, unless otherwise indicated.
- Periodically notifies the safety coordinators to reissue a safety bulletin. Safety coordinators will use the bulletin from the three-ring binder for three days of roll call training or in such other manner as indicated by the Safety Officer.
- Maintains files of all Department crashes and injuries chronologically. An index card filed alphabetically by member's name will be cross-referenced to the chronological file and will bear a summary of member's crash and injury experiences. The card will also contain information concerning retraining, crash classifications, etc.
- Along with members of the Baltimore County Safety Officer's staff, periodically conducts safety inspections of all Department facilities. The inspections are part of a yearly MOSHA Self-Inspection Program coordinated by the Baltimore County Safety Officer.
- Tests vehicles or arranges for other testing upon the request of any member. Tests will also be performed upon request whenever a vehicle is returned from a body shop.
- Investigates safety complaints alone or with the assistance of safety coordinators.
- Administers the Safety Award Program. Safety awards will be presented to members for outstanding safety achievements.
- Develops standards for safety awards and approves their presentation.

10-5.2 DEFENSIVE DRIVER TRAINING

DEPARTMENT MEMBERS

- Mandated to attend training due to a preventable crash will be given preference with scheduling.

- Mandated to attend are required to obtain a passing score.
- Not achieving a passing score will be given additional training and will be required to obtain a passing score before their departmental driving privileges are reinstated.
NOTE: The member's commander will be notified of the failure to obtain a passing score and will be responsible for suspending and reinstating a member's driving privileges.
- Failing to obtain a passing score will not be subject to disciplinary action unless the failure was intentional. Scores will be filed in the member's personnel folder by the Professional Standards Bureau.

TRAINING ATTENDANCE

- Is mandatory for personnel who have experienced a preventable departmental crash.
- Which is mandatory is not punishment and will not be listed on any disciplinary procedure forms as a punishment meted out by either commanders or hearing boards.

TRAINING SECTION

- Schedules training sessions throughout the year.
- Provides a list of available training dates to precinct/unit commanders.
- Determines course content and a standard for a passing score.
- Provides driver-training guidelines to commanders.
- Notifies the appropriate commander when a member's departmental crash has been deemed preventable.

COMMANDERS

- Schedule their personnel for driver's training based on training guidelines and available training dates.
- Coordinate changes of scheduled training dates for other priorities (e.g., member's vacation).
- Have the option, subject to attendance maximums, to send other personnel to training if deemed necessary.
- Coordinate optional attendance situations with the Safety Officer.
- Field Manual, Article 11 (Major Incidents).

10-6.0 AWARDS

10-6.1 DEPARTMENTAL AWARD NOMINATION PROCESS

DEPARTMENTAL AWARD NOMINATIONS

- May be submitted:
 1. By any Department member.
 2. For police action while on duty or off duty.
- Must be typed on a Form 188, Commendation Award Request (original only), and include the following information:
 1. Detailed statements of fact, particularly those not contained within police reports.
 2. Clear and concise language, devoid of police jargon.
 3. Diagrams, drawings, or photographs which help explain what occurred.
 4. A copy of any related police reports and/or supplements.
- For two or more persons nominated for a single, joint act only one narrative needs to be written, with a face sheet Form 188 attached for each individual.
- Require commanders to complete a Form 188 describing the actions constituting the basis for nomination for all awards.

- The text of the commander's summary on the Form 188 will be the text used on the award certificate.
- Are to be submitted to the Awards Review Board (ARB) through the nominee's commander within one calendar year from the date the act occurred.
- Approval by the commanders must be based on:
 1. Meeting the criteria for the type of award being sought.
 2. The absence of conflict with any policy, rule, regulation, or other Department directive.
 3. The absence of any on-going disciplinary or review process regarding the incident (e.g., internal investigation, Critical Incident Review Board, etc.). In these instances, nominations should be held until the conclusion of the investigation or review process.
- That are approved are to be placed in an "11x13" envelope (do not fold) and forwarded to the ARB.
- That are disapproved are to be returned to the member making the nomination with an explanation for the disapproval.
- That are disapproved may be appealed to the next highest-ranking member within the requesting member's command, who will be the final deciding authority.

10-6.2 AWARDS REVIEW BOARD (ARB)

AWARDS REVIEW BOARD (ARB)

- Consists of 10 members, one each from the following ranks or assignments:
 1. Colonel (Chairperson).
 2. Major (Vice-Chairperson).
 3. Captain.
 4. Lieutenant.
 5. Sergeant.
 6. Corporal.
 7. Officer from the Operations Bureau.
 8. Detective.
 9. Officer at large.
 10. Professional staff member.
- Members are appointed by the Chief of Police at the recommendation of the ARB Chairperson. Recommendations are to be submitted at least 30 days prior to the expiration of a current member's term on the Board.
- Chairperson serves at the pleasure of the Chief of Police, while the remaining ARB members serve for three years.
- Appointments are made in January and are staggered as follows:
 1. First year - major, sergeant and detective.
 2. Second year - captain, corporal, and officer from the Operations Bureau.
 3. Third year - lieutenant, officer at large, and a professional staff member.
- Members, at the conclusion of their respective terms, will serve as an alternate for three additional years.
- Vacancies due to lengthy illness, injury leave, etc., will be filled at the discretion of the Chief of Police.
- Convenes at the discretion of the Chairperson.
- Meetings will be announced in advance to all Department members.
- Meetings will be presided over by the highest-ranking member in attendance.
- Has the authority to accept, reject, initiate, upgrade, or downgrade any nomination for an award and is the sole judge of the meanings, interpretations, and applicability of the criteria for a particular nomination.
- Considers the following during deliberations:
 1. Duty assignment and assignment requirement.

2. Specialty of the nominee.
 3. Performance expected and required of the nominee.
- Will not deliberate any nomination that involves an incident that is subject to disciplinary investigation or review until a disposition is reached and made known to the Board.
 - Is authorized to call before it and examine witnesses regarding the matters to be heard and may also conduct any other investigations deemed necessary.
 - Members are authorized access to complete files of all cases referred or considered.
NOTE: Only the Chairperson will have access to any Internal Affairs Division cases or disciplinary investigation files to determine the relevance to the ARB.
 - Considers and votes on all nominations separately.
 - Members required for a quorum will be at the discretion of the Chairperson or Vice-chairperson.
EXCEPTION: Medal of Honor consideration.
 - Chairperson will only vote to break a tie.
 - Vice-chairperson will always vote last.
 - Member personally involved, directly or indirectly, in any case before the Board may participate in discussions and may be a witness, but may not vote.
 - Vice-Chairperson will notify the Bureau Chief of the Administrative & Technical Services Bureau.
 - Returns nominations indicating approval status to the:
 1. Nominee's commander.
 2. Person submitting the nomination.
 3. Nominee.
 4. Commander of the Police Human Resources Section.
 5. Public Affairs Section.
- EXCEPTION:** When the nominee is not a Department member, only the person submitting the nomination will receive a returned nomination.

10-6.2.1 APPEAL OF AWARDS REVIEW BOARD DECISIONS

GENERAL

- The ARB will, upon receiving the Form 12L, Intra-Department Correspondence, grant one appeal hearing of a decision of the Board.
NOTE: The ARB decision of an appeal will be final.
- All appeals must be filed within 30 calendar days of the notification of the ARB's initial decision.
- The ARB may grant appeal hearings on late filed appeals only when it is shown that the request to appeal was delayed due to newly found evidence or to correct an injustice.
- The writer of the appeal or a designee familiar with the nomination should appear in person before the Board to discuss the reasons for the appeal.
- A written appeal is an option; however, it limits the Board's discussion to what is presented in writing.
- Failure by the writer or designee to appear before the Board as scheduled without sufficient cause or without notifying the Board will result in rejection of the appeal and the initial decision of the Board will remain in effect.

10-6.3 AWARD TYPES AND CRITERIA

CHIEF OF POLICE

- May posthumously award to a member who died in the line of duty any Department award, without convening the Awards Review Board (ARB).

- Notifies the ARB Chairperson via a Form 12L, Intra-Department Correspondence, of any decision to posthumously award a member a Department award.

10-6.3.1 MEDAL OF HONOR

MEDAL OF HONOR

- Is the highest and most prestigious Department award.
- The Board must ensure its integrity is never compromised.
- Consideration requires seven Awards Review Board (ARB) members are present for voting, which must be unanimous.
- May be awarded, when the following criteria are met, to living persons who:
 1. With knowledge of risk, found themselves in a life-threatening situation likely to result in their death or serious injury.
 2. Intelligently committed themselves to dangers.
 3. Unless physically incapable of doing so, were successful in completing their objective.
 4. Acted in the only way open to accomplish their objective.
 5. Had no other reasonable, safer way to accomplish the objective.
 6. Have met all the qualifications for the Silver Star and the Commendation Awards.
- May be awarded posthumously to a person who has died in the line of duty when any of the following criteria are met:
 1. On routine patrol.
 2. Enforcing the law.
 3. Answering a call for police service.
 4. Attempting to rescue persons from imminent death.
 5. Suffering a heart attack, stroke or other manner of death proximately related to the performance of the above duties.
- Is not awarded posthumously if the death resulted from:
 1. An accident in a police facility.
 2. A personal conflict or disagreement with any person.
- Is not awarded automatically to a person who dies in the line of duty. The circumstances surrounding the death require deliberation of the ARB.
EXCEPTION: The Chief of Police may decide to award the Medal of Honor posthumously, without deliberation of the ARB.

10-6.3.2 SILVER STAR

SILVER STAR

- Is the second highest Department award and is presented in recognition of service to the Department and the citizens of Baltimore County wherein valor, courage, intelligence, and bravery are demonstrated over and above that normally demanded and expected of dedicated police officers.
 - Criteria must be met beyond any doubt.
 - May be awarded to a person who was either involved in a criminal apprehension, enforcing the law, or attempting to maintain the public peace, and any of the following:
 1. Was aware of the danger present and took action with full knowledge of the hazards involved.
 2. Was in danger of being seriously injured or killed by gunfire aimed at the officer or wounds caused by another deadly weapon and made a subsequent successful effort to make an arrest if physically able to do so.
- NOTE:** Statements from uninvolved witnesses to the incident may be used to substantiate the potential danger for loss of life or serious injury.

- May be awarded to a person who is involved in a lifesaving effort if:
 1. There was a substantial risk to the officer's life.
 2. There was no other reasonable way for the officer to effect an arrest or attempt to save another's life.
 3. Immediate action had to be taken.
 4. The officer would not have been criticized had the effort not been undertaken.
 5. The officer endured great physical discomfort or mental anguish during the effort.
- Is not awarded to a person who:
 1. Took action in violation of the Department's rules and regulations.
 2. Deliberately or ineptly caused an escalation of the incident to the point that it caused one of the following:
 - a. The nominee or others were placed in jeopardy.
 - b. Injury to any persons.
 - c. A more serious situation to arise.
 3. Violated a direct order of a superior when such disregard caused the nominee to become involved in the event under scrutiny.
- May only be awarded when the requirements of the Commendation Award are also met.

10-6.3.3 COMMENDATION AWARD

COMMENDATION AWARD

- Is the third highest Department award.
- May be awarded to a person who:
 1. Displayed courage and devotion to duty over and above the usual requirement when enforcing laws of arrest.
 2. Displayed intelligence and devotion to duty during unusual circumstances.
 3. Demonstrated initiative, intelligence, expertise, and self-sacrifice that is over and above that required by the rules and regulations for solving crime and apprehension of offenders.
 4. Arrested an armed and dangerous person, when the following criteria are met:
 - a. The nominee knew the offender was armed before making the arrest.
 - b. The offender was in fact armed.
 - c. The offender was armed in a manner that could have harmed the nominee had the offender chosen to do so.
 5. During unusual circumstances, took decisive action(s) to protect someone else, where failure to do so would likely have resulted in death or serious injury.
- Requires that the arrest had an element of danger and the offender was one of the following:
 1. Armed with a firearm and the arrest was made at close range.
 2. In possession of the mental attitude, capacity, and means to harm the nominee with a dangerous weapon other than a firearm and attempted to do so.
 3. Apprehended in the act of committing or fleeing a violent crime (e.g., armed robbery, assault with a deadly weapon, etc.).
- Will not be awarded for the mere arrest of a person carrying a concealed deadly weapon or when the offender disposes of the weapon before the officer comes into range or when the offender was overpowered or would recognize the futility of resistance in the presence of an overwhelming number of police.

10-6.3.4 PURPLE HEART

PURPLE HEART

- Is awarded to recognize personal sacrifice in serving the citizens of Baltimore County.

- Is awarded to a person for injuries received while on or off duty, provided the nominee was actively engaged in the proper performance of police duties.
- May be awarded if the extent and cause of injury was one of the following:
 1. A bleeding wound requiring sutures or surgery that was inflicted by a deadly weapon used by an adversary. The incident must be substantiated by witnesses or physical evidence.
 2. Physician ordered hospitalization or home confinement due to:
 - a. Serious internal injury requiring extensive medical treatment.
 - b. Loss of appendage or body part.
 - c. A broken bone requiring a cast, if the injury was caused by a subject intentionally, while resisting arrest.
 - d. Smoke inhalation requiring hospitalization.
 3. Permanent injury or physical disability.
- May be awarded for serious injuries received in a departmental traffic crash provided the nominee's actions were not in violation of the motor vehicle law and/or in conflict with the Accident Preventability Criteria.
- May be awarded for serious injury received while directly involved in a lifesaving effort, whether successful or not, when all applicable requirements of the Emergency Service Award have been met.
- May be awarded posthumously to a person killed in the line of duty, whether by accident or otherwise.
- Is not awarded for injuries suffered while on duty due to:
 1. Accidents resulting from carelessness, ineptness, or personal disputes.
 2. Crashes that were determined to be preventable.
 3. Accidents in a police facility or any other location if the member is not attempting to make an arrest or maintain the peace.
 4. Improper use of equipment, malfunctioning equipment, or horseplay.
 5. Heart attack, stroke, pneumonia, diabetic coma, or other physical condition or dysfunction.

EXCEPTION: As determined by the ARB.

10-6.3.5 CHIEF'S AWARD

CHIEF'S AWARD

- Is issued solely by the Chief of Police to recognize outstanding efforts and performance.
- Is not deliberated by or voted upon by the ARB. The ARB will be notified of the disposition of the nomination after the Chief of Police renders a decision.
- Is not subject to the appeal process.
- Nominations may be submitted on a Form 12L, Intra-Department Correspondence, by the nominee's commander through the chain-of-command to the Office of the Chief.

10-6.3.6 EMERGENCY SERVICE AWARD

EMERGENCY SERVICE AWARD

- Is awarded for an effort to save a human life if all of the following criteria are met:
 1. Immediate and positive medical treatment or rescue efforts had to be taken.
 2. The action taken was during a life-threatening situation.
 3. The incident was verified by medical reports or witnesses.
 4. The actions of the nominee do not meet the qualifications for a Medal of Honor, Silver Star, or Commendation Award.
 5. The member experienced physical or emotional hardship during such efforts, or such efforts were beyond the normal expectation of duties.

- May be awarded regardless of whether the lifesaving effort was successful.

10-6.3.7 COMMUNITY POLICING AWARD

COMMUNITY POLICING AWARD

- Is awarded to a member, squad/team, or shift/unit that has completed a successful or innovative problem-solving project that is directly related to a community or group of citizens. Members must serve at least three months in the unit.
- Nominations will include a copy of the problem-solving project and any related documents along with the following information, if available:
 1. Project goals.
 2. Criteria and research used to establish the goals.
 3. Method used to measure results and determine success.
 4. Resources used throughout the project.
 5. Examples of community and police interaction.
 6. Any information that is noteworthy regarding the project.

10-6.3.8 TRAFFIC SAFETY AWARD

TRAFFIC SAFETY AWARD

- May be awarded for substantial contributions to traffic safety, including:
 1. Exceptional overall enforcement effort(s), including: traffic enforcement, criminal arrests from traffic stops, or a combination thereof. This award is not based solely on enforcement numbers, but enforcement that is purpose-driven in that it addresses an identified problem, criminal or traffic.
 2. Significant arrest(s) based on traffic enforcement efforts, which include: initiation of criminal investigations, apprehensions of felony suspects, and/or significant seizures of weapons/contraband.
 3. Outstanding effort(s) in community education, problem solving, or administrative projects that make a substantial contribution to traffic safety.

10-6.3.9 MERIT AWARD

MERIT AWARD

- Is awarded to persons who recognize the need for, as well as research and develop, plans or ideas that do at least one of the following:
 1. Save time or money.
 2. Increase efficiency or morale.
 3. Enhance the Department's professional image.
- Requires that the developed plan or idea be adopted as a policy or procedure.
- Requires that the initial impetus for change or improvement must have originated from the nominee's proposal.
- Nominations must be submitted by a supervisor or commander and should include a complete copy of the plan with the Form 188, Commendation Award Request.

10-6.3.10 UNIT CITATION

UNIT CITATION

- Is awarded to a specific squad, shift, or other unit of organization for superior performance during a calendar year that is clearly deemed exceptional and worthy of recognition. Members must have served at least three months in the unit to be eligible.
- Criteria considered in deliberation of single year performance includes:
 1. General performance.

2. Best performance among shifts, squads, or other units of organization.
 3. Major accomplishments.
- Nominations must be based on exceptional overall performance rather than simple improvements.
 - May be awarded to a specific squad, shift, or other unit of organization for consistent, continuous, and superior performance that is clearly exceptional and worthy of recognition over multiple years. Members must have served at least six months in the unit to be eligible.
 - Criteria considered in deliberation of multiple year performance includes:
 1. General performance based on a minimum of two calendar years.
 2. Continuous exceptional performance since last receiving a Unit Citation Award.
 - Nominations will be submitted by the commander of the unit/shift or squad/team nominated. The commander will include a Form 12L, Intra-Department Correspondence, describing any disciplinary action involving any member included in the nomination and submit the correspondence to the Chairperson of the Awards Review Board (ARB).
 - Nominations will be submitted before May of the year(s) following the performance year cited.

10-6.3.11 CRITICAL INCIDENT AWARD

CRITICAL INCIDENT AWARD

- Is awarded to persons who provided exceptional professional services during a time of crisis, either criminal or civil, which seriously impacted a portion of Baltimore County and its citizens.
- Nominations require that police response must be Countywide, unique, and that nominees must have worked during the critical time period of the incident.
- Is issued only when the circumstances do not merit any other Department award.
- Requires the written endorsement of the Chief of Police.
- May be issued as:
 1. A cumulative award with the addition of stars to represent multiple issuances of the award; or
 2. An individual award designed for the specific incident.

10-6.3.12 POLICE FOUNDATION AWARD

POLICE FOUNDATION AWARD

- May be awarded for outstanding community service, crime prevention, courage, innovative ideas, exceptional performance, or exceptional performance by a rookie officer.
- Is comprised of seven separate awards:
 1. Community Service.
 2. Crime Prevention.
 3. Valor.
 4. Distinguished Contribution to the Profession.
 5. Exceptional Performance (Individual).
 6. Exceptional Performance (Group).
 7. Rookie of the Year.
- Nominations may be submitted throughout the year to the Awards Review Board (ARB).
- Award recipients are selected by the Police Foundation's Awards Review Committee (Refer to Section 10-6.4.3, Public Awards).

10-6.3.13 OFFICER OF THE YEAR AWARD

OFFICER OF THE YEAR AWARD

- Presented each year by community organizations, community service clubs, and professional groups.
- Received from community organizations, community service clubs, and professional groups will be recognized by the Department by presenting the member the Department's Officer of the Year ribbon.
- May only be received once during a calendar year.
- Is not included in the Department's award ceremonies.

COMMANDERS

- Notify the Awards Review Board of members receiving awards, and the name of the presenting organization, via a Form 12L, Intra-Department Correspondence.

10-6.3.14 OFFICER OF THE MONTH AWARD

OFFICER OF THE MONTH AWARD

- Is awarded to members based on their performance during a calendar month.
- Is selected by the precinct/section commander each month to recognize a member of their command for exceptional performance.

10-6.3.15 RECRUITMENT AWARD

RECRUITMENT AWARD

- Is awarded to sworn members and civilian members who have played a significant role in recruiting an applicant, once the recruit has successfully completed the Police Academy and field training.
- Nominations will be made by the Employment Section Commander following a review of the background information.
- Members who recruit a second officer will receive a ribbon with one star.
- Members who recruit more than two officers will receive a certificate for each additional officer they recruit.

10-6.3.15.1 RECRUITMENT BONUS PROGRAM

DEFINITION

- Employee - an individual who receives regular and recurrent pay due to their employment by the Department.

NOTE: This definition only applies to this section.

RECRUITMENT BONUS PROGRAM

- Provides for a \$500.00 cash bonus to employees who successfully refer a police officer candidate to the Department (i.e., hired to participate in recruit/entrance level training or the Department's Lateral Entry Program).
NOTE: Referring employees are not eligible to receive a recruitment bonus until the police officer candidate graduates from recruit/entrance level training or the Lateral Entry Program.
- Is designed to enhance the ability of the Department to hire qualified candidates.
- Employees are only eligible to receive a recruitment bonus if their name appeared on the Recruitment Data Form (RDF) initially submitted by the police officer candidate during their background investigation process.

RECRUITMENT BONUSES

- Are paid as a single lump sum payment.
- Will not be used as part of any final earning for purposes of retirement calculations or any other benefit provided by the County.
- Will be paid based upon the availability of funds each fiscal year.
- Are paid in chronological order based upon the date the Employment Section received the RDF from the police officer candidate.
- Will not be paid for any police officer candidate who is hired if he or she is currently, or has been in the past, a cadet, intern, or volunteer with the Department.

PROGRAM FUNDING

- Funding for this program is limited and there is no guarantee of funding.
- Funds will be applied to qualifying applications received chronologically during each fiscal year.
- Any mid-fiscal-year funding that occurs will be applied retroactively to the first recruit class that entered the Field Training Program during that fiscal year.
- If funding is exhausted or eliminated during a fiscal year, a pending queue will be created as a contingency for additional funding that may occur during the current fiscal year.
NOTE: A pending queue will not extend beyond the fiscal year a candidate would enter the Field Training Program.

EMPLOYEES PROHIBITED FROM PARTICIPATION IN THE RECRUITMENT BONUS PROGRAM

- Sworn employees of the rank of Captain, and above.
- Non-sworn employees of the rank of Director, and above.
- Employees assigned to the Employment Section or the Police Human Resources Section (i.e., temporarily or permanently).
- Any employee who serves on an oral hiring board or is involved in the hiring or background investigation processes.
- Any employee who is assigned to attend or participate in an event that intended to recruit applicants for the Department.
- Any employee serving in a training capacity at any point in the training process.
EXCEPTION: Role players or adjunct instructors who do not score and/or grade a police officer candidate or provides information for scoring a police officer candidate.

NOTE: The Employment Section Commander will make the final determination, if an employee's eligibility to participate in the program is uncertain.

EMPLOYMENT SECTION

- Requires all prospective police officer candidates to complete a RDF.

NOTES:

1. RDFs must be delivered in person to the Employment Section by the police officer candidate.
2. Only one referring employee's name may be listed on a RDF.

EMPLOYMENT SECTION COMMANDER

- Is responsible for tracking, monitoring, coordinating, managing, and evaluating the Recruitment Bonus Program.
- Provides the Payroll Team with a Form 12L, Intra-Department Correspondence, detailing the following for each employee who is eligible to receive a recruitment bonus:
 1. The eligible employee's name and employee identification number; and
 2. Whether the recruited employee entered recruit/entrance level training or the Department's Lateral Entry Program.

- Provides the Training Section with a list of employees who are eligible to receive a recruitment bonus.

NOTE: This information will be used by the Training Section when determining initial patrol assignments and field training officers (FTOs) for police officer candidates. Assignments will be made in a manner that prevents referring members from scoring and/or grading their police officer candidates or providing information for scoring their police officer candidates.

10-6.3.16 CERTIFICATE OF APPRECIATION

CERTIFICATE OF APPRECIATION

- May be awarded for an act of extraordinary intelligence which reflects a highly creditable police accomplishment.
- May be awarded for displaying perseverance and devotion to duty in extraordinary situations.
- May be awarded for involvement in an outstanding Baltimore County community service activity while on or off duty including, but not limited to:
 1. Charitable fund raising efforts.
 2. Planning, directing, and coordinating of community programs aimed at fostering esprit de corps, sense of pride, etc.
 3. Carrying out crime prevention/community relations oriented programs.
 4. Active involvement in various community organizations.
- May be awarded for action taken which results in the prevention or solution of a crime when the circumstances do not merit the issuance of any other Department award.

10-6.3.17 COMMANDER'S CERTIFICATE

COMMANDER'S CERTIFICATE

- Is awarded in recognition of significant contributions toward the mission of the Police Department.
- Is bestowed by a commander who has the final approval authority and is not subject to Awards Review Board (ARB) approval.
- Nominations which are approved are to be forwarded to the ARB for filing.

10-6.4 SPECIAL AWARD TYPES AND CRITERIA

10-6.4.1 AUXILIARY POLICE AWARD

AUXILIARY POLICE AWARD

- May be awarded to members of the Auxiliary Police Team in recognition of their contributions as volunteers.
- Program is administered by the Auxiliary Police Team Commander.

10-6.4.2 CITIZEN AWARDS

CITIZEN AWARDS

- Include the:
 1. Distinguished Citizen's Award, which is presented to citizens who render valuable assistance to Department members.
 2. Citizen's Award of Valor, which is presented to citizens who provide courageous assistance to Department members, particularly in which a criminal is seized and detained until the arrival of a police officer.

- Nominations will be deliberated on by the Awards Review Board, which determines whether approved awards will be presented by the submitting commander or during a public ceremony.
- Will be inscribed with the citizen's name and the appropriate award title.

10-6.4.3 PUBLIC AWARDS

PUBLIC AWARDS

- Are those presented each year by organizations, community service clubs, and professional groups (e.g., Newspapers, International Association of Chiefs of Police, Police Foundation, Lions, Rotary Clubs, etc.).
- Include the following types:
 1. Department-wide, which are open to all members. The Awards Review Board will:
 - a. Request nominations from commanders.
 - b. Note and file nominations to be considered during the deliberation process.
 - c. Forward those selected to the respective commander, as needed, to fit criteria of public award.
 - d. Advise the Chief of Police, the writer, and the nominee of the decision of each nomination.
 2. Command Public Awards (e.g., local Officer of the Year Awards, etc.), which:
 - a. Are restricted to precinct/division eligibility.
 - b. Are decided upon by the respective commander.
 - c. Require that the commander notify the writer and the nominee of the selection for an award.
 - d. Require that a copy of all recommended awards be forwarded to the Office of the Chief and to the Public Affairs Section for coordination purposes.
- May include a monetary award.

10-7.0 OBTAINING TRAINING AIDS FROM THE EVIDENCE MANAGEMENT UNIT (EMU)

GENERAL

- Items submitted to the Evidence Management Unit (EMU) as evidence but no longer needed in court may be requested by sections, units, and teams to be used as training aids.
- Items will only be considered for use as a training aid after all of the associated criminal charges and any possible appeals have been adjudicated in court.
- All items obtained from the EMU to be used as training aids are the responsibility of the receiving precinct/section commander.
- Training aids containing controlled dangerous substances (CDS) or CDS residue will be destroyed and replaced within three years of their construction.
EXCEPTION: Upon approval of the Technical Operations Team (TOT) a training aid containing CDS or CDS residue may continue to be used. Documentation of this approval will be maintained by the command assigned the aid.
- Firearms contained in the EMU may only be used as training aids after they have been converted to departmental property.

MEMBERS

- Submit a Form 12L, Intra-Department Correspondence, to their precinct/section commander requesting permission to obtain items from the EMU to be used as training aids.
NOTE: The submitted Form 12L must include a complete description of the item(s) requested, justification for obtaining them, and measures that will be used to ensure the security of the items.

- Contact the EMU Training Aids Coordinator to request the items and determine if the items are currently available, upon receiving approval from their commander.
EXCEPTION: Members requesting to obtain firearms from the EMU must have their bureau chief's approval prior to contacting the EMU Training Aids Coordinator.
- Notify the precinct/section commander immediately upon discovering a training aid has been damaged or is missing.
NOTE: This information must also be documented in the Training Aids log maintained by the command.

PRECINCT/SECTION COMMANDERS

- Review requests for training aids submitted by the members of their commands.
 - Are responsible for all training aids received by their commands.
 - Ensure training aids are stored in a locked, secured area (e.g., locked room, locked closet, safe, etc.) to prevent loss/theft of the received items.
 - Ensure a log is maintained detailing use of the training aids by command members.
 - Assign a member to respond to the EMU when a requested training aid is available for pick up.
EXCEPTION: When a requested firearm is available for use as a training aid, the requesting commander will coordinate with the EMU and the Materials & Facilities Management Unit (MFMU) to have ownership of the firearm transferred to the Department prior to taking possession of the weapon from the MFMU.
 - Are responsible for the destruction, and documentation of the destruction, of all training aids that are no longer needed by their command.
EXCEPTIONS: All:
 1. Training aids containing CDS or CDS residue must be packaged and returned to the EMU with an approved Form 128D, Disposal/Destruction of Evidence/Property, for destruction. If multiple aids were constructed from a single evidence item, all aids constructed from that evidence item must be returned together.
 2. Firearms training aids must be returned to the MFMU to be destroyed as departmental property.
 - Ensure documentation detailing the request for, use, and destruction of training aids is maintained for five years following the destruction of the item.
 - Ensure an Officer Report using the central complaint (CC) number under which the item(s) was seized is completed documenting the date, time, evidence item number, and manner of destruction of the former evidence when a training aid is no longer needed.
- NOTE:** In the event that a unit/team's chain of command does not include a precinct/section commander, the above duties will be the responsibility of the division commander.

EVIDENCE MANAGEMENT UNIT TRAINING AIDS COORDINATOR

- Appointed by the EMU Commander.
- Determines if the requested items are currently available, upon receiving a request.
- Monitors items received by the EMU to determine if they may be suitable for use as training aids to fulfill pending requests.
- Provides the TOT and the FSS with copies of all Forms 12L requesting training aids that contain CDS or CDS residue.
- Maintains a list of all evidence items provided by the EMU to be used as training aids.
- Ensures the Department's electronic evidence management system is updated to indicate an item's designation as a training aid and the receiving command.
- Ensures an approved Form 128D is obtained from the requesting command prior to releasing a requested training aid.
- Ensures non-CDS training aids are marked with the original central complainant (CC) number and evidence item number, prior to pick up.

- Notifies the requesting precinct/section commander, when a requested item is ready for pick up.
- Notifies the requesting precinct/section commander when an item containing a sufficient amount of a requested CDS is available to construct requested training aids.
NOTE: If a request is submitted for multiple training aids to be constructed with different amounts of a specific CDS, all of the training aids must be constructed from the same item of evidence and all of the item of evidence will be used in construction of the aids. Multiple items of evidence will not be used from the same CC number to construct training aids.
- Receives completed Forms 128D and packaged training aids containing CDS or CDS residue when they are ready for destruction.
- Will not destroy any returned training aids containing CDS until the TOT has documented its approval on the associated Form 128D.
EXCEPTION: Approval by the TOT is not required if the training aid being destroyed contained only CDS residue when constructed.
- Coordinates with the FSS to have returned training aids containing CDS analyzed prior to destruction.
EXCEPTION: Analysis is not required if the returned training aid contained only CDS residue when it was constructed.
- Forwards Forms 128D to the TOT for final approval, when required.

FORENSIC SERVICES SECTION (FSS)

- Responds to the EMU and obtains CDS items that are to be used to construct requested training aids.
NOTE: Only items that have been previously analyzed by the FSS may be used.
- Constructs training aids containing CDS or CDS residue as directed in the requesting member's Form 12L.
- Records the weight of each CDS training aid constructed.
- Assigns an identification number to each training aid constructed.
- Ensures the Department's electronic evidence management system is updated to:
 1. Add the training aids constructed by the Section as items; and,
 2. Indicate the aids' assigned identification numbers.
- Places the assigned identification number and barcode label on each training aid constructed.
- Maintains documentation identifying the training aids constructed by the Section.
NOTE: Copies of the documentation will be sent to the command receiving the training aid, the EMU, the TOT, and the Accreditation & Inspections Team.
- Delivers constructed training aids to the EMU to be provided to the requesting command.
NOTE: If additional items are contained in the KAPAK opened to construct the training aid(s), the FSS will reseal the KAPAK and return it to the EMU for disposition.
- Conducts an analysis of returned training aids to determine the type and amount of CDS returned, upon request of the EMU Training Aids Coordinator.
NOTE: The TOT may require the FSS to conduct additional testing of a returned training aid to determine if the content of the aid has changed.
- Notifies the TOT and EMU of the results of analysis completed on returned aids.
- Submits returned aids to the EMU for disposition after completion of the analysis.

TECHNICAL OPERATIONS TEAM (TOT)

- Conducts yearly inspections of training aids held by the commands that contain CDS or CDS residue.
NOTE: In addition to inspecting the aids, the TOT will also ensure the required documentation is being maintained.

- Reviews analysis conducted by the FSS on returned training aids to determine if the amount of CDS returned is consistent with the amount originally provided.
NOTE: If the amount of CDS returned differs from the amount originally provided, the TOT will be responsible for determining if the amount of loss is acceptable based upon the use of the aid.
- Documents its approval on the associated Form 128D to authorize destruction of a former training aid that contains CDS.

