OATH OF OFFICE

I do solemnly swear or affirm that I will support the Constitution of the United States, and that I will be faithful and bear true allegiance to the State of Maryland and support the Constitution and laws thereof, and that I will support the Charter and laws of Prince George´s County; and that I will, to the best of my skill and judgment, diligently, faithfully and without partiality or prejudice execute the Office of Police Officer for Prince George´s County, according to the Constitution and laws of the State, and the Charter, and laws of Prince George´s County.

1. DEPARTMENTAL POLICY SYSTEM
(December 2017)

I. POLICY

The Departmental Policy System was established to ensure that the governing policies of the Department are readily accessible, concisely stated, and current.

II. CHECKLIST (N/A)

III. DEFINITIONS

General Orders: Issued by authority of the Chief of Police, general orders are written directives that concern policy, rules, regulations, and procedures affecting one or more organizational components. General Orders are maintained in the General Order Manual.

Standard Operating Procedures (SOP): Approved by the Chief of Police, standard operating procedures are written directives that are specific to a given office, division, section, or unit, rather than to the entire Department. Copies of all SOP's are maintained in the Planning and Research Division (PRD) for reference by members of the Department.

Chief's Special Orders (CSO): Directives of limited duration or those pertaining to the Department as well as other agencies of Local, State, or Federal Government.

IV. FORMS (N/A)

V. PROCEDURES

1. Authority of the Policy System & Applicability of its Provisions

Resolving Conflicts

If a provision of a regulation, Departmental directive, rule, or procedure conflicts with a provision of an existing labor agreement, the labor agreement prevails, except where the labor agreement provision conflicts with an applicable statute.

If any policy is determined to be illegal, incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of the policy system.

When provisions of a Standard Operating Procedure conflict with the General Order Manual, the provisions of the General Orders take precedence. Portions not addressed by the GOM remain in effect when no conflict exists.

Applicability – All Employees

All employees shall be conversant with, and conform to, applicable provisions of the policy system. Off-duty employees performing any function governed by policy shall comply with the same provisions as on-duty employees.

Applicability – Officers

Officers shall be fully knowledgeable in those policies governing:

- Detainee handling
- Use of force
- Use of weapons
- Vehicle pursuit and roadblocks

Information Sources

Many policies are summaries of legal or administrative sources such as:

- Prince George's County Code
- County Administrative Procedures
- Court rulings affecting police operations
- Procedures of other agencies that affect the Department
- Rules promulgated by regulatory agencies such as the Equal Employment Opportunity Commission (EEOC)
- Rulings of the Maryland Court of Appeals and Office of the Maryland Attorney General
- State and Federal laws

Where applicable, the principal source document is identified below the section heading in smaller text. The reader may consult the complete source for additional information.

2. General Order Manual

The General Order Manual (GOM) is the primary policy manual of the Prince George's County Police Department and contains policies that are broadly applicable to the entire Department. All General Orders are established, revised, and approved by authority of the Chief of Police. Unless otherwise indicated, all General Orders apply to all Department employees.

A redacted version of the GOM is available online and accessible to the public on the County's website. An unredacted version of the GOM is stored on the shared drive and is accessible to all PGPD employees. Portions of the unredacted version of the GOM contain sensitive information which could compromise officer safety and/or ongoing investigations. The unredacted GOM shall not be disseminated outside PGPD, either electronically on in hard copy, without authorization from the Chief of Police.

Organization of Manual

The GOM is organized into two volumes:

- Volume I - Administration
- Volume II - Operations

General Order Chapters are indexed alphabetically by subject.

Format

Each General Order is assigned a chapter number and is arranged in a standard outline format. Using Roman Numerals, every General Order is divided into six basic sections, as follows:

- Section I is the ***Policy*** statement, which is a synopsis of the Department's philosophy regarding the topic that the General Order addresses
- Section II is a ***Checklist*** that the reader can use as a guide to ensure that certain duties are accomplished, notifications made, forms completed, etc.
- Section III is a list of ***Definitions*** and contains the pertinent or qualifying terms alluded to in the chapter
- Section IV is the list of ***Forms*** described in the directive
- Section V is generally the largest and most comprehensive section of the directive and is known as ***Procedures***. The Procedures area of each General Order lists or describes step-by-step instructions for complying with Department requirements, as well as Department rules and regulations
- Section VI lists the ***Governing Legislation and References*** that were researched for the General Order

Each major topic within the General Order is in large print, underlined, and numbered. Each sub-topic is in smaller print, italicized, and unnumbered.

Indexing & Purging

Directives are placed in the GOM by chapter number. When revisions occur, the entire old chapter will be removed and replaced by the revised new chapter. A directive being replaced will be destroyed by shredding or burning, and the directive replacing it shall be immediately inserted into the GOM in the location from which the old one was removed.

Revision of a General Order

The creation of a General Order must follow a specific process to ensure the integrity and consistency of the Manual. PRD shall use the following procedures when creating a General Order:

- Identify the topic to be addressed by the General Order
- Research the topic to determine current best practice(s)
- Consider all applicable directives and/or agreements (e.g., CALEA standards, MOUs)
- Draft the General Order
- Submit the draft to appropriate subject matter experts within and outside the Department
- Revise the original draft, if necessary
- Submit the draft to the Office of the Legal Advisor to ensure that the proposed policy is in compliance with Local, State, and Federal laws
- Revise the draft into the finalized General Order
- Submit the finalized General Order to the Chief of Police for review and approval

Distribution of the Manual

PRD issues copies of the GOM to all full-time PGPD members, as follows:

- Student officers receive their manuals during their course of instruction at the Training & Education Division
- Civilian employees receive their manuals at the PGPD New Employee Orientation and Training session

Recipients shall sign receipt forms to acknowledge receiving, and responsibility for knowing, General Orders, when:

- Initially issued a GOM
- Receiving a replacement GOM

Supervisors shall transmit the completed receipt forms to their Commander/Manager, who shall forward the forms to PRD.

Maintaining the Manual

Commanders/Managers or their designees shall maintain and update all copies of the GOM assigned to their command.

Employees shall maintain and update the GOM issued or assigned to them. When an employee receives notice of revisions, they shall immediately and properly dispose of the directive being replaced and insert the revision in its place.

To ensure that employees maintain an accurate and current GOM, supervisors shall conduct inspections of their subordinates' GOMs every January and July, unless more frequent inspection is necessary. When Supervisors become aware of updates, they shall notify their subordinates during roll call, staff meetings or other appropriate times, to ensure they are aware of the updates.

When disposing of a directive that has been revised or replaced, employees must remember that some directives contain sensitive information. Therefore, employees shall destroy by shredding or burning the old directive in a manner that prevents disclosure outside PGPD.

Revisions & Modifications

Employees may submit suggestions for revisions to the GOM to their Commander/ Manager, who shall forward those suggestions to the Commander/Manager, PRD. Suggestions may be submitted to PRD through email at, Police_Planning@co.pg.md.us

To ensure that the GOM contains best practices and the most up-to-date information, any employee may contact PRD directly to report errors or obsolete material.

Identification of Revisions

As revisions are made in the various chapters of the GOM, each is reviewed for accuracy. When there is no change to the chapter, the date will remain the same. The only time that dates change in the manual is when the policy or information is changed or updated.

3. Standard Operating Procedures (SOP)

Whenever any component makes changes to their SOP, it shall be forwarded to PRD for approval by the Chief of Police. Once approved, the signed original shall be kept at PRD and a copy shall be forwarded to the submitting component. The submitting component shall forward an electronic copy to PRD, once they have received the approved copy.

Format

Standard Operating Procedures (SOP) generally use an outline format and may be numbered to meet the needs of the component to which the SOP pertains. They are specifically designed and written to cover procedures for carrying out particular activities.

4. Chief's Special Orders

Chief's Special Orders (CSO) are:

- Internal policies and directives that are expected to be limited in duration and not appropriate for inclusion in the GOM (for example a recall on a piece of equipment or vehicle), or
- Policies and directives that are applicable to both the Department and other components of Local, State, or Federal Government, (for example the Prince George's County Emergency Operations Plan)
- Internal policies and directives that are appropriate for inclusion in the GOM but require immediate notification to employees which cannot be delayed until routine updates are released

Chief's Special Orders are released through PRD, tracked, and archived by:

- The year in which they were implemented
- The order in which they were promulgated

For example, the first CSO distributed in 2006 will be #06-001.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Maryland HB 1016

- Commission on Accreditation for Law Enforcement Agencies, Standards 12.2.1, 12.2.2
- Commission on Accreditation for Law Enforcement Agencies, Process and Programs Guide 5.2.1.1

2. ADMINISTRATIVE HEARING BOARDS

(June 2017)

I. POLICY

In accordance with due process generally, and the Law Enforcement Officers Bill of Rights specifically, unless a sworn employee is convicted of a felony in a court of law, it is the policy of the Department to provide every sworn, non-probationary employee accused of misconduct a hearing so that the employee may respond to the allegations and present their perspective. Probationary sworn employees are only provided hearings when the allegation(s) involves use of force.

II. CHECKLIST (N/A)

III. DEFINITIONS

Administrative Hearing Board (AHB): An administrative body that conducts hearings concerning charges that have been sustained against sworn employees, determines findings of fact, and makes recommendations of discipline to the Chief of Police.

Summary Punishment: An alternative disciplinary procedure for conduct defined as a less serious transgression which is observed by or comes to the attention of a Supervisor or Command Staff.

Two-Party Consent: All parties to a conversation must give approval before the conversation can be recorded

IV. FORMS

- Report of Investigation (PGC Form #67M)

V. PROCEDURES

Administrative Hearing Boards (AHB) are quasi-judicial proceedings, and shall be conducted according to guidelines published by the Maryland Chiefs of Police Association, Inc., in an atmosphere affording a degree of formality. They are open to the public, except in such cases where the personnel information or identity of employees is deemed sensitive or may place them in danger. Any determination to close the AHB shall be that of the Chief of Police. The chairman of the AHB shall exclude disruptive persons from attendance.

While Administrative Hearing Boards are open to the public, the taking, recording, or transmission of photographs, videos, or other visual images and/or audio by cell phone or any other device is prohibited. Maryland is a two-party consent state. Recording audio without consent is a violation of Article 10-402 and is an arrestable offense. At the discretion of the AHB Chair, anyone suspected of violating this restriction may have their electronic device confiscated, and will be removed from the proceeding.

The rules of evidence used by the Courts need not be strictly followed. Hearsay evidence may be introduced for its probative value.

Any decision, order, or action taken as a result of the hearing shall be in writing and accompanied by findings of fact, which shall consist of a concise statement regarding each issue in the case. AHB findings and recommendations shall be forwarded to the Commander, IAD who shall forward them to the Chief of Police for review.

A copy of the Chief's determination, accompanying findings, and conclusions, with recommendations for action, shall be delivered or mailed promptly to the respondent or their representative.

1. Respondent Privileges

The respondent's appearance before an AHB is optional. The respondent officer shall be notified in writing of the AHB and the charges to be presented no less than 30 days prior to the hearing.

Within three working days of service, the respondent shall advise the Commander, IAD, whether they wish to appear before the AHB in their defense. If they do not wish to appear, they must sign and forward a waiver to the Commander, IAD.

The respondent has the right to be represented by an individual of their choosing. The respondent, or the representative, may call defense witnesses and cross-examine prosecution witnesses. A respondent may request to waive their right to an AHB and be disciplined by the Chief of Police directly. Approval of the waiver is at the discretion of the Chief who may mandate an AHB, even if the respondent chooses not to attend.

2. Appearance at Boards

Notice to appear before an AHB is a direct order. Failure to appear is insubordination.

Upon appearance, any employee who disobeys a direct order to testify specifically, directly, and narrowly to the facts at issue before the AHB may be suspended and charged with insubordination.

All PGPD employees ordered to appear before an AHB must follow the Uniform & Grooming Regulations as outlined in **Volume I, Chapter 36**.

Witness Fees

Police or civilian witnesses summoned for the prosecution or defense fall within the purview of the LEOBR.

Witness fees, mileage, and expenses incurred to secure the attendance of witnesses or their testimony shall be itemized and paid by the Department according to the criteria used by the Circuit Court.

Commanders/Managers may require that a copy of the summons be attached to the Compensation Request Form.

Applications for witness fees are available through the Fiscal Management Division (FMD) and must be validated by the AHB Chairman.

Continuances

Requests for continuances must be made in writing to the Commander, IAD, no less than 72 hours prior to the hearing.

Emergency requests shall be honored without regard to this provision.

3. Weapons

Respondents shall not possess weapons during administrative proceedings.

The chairman of the AHB is responsible for security of the proceedings.

4. IAD Responsibilities

(Internal Affairs Division SOP)

The Commander, IAD, will designate an AHB Coordinator who shall:

- Serve as the point of contact for all parties to the proceeding
- Oversee the decorum of the AHB
- Effect witness's appearance
- Notify the parties as appropriate
- Coordinate the collection and dissemination of documents
- Monitor the selection of the board member of equal rank

5. AHB Coordinator

The AHB Coordinator shall report to the Inspector General, and is responsible for coordinating AHBs. The coordinator shall:

- Prepare and disseminate necessary documents to facilitate the AHB process
- Coordinate the scheduling of pre-trial conferences and hearings to ensure necessary accommodations, equipment and personnel are available
- Act as the Departmental liaison and assist during the hearing process
- Monitor cases with sustained findings through final disposition
- Provide timely updates to the Inspector General and the Commander, IAD, regarding status of sustained cases in the hearing board process

6. Duties of the AHB Chair

The Chair presides over the AHB and is responsible for ruling on procedural questions and objections raised by either party, as well as determining the acceptability or relevance of evidence presented. The Chair shall notify the Chief of Police, in writing, of the Board's findings, recommendations, and vote, no later than 30 calendar days following the rendering of the verdict.

7. Duties of Board Members

All board members shall participate in deliberations to determine a verdict and recommendation. Majority opinion shall prevail.

8. One-Member Board

When a respondent officer rejects summary punishment, a one-member AHB shall be convened.

The hearing officer shall be selected by the Chief of Police, and hold the rank of Captain or above. In every instance, the AHB Officer shall be at least one rank higher than the respondent.

The AHB shall be bound by the range of disciplinary actions authorized for summary punishment by the LEOBR for each charge.

9. Three-Member Board

The Chief may convene a three-member AHB comprised of officers who did not participate in the incident or the subsequent investigation that led to the hearing board.

At least one AHB member shall be of equal rank as the respondent. The second member shall be a Captain. The third member is the Chair, a Major or above, who has completed the disciplinary training seminar.

The Chief of Police, or his designee, chooses the Chair and the Captain. The respondent chooses the officer of equal rank by lottery. The respondent randomly selects two names:

- A primary officer of equal rank
- An alternate officer of equal rank

The respondent, or representative, and the Commander, IAD may strike one name from the officer of equal rank list for any reason. The respondent, or representative, and the Commander, IAD may strike additional selections for just cause. Explanations shall be provided to the AHB Coordinator who shall document the reason(s) and then approve or deny the strike.

IAD maintains a list of positions ineligible to serve as AHB members. The list is available to any officer upon request.

Order of Presentation of Evidence

- Presentation of prosecution's case
- Cross-examination by defense
- Examination by AHB members
- Presentation of defense's case
- Cross-examination by prosecution
- Examination by AHB members
- Summation by prosecution
- Summation by defense
- Final rebuttal by prosecution

Deliberation by the Board

Deliberation leading to a finding of fact by the Board shall be done in a closed session and shall not be a matter of record.

Degree of Proof

The standard of proof when determining guilt or exoneration shall be a preponderance of the evidence.

A preponderance of evidence is the belief that it is more likely than not that the event occurred. Expressed numerically, the preponderance of evidence would be 51% on a scale of 1-100. In determining the preponderance of evidence, it must be weighed against the character of the witnesses, the nature of the evidence, and the probabilities of its truth when tested by the experience of an average individual.

Violations of administrative regulations are by no means the same as violations of criminal law, which may lead to the loss of life or liberty. The serious nature of the penalty for criminal violations requires proof beyond a reasonable doubt.

Violations of administrative regulations can result, at most, in termination of employment. Due to the lesser nature of the potential consequences, the standard for conviction in an AHB is the preponderance of evidence.

Board Recommendations to the Chief of Police

The Chief of Police is not bound by the disciplinary action recommendations provided by the AHB.

Within 30 days of receipt of the recommendations, the Chief of Police shall review the findings, conclusions, and recommendations and issue a final order. The final order is binding but may be appealed to the Circuit Court.

When considering whether to increase the recommended disciplinary action, the Chief of Police shall:

- Review the entire record of the AHB proceedings
- Meet with, and allow, the respondent to be heard on the record
- Disclose and provide to the respondent, in writing, any information not included in the AHB record upon which the decision to increase the penalty is based

in whole or in part, at least 10 days prior to the meeting
- State on the record the evidence relied upon to support the increase of the recommended penalty

Notwithstanding any other provisions of this section, if the Chief of Police is a witness to the incident that led to the AHB, the decision of the AHB, both as to finding of fact and punishment, if any, is final. That decision may then be appealed in accordance with the LEOBR.

Recommendation for Termination

If the AHB recommends that the respondent's employment be terminated, the respondent's police powers shall be suspended and the respondent shall be placed on administrative leave. An IAD officer shall recover all equipment listed on the Suspension Property Checklist from the respondent.

Department-wide notification regarding the respondent's suspension shall be made under the authority of the Commander, IAD.

All letters of termination shall be prepared and served by IAD at the direction of the Chief of Police.

Appeal to the Circuit Court

If the respondent wishes to appeal the Chief's decision to the Circuit Court, the Commander, IAD, shall be notified within 30 days. The respondent must comply with court rules to effectuate an appeal.

10. <u>File Expungement</u>

(Records Management Handbook)

If an officer has been investigated or interrogated by the Department for any reason that could have resulted in disciplinary action, the LEOBR permits that officer, upon written request, to have any record of a formal complaint expunged from any file provided that:

- The law enforcement agency investigating the complaint has exonerated, non sustained, or unfounded all of the charges in the complaint, or
- An AHB renders an acquittal, a dismissal, or a finding of not guilty in the matter, and
- Three years have passed since the law enforcement agency's findings

Expungement requests shall be forwarded to the Commander, IAD, who shall notify the:

- Chief of Police
- Citizen Complaint Oversight Panel
- Commander/Manager, Records Section
- Human Relations Commission

If expungement is approved, all reports shall be forwarded to the Commander, IAD. The file and the Report of Investigation shall be destroyed by shredding or burning. The Commander, IAD, shall certify the destruction.

If approved, the expungement and destruction of IAD records will occur approximately six months after the three years have passed.

An investigative record of a complaint shall not be expunged if civil litigation is pending.

For cases involving multiple respondents or multiple charges, a file shall not be destroyed if it contains any sustained findings. All information pertaining to employees whose charges were exonerated, non sustained, or unfounded shall be deleted from the file.

11. Infractions - Category I Through III

The respondent shall be informed, in writing, of the:

- Specific charges
- Proposed disciplinary action
- Appeal procedures
- Scheduled AHB, if appropriate

The employee may accept the proposed disciplinary action or have the case heard by the AHB.

Within 10 working days of service, the respondent shall notify the investigator whether they wish to accept summary punishment or request that the case be heard by an AHB. The respondent shall also advise whether they want to appear at the hearing.

A respondent requesting a hearing must submit the request in writing. Upon receipt, the investigator shall forward the entire case through the chain of command to the Commander, IAD.

12. Infraction - Category IV

All sustained Category IV violations should be heard by an AHB. The investigator shall inform the respondent, in writing, of the specific charges and recommended disciplinary action. The interpretation of the facts may be shared with the respondent.

A pretrial conference between the prosecution and defense will be held in order to determine the date and time of the AHB and to discuss discovery issues.

IAD will prepare all documents in reference to the pending AHB and will notify the respondent, in writing, of the hearing date.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 26.1.6, 26.1.8
- Memorandum of Agreement Between the United State's Department of Justice and Prince George's County Maryland, January 22, 2004

References:

- Internal Affairs Division SOPS
- Internal Affairs, Internal Investigations Guide
- Maryland Code, Title 3, Subtitle 1 et. seq., Law Enforcement Officers' Bill of Rights,
- Manual of Procedures for Administrative Disciplinary Hearings, Maryland Chiefs of Police Association, Incorporated 1997
- Maryland Code, Section 10-402

3. COMMITTEES, COUNCILS, & PANELS
(November 2016)

I. POLICY

The Department welcomes the input of both internal and external committees, councils, and panels in the furtherance of its mission. Internal committees consist of the Disciplinary Review Committee, the Employee Advisory Council, and the Executive Review Panel. External committees consist of the Human Relations Commission, the Citizen Advisory Council, and the Citizens Complaint Oversight Panel.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS (N/A)

V. PROCEDURES

1. Disciplinary Review Committee (DRC)

The DRC is composed of three command officers (appointed by the Chief of Police), and two FOP members (appointed by the President, FOP). Quorum is two command officers and one FOP member.

Appointments are for one year. The Chief of Police appoints the chair.

The DRC shall conduct an annual review of the Disciplinary Action Recommendation Guide. It shall submit a report containing the findings of its review, including recommendations for revisions to the guide, to the Chief of Police no later than February 1 each year.

The DRC shall conduct a quarterly review of all recommended disciplinary actions to ensure established guidelines are being followed.

See: **VOLUME I, CHAPTER 11. DISCIPLINE.**

2. Executive Review Panel (ERP)

The Executive Review Panel (ERP) was established by the Chief of Police to review all critical firearm discharges, investigations of serious uses of force, and to conduct evaluations of all uses of force on a quarterly basis. The ERP membership will rotate, but will include a member of the Command Staff, a Training and Education Division (TED) representative, the affected Deputy Chief, and a representative from the County Attorney's Office. Additional board members will be appointed by the Chief of Police.

Duties of the Panel

The ERP meets monthly to review critical firearm discharges and serious use of force investigations. The ERP shall review these investigations for compliance with Departmental policy, as well as for tactical and training issues.

The ERP's review shall occur within 90 days of the end of a criminal review of an incident.

The ERP shall conduct an analysis of all uses of force by members of the Department on a quarterly basis, and forward the results of the analysis to the Chief of Police.

In addition to these reviews, the ERP shall conduct an annual analysis of critical firearm discharges to detect patterns or problems. This analysis shall be submitted

to the Chief of Police, by February 1st of the following calendar year.

The ERP has the authority to recommend changes in investigative protocols, and non-disciplinary corrective actions, when appropriate, to the Chief of Police. The ERP is intended to serve as a quality control mechanism during the review process. This includes returning incomplete or substandard investigations to the responsible investigative unit.

The ERP has exclusive authority to change the duty status of any officer placed on administrative leave. All requests from Commanders/Managers for a change in an officer's duty status, including placing the officer on administrative duty, shall be made in writing through the chain of command to the Chief of Police or their designee.

Review Procedures

The ERP's review shall include investigative files and interviews of the principal investigators and/or supervisors.

Following its review, the ERP shall prepare a written report with recommendations regarding their findings to the Chief of Police. This report shall become a part of the official investigative file for the incident.

The report shall include a description of the incident, including all uses of force. It will also include a summary of all relevant evidence to support their proposed findings and an analysis to support those findings.

The ERP shall consider the following in making the recommendation to the Chief of Police:

- Whether the use of force was consistent with Departmental training and policy
- Whether the involved officer used proper tactics
- Whether lesser force alternatives were available

Responsibilities of the Chief of Police

The Chief of Police shall advise the Commander, IAD, of the final decision, after considering the findings and recommendations of the ERP.

Confidentiality of Files

A copy of the ERP findings shall be retained at the Internal Affairs Division (IAD) in compliance with LEOBR standards for five years, in accordance with the Records Retention Schedule. Access to these files is limited to the ERP and IAD.

3. Human Relations Commission (HRC)

(County Code Section 18-186.07)

The HRC shall investigate every case alleging use of excessive force, abusive language, or harassment by a law enforcement officer in accordance with the provisions of the Human Relations Code.

The investigation and hearing by the HRC shall not be construed to constitute an investigation or hearing that could lead to disciplinary action, demotion, or dismissal of a law enforcement officer.

4. Citizen Advisory Council (CAC)

Each District Commander shall identify citizens from each Sector in their District who have shown interest or involvement in police/community relations programs. They

shall nominate at least three citizens to participate on the CAC. The Chief of Police approves such nominations.

CAC members meet with District Commanders, their staff and crime prevention personnel. The CAC will occasionally meet with the Chief of Police and command staff.

5. Employee Advisory Council (EAC)

The EAC meets monthly with the Chief of Police. The EAC provides direct communication between sworn and civilian employees and the Chief of Police on issues or concerns within the Department.

6. Citizens Complaint Oversight Panel (CCOP)

(County Code Section 18-186.03)
(CB-25-1990)

The Commander, IAD shall forward a copy of every complaint to the CCOP within 24 hours of its evaluation. A statement from Commander, IAD must accompany this copy indicating whether or not a full investigation will be conducted.

All exchanges of information with the CCOP regarding an active IAD investigation shall be conducted solely by the Commander, IAD.

The Department will request that if the CCOP were to receive a complaint, that the CCOP forward copies of the complaint to the Department within five business days of its receipt.

The CCOP reviews Reports of Investigation for completeness and impartiality and submits comments and recommendations to the Chief of Police within 30 working days.

The CCOP may conduct its own investigation independently of, and concurrently with, any investigation being conducted by IAD.

The CCOP may also apply to the Prince George's County Council for the issuance of subpoenas upon any person to appear before the CCOP.

The Chief of Police shall notify the CCOP within two working days of the final disposition of all cases where a complaint alleges use of force, abusive language, or harassment.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.3.7, 1.3.13, 11.6.1, 11.6.2, 45.2.1, 52.1.1

Governing Legislation

- County Code Section 18-186.07
- County Code Section 18-186.03
- Prince George's County Council Bill 25-1990

Investigative Procedures

4. COMPLAINTS
(December 2016)

I. POLICY

To deliver effective law enforcement services, a relationship of mutual trust and confidence must exist between the Prince George's County Police Department and the community. Actions of Departmental employees that conflict with the mission of the Department, can erode this trust and have a negative impact on the Department's standing in the community. The review or investigation of all public complaints of employee misconduct is vital to maintaining the relationship between the Department and the community.

The Department recognizes its obligation to inform the public about its complaint filing procedures and acknowledges each individual's right to file a complaint against an employee.

It is the policy of the Prince George's County Police Department to accept all complaints of employee misconduct at all levels of the Department, determine the validity of the allegation(s), investigate complaints in a fair and impartial manner, and to impose disciplinary action, if necessary, in a uniform and timely fashion.

II. CHECKLIST (N/A)

III. DEFINITIONS

Bias-Based Profiling: Occurs when a police officer takes enforcement or investigative action against a person based only on that person's race, ethnicity, gender, sexual orientation, religion, economic status, age, culture, or other identifiable factor unrelated to reasonable suspicion or probable cause.

Citizen Complaint Oversight Panel (CCOP): A board of citizens that reviews internal investigations (excluding Departmental Accidents) and submits comments and recommendations to the Chief of Police.

Complaint: A statement or communication alleging misconduct by an employee. Complaint sources are either:

> ***External:*** Initiated by individuals not affiliated with the Department.
>
> ***Internal:*** Initiated within the Department.

Field Investigation: Complaints forwarded by the Commander, IAD, to a District or Division Commander for investigation.

Internal Affairs Division (IAD) Investigation: Completed by Special Investigative Response Team or Administrative Investigation Section personnel.

Law Enforcement Officers' Bill of Rights (LEOBR): Maryland Law that provides certain rights to law enforcement officers who are facing internal investigation.

Unreported Misconduct: Acts of misconduct not alleged in the original complaint.

Supervisor: Personnel holding the rank of Sergeant and above, civilian Supervisors, or Corporals formally appointed in writing as the "Officer in Charge" (OIC) of a Departmental component.

Respondent: An employee who is the subject of an internal investigation.

Witness: Anyone who was present, has personal knowledge of, observed, or heard something related to an incident.

IV. FORMS

- Complaint Procedures Checklist (PGC Form #4552)
- Complaint Against Police Practices Form (PGC Form #1072)
- Letter To a Concerned Citizen (PGC Form #3792)
- Request for Case Numbers Form (PGC Form #5074)

V. PROCEDURES

1. Department's Responsibilities

(County Code 18-186.04)

The Department will ensure that:

- A placard describing the complaint process, to include all relevant telephone numbers, is permanently displayed in the lobby of each District Station
- The Prince George's County Police Department Complaint Against Police Practices Form and associated information is available at all District Stations and public libraries. The Complaint Against Police Practices Form is also available on-line

Upon request, the Department will provide complaint materials to community groups and community centers.

At all times, sworn employees shall maintain a supply of Complaint Informational Brochures in their vehicles.

If an individual objects to an officer's conduct, the employee will inform the individual of their right to make a complaint. Employees shall not discourage anyone from obtaining a complaint form or filing a compliant. The Letter To a Concerned Citizen may be used to encourage an individual to discuss the conduct of a Departmental employee.

If an individual's complaint contests a criminal charge but there is no allegation of employee misconduct, the individual shall be advised to address their concern through the Court System.

The Complaint Procedures Checklist provides a standard method for responding to complaints in accordance with County law and Departmental procedures by eliciting information required for effective Supervisory follow-up. Copies of the completed form shall be forwarded through the chain of command to the Office of the Chief of Police.

Complaints, other than use of force, may be initiated in person either verbally or in writing, by telephone or TDD, facsimile, e-mail, or United States mail.

An employee receiving an anonymous complaint shall advise the individual of the complaint procedures and try to obtain the individual's cooperation. If the individual wishes to remain anonymous, the employee shall obtain as much information as possible and summarize it on the Complaint Procedures Checklist. The employee shall then forward the checklist via the chain of command to the Commander/Manager of the involved employee. If the identity of the involved employee is unknown, the employee receiving the complaint shall forward the checklist via the chain of command to their Commander/Manager.

2. Receiving External Complaints in Writing

All written complaints from the public alleging employee misconduct shall be thoroughly investigated.

An employee who first receives a completed Complaint Against Police Practices Form shall indicate the following in the spaces provided at the bottom:

- Date and time complaint form received
- Whether received by mail or in person
- Receiving employee's name and ID number

If the complaint is not on the Complaint Against Police Practices form, the employee shall note the information on the document received. Written complaints not submitted on the County form shall be handled as if received on the County form. The employee will then forward the complaint to their Commander/Manager.

Upon receipt of a written complaint, Commanders/Managers shall forward all copies via the chain of command through the Office of the Chief to the Commander, IAD.

3. Receiving External Complaints in Person

When an individual requests a complaint form, the employee receiving the request shall provide the individual with a Complaint Against Police Practices Form, or ensure that one is mailed to the individual's address.

The desk officer at each District Station shall receive all complaints, including those made by a third party. If a desk officer is not available, a Supervisor shall respond to the station to receive the complaint.

Whenever an individual attempts to file a complaint, the desk officer shall:

- Provide the complainant a Letter To a Concerned Citizen Form
- Complete, at minimum, blocks A, E, and F of the Complaint Procedures Checklist
- Provide the complainant a Complaint Against Police Practices Form

Employees may include written comments describing the complainant's demeanor and physical appearance on the bottom of the Complaint Procedures, but may not include opinions regarding the complainant's mental competency or veracity.

If an individual requests to speak to a Supervisor regarding a complaint, the desk officer shall request that one respond to the station immediately. The desk officer will complete Sections A, E, and F of the Complaint Procedures Checklist and provide it to the responding Supervisor. The Supervisor shall speak with the complainant and attempt to resolve the matter.

If the Supervisor resolves the matter, they shall document their actions in Section G of the Complaint Procedures Checklist and forward it via the chain of command through the Office of the Chief to the Commander, IAD.

If the Supervisor is unable to resolve the matter, they shall provide the individual with a Complaint Against Police Practices Form. All Supervisory employees shall have a supply of the forms in their vehicles.

Once the complaint is received in writing, the Supervisor will follow the procedures

detailed in section **2. Receiving External Complaints in Writing**, in this chapter.

Commanders/Managers receiving verbal complaints at their Districts/Divisions shall evaluate the allegation(s), in consultation with their Deputy Chief and in consideration of the provisions of this General Order, to determine if the complaint should be investigated.

4. Complaints of Criminal Misconduct

All complaints alleging criminal misconduct shall be investigated by IAD. Employees receiving complaints alleging criminal misconduct shall immediately arrange for the individual to speak with a commissioned officer. If a commissioned officer is not available, a Supervisor shall be contacted.

The interviewing commissioned officer/Supervisor shall immediately contact IAD, document the allegations and their actions on a confidential CIR, and forward it to IAD. The commissioned officer/ Supervisor shall not copy the CIR for distribution.

5. Complaints Regarding Use of Force

Use of force complaints must be made in writing and filed within 366 days of the alleged brutality, consistent with the requirements of the LEOBR.

Psychological Services Critique of Complaints Regarding Use of Force

(Psychological Services SOP)

Psychological Services Section (PSS) personnel shall conduct use of force complaint critiques to assist officers in coping with the incident and the internal investigation, as well as increasing awareness as to why or how incidents may occur.

When IAD notifies an officer's Commander/Manager that the officer is a respondent in a use of force investigation, they shall ensure that the officer contacts the PSS within 72 hours to arrange an appointment for a critique of the incident.

This critique is confidential. Information obtained during the critique shall not be accessible to IAD personnel, nor shall it be used for disciplinary reasons.

6. Internal Complaints

Any employee who becomes aware of unlawful conduct or a violation of written directives shall report it to the involved employee's Commander/Manager. In confidential matters, reports may be made directly to the Commander, IAD.

7. Complaint Assignment

Use of force, abusive language, harassment, and criminal misconduct complaints must be investigated by IAD; they may also investigate other types of complaints. Complaints not investigated by IAD are handled at the lowest appropriate level of supervision.

If the Commander/Manager determines that the complaint should be investigated as a field case, they shall request an investigation via the Request for Case Numbers Form, which shall be forwarded to IAD by the next working day.

The Commander, IAD will screen all complaints and requests for case numbers received to determine investigative responsibility. Less serious allegations will

usually be referred to the respondent's Commander/Manager as a field investigation along with the original complaint form. A copy of the complaint will be maintained at the IAD.

All allegations shall be thoroughly investigated before any disciplinary action is taken.

8. Notification to Employee

The Commander, IAD shall send a written notice to the employee informing them that a complaint has been received and that an investigation has been initiated. The notice shall include the date, time, and place of the alleged misconduct, a brief description of the allegations, and the employee's rights and responsibilities relative to the investigation.

9. Retaliatory Acts Against Complainants Prohibited

The Department will not tolerate any retaliatory acts against complainants or witnesses. Once a formal complaint is filed against an officer, the officer shall have no contact with the complainant or witnesses, nor will the officer cause anyone else to initiate contact on their behalf. Exceptions to this directive shall only be granted by the Commander, IAD.

The same standards of conduct shall apply when officers are witnesses or complainants.

To protect officers from claims of harassment or additional misconduct if unintentional contact occurs, the officer shall request that a Supervisor respond to the scene of the contact before any type of enforcement action is taken.

The Supervisor shall assess the situation, inform the individual of the Department's intentions, and witness any enforcement action. The Supervisor shall document the contact and forward a CIR through the chain of command to the Commander, IAD.

Nothing in this section prohibits officers from protecting themselves or others, or making an arrest under exigent circumstances.

10. Bias-Based Profiling

Bias-based profiling undermines the cooperative trust between citizens and police necessary for effective law enforcement.

Profiling alienates citizens, fosters distrust of law enforcement by the community, and may lead to civil rights violations.

The Department does not condone profiling by employees, and specifically prohibits any policy, procedure, or practice that constitutes profiling any group for the purpose of enforcement or investigation.

Officers are prohibited from using bias-based profiling as reason for:

- Stopping a vehicle
- Issuing a citation
- Making an arrest
- Conducting a field interview
- Seizing assets or seeking asset forfeiture
- Conducting a search

All investigatory detentions, searches, arrests, traffic stops and seizures shall be based on the standard of reasonable suspicion or probable cause required by the Fourth Amendment to the U.S. Constitution and applicable Maryland statutes.

Officers shall treat all citizens with respect and courtesy. Officers are prohibited from using language, gestures and displaying symbols that are commonly viewed as biased against any group.

Training

The Training & Education Division (TED) shall conduct annual training based on a review of the Department's policies, cultural diversity, and ethics. TED shall also coordinate re-training on profiling for any unit or officer when requested by the Chief of Police.

Reporting Allegations of Profiling

The Commander, IAD, shall submit a monthly report to the Chief of Police that summarizes all complaints of profiling against Departmental employees received by that office.

In addition, the Commander, IAD, shall conduct an annual analysis of complaints and investigations, and submit a report to the Chief of Police.

11. Citizens Complaint Oversight Panel (CCOP)

For notification requirements to the CCOP, ***See*: VOLUME I, CHAPTER 3. COMMITTEES, COUNCILS, & PANELS**

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.2.9, 52.1.1, 52.1.3, 52.1.6, 52.1.12

Governing Legislation:

- Prince George's County Code
- Public Safety Article Title 2, Section 3-104(c)(2)MD, Law Enforcement Officer's Bill of Rights (LEOBR)
- Prince George's County Council Bill 59-2001 (amends CB 25-1990)

References:

- Internal Affairs Division, SOP
- Internal Affairs Division, Internal Investigations Guide
- Psychological Services Section, SOP

5. COMPUTERS & TECHNOLOGY
(June 2018)

I. POLICY

The Department uses computer systems and emerging technologies to maximize efficiencies in its operations and to enhance the quality of personnels' work.

To protect the Department's electronic equipment and systems—hardware, software, files, and records—from unauthorized access and damage, the Department implemented and enforces stringent security measures and procedures.

It is the policy of the Department that any and all information created, distributed, and/or maintained in either a hard copy or electronic format is considered the sole property of the Department.

Information addressed to Police Personnel, e.g., "For Official Use Only or Police Only", shall not be distributed outside the Department without the written authorization of the originating entity.

II. CHECKLIST (N/A)

III. DEFINITIONS

Local Area Network (LAN): a group of two (2) or more computer systems linked together for the sharing of information and resources.

Operating System (OS): software that enables the basic operation of a computer. The OS communicates, allocates memory, processes tasks, accesses disks, connects peripheral components, and serves as the user interface.

Server: is a computer used to facilitate and support connectivity between other computers and components in the group of networked computers. Common usage of servers would be for the Web, Internet, network, mail, and files.

Computer Network: is a collection of hardware components and computers to allow access and sharing of resources and information.

Internet: the electronic communications network that connects smaller networks and computer facilities providing the world-wide exchange of communications and information.

Intranet: a network with access restricted to a defined group of authorized users.

Extranet: an external network with permitted accessibility to the network of a defined group of authorized users.

Ethernet: standard wired local area network (LAN) technology that enables communication between networks, computers, and electronic devices by employing cables, cords, and ports.

Wireless: not needing wires, cables, or cords to be operable; instead, is operable by emitted electromagnetic waves.

Wi-Fi: standard wireless local area network (WLAN) technology that enables communication between: networks, computers, modems, hand-held and/or portable electronic devices.

VPN (Virtual Private Network): a secure network that uses the Internet to access a restricted group's network.

OIT: Office of Information and Technology: County agency that manages and maintains the County's computer network and connecting components. OIT establishes the policies, procedures, and regulations regarding the use, safety, maintenance, and purchase of all county-owned computing and electronic equipment.

IV. FORMS (N/A)

V. PROCEDURES

1. Electronic Mail System

General Responsibilities

Department personnel are responsible for the content and distribution of electronic mail (e-mail) messages they create, copy, and/or forward for dissemination.

E-mail shall not be used to send abusive, demeaning, harassing, or threatening messages.

E-mail servers are not intended for the long-term archival storage of important information.

Personnel shall not use the e-mail system as a database.

Personnel shall regularly move documents, pictures, and other information from their e-mail account by saving those files to another appropriate electronic storage medium.

Specific Responsibilities

- Each Departmental component is responsible for entering general announcements into the system, such as births, deaths, etc.
- Teletype Unit personnel (Records Management Division) is responsible for receiving and entering messages into NCIC or MILES
- Automotive Services Division personnel shall transmit preventive maintenance notifications and other vehicle information
- Police Personnel Division employees shall enter transfer opportunities and promotional system notifications
- Offices of the Chief of Police, the Assistant Chief, and the Deputy Chiefs shall transmit administrative regulations and policies, promotional, and transfer lists, and disciplinary actions

2. Maintaining the Integrity of Computer Systems

Personnel are advised that the following addendum automatically attaches to every e-mail message sent or forwarded from a county-owned computer:

"This E-mail and any of its attachments may contain Prince George's County Government or Prince George's County 7th Judicial Circuit Court proprietary information or Protected Health Information, which is privileged and confidential. This E-mail is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this E-mail, you are hereby notified that any dissemination, distribution, copying, or action taken in relation to the contents of and attachments to this E-mail is strictly prohibited by federal law and may expose you to civil and/or criminal penalties. If you have received this E-mail in error, please notify the sender immediately and permanently delete the original and any copy of this E-mail and any printout."

Employees are advised that all County e-mail is electronically captured onto the LAN

and, therefore, subject to administrative review and the subpoena process.

Personnel shall not disclose their password to anyone or have their password accessible in any format near their work area.

Personnel shall log off whenever their computer is left unattended.

Personnel shall not stop or hinder OIT installed antivirus software updates from running automatically on their County computer.

Internet, Extranet, and Intranet Use

The use of Prince George's County Government web resources shall be in accordance with applicable laws and regulations.

Users shall be accountable for all web activity associated with their accounts. Such activity should generally be limited to accessing, viewing, downloading, and/or uploading material which is directly related to the user's official job duties.

Many of the electronic devices in use by PGPD utilize a wireless connection for data transfer. The amount of data used by PGPD employees continues to increase and has begun to negatively affect the performance of our wireless network services. Employees shall not use any Department issued computer or similar electronic device (mobile data computer (MDC), cell phone, tablet, wireless modem, etc.) as a personal entertainment device. Users may not use such a device to stream media from free and/or subscription-based entertainment companies, unless it is in the course of official duties. Services of this nature include, but are not limited to: Netflix, Hulu, HBO Go, Sling TV, DIRECTV, and Youtube. Suspicious bandwidth use will be investigated by ITD, and may result in disciplinary action.

Prince George's County government web resources shall not be used to link, bookmark, access, download, transmit, or store objectionable material, images, or content unless it is a requirement of an employee's duties.

Prince George's County government web resources shall not be used to conduct personal or business solicitations that have not been sanctioned by the Prince George's County government.

Searchable Data warehouses

The National Capital Region Law Enforcement Information Exchange (NCR LInX), FBI's National Crime Information Center (NCIC), Maryland Inter-Agency Law Enforcement System (MILES), and other organizations have created programs that are accessible to Department personnel. Personnel with access to these resources shall follow the governances set by the agency that administers and maintains the program.

Downloading onto County Equipment

Users shall not violate the federal, state, and county laws or regulations governing the use of Prince George's County government web resources.

Personnel that adjust or alter the browser security settings programmed into the computer by OIT may be subject to disciplinary action.

3. County-Owned Computer Equipment & Operations

(Administrative Procedure 119)

Only county-owned computer equipment and devices shall be maintained and operated in Departmental facilities, exceptions are as follows:

- Personally owned hand-held or portable devices that are removed at the end of the tour of duty
- Computing equipment held as evidence
- Visitors using their personal equipment
- Exceptions authorized by the Chief of Police or their designee

Local Area Network (LAN) computers shall not be detached from the network at any time.

Employees are prohibited from making hardware repairs, software modifications, and/or adjustments to county-owned computers.

Employees shall not attempt to alter any computer start-up routine or operating system file.

Employees shall not, in any manner, interrupt, cancel, stop or otherwise interfere with the boot (start-up) process of any County computer.

Employees shall not use County computer resources to create or distribute material that is personal in nature.

Employees shall not knowingly move, copy, encrypt, destroy, modify, delete or tamper with the electronic data files of another employee without that employee's express permission.

Employees shall not knowingly expose a computer virus onto a County computer, onto the LAN, or in any manner deliberately abuse computer resources.

Computer resources are fixed assets and shall not be physically moved from the component to which they are assigned without:

- Division Commander/Manager authorization,
- Notification of the move to Technology Integration Services (TIS), and
- Notification and permission of the NCIC Unit (RMD). NCIC regulations mandate that any computer resource, including mobile devices, e.g., laptops, that use an assigned Originating Agency Identifier (ORI) to access NCIC/Meters shall not be moved/relocated either within a secured police facility or outside of a secured police facility without notification and permission of the NCIC Unit (contact via e-mail: Police_NCIC@co.pg.md.us).

Annual Audit of System

The Information Technology Division (ITD) and the Office of Information and Technology (OIT) will conduct an audit of all applicable computer systems for verification of passwords, access codes, and access violations annually.

Software

Only software purchased or acquired by the County will be operated on Departmental computers.

All software must be installed in accordance with federal copyright laws and Prince George's County Administrative Procedure 119. Licenses for all division-specific software shall be maintained in a secure place within the assigned Division.

Authorized personnel shall remove any software that is not county-owned and licensed during service calls on the equipment.

Software written by employees that has been loaded onto a County computer and/or device becomes the property of the County. This software shall not be copied, sold, or transferred to any source outside the Department without the consent of the Chief of Police.

Electronic Files

All files on Departmental hard drives, portable drives, or other storage media are considered work product. Therefore, employees shall have no expectation of privacy regarding these files. Electronic files may be administratively accessed or monitored for various reasons, including, but not limited to, the following:

- System maintenance
- Internal investigations
- Subpoena process

All original case files, investigative files, notes, memoranda, letters, documents, or other work products maintained on computer-readable media shall be stored within the District/Division generating the original file.

Files shall not be encrypted without the consent of the Commander/Manager. In the event files are encrypted, the unit's OIC and the Commander/Manager shall both be made aware of the encryption password.

Computer Removal

When a computer has been designated as no longer serviceable, or when a hard drive on a computer fails, the Department shall retain the hard drive for destruction.

In both cases, the Commander/Manager shall contact the OIT's customer support center (Help Desk) to arrange for removal of the hard drive. A technician from the support center will respond and remove the hard drive. The Commander/Manager shall document this removal by written memorandum. The memorandum and hard drive shall be submitted to the Property Management Section (PMS) for destruction by the Commander/Manager or their designee. When a computer is removed from service, the Commander/Manager shall contact TIS for assistance with disposal. This step is crucial to ensure that the computer is removed from the Department's fixed asset inventory, along with the termination of all associated maintenance fees.

Removable Storage Media Destruction

When removable storage media (DVDs, disks, video-tapes, etc.) containing confidential information or criminal history record information (CHRI) become unusable, employees will forward the storage media to TIS for destruction.

Used Facsimile (fax) Machine Cartridges

When used fax machine cartridges are ready for disposal, they will be forwarded to the Property Management Section (PMS) for appropriate destruction. A memorandum from the Commander/Manager shall

accompany the cartridge. This memo shall be sent directly to the PMS without forwarding through the chain of command.

Commander's/Manager's Responsibilities

Each Commander/Manager shall:

- Ensure the legality of all software installed on Departmental computers under their command
- Maintain all original software disks, documentation, and licenses for software programs unique to their command
- Monitor the access and use of the Internet by employees
- Inspect Departmental computers annually, during the month of January, and remove any software that was not installed by OIT
- Forward to TIS a report documenting the annual computer inspection results by no later than the end of each January
- Notify TIS when computer resources are relocated within the division
- Notify NCIC Unit (RMD) regarding permission to transport and/or relocate any computer resource and/or mobile device that uses an assigned Originating Agency Identifier (ORI) to access NCIC/Meters.

Back-up Procedures

OIT ensures that the Department's network files are backed up. A nightly incremental backup is performed on servers from Monday through Thursday. The full content of network servers is backed-up weekly starting Friday evening through to the early hours on Monday morning.

Exchange servers backup individual mailboxes for each storage group once-a-week starting at midnight. A full backup of all Exchange databases is scheduled to run every night.

The software and systems used in the backup process protect the County's data from hardware failures, errors, and unforeseen events by storing copies of backup and archive content off-line and in off-site storage facilities.

4. <u>Computer-Assisted Dispatch Terminal (CAD)</u>

Using CAD Terminals

CAD terminals shall be used for the following transmissions:

- Routine messages to other terminals
- Entering all calls for service received at the Districts
- Entering working unit rosters
- Sending messages to Public Safety Communication (PSC) for which the telephone is not required

Entering Line-Ups

Prior to field units beginning the watch, the unit rosters will be logged into a CAD terminal.

The following minimum information will be entered for each squad:

- Call sign
- Officer ID number
- Beat assignments, if different from call sign
- Court or special assignments
- Leave

The system for assigning call signs to field personnel is:

- Shift number, followed by the sector designation letter, followed by the beat number (e.g., 1A2) for patrol units
- Sector designation letter, followed by shift number, followed by the beat number for overlap patrol units (e.g., A206)
- Shift number, followed by sector designation letter, followed by the number 9 (e.g., 2A9) for the assistant officer-in-charge (OIC) (i.e., Senior Corporal)
- Sector designation letter, followed by the shift number, followed by the number 09 (e.g., A209) for the overlap assistant officer-in-charge (OIC) (i.e., Senior Corporal)
- Shift number, followed by the sector designation letter, followed by the number 10 (e.g., 3A10) for the OIC
- Sector designation letter, followed by the shift number, followed by the number 10 (e.g., A310) for the overlap OIC
- Squad number, followed by a letter for the shift commander (e.g., 51A)

Premise History Entry

When officers have legitimate reasons for requesting that an address or hundred block be entered as a premise history, the information should be made available to the dispatcher in the following manner:

- The officer requesting the premise history entry shall contact their supervisor and advise them of the reason(s) for the request
- If approved, the supervisor shall direct a memorandum to the Public Safety Communications (PSC) supervisor requesting the entry

The request must contain the following information:

- The exact address of the premise and indicate whether it should be entered as an exact address or hundred block
- The reason(s) for the entry request
- The retention time desired (1-99 days). At the end of the desired period, the information expires and is automatically removed from the computer
- The name, rank, and assignment of the requesting supervisor

When the approving supervisor feels that the premise history request should be entered immediately, the supervisor may make the request to the PSC supervisor by telephone followed by a written request. A telephone request shall only be entered for two days to allow for delivery of the written request.

Any inquiries shall be directed to the PSC supervisor.

5. Criminal Justice Information System (CJIS)

Information Capabilities

The CJIS can be accessed via LAN-connected computers. The system disseminates detailed information of "criminal events (e.g., arrests, convictions, sentences, etc.)" and non-criminal purposes (e.g., licensing and employment). Users shall refer to current keystroke manuals for additional information and/or contact Technology Integration Services (TIS) for operational inquiries.

Dissemination of CJIS Information

Information obtained through CJIS is for official government use only. Secondary dissemination of information shall be limited to the following:

- Other government criminal justice agencies when mutual interests are involved
- As administrative and/or law enforcement responsibilities require

The disseminating employee shall ensure that the recipient's identity is recorded by completing the "Log Transaction" entry when the data is retrieved from the terminal.

Maryland law prohibits secondary dissemination of CJIS information for other than official purposes. This restriction applies to motor vehicle and licensing information obtained through CJIS. Members shall direct requests for such information to the Motor Vehicle Administration (MVA). Any employee disseminating criminal history record information to an unauthorized recipient is subject to:

- A maximum federal fine of $11,000 for each infraction
- Additional state-imposed sanctions

6. Media Relations Division, Video Productions

The Media Relations Division (MRD) is responsible for:

- Coordinating production activities
- Directing/producing videos

Video Productions

Videos may be used to distribute information within and outside the Department. The Commander/Manager originating the project and desiring to produce a video for distribution will contact the Manager, Media Relations Division (MRD). The Commander/Manager, MRD, will determine whether the project is technically possible and will advise the requestor accordingly.

If the project is technically feasible, a meeting will be scheduled for the following individuals:

- Sponsor (usually a Commander/ Manager)
- Technical writer (researcher, expert, or individual with the required information)
- Producer/Manager (usually a MRD staff member)
- Creative writer (usually provided by the sponsor to write the script)
- Graphics representative (usually a graphic artist)
- Budgetary representative (usually a Fiscal Management Division (FMD) staff member)

The agenda will be designed to determine: program objectives, projected audience, production deadline, available talent/ support, financial requirements, and other responsibilities.

Approval Authority

Commander/Manager, Media Relations Division, or their designee, will review proposed programs and approve or disapprove programs in consultation with the Chief of Police.

Production Responsibilities

The sponsor will provide:

- Production personnel
- Props and sets (other than what is already available in the studio)
- Technical writer
- Scripts
- Responsibility for graphics and production costs will be determined at the preliminary meeting

VI. GOVERNING LEGISLATION & REFERENCES

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 11.4.4, 17.5.1, 82.1.3, 82.1.6, 82.1.7

Governing Legislation:

- Code of Federal Regulations, Title 28, Chapter 1, Part 20
- Maryland Criminal Procedure, Title 10, Section 219
- Prince George's County Administrative Procedure 119

6. COURT LIAISON UNIT
(November 2016)

I. POLICY

It is the policy of the Department to maintain open lines of communication with the State's Attorney Office (SAO) and the various Courts that serve Prince George's County. To facilitate this, the Department will appoint a court liaison officer.

II. CHECKLIST (N/A)

III. DEFINITIONS

Liaison: A channel or means of communication

Prosecutor: An attorney working for the State's Attorney Office (SAO) for Prince George's County

IV. FORMS (N/A)

V. PROCEDURES

1. Liaison Duties

The Court Liaison Unit shall serve as a liaison between the Department and:

- The SAO for Prince George's County
- The Circuit Court for Prince George's County
- The Circuit Court for Prince George's County Sitting as a Juvenile Court
- The District Court of Maryland
- The Prince George's County Department of Corrections
- The Office of the Sheriff for Prince George's County
- The Maryland Division of Parole and Probation

2. Other Duties

The Court Liaison Unit shall also:

- Assist officers with court-related questions and problems
- Present criminal cases to the Grand Jury on behalf of PGPD officers, if necessary
- Coordinate with the various investigative and forensic units of the Department
- Assist prosecutors with police-related matters
- Receive, record, and disseminate Failure to Appear for Court Notices involving Departmental employees
- Each January and July, request that prosecutors identify, in writing, any issues with individual officers or Department-wide performance. Based on this information, prepare a written report and forward it to the Chief of Police
- Report any additional problems identified or suggestions made regarding court-related issues to the Chief of Police

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standard 42.2.3

7. CRIMINAL CHARGES, CIVIL ORDERS, & DOMESTIC VIOLENCE INVOLVING EMPLOYEES

(June 2018)

I. POLICY

Federal law prohibits officers convicted of misdemeanor domestic violence assaults from carrying firearms.

It is the policy of the Prince George's County Police Department to ensure compliance with State and Federal laws and to ensure that employees who are charged criminally or civilly are afforded their rights under the law. Officers convicted of an act involving domestic violence shall have their police powers revoked.

Officers are encouraged and entitled to seek confidential assistance through the Department's Psychological Services Section (PSS) or the County's Employee Assistance Program (EAP) to prevent a problem from escalating to the level of criminal misconduct against an intimate partner.

II. CHECKLIST (N/A)

III. DEFINTIONS

Law Enforcement Officers' Bill of Rights (LEOBR): Maryland Law that provides certain rights to law enforcement officers who are facing an internal investigation.

IV. FORMS

- Commander's Information Report (PGC Form #1545)
- Maryland Uniform Complaint and Citation (Form #DR-49)

V. PROCEDURES

1. Officers to Report Abuse

Officers with definitive knowledge of abuse and/or violence involving a fellow officer shall report such information immediately to their supervisor. Failure to do so will subject the officer to investigation, disciplinary action, and possible sanction and/or criminal charges.

Any police officer convicted of a domestic violence crime shall have their police powers revoked. ***See*: VOLUME II, CHAPTER 23. DOMESTIC VIOLENCE, STALKING, & HARRASSMENT**.

2. Domestic Incidents Involving Law Enforcement Personnel

All officers should be aware of the possibility of victim or witness intimidation. If an officer suspects that this is occurring, the officer will notify a supervisor (sergeant or above). The supervisor will prepare a Commander's Information Report and immediately notify the Commander, Internal Affairs Division, IAD.

Officers who attempt to interfere with cases against fellow officers by threatening, harassing, stalking, or otherwise engaging involved parties will be subject to investigation, disciplinary action and/or criminal charges.

Non-Violent Domestic Disputes Involving Departmental Employees

Officers responding to a domestic dispute involving a Departmental employee that does not involve an allegation or evidence of physical assault shall request the presence of a supervisor and complete a Case Report by

the conclusion of the shift. Notification to the Special Investigative Response Team (SIRT) is not necessary.

A supervisor the rank of sergeant or above will respond to the scene. The supervisor shall notify the affected employee's Commander and complete a confidential Commander's Information Report (CIR). This report shall be forwarded to the involved employee's Commander as well as the Commander of the District in which the incident occurred.

Non-Violent Domestic Disputes Involving Sworn Members of Other Agencies

Officers responding to a domestic dispute involving a sworn member from another law enforcement agency that does not involve an allegation or evidence of physical assault shall request the presence of a supervisor and complete a Case Report by the conclusion of the shift. Notification to SIRT is not necessary.

A supervisor the rank of sergeant or above will respond to the scene. The supervisor shall notify the sworn member's Commander and complete a confidential CIR. This report shall be forwarded to the Commander of the District in which the incident occurred.

Domestic Violence Involving Departmental Employees

(Lautenberg Law)

Officers responding to a domestic violence call involving a Departmental employee shall determine if there are allegations or evidence of physical assault. If so, the officer shall:

- Request the presence of a supervisor
- Secure any Departmental firearms
- If probable cause exists, remove any privately owned firearms observed on the scene Complete a Case Report by the conclusion of the shift

Upon arrival, supervisors shall:

- Ensure that the officer's responsibilities have been completed
- If the employee is an officer, contact SIRT personnel, who will evaluate the need to respond to the scene
- Contact the commander of the accused employee
- Complete a confidential Commander's Information Report (CIR)

All officers should be aware of possible witness or victim intimidation/coercion. Whenever an officer suspects this is occurring, they will notify a supervisor the rank of sergeant or above. The supervisor will prepare a written report and immediately notify the Commander, IAD.

Officers who attempt to interfere with cases against fellow officers by threatening, harassing, stalking, or likewise engaging involved parties will be subject to investigation, disciplinary action and/or criminal charges.

Domestic Violence Involving Sworn Members of Other Agencies

Officers responding for a report of domestic violence or a violation of a Protective Order involving sworn members of other law enforcement agencies shall determine if there are allegations or evidence of physical assault. If so, the officer shall:

- Request the presence of a supervisor

- Make an arrest, if probable cause exists, and remove any privately owned firearms observed on the scene
- Complete a Case Report by the conclusion of the shift

A supervisor the rank of Sergeant or above and the Shift Commander will respond to the scene and do the following:

- The sergeant will ensure that the officer's responsibilities have been completed
- The sergeant will initiate a premise history through the communications supervisor for at least 90 days
- The Shift Commander will notify the affected officer's on-duty Commander
- The Shift Commander shall prepare a CIR, documenting the name of the Commander notified within the other agency, the other agency's response, and all notifications made within this Department.

3. Issuance of Court Criminal/Civil Orders Against Employees

An employee shall immediately notify their Commander/Manager when they have been:

- Arrested
- Charged with a crime on a statement of charges, criminal information, or indictment
- Charged with any traffic violation mandating a court appearance
- Served with a warrant, criminal summons, or protective order

These provisions apply if the employee is charged or served in connection with a similar offense alleged to have occurred outside the State of Maryland.

This notification is also required of an employee who is aware that a warrant, criminal summons, or protective order is on file but not yet served. On receipt of such notification, the Commander/Manager shall notify the Commander, IAD, who shall in turn notify the Chief of Police through the chain of command.

Response to Violations of Protective Orders

A PGPD officer that is served with a Protective Order will notify their Commander. The Commander shall immediately notify SIRT so that a determination regarding the suspension of police powers consistent with Federal and State law can be made. The Commander shall direct the involved employee to schedule and attend an appointment with the PSS and ensure attendance within five days of the incident.

Officers responding for a report of a violation of a Protective Order involving employees of another law enforcement agency shall:

- Confirm that the employee is in violation of the Protective Order
- If the employee is in violation of the Protective Order the officer shall make a full custody arrest and notify the shift supervisor

For officer safety, officers reviewing a Protective Order shall pay particular attention to Section 7, which may list firearms owned by the employee and Section 8, which reads, "To turn over firearms to a law enforcement agency."

Supervisors responding to the scene shall follow the procedures detailed in the section ***Domestic Violence Involving Sworn Members of Other Agencies***.

4. Employees Driving Under the Influence

Any employee found driving a Departmental vehicle in violation of Maryland Vehicle Law, Section 21-902, shall be charged with the violation on a Maryland Complaint and Citation in accordance with existing procedures. If the operator is a civilian employee, they shall be charged using the same procedures as for non-employees.

The investigator shall be a Sergeant (or above) from the affected Sector. If unavailable, a Sergeant (or above) from another Sector shall be assigned the investigation. The investigator shall comply with the directives contained in **VOLUME II, CHAPTER 24. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**.

The employee shall be afforded the same rights as non-employees regarding chemical tests and related procedures, including the two-hour time limit for administering a chemical test.

The provisions of the LEOBR do not apply during the criminal phase of the investigation for officer operators.

The investigator shall conduct a separate, independent internal investigation regarding violations of Departmental written directives immediately after the employee has been processed criminally for the traffic violation.

If the operator is an officer ranking above the investigator, the investigator shall notify the officer's supervisor. If that supervisor is not available, the on-duty sector or District/Division Commander shall be notified. That Commander shall issue a direct order to the involved officer to submit a statement, answer questions, and comply with all requests of the investigating supervisor relating specifically to the investigation.

The internal investigation shall be conducted according to the applicable provisions of this chapter, the IAD Internal Investigations Guide, and the LEOBR.

If the involved employee refuses to submit to a chemical test for alcohol during the criminal phase of the investigation, they shall be ordered to submit to a chemical test during the internal phase of the investigation. Failure to obey the order is insubordination and may result in additional administrative charges.

Information obtained from the involved employee during the internal investigation shall not be used in criminal proceedings.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission of Accreditation for Law Enforcement Agencies, Standard 11.3.1, 22.2.10, 26.1.1, 26.1.5, 52.1.1, 52.1.3, 52.1.7, 52.1.8, 61.1.11, 81.2.5, 81.2.6

Governing Legislation:

- Law Enforcement Officers' Bill of Rights
- Maryland Vehicle Law, Section 21-902
- Lautenberg Law

References:

- Internal Affairs Division, Internal Investigations Guide

8. DEPARTMENTAL ACCIDENTS
(July 2019)

I. POLICY

An on-duty patrol supervisor shall promptly respond to all Departmental accidents and ensure that they are investigated in a fair and impartial manner.

II. CHECKLIST

The investigator shall prepare and submit the following, as appropriate:

- Case Report
- Automated Crash Reporting System (ACRS) Report. For employees, list address as "7600 Barlowe Road, Palmer Park, MD 20785-4122 and 301-333-4000" and check the work telephone
- PGPD Motor Vehicle Fleet Safety Report of Investigation – one for each PGPD vehicle involved
- Photo Information Sheet
- Maryland Uniform Complaint and Citations
- A written statement from the involved employee using the appropriate Duress Statement Form
- Witness Statement Forms
- Worker's Compensation and other injury-related forms, as applicable

III. DEFINITIONS

Automated Crash Reporting System (ACRS): An accident reporting system used to electronically submit accident reports to Maryland State Police to capture crash data

Commercial Driver's License Holder (CDL): Any person who operates a commercial motor vehicle

Commercial Motor Vehicle (CMV): A motor vehicle or combination of motor vehicles used to transport passengers or property, if the motor vehicle is in one of the following categories:

- Has a gross combination weight of 26,001 or more pounds including a towed unit with a gross vehicle weight rating of more than 10,000 pounds
- Has a gross vehicle weight rating of 26,001 or more pounds
- Is designed to transport 16 or more passengers, including the driver
- Is any size and used in the transportation of hazardous materials (as defined by federal law) requiring placards

Commercial Motor Vehicle Accident: Incidents involving a commercial motor vehicle where one of the following occur:

- A human fatality occurs
- Employee driving performance cannot be discounted as a contributing factor and injuries require treatment away from the scene
- A vehicle is required to be towed from the scene

CVMF: Central Vehicle Maintenance Facility

Departmental Accident: Any accident involving a PGPD official vehicle or vehicle leased by PGPD

IV. FORMS

The following forms are applicable to this section:

- Case Report
- Continuation Report (PGC Form #3529A)
- ACRS Report (MSP Form #1)

- PGPD Motor Vehicle Fleet Safety Report of Investigation (PGC Form #2932)
- Departmental Accident Checklist (PGC Form #4568)
- Government Accident Claims Instruction Form (PGC Form #4160)
- Duress Statement – Non-probationary Officers (PGC Form #3021)
- Duress Statement – Probationary Officers/Non-PCEA Employees (PGC Form #3020)
- Duress Statement – PCEA Employees (PGC Form #3022)
- Duress Statement Continued (PGC Form #3023)
- Duress Statement Ending Page (PGC Form #3023A)
- Witness Statement Form (PGC Form #2998)
- Witness Statement Form Continued (PGC Form #2998A)
- Impound Sticker (PGC Form #2165)
- Injury-related forms (***See:* VOLUME I, CHAPTER 15. EMPLOYEE INJURIES & ILLNESSES**)

V. PROCEDURES

When an employee is involved in a Departmental accident, they shall immediately notify Public Safety Communications (PSC) and request that an on-duty patrol supervisor respond to the scene. The employee shall not move the vehicle from the point of impact without supervisory approval unless:

- The striking vehicle flees the scene and the employee follows the vehicle and notifies PSC
- There is a threat to the safety of persons or property

If the involved employee is an officer, they shall preserve the scene and prevent further injury or damage. If the involved employee is an on-duty patrol officer, their supervisor shall respond to investigate. The employee shall relinquish authority and refrain from performing investigative functions following the arrival of other officers or a supervisor.

If an employee is involved in a collision but is uncertain whether it meets the definition of a motor vehicle accident, they shall contact a supervisor. The supervisor will determine if the collision is a motor vehicle accident.

Damage to Unoccupied Departmental Vehicles

When a Departmental vehicle is damaged while it is parked and unoccupied and even if there is no information or physical evidence to identify the striking vehicle, the Hit and Run accident shall be documented within ACRS. RMS is not to be used to document vehicular accidents except for situations detailed within in **VOLUME II, CHAPTER 1. ACCIDENT INVESTIGATION**, Section 9**. Report Submission**

1. Employee's Responsibilities

The involved employee, when medically capable, shall:

- Provide a Duress Statement to the investigator containing their written description of the accident and the events leading up to it
- If the vehicle is operable and within 72 hours of the accident, take the vehicle to CVMF for damage assessment

If the involved employee is medically incapable of performing the above steps, the employee shall immediately notify their

supervisor. The employee's supervisor shall ensure that the above tasks are completed.

2. Investigator's Duties

All accidents involving PGPD vehicles shall be investigated, regardless of where the accident occurs. The investigator shall be responsible for the timely completion and submission of all necessary paperwork. The ACRS Report shall be submitted within 72 hours of the accident.

If an employee is involved in a Departmental accident, the on-duty patrol supervisor for the sector shall respond to investigate the accident. If an on-duty patrol officer is outside of their sector (i.e., court) the officer's supervisor shall respond to investigate the accident.

A Departmental accident involving an employee working an overtime assignment shall be investigated by the Supervisor overseeing the overtime assignment. Should the overtime assignment be such that no supervisor has been assigned, then the on-duty Patrol Supervisor for the sector where the accident occurred shall respond to investigate the accident.

Departmental accidents involving off-duty employees or officers working secondary employment shall be investigated by the patrol supervisor assigned to the sector where the accident occurred. The investigator shall forward copies of all completed reports to the involved employee's supervisor. The employee's supervisor shall be responsible for injury and disciplinary paperwork.

The investigator shall photograph the accident scene to include vehicle position if relevant, skid marks, damage and any other pertinent images. The investigator shall provide each involved citizen with a County Government Accident Claims Instruction Form as soon as possible. The citizen should be instructed to directly contact the County's insurer, listed on the form.

When taking statements from employees and witnesses, the investigator shall ask and document appropriate investigative questions on the Statement Form.

When involved employees are medically unable to complete their responsibilities, their supervisors shall ensure that their tasks are completed.

The investigator shall telephone the Department's Risk Manager prior to the end of their shift. If the Department's Risk Manager is not available, the investigator shall leave a message containing their name, duty assignment, case number, telephone number, and a brief description of the accident.

The investigator shall forward copies of the PGPD Motor Vehicle Fleet Safety Report of Investigation and the ACRS Report to the Department's Risk Manager prior to the end of their shift, regardless of whether the investigation or reports are completed or approved.

The investigator shall email the following information to the designated employee of CVMF, prior to the end of their shift (the entire report is not needed):

- Case Number
- Name and ID Number of officer assigned to cruiser
- Cruiser number

The investigator shall make copies of any original report made during the investigation and package them together for command

review. When the original package is submitted for approval, the copies should be submitted along with the original package.

3. Investigation Review & Report Dissemination Procedures

After completing the investigation and all required reports, the investigator shall forward the entire investigative file to the involved employee's immediate supervisor.

When the employee's supervisor is a civilian, the lowest ranking sworn superior in the employee's chain of command shall review the investigation.

The investigative file shall be forwarded through the chain of command to the involved employee's Commander/Manager. Following review and approval, the Commander/Manager shall transmit the investigative reports as follows:

Non-Preventable Accidents

- Original Statements to be retained by the employee's supervisor at the District Station/workplace
- Forms documenting injuries to the Department's Risk Manager
- Other reports, such as Case Reports, Uniform Complaint Citations, etc.
  - Copies to Police Fleet Management
  - Originals of the Uniform Complaint Citations only to the Records Section

Preventable Accidents

- Forms documenting injuries to the Department's Risk Manager
- Other reports, such as Case Reports, Uniform Complaint Citations, etc.
  - Copies to Police Fleet Management
  - Originals of the Uniform Complaint Citations only to the Records Section
- Original Statements and photographs as well as copies of all other forms to IAD following completion of any disciplinary action(s)

4. Departmental Accidents Involving Multiple PGPD Vehicles

When a Departmental accident involves multiple PGPD vehicles, a PGPD Motor Vehicle Fleet Safety Report of Investigation shall be completed for each PGPD vehicle involved.

5. Departmental Accidents Involving PGPD Leased Vehicles

Departmental accidents involving vehicles that are leased by PGPD shall be handled in the same manner as Departmental accidents involving PGPD-owned vehicles.

6. Departmental Accidents Involving Critical Injuries or Fatalities

When a Departmental accident involves a critical injury or fatality, it shall be investigated by the Collision Analysis and Reconstruction Unit (CARU).

7. Departmental Accidents Occurring Outside of the County

Employee's Responsibilities

When a Departmental accident occurs outside of Prince George's County, the involved employee shall contact PSC and request the response of the appropriate agency. When that agency arrives, the

employee shall identify the vehicle as a government vehicle and request that an accident report be written.

Investigator's Responsibilities

When Departmental accidents occur outside of the County, investigators shall investigate them and complete all appropriate reports except for the accident report. In such cases, a copy of the accident report completed by the investigating agency shall be obtained and submitted along with a Case Report. If the accident report is not immediately available, the investigator shall obtain a copy as soon as possible, attach it to a Case Report or Continuation Report as appropriate, and submit it to the Records Section.

8. Damage Estimates

Vehicle Operable

When the vehicle is operable, the involved employee shall take it to the Central Vehicle Maintenance Facility (CVMF) within 72 hours of the accident. The employee shall supply CVMF with the RMS number for the accident. CVMF personnel will inspect and photograph the damaged vehicle.

If CVMF personnel determine that the vehicle meets safety standards, they will return it to the employee for continued use pending repairs. If minor repairs can be done immediately (e.g., headlight replacement) and are required to meet safety standards, those repairs will be done and the vehicle returned to the employee.

If the vehicle is returned to the employee, CVMF personnel will give the employee an information sheet with the names and addresses of three repair facilities. The employee shall take the vehicle to these facilities within five days. The employee shall notify CVMF by telephone after taking the vehicle to the last repair facility for estimates.

Vendors will not give estimates to employees, but will send them directly to CVMF.

Within 72 hours of being notified to do so, the employee shall take the vehicle back to CVMF for repairs. The vehicle shall be delivered between 0700 and 1530 hours. All personal items shall be removed from the vehicle before it is left at CVMF for repairs.

CVMF personnel will inform the employee of the approximate length of time that the vehicle will be kept for repairs. CVMF personnel will notify the employee after the vehicle is repaired and ready to be picked up.

Officers shall not pick up vehicles at private vendors unless directed to do so by CVMF personnel.

Vehicle Inoperable

If the vehicle is inoperable, an impound sticker shall be affixed to the inside of the driver's door window (or other window if that window is missing). The sticker will list the involved employee's name and the RMS number. The Department's contract crane shall be contacted via PSC to take the vehicle to CVMF.

If the Departmental accident occurs during CVMF's non-business hours (2300 hours – 0700 hours, weekends, and County holidays), the vehicle shall be towed to the lower lot of the Police Services Complex. The involved employee, or their supervisor if the involved employee is medically incapable, shall notify CVMF of the

vehicle's location during CVMF's next regular business day. CVMF will then make arrangements to have the vehicle towed from the Police Services Complex to their facility.

CVMF will be responsible for obtaining estimates, arranging for repairs, and notifying the involved employee when the vehicle is ready to be picked up at CVMF.

9. Supervisor's Duties

If the involved employee is unable to perform any of their required tasks due to injury or any other reason, they shall notify the accident investigator as soon as possible. The employee's supervisor will then arrange for all required procedures to be completed.

When violations of Departmental regulations are identified during the investigation, the employee's supervisor shall initiate disciplinary action.

For preventable Departmental accidents, the employee's supervisor shall be responsible for obtaining IAD case numbers.

If the accident is determined to have been preventable due to poor judgment or carelessness of the employee, the employee shall be administratively charged with the following:

- Careless operation of a police vehicle
- Failure to avoid collision with _____ (state object struck)

10. Commander's/Manager's Responsibilities

The involved employee's Commander/ Manager is responsible for ensuring that these procedures are accomplished in a timely manner.

11. Employees Driving Under the Influence

Any sworn employee found driving a Departmental vehicle in violation of Maryland Vehicle Law, Section 21-902 shall be charged with the violation on a Maryland Uniform Complaint and Citation in accordance with directives contained in **VOLUME II, CHAPTER 24. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**. If the operator is a civilian employee, they shall be charged using the same procedures for non-employees.

The investigator shall be a Sergeant or above from the affected sector. If unavailable, a Sergeant or above from another sector shall be assigned the investigation. The investigator shall make immediate notification to the Special Investigative Response Team (SIRT) regarding the incident.

Employees shall be afforded the same rights as non-employees regarding chemical tests and related procedures, including the two-hour time limit for administering a chemical test.

The provisions of the Law Enforcement Officers' Bill of Rights (LEOBR) do not apply during the criminal phase of the investigation for sworn employees.

Immediately after the employee has been processed criminally for the traffic violation, SIRT shall conduct a separate, independent internal investigation regarding violations of Departmental written directives.

The internal investigation shall be conducted according to the applicable provisions of the

General Order Manual, the Internal Investigations Guide, and the LEOBR.

If the involved employee refuses to submit to a chemical test for alcohol during the criminal phase of the investigation, they shall be ordered by the SIRT investigator to submit to a chemical test during the internal phase of the investigation.
Information obtained from the involved employee during the internal investigation shall not be used in criminal proceedings.

When an employee is involved in an accident in which the employee is found to be in violation of Maryland Vehicle Law Section 21-902, it will be handled in accordance with the procedures detailed in **VOLUME II, CHAPTER 24. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS** for this offense. These actions shall be taken in addition to appropriate internal disciplinary procedures.

12. Maintenance of Departmental Accident Files

The Internal Affairs Division (IAD) shall maintain Departmental accident files for a minimum of three years.

13. Appearance at Hearing Outside County

An employee directed to appear before a court or administrative hearing relating to a Departmental accident in another jurisdiction shall promptly notify IAD.

14. Vision or Hearing Impairment

After preventable Departmental accidents or when circumstances of non-preventable Departmental accidents suggest that an impairment of the employee's vision or hearing may be a factor, the employee's Commander/Manager shall arrange for the Police Personnel Division (PPD) to administer a vision and hearing test. PPD shall inform the involved employee and their Commander/Manager of the test results.

When test results indicate a vision or hearing impairment, the Commander/ Manager shall recommend to the involved employee that they obtain the proper medical examination and corrective treatment from their personal physician or optometrist.

The Commander/Manager shall also schedule a retest by PPD. If the retest or a medical examination by the employee's personal physician or optometrist indicates that the impairment is not likely to be corrected or successfully treated and it appears that the employee's ability to perform their duties is affected, the employee's Commander/Manager shall request an independent medical evaluation to determine the employee's fitness for duty. The results of the evaluation shall be submitted to the Medical Advisory Board (MAB) for consideration.

Commanders/Managers shall assign involved employees to light duty and/or appropriately restrict their driving of Departmental vehicles whenever the safety of the employee or the public appears to be endangered by a potential vision or hearing impairment.

15. Remedial Driver Training

Commanders/ Managers shall assign employees involved in preventable Departmental accidents to a remedial driving course. Commanders/ Managers may assign other employees to such courses whenever their driving performance suggests a deficiency in driving skills. The

Commander/Manager shall arrange for remedial training through the Training and Education Division (TED).

TED shall offer remedial training opportunities once every six months, or more often as necessary. TED shall confirm the employee's attendance and inform the Commander/ Manager if the employee's performance is unsatisfactory. When the employee's performance is unsatisfactory, they shall be reassigned for additional instruction.

16. Employee-Operated Commercial Motor Vehicles

Alcohol & Drug Testing Required

When an employee is involved in a motor vehicle accident while operating a Departmental Commercial Motor Vehicle (CMV), they shall undergo alcohol and drug testing as soon as possible according to Department of Transportation guidelines. It is not required that the investigator have a reasonable suspicion that the driver was under the influence of drugs or alcohol.

Driver's Duties

When an employee is involved in a motor vehicle accident while operating a Departmental CMV either on or off-duty, they shall notify PSC, request that an on-duty patrol supervisor respond to the scene, and await the supervisor's arrival.

The employee shall not leave the scene or allow the vehicles to be moved without supervisory approval unless any of the following exist:

- There remains a threat to the safety of persons or property
- The striking vehicle flees the scene and the employee follows the vehicle and notifies PSC; employees shall use reasoned judgment when contemplating a vehicle pursuit in a commercial motor vehicle
- When necessary to move vehicles to receive emergency medical treatment or provide it to other involved parties

Supervisor's Responsibilities

An on-duty patrol supervisor shall respond to the scene of an accident involving an employee-operated CMV. Upon arrival, the supervisor shall evaluate the situation and decide if the CMV accident criteria requiring drug and alcohol testing of the Departmental employee exists.

If any of the criteria exist, the supervisor shall:

- Accompany the employee to the testing facility and notify PSC of the location of the facility
- Request the response of a CARU investigator

Responsibilities of CARU

CARU investigates all motor vehicle accidents involving PGPD employee-operated CMVs, subject to restrictions described in this section. CARU shall develop and maintain Standard Operating Procedures that address these accidents, and shall be the Department's point of contact for inquires regarding CMV accidents. When requested, CARU officers shall respond to accident scenes involving County employee-operated CMVs.

After arriving on the scene of a CMV accident, the CARU officer shall:

- Assume responsibility of the accident scene
- Complete and submit the required reports
- Coordinate the on-scene efforts with the requesting supervisor

CMV Accidents Occurring Outside of the County

When an employee is involved in a CMV accident outside of the County, it will be handled in the same manner as other Departmental accidents occurring outside of the County.

Employees of Other County Agencies involved in CMV Accidents

A supervisor responding to the scene of an accident involving an employee of another County agency shall have PSC notify that employee's supervisor.

At the conclusion of the investigation, the investigator shall forward a copy of the ACRS report to the involved the involved employee's supervisor.

Accidents Involving Vehicles of Other County Agencies

See: **VOLUME II, CHAPTER 1. ACCIDENT INVESTIGATION, Section 11. Notification to Risk Management**, for accidents involving a non-departmental County owned vehicle.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards

9. DEPARTMENTAL AWARDS
(December 2018)

I. POLICY

It is the policy of the Department to recognize outstanding achievements and contributions to the safety of the citizens of Prince George's County by its employees. In furtherance of this policy, the Departmental Awards Program was created.

II. CHECKLIST (N/A)

III. DEFINTIONS (N/A)

IV. FORMS

- Award Nomination Form (PGC Form #4009)

V. PROCEDURES

1. Departmental Awards Program

The Employee Incentive Awards Program is administered in compliance with County Administrative Procedure #216. Although the titles of some Departmental awards differ from the terminology used in Administrative Procedure #216, all Departmental awards have corresponding equivalents in that procedure and adhere to its guidelines and requirements.

Nomination Process

Nominations for all Departmental awards shall be submitted on the Award Nomination Form with available supporting documentation attached. Except for unit awards, separate nomination forms must be completed for each individual nominated even when nominees performed joint action during a single incident.

Any employee may nominate someone for an award. Nomination forms shall be submitted through the chain of command to the Office of the Chief. The Office of the Chief shall then forward the nominations to the Awards Committee via the Special Projects Coordinator.

All nomination forms shall be forwarded through the chain of command, although supervisors or commanders may attach non-concurring comments when appropriate. Comments may be sent directly to the chair of the awards committee.

All award nominations must be forwarded to the Awards Committee within 60 days of the incident or event that generated the nomination. Commanders are responsible for ensuring that nominations are submitted on time. Absent unusual circumstances, award nominations submitted after the 60th day will not be considered.

Awards to be recognized at the Annual Police/Fire Awards Luncheon (Police Officer of the Year, Medals of Valor, and the Chief's Special Achievement Award) for any calendar year must be submitted no later than January 15 of the following year.

The type of award being sought must be specified on the nomination form. The type of award is defined by Administrative Procedure #216 and does not necessarily match the Departmental name for an award. Nominators should refer to the ***Administrative Procedure #216 Award Type Matrix*** in this chapter to identify the appropriate type of award to place in Section I of the form; the Departmental name for the award requested should be indicated in Section II.

If the requested award type is later determined to be incorrect, the Awards Committee is authorized to make the appropriate changes or corrections.

Administrative Procedure #216 Award Type Matrix

Nominators shall use the following Administrative Procedure #216 "Award Type" language in completing Section I of the nomination form:

Administrative Procedure #216 Award Type	**Departmental Name**
Special Achievement Award	All Valor Medals
Honorary Award	Critical Injury/ Injury Citation
Honorary Award	Memorial Medal
Employee of the Year	Police Officer of the Year
Employee of the Year	Civilian Employee of the Year
Special Achievement Award	Chief's Special Achievement Award
Special Achievement Award	Good Conduct Award
Creativity Award	Chief's Award (When given to reward cost cutting suggestion)
Honorary Award	Chief's Award
Honorary Award	Award of Merit
Special Achievement Award	Unit Citation
Special Achievement Award	District/Division Award
Special Achievement Award	Lifesaving Award
Honorary Award	Non-Departmental Award
Honorary Award	Departmental Service Award
Honorary Award	Military Service Award
Employee of the Month	Employee of the Month
Exemplary Performance Award	Outstanding Performance Award
Honorary Award	Outstanding Citizenship Award
NONE	Certificate of Appreciation
NONE	Letter of Commendation

Supervisor's Responsibilities

Supervisors shall make reasonable inquiries to verify the accuracy of facts presented in nomination forms received from subordinates. Supervisory comments shall be attached if discrepancies are discovered.

When submitting a nomination form for an Outstanding Performance Award or a Good Conduct Award, the supervisor shall confirm the employee's eligibility. Copies of confirming documents shall be attached to the nomination form.

Copies of all Award Nomination Forms shall be placed in the employee's personnel file.

Commander/Manager's Responsibilities

In addition to reviewing and forwarding Award Nomination Forms, Commanders/Managers shall review all letters of commendation received from the public, outside agencies, and Departmental employees. If action by the Awards Committee is appropriate, the Commander/ Manager shall cause the proper nomination form to be completed and submitted.

Commanders/Managers shall ensure that letters of commendation are placed in the employee's personnel file, with a congratulatory letter from the Commander/Manager to the employee.

Chief of Police's Responsibilities

In addition to the Employee Incentive Awards, Administrative Procedure #216 describes "County Executive Employee Awards" and authorizes the Chief of Police to selectively nominate recipients of Departmental awards for additional honors.

The Chief of Police shall cause an annual review of all eligible Departmental awards for that year, forwarding appropriate nominations to the Office of the County Executive for consideration of further awards.

The Chief of Police may also confer Chief's Awards, Outstanding Citizenship Awards, Unit Citations, and Chief's Special Achievement Awards without prior action by the Awards Committee. In such cases, he shall notify the committee of his actions so appropriate documentation may be placed in the honored employee's personnel file.

Awards Committee

The Chief of Police shall appoint Departmental employees to the Awards Committee for staggered terms of one year. The Special Projects Coordinator shall be responsible for coordinating the activities of the Awards Committee. The Chief of Police will appoint the chair of the committee, who will only vote to break a tie.

The voting members of the committee shall include:

- One supervisory or managerial-level civilian employee
- One non-supervisory, non-managerial civilian employee
- Three officers ranking captain or higher, including one from each bureau
- Three officers below the rank of captain, including one from each bureau

The committee shall have at least one meeting each quarter, allowing sufficient time to review all award nominations. They shall consider all nominations before them. The committee must have five members present to conduct business.

The committee shall select award recipients. For awards of merit or higher, the committee will schedule an oral presentation with the employee submitting the nomination. The employee will present the facts of the nomination, provide necessary documentation to support the nomination,

and answer any questions that the committee may have regarding the nomination. The committee will ensure that the Special Projects Coordinator is given the names of the award recipients no later than forty days prior to the awards ceremony date.

The Awards Committee Chair shall ensure that any nomination not selected be reviewed by the committee for re-submission pending further information or re-classification for other award consideration. Any nomination returned for recognition by Letter of Commendation shall include the Letter of Commendation from the Awards Committee Chair.

The Awards Committee shall cause documentation to be placed in the personnel file of any employee issued an award by the committee or Chief of Police directly.

Computation of Benefits

Eight hours of leave will be credited for each awarded day of leave, regardless of the employee's regular work schedule. The Chief of Police has discretion and authority to modify cash and leave awards in accordance with Administrative Procedure #216.

Multiple Awards

Officers may receive multiple awards for actions arising from one incident. For example, an officer who was injured while performing a valorous act during an incident in which their unit distinguished itself might be awarded an Injury Citation, a Valor Award, and a Unit Citation.

No employee may receive more than five days of annual leave and $1,500 cash as a result of multiple agency awards during any calendar year, exclusive of a Dedicated Attendance Award.

Special Projects Coordinator's Duties

The Special Projects Coordinator shall:

- Serve as the Awards Coordinator for the Department
- Administer the Departmental Awards Program
- Schedule, prepare, and host Awards Committee meetings
- Coordinate all aspects of Quarterly Awards Ceremonies and ensure that certificates, medals, and other accoutrements are available, as necessary
- Keep accurate files regarding Departmental honors and awards that are bestowed

Dates for quarterly awards ceremonies shall be selected in January of each year. These dates will be confirmed with the Office of the Chief. Invitation letters for each ceremony will be presented for the Chief of Police's signature no later than thirty days prior to the ceremony.

A memorandum shall be sent to the recipient's duty assignment advising the Commander that the recipient should be placed on administrative leave or have their schedule adjusted to allow attendance at the ceremony. Commanders are responsible for ensuring that their employees receive their invitation and acknowledge it with an RSVP.

Draft award certificates shall be presented to the Chief of Police for review no later than ten days prior to the ceremony. Final certificates shall be presented for the Chief of Police's signature no later than five days prior to the ceremony. A completed briefing package shall also be presented at this time.

2. Display of Departmental Awards

Generally, ribbons and/or medals are displayed on the dress blouse. Ribbons may be displayed on the gray or white uniform shirts. Award ribbons are not authorized for display on any other uniform or civilian garment.

Award Ribbons

Ribbons displayed on the blouse shall be positioned immediately above the left pocket. Valor medals may be worn in place of the award ribbon only on the dress uniform.

Ribbons displayed on gray or white uniform shirts shall be positioned immediately above the left pocket below the badge. The badge may be adjusted upward to provide a ¼" clearance above the top ribbon row.

Multiple ribbons should be affixed with a multiple-ribbon bar holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type shall be denoted by an additional star placed upon the original ribbon. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster. Additional stars and oak leaf clusters shall be affixed to the original ribbon as appropriate. A maximum of three ribbons shall be displayed on any one row. If additional rows are needed, the lower rows shall have three ribbons, with only the uppermost row having less than three.

Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. When multiple rows are needed, higher awards shall be displayed in the upper rows. The order of precedence is:

1. Gold Medal of Valor
2. Silver Medal of Valor
3. Bronze Medal of Valor
4. Critical Injury/Injury Citation
5. Police Officer of the Year
6. Chief's Special Achievement Award
7. Chief's Award
8. Award of Merit
9. Special Achievement Citation
10. Unit Citation
11. University of Maryland Citation
12. Baltimore Citation
13. Domino Award
14. District/Division Commander's Award
15. Officer of the Month
16. Lifesaving Award
17. Good Conduct Award
18. Non-Departmental Award
19. Departmental Service Award
20. Military Service Award

3. Medals of Valor

Medals of Valor are the Department's highest awards. They are issued to officers who perform heroically in unusually difficult and dangerous situations. The Gold Medal of Valor is the Department's highest honor, followed by the Silver and Bronze Medals of Valor.

Gold Medal of Valor

A Gold Medal of Valor is denoted by a half-white and half-purple award ribbon and may be issued when:

- The officer performs a courageous act far above and beyond the call of duty
- No other recourse for the successful performance of the police service exists
- The officer is knowingly and voluntarily exposed to danger
- The danger is so extreme that the officer's death or serious injury is a predictable, reasonable expected result

Silver Medal of Valor

A Silver Medal of Valor is denoted by a half-white and half-blue award ribbon and may be issued when:

- The officer performs a courageous act far above and beyond the call of duty
- No other recourse for successful performance of the police service is readily apparent to the officer
- The officer is knowingly and voluntarily exposed to danger
- The danger is so extreme that the officer's death or serious injury, while not expected, is still a very high possibility

Bronze Medal of Valor

A Bronze Medal of Valor is denoted by a half-white and half-red ribbon and may be issued when:

- The officer performs a courageous act beyond that normally expected of a dedicated officer in a similar situation
- The officer's actions are sound and appropriate
- The officer, either through his or her own actions or those of others, is exposed to an unusually high level of danger
- The danger is such that the officer's death or serious injury is a realistic possibility

Medals of Valor are recognized by the issuance of a medal, award ribbon, and appropriate certificate at the Annual Police/Fire Awards Luncheon. When displayed, the white half of valor medals shall be positioned on the inside toward the gig line.

4. Critical Injury/Injury Citation

Except as stated below, an Injury Citation is awarded to sworn officers, both on and off-duty, who sustain serious injury or illness resulting from:

- An accident occurring during the direct performance of non-routine duty and not resulting from the officer's negligence
- Conflict with a dangerous suspect
- Heart attack, communicable disease, or other serious ailment clearly resulting from the direct performance of duty
- The officer's attempt to save the life of another, regardless of the outcome

The seriousness of the injury or illness must be verified and appropriate medical documentation attached to the nomination form.

This award is recognized by the issuance of a solid purple award ribbon and appropriate certificate.

Injury by Firearm

An officer who is shot by a firearm as a result of taking police action is automatically eligible for an Injury Citation. In these cases, the degree of injury is not a factor in deciding Injury Citation eligibility.

Memorial Medal

The Memorial Medal is awarded posthumously to officers whose death

resulted from the performance of their duties. Qualifying causes of death include, but are not limited to:

- Accidents
- Disease sustained during the performance of duty
- Heart attacks

The Chief of Police, as appropriate, shall decide the manner of presentation.

5. Police Officer of the Year

The Police Officer of the Year is selected from among that year's recipients of Medals of Valor. In any year during which no Medals of Valor are awarded, the selection may be made from among sworn officers who received Chief's Awards or Merit Awards.

This award is recognized by the issuance of a solid red award ribbon and appropriate certificate at the Annual Police/Fire Awards Luncheon, and the granting of three days annual leave to be used within 60 days of the award.

6. Chief's Special Achievement Award

This award is given to one employee each year in recognition of particularly outstanding and significant contributions to the Department or the public. The Chief of Police personally selects the recipient.

For sworn officers, this award is recognized by the issuance of a solid blue award ribbon and appropriate certificate and will be presented at the Chief's Quarterly Awards Ceremony. Non-sworn recipients receive the certificate only. Additionally, recipients are granted three days annual leave to be used within 60 days of the award.

7. Chief's Award

The Chief's Award is given for outstanding meritorious achievement reflecting well on the recipient or the Department. It is associated with administrative career development, general public service, or community relations achievements rather than with patrol or investigative performance.

For sworn officers, this award is recognized by issuance of a solid green award ribbon and the presentation of an appropriate certificate by the Chief of Police. The Chief of Police shall present civilian employees and private citizens with an appropriate certificate.

Normally, private citizens shall be issued an Outstanding Citizenship Award for their accomplishments and contributions. However, in particularly deserving cases, the Chief of Police may confer a Chief's Award in place of the usual award.

When a Chief's Award is presented to an employee in recognition of a suggestion resulting in measurable monetary savings or improved operational efficiency, a one-time payment of up to $1,000 may also be awarded at the Chief of Police's discretion. Such awards shall be classified as a "Creativity Award" in Section I of the nomination form, rather than an "Honorary Award" as is the case for other Chief's Awards.

8. Award of Merit

The Award of Merit is awarded to employees who demonstrate an unusually high level of expertise, initiative, resourcefulness, or dedication in the solution of a crime, apprehension of an offender, attempt to save a human life, or delivery of

another important operations-oriented police service. The employee's performance must go beyond what is normally expected or required by rules and procedures, and shall relate to a specific, identifiable case or situation, rather than long-term general quality of service.

For sworn officers, this award is recognized by the issuance of a solid white award ribbon and presentation of an appropriate certificate by the Chief of Police. Non-sworn employees receive an appropriate certificate from the Chief of Police.

9. Special Achievement Citation

The Special Achievement Citation recognizes exceptional, long-term police work as well as outstanding actions related to a short-term event. This award can be related to an operations oriented accomplishment and/or involve an administrative or public service accomplishment. This award is recognized with a blue ribbon with gray stripes and/or an appropriate certificate.

10. Unit Citation

The Unit Citation may be issued to a squad, section, or other authorized functional group for recognition of exceptional or outstanding actions related to an operations-oriented event. The nomination shall specify what each nominee did to contribute to the accomplishment. Unit members who did not participate in or contribute to the accomplishment shall not be included in the award.

An award ribbon (yellow with three vertical blue stripes) and an appropriate certificate shall be presented to each sworn employee receiving the award. Non-sworn employees shall receive only the certificate.

11. University of Maryland Citation

The University of Maryland Citation is issued to officers who have participated in special events at the University of Maryland, College Park. The issued ribbon (yellow and black with red and white vertical stripes at both ends) shall be worn after the Unit Citation.

12. Baltimore Citation

The Baltimore Citation is issued to officers who have assisted during civil disturbance events in Baltimore, Maryland. The issued ribbon (blue with one wide centered yellow stripe) shall be worn after the University of Maryland Citation.

13. Domino Award

The Domino Award is issued to officers who participated in the 2017 Department-wide initiative to reduce violent crime. The issued ribbon is half white and half black with the letter "D" in the center. It shall be worn after the Baltimore Citation.

14. District/Division Commander's Award

The District/Division commander's Award is awarded by the District/Division commander to employees or squads, sections or other authorized functional groups for recognition of exceptional police work. The task may be operations-oriented or involve an extraordinary administrative or public accomplishment.

This award is classified as a "Special Achievement Award" in Section 1 of the nomination form. Completed nomination forms shall be submitted through the chain

of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

The District/Division Award will be presented during a ceremony or at a venue of the Commander's choosing. This award will not be presented during the Chief's Quarterly Awards Ceremony. An award ribbon (gray with a vertical black stripe at each end) and an appropriate certificate shall be presented to each sworn employee receiving the award. Non-sworn employees shall only receive the certificate.

15. Officer of the Month

The Officer of the Month Award is given to officers who are recognized for significant effort at the station level. The issued ribbon has a blue stripe on each end with a gray stripe in the center with a centered star.

16. Lifesaving Award

The Lifesaving Award is given to members of the Department who save a human life through any of the following interventions:

- Rendering immediate medical care or cardiopulmonary resuscitation, CPR. The victim's injury must be serious enough that, absent immediate medical care, the victim would have likely died and emergency medical services personnel were not available to provide care. Routine medical care or routine assistance at the scene of an accident does not qualify for this award.
- Intervening to save the life of a suicidal person or person in mental crisis through either negotiation or direct action. For this award to apply, the person must possess the ability to inflict fatal injury upon themselves or others at the time of the incident and the officer's actions must be both appropriate and within departmental policy.
- Intervening to save a life through other means which may not qualify for other award categories. The Awards Committee will have the final determination on what qualifies as a lifesaving action, deserving an award.

An award ribbon (white with a 3 evenly spaced vertical red stripes) and an appropriate certificate shall be presented to each sworn employee receiving the award. Non-sworn employees shall receive only the certificate. This award will be presented by the Chief of Police during the quarterly awards ceremony.

Departmental members who have previously been recognized with either a merit award or unit citation for lifesaving actions which meet the above criteria may petition the awards selection committee for conversion of the award to the lifesaving award. Departmental members shall send an inter-departmental memorandum to the awards selection committee along with appropriate documentation to convert to the lifesaving award. Converted awards shall not be presented at the quarterly awards ceremony.

17. Good Conduct Award

To be eligible for this award, an employee must have:

- Received an overall rating of "Exceeds Satisfactory" or higher in the past two consecutive annual performance appraisals
- Not received any sustained disciplinary actions, including preventable Departmental accidents, within the past 24 months from the date of the PPA

An employee may petition for a Good Conduct Award by submitting a memorandum to their supervisor. It is the employee's responsibility to initiate the process.

The supervisor shall confirm the employee's eligibility by:

- Reviewing the employee's PPAs for the preceding two years
- Contacting the Internal Affairs Division (IAD)

Inquiries to IAD shall not be made more than thirty days prior to the employee's anniversary date. Supervisors may be required to email or submit a written request to IAD to confirm an employee's eligibility. IAD will respond to the supervisor via email or memorandum.

Once the employee's eligibility is confirmed, the supervisor shall complete an Award Nomination Form. This award is classified as a "Special Achievement Award" in Section I of the nomination form. Copies of the employee's applicable PPAs and the written approval from IAD shall be attached to the form. Completed nomination forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

This award may be bestowed annually. The award does not replace the Outstanding Performance Award and may be granted concurrently.

All recipients (sworn and non-sworn) shall receive an appropriate certificate and the granting of two days of annual leave to be used within 60 days of the award.

In addition to the above, sworn recipients shall receive an award ribbon (blue with one white vertical stripe at each end) and non-sworn recipients shall receive an appropriate memento.

18. Non-Departmental Award

Officers who have received honors or awards from outside organizations may be issued a Non-Departmental Award ribbon (orange with one black vertical stripe at each end) to be displayed in recognition of the honor.

The honors for which this ribbon may be issued include:

- Awards bestowed by civilian organizations for police-related service
- Awards bestowed by other law enforcement agencies
- Combat gallantry decorations from the United States military

Military decorations are limited to:

- Congressional Medal of Honor
- Distinguished Service or Flying Cross
- Purple Heart
- Silver or Bronze Star

The honors may have been bestowed before or during an officer's tenure with PGPD.

Officers who have received non-Departmental honors may submit an Award Nomination Form on their own behalf, requesting issuance of the award ribbon. The nomination shall fully explain the reasons for the honor and all available corroborating documentation shall be attached. The Awards Committee shall determine whether the honor merits the issuance of a Departmental ribbon.

Award ribbons issued by other police agencies, the military or civilian organizations are not authorized for display upon Departmental uniforms.

19. Departmental Service Award

To commemorate years of service, the Departmental Service Award has been established. This award recognizes years of service to the Prince George's County Police Department in multiples of five.

Upon completion of five years of service to the Department, sworn employees may display the Departmental Service Award ribbon (gold with a vertical black stripe at each end, with a brass "5" affixed in the center). Upon completion of another five years of service, the brass "5" shall be replaced with a brass "10." Subsequent five year periods of service shall be denoted by a brass "15," "20," "25," etc., as appropriate.

Military service and service with other agencies shall not count toward years of service for this ribbon.

Officers may obtain service-related ribbons and brass numbers directly from the Clothing and Supply Unit. An Award Nomination Form need not be completed in this instance.

20. Military Service Award

This award recognizes the efforts of sworn and civilian members of the Prince George's County Police Department who are serving or have served in the U.S. military, both here and abroad.

To be eligible for this award, employees must be currently enlisted in the military or have been honorably discharged. Employees must provide a copy of their DD-214 and other supporting documents. It is the employee's responsibility to initiate this process.

Employees who served in combat will have a combat designation on their award. In order for officers to receive the combat designation, they must meet the eligibility requirements set forth by The American Legion.

Supervisors shall confirm an employee's eligibility and complete an Award Nomination Form, attaching the required documentation. This award is classified as an "Honorary Award" in Section I of the nomination form. Completed forms shall be forwarded through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

Sworn employees receiving this award shall receive an appropriate certificate and award ribbon (red, white, and blue in color). The ribbon will not distinguish the branch of service, but will have a combat designation, if applicable. Non-sworn employees shall only receive a certificate.

21. Civilian Employee of the Year

The Civilian Employee of the Year is selected from among those non-sworn employees nominated for Civilian Employee of the Year between December 1 and January 15 or for lesser awards during the calendar year. The award may be bestowed either on the basis of overall quality of service during the year or for a single extraordinary act or contribution.

Non-sworn employees shall be eligible for this award regardless of grade, assignment, or union affiliation. The recipient of this award may be the same individual who

receives the PCEA Civilian Employee of the Year Award.

This award is recognized by the presentation of a certificate by the Chief of Police at an appropriate ceremony, and the granting of three days annual leave to be used within 60 days of the award.

22. Employee of the Month

The Awards Committee shall select one sworn employee and one civilian employee as "Employee of the Month" at each of its meetings. Recipients shall be chosen from the nomination forms received each month. Employees may be nominated specifically for this award or be selected from other award nominees.

This award is recognized by the presentation of an appropriate certificate by the Chief of Police and the granting of one day of annual leave to be used within 60 days of the award.

23. Dedicated Attendance Award

An employee who has not used sick leave during a consecutive 12-month period may petition for a Dedicated Attendance Award by submitting an appropriate memorandum to their Supervisor. It is the employee's responsibility to initiate the process within 30 days of the 12-month period's conclusion.

The supervisor shall confirm the employee's eligibility and complete an Award Nomination Form attaching the required documentation. Completed nomination forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

This award is recognized by the issuance of an appropriate certificate and by converting three days of the employee's sick leave to three days of annual leave.

24. Outstanding Performance Award

An employee who has received an overall rating of "Outstanding" in the past two consecutive annual performance appraisals may petition for an Outstanding Performance Award by submitting an appropriate memorandum to their supervisor. It is the employee's responsibility to initiate the process. This award may be bestowed annually.

The supervisor shall confirm the employee's eligibility and complete an Award Nomination Form attaching the required documentation. Completed nomination forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

This award is recognized by the granting of three days of annual leave to be used within 60 days of the award.

25. Outstanding Citizenship Award

Any employee may nominate a private citizen for an Outstanding Citizenship Award as a means of recognizing that citizen's contribution to the public or the Department. The citizen's actions may be heroic or may reflect an unusual degree of cooperation or assistance in an operational, administrative, or community service action. Nominations shall be submitted on the Award Nomination Form.

This award is recognized by the issuance of an appropriate certificate. The Chief of Police or his designee shall make presentations in a ceremony befitting the award.

26. Certificates of Appreciation

Commanders/Managers may confer Certificates of Appreciation upon employees in recognition of commendable performance in cases where other Departmental awards are not bestowed. In such cases, a nomination form shall not be submitted, as action by the Awards Committee shall not occur.

The Commander/Manager shall ensure a copy of the certificate, accompanied by a letter of commendation, is placed in the employee's personnel file. The Commander/Manager shall also forward a memorandum to the Awards Committee and the Office of the Chief informing them of his or her actions.

27. Letters of Commendation

Any employee or member of the public may write a letter of commendation for an employee. Commanders/Managers shall acknowledge receipt of such letters with a congratulatory letter to the commended employee. A copy of the original letter of commendation shall be attached to the Commander's/Manager's letter. A copy of the letters shall be placed in the employee's personnel file.

Letters of commendation do not require the submission of a nomination form. A nomination form shall only be submitted if the commended employee is being nominated for higher awards. The Awards Committee does not automatically review letters of commendation.

Commendations Initiated by Citizens

A letter of acknowledgment shall be sent to the correspondent from the employee who received the letter. If the letter is not directed to an individual employee, the Commander/Manager shall acknowledge the correspondence.

Copies of the letter of commendation and letter of acknowledgment shall be distributed as follows:

- The employee commended, through their Commander/Manager
- The employee's agency personnel file
- The Commander, Bureau of Administration and Homeland Security (BOAHS)
- The Commander, BOAHS, shall reproduce, and maintain for 30 days, duplicate copies of all incoming commendation correspondence for review by the Chief of Police and/or the Awards Committee.

Commanders/Managers receiving notification or correspondence of extremely unusual or heroic police performance may, in addition to the steps above, send a copy of the correspondence directly to the Chief of Police.

Intra-Departmental Commendations

Any employee wishing to commend another employee shall document the reasons for the commendation and refer the correspondence to the respective Commander/Manager.

Commanders/Managers receiving this correspondence shall acknowledge and process it in a fashion consistent with the section ***Commendations Initiated by Citizens*** above.

Commendation Directed to a Citizen

Any employee who wishes to commend a citizen or an officer of another police agency shall direct a letter to the Chief of Police citing the details and reason for the commendation.

The Chief of Police may initiate a letter to the citizen or police department involved.

A copy of the recognition letter shall be sent to the originating correspondent.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Prince George's County Administrative Procedure #216

10. DEPARTMENTAL VEHICLES
(December 2018)

I. POLICY

Authorized employees may operate Departmental vehicles. The Chief of Police delegates authorization for the use of vehicles to Commanders/Managers. All employees operating Departmental vehicles shall possess a valid driver's license, provisional license, or learner's permit issued by the jurisdiction of their permanent residence. The license shall be appropriate for the class of vehicle being operated. Unless prohibited by law, officers operating Departmental vehicles shall be armed with an authorized firearm.

II. CHECKLIST (N/A)

III. DEFINITIONS

Pool Vehicle: A Departmental vehicle not assigned to an individual employee under the provisions of the Personal Car Program

Surveillance Vehicle: A vehicle used for covert activity that is not recognizable as a police vehicle

IV. FORMS

- Compensation Request Form (PGC Form #2757)
- Vehicle Inspection Sheet (PGC Form #396)

V. PROCEDURES

Employees shall operate Departmental vehicles responsibly and courteously. All applicable provisions of the Maryland Vehicle Law and Departmental directives shall be obeyed.

Any sworn supervisor who sees a vehicle being operated in a manner reflecting unfavorably on the Department or creating an unnecessary hazard may stop the vehicle and take steps to ensure compliance with the traffic law and Departmental directives.

If the operator is unable or not willing to comply as directed, another employee shall drive the vehicle to a police facility. The sworn supervisor shall notify the operator's Commander/Manager prior to the end of their tour of duty.

1. <u>Equipment</u>

Required

Officers shall ensure that Departmental vehicles contain a sufficient supply of report forms and all necessary equipment needed to perform their duties. Patrol vehicles shall be equipped with the following issued items maintained in working order:

- Charged fire extinguisher – *Automotive Services Division*
- Coverall uniform – *Clothing and Supply Unit*
- Fingerprint kit – *Clothing and Supply Unit*
- First-aid kit – *Automotive Services Division*
- Flares – *District Stations*
- Flashlight – *Clothing and Supply Unit*
- Hazardous Materials Guidebook – *Training and Education Division*
- Police Identification Arm Band – *Clothing and Supply Unit*
- Police radio – *PSC*
- Raincoat – *Clothing and Supply Unit*
- Reflective vest – *Clothing and Supply Unit*

- Resuscitation kit (mouthpiece) – *Clothing and Supply Unit*
- Riot helmet – *Clothing and Supply Unit*
- Evidence collection kit – *Clothing and Supply Unit*
- Complaint Information Brochures – *District Stations*
- Personal Protective Equipment – *Training and Education Division*
- Tactical Emergency Casualty Care (TECC) Kit – *Training and Education Division*

Employees needing to replenish supplies shall obtain them from the appropriate unit, district, or division. For equipment that is lost, damaged, or stolen, officers will comply with the procedures detailed in **VOLUME I, CHAPTER 22. INTERNAL INVESTIGATIVE PROCEDURES,** section **13. Lost, Damaged, or Stolen Equipment.**

Optional

The following items may be kept in Departmental vehicles:

- Battery booster cables
- Frequency scanner

Prohibited

When operated on-duty, the following items are prohibited within any Departmental vehicle:

- Earphones, earpieces, or headsets not issued by the Department
- Televisions or portable video players

Employees shall not store or transport prohibited items or equipment in Departmental vehicles.

2. Vehicle Use Provisions

Duty Status

Employees may operate Departmental vehicles while in full duty status or while on administrative leave. Employees on light duty or whose police powers have been suspended shall not operate Departmental vehicles. Commanders/Managers shall determine whether or not employees who are not in full-duty status but are not suspended may operate any Departmental vehicles.

Prohibited Uses

- Carrying of excessive loads or objects that protrude from the vehicle, unless transporting property or evidence
- Using a drive-through lane at any business that uses them to dispense alcoholic beverages
- Operation by employees who have consumed alcoholic beverages
- Political campaigning, fund-raising, or electioneering
- Use at secondary employment unless the employee has an agreement with the Department to reimburse vehicle use costs; the employee may drive the vehicle to and from secondary employment and use it to transport prisoners
- Operation by any off-duty Departmental employee outside of Prince George's County unless authorized by the employee's Commander/Manager

On-duty Use Out of County

Employees may remove Departmental vehicles from the County for official business. This includes traveling in areas adjacent to the County border while on-duty, or performing follow-up investigations.

Notification to PSC shall not be made unless deemed necessary for employee safety purposes. Authorization must be obtained from the appropriate Commander/Manager for other on-duty use outside of the County, such as attending an assigned function or a one-time training event. Any other use of a Departmental vehicle outside the County must be approved by the appropriate Deputy Chief.

If more than one employee is assigned to attend the same out-of-county function, they shall notify their chain of command in advance. If approved, their Supervisor shall then arrange the use of the minimum number of vehicles for the function.

Off-duty Use

When operating Departmental vehicles off-duty, employees shall monitor the police radio channel serving the area in which they are traveling.

Off-duty employees responding to calls or handling incidents shall notify the dispatcher so that their activities can be coordinated with on-duty units.

Employees may respond to emergencies. If immediate action is necessary, the off-duty employee shall take the appropriate action. For routine incidents, the off-duty employee may request that an on-duty employee respond. The off-duty employee shall await the on-duty employee's arrival if necessary. The sector supervisor shall have the off-duty employee relieved as soon as operations permit.

Off-duty employees shall not take Departmental vehicles out of the County without approval. Commanders/Managers, may authorize use of a Departmental vehicle outside of the County for a specific one-time event such as training. Any other use outside the County must be authorized by a Deputy Chief, with approval of the Chief of Police.

Leave

When an employee will be away from the County for more than 30 days, his or her supervisor shall ensure that the employee's assigned vehicle is stored in a secure location. The appropriate Commander/Manager may require the employee to leave the vehicle in a specific location or make it available for use by other employees.

Employees on disability leave or light duty shall not operate Departmental vehicles.

When an employee is on sick leave, disability leave, or light duty for more than seven working days, the Commander/ Manager may use the employee's issued vehicle for up to 30 calendar days. The vehicle should only be used after all available pool vehicles have been placed in service. If the employee has not returned to full duty at the end of 30 calendar days, the Commander/Manager shall have the vehicle delivered to Automotive Services Division.

Retention beyond the periods specified above requires the approval of the affected Deputy Chief with concurrence of the Assistant Chief.

3. <u>Operation</u>

Use of Emergency Equipment

Employees are permitted to use emergency equipment:

- To signal police presence

- To direct movement of persons, animals, or vehicles
- To provide supplemental lighting
- To warn persons of danger
- While operating priority in response to an emergency or in pursuit of a violator/suspected violator

In these circumstances, employees are permitted to activate emergency lights, spotlights, hazard flashers, sirens, the public address system, or a combination of the above in accordance with the provisions established in the General Order Manual and the Maryland Traffic Law.

When handling incident scenes, employees may use hazard flashers alone or emergency lights flashing only to the rear if the safety of the employee or the public would not be jeopardized. This may be done to prevent rubbernecking by motorists or the drawing of a crowd.

Restraint Systems

Employees operating Departmental vehicles shall use the seatbelt/shoulder harness to comply with the vehicle law.

Child safety seats shall not be kept in the passenger compartment of Departmental vehicles being used on-duty unless the employee is transporting a child that requires the use of the seat. Rear-facing child safety seats shall not be placed in the front passenger seat of any Departmental vehicle having a passenger-side air bag.

Parking

During routine operations, employees shall obey all parking regulations.

During emergencies, Departmental vehicles shall not be parked in a manner that unnecessarily interferes with traffic or impedes the response of other emergency vehicles. If a Departmental vehicle is double-parked or parked in a restricted area, the vehicle's hazard flashers shall be activated.

Securing Vehicle & Equipment

Employees shall ensure that Departmental vehicles are locked and their contents secured whenever they are left unattended.

When the vehicle is left unattended for more that two hours, the employee shall lock their portable police radio in the trunk, or remove it from the vehicle.

Red Light Camera Violations

Certain traffic laws may be disregarded pursuant to the provisions of Section 21-106 of the Maryland Vehicle Law when employees are responding priority to an emergency or in pursuit of a violator/suspected violator.

When Commanders/Managers receive a red light camera citation from the Office of Central Services, they shall forward it to the employee's supervisor for investigation.

If a Commander/ Manager determines that the violation was unjustified, the Commander/ Manager shall categorize the violation and impose appropriate discipline, as outlined below.

If the Commander/Manager determines that the violation occurred during the proper use of police authority, they shall forward a memorandum containing facts that support his or her conclusion, along with a copy of the citation, through the chain of command to the Office of the Chief. The Office of the

Chief shall notify the issuing jurisdiction that the citation should be voided.

Red light Disciplinary Guidelines

The Prince George's County Police Department has established a red light disciplinary guideline. These guidelines are designed to promote safe driving and to protect our employees (both sworn and civilian) and the citizens of this county. Although the Department does not place a speed restriction on employees when they are responding priority, it is vital that they arrive safely at the scene of an incident in order to render assistance. As a result, employees (both sworn and civilian) shall exercise due care and operate their vehicles in a reasonable manner.

Employees who are determined to be unjustified in their action of failing to stop for a red traffic signal at a controlled intersection will be divided into two categories. Category A, the employee is unjustified and the employee enters the controlled intersection at a speed of 25 mph or less. Category B, the employee is unjustified and the employee enters the controlled intersection at a speed greater than 25 mph.

Employees Responding Priority

Employees (both sworn and civilian) responding priority shall not proceed through any intersection or against the direction of traffic signals or traffic control devices without first slowing or stopping. Employees shall ensure that they do not drive with reckless disregard for the safety of other road users. Employees shall ensure that they are in a clear position to see that no other vehicles or pedestrians will be encountered. Employees shall not enter any controlled intersection at a high rate of speed. An employee entering a controlled intersection at 30 mph or greater will be in violation even when the employee is justified to proceed through the red light. Pursuits and Signal 13s will be reviewed on an individual basis.

The discipline ***(See chart on last page)*** for these violations may include:

- Paying the civil fine
- Departmental fines
- Removal from the personal car program.

4. Personal Car Program

(Automotive Services Division SOP)

All officers are eligible to participate in the Personal Car Program. Initial issue of a Departmental vehicle is based on vehicle availability and assignment.

Whenever a participant in the Personal Car Program changes assignment (permanently or TDY) the appropriate Deputy Chief or their Operations Commander shall contact the Automotive Services Division to determine if a change of vehicle is appropriate.

The Chief of Police may authorize personal assignment of a Departmental vehicle to any employee. Only the Chief of Police may make exceptions to the provisions of the program.

Participants shall not make any mechanical or electrical adjustments or add equipment to their assigned vehicle unless authorized by Automotive Services Division. Participants shall sign for receipt of the provisions.

Participants in the Personal Car Program shall keep the interior and exterior of the vehicle clean. They shall wash their

assigned vehicles at personal expense. Participants shall ensure that all equipment is maintained in working order. Participants shall not:

- Hang any item on the rear view mirror or bracket
- Place any object on top of the dashboard while the vehicle is in motion
- Affix any object, clip, or holder to the front of the dashboard
- Hang or mount any radar device, camera, or other device within the area from the windshield to the seat back
- Mount or display toys, symbols, or pennants anywhere in or on the vehicle

Departmental vehicles are not authorized to have after-market tint without prior approval from the Chief of Police.

These prohibitions are intended to keep the passenger compartment clear in case of air bag deployment. Some vehicles currently in service are exempt from these provisions, such as those equipped with shotgun racks.

Central Vehicle Fleet Maintenance personnel will contact Automotive Services Division when any violation regarding vehicle equipment is observed.

Black tape to represent a mourning band may be placed across the PGPD seal and across the words "County Police" to honor PGPD officers killed in the line of duty. The band is authorized for 30 days from the end of watch. Officers must ensure that the tape they use is easily removed and does not cause damage or leave a lasting mark.

Non-employees may ride with off-duty employees. The County Risk Management Program insures them. Employees are responsible for the proper appearance and conduct of passengers.

Employees assigned to SOD, who are subject to call-out, are authorized to operate their assigned cruisers outside of Prince George's County. This authorization is limited to the following:

- Emergency Services Team (EST)
- Canine Section

Leased Car Program

Leased vehicles will be issued through the Automotive Services Division. Leased vehicles may not be switched for any reason without prior authorization of the Commander, Automotive Services Division. The Commander, Automotive Services Division shall be contacted by phone or email. Employees issued a leased vehicle shall abide by the Leased Vehicle Policy. This policy will be provided to all employees issued a leased vehicle by the Automotive Services Division.

Residence Outside of Prince George's County

Officers residing outside of the County may participate in the Personal Car Program. They shall not drive their issued vehicles outside of the County unless authorized to do so by their Deputy Chief, with the approval of the Chief of Police. The vehicle must be secured at an appropriate location within the County when the officer is not on-duty. Examples include a police or fire station (with the approval of the facility's commander) or at the home of an employee who resides in the County.

Officers who reside outside of Prince George's County are authorized to drive their assigned vehicles for work purposes (including overtime, court appearances, and secondary employment) while in Prince George's County. Officers who reside

outside of Prince George's County shall not operate their issued vehicles for non-work purposes while off-duty without the authorization of their Deputy Chief with the approval of the Chief of Police.

Residence Outside of Prince George's County – Canine Handlers Assigned to SOD

Canine Handlers assigned to the Special Operations Division's Canine Section who reside outside of Prince George's County are authorized to use their assigned vehicles to drive to and from work (including overtime, court appearances, and secondary employment), provided that the canine handler's residence is within thirty aeronautical miles of the geographic center of Prince George's County (Pennsylvania Avenue at the Beltway).

SOD Canine Handlers that reside outside of Prince George's County are prohibited from using their assigned vehicles outside of the County while off-duty, unless they are participating in a canine-related activity (e.g., veterinary appointments, canine training, canine competitions, etc.).

Exceptions to this directive shall only be granted by the Chief of Police.

Overtime

(Federal Fair Labor Standards Act (FLSA))
(Negotiated Labor Contract)

Participants in the Personal Car Program involved in incidents while off-duty do not receive overtime compensation for the first two hours. They may be compensated for work performed beyond two hours. Before the initial two hours have passed, participants shall contact an on-duty supervisor who shall, if operations permit, have the off-duty participant relieved. If operations require the participant to remain beyond two hours, the on-duty supervisor shall sign the participant's Compensation Request Form.

Officers who are not participants in the Personal Car Program may be compensated for all hours during which they are involved in off-duty incidents.

Officers working Secondary Law Enforcement Employment (SLEE), whether participants in the Personal Car Program or not, are not eligible to earn overtime pay for incidents related to that employment.

Removal from the Program

Violations of any of the provisions of this directive may result in removal from the Personal Car Program. The decision to remove a participant from the program shall be made by a command officer the rank of captain or above.

5. Vehicle Maintenance

(Administrative Procedure 603)

Employees shall verify proper engine fluid levels at least once a week, and more often for vehicles used for patrol.

Employees shall ensure that their assigned vehicles are scheduled to receive preventative maintenance as required by this section and the Office of Central Services. Preventative maintenance shall occur as follows:

- Marked police vehicles – every 5 months or 4,000 miles, whichever occurs first
- Unmarked police vehicles – every 6 months or 6,500 miles, whichever occurs first

Employees are responsible for ensuring that their assigned vehicles receive maintenance. When a vehicle is left at the Central Vehicle Maintenance Facility for service, the operator shall clear the interior and trunk of all items that would interfere with the service. The police radio, loose equipment, firearms, and personal valuables shall be removed from the vehicle. All scheduled maintenance shall be performed while the employee is off-duty. On-duty repairs require supervisory notification and approval.

Preventive maintenance appointments should be scheduled when employees pick their vehicles up.

Employees shall not make any mechanical or electrical adjustments, or add equipment to their assigned vehicle unless authorized by the Automotive Services Division.

Employees shall not change the configuration of the lenses on the emergency light bar. The vehicle operator is responsible for the correct position of the lenses. Employees with questions concerning the proper configuration should contact the Automotive Services Division for guidance.

County Fueling System

Employees shall use their assigned personal identification number to access the County's automated fuel system. The system prompts the user for a series of codes, which employees must provide, in addition to the vehicle's current mileage. The system tracks fuel used and miles traveled, so it is important that the information provided is accurate. Employees shall not divulge their personal identification number to others.

If an employee causes damage to fueling equipment, he or she shall immediately notify a supervisor.

Car Washes

If car wash machinery damages a Departmental vehicle, sworn employees shall document the circumstances and the extent of the damage on a Case Record. Civilian employee operators shall request that an officer respond to the scene to complete a Case Record.

Glass Breakage

Automotive Services Division does not authorize glass repair for Departmental vehicles. Employees shall obtain authorization at the Central Vehicle Maintenance Facility.

Carbon Monoxide Leaks in Vehicles

An employee complaining of illness due to fumes while operating a Departmental vehicle shall stop the vehicle as soon as possible and contact a supervisor. The supervisor shall:

- Comply with applicable portions of **VOLUME I, CHAPTER 15. EMPLOYEE INJURIES & ILLNESSES**
- Contact Automotive Services Division to arrange for carbon monoxide testing of the vehicle
- Deadline the vehicle

Automotive Services Division Responsibilities

Upon notification by a supervisor, Automotive Services Division personnel shall request that the County Health

Department Division of Air-Quality Control test the vehicle for carbon monoxide leaks.

The Health Department will provide the results of the test to Automotive Services Division. If the test discloses unacceptable levels of carbon monoxide or noxious gasses, the vehicle shall be removed from service until repairs are completed. Only the Automotive Services Division may authorize placing the vehicle back in service.

6. Civilian Operation

Use of Departmental vehicles by civilian employees is subject to the following restrictions:

- Employees assigned a take home vehicle shall only use it for commuting to and from work, or for official business
- Operation of marked vehicles is prohibited, except for official use by members of Automotive Services Division, civilian evidence technicians, and Security Officers
- Only civilian evidence technicians may operate priority response
- Vehicles shall not be taken out of the County without prior approval from the employee's Commander/Manager for work related assignments, such as attending an assigned function or a one-time training event. Any other use of a Departmental vehicle outside the County must be approved by the appropriate Deputy Chief.
- Employees operating vehicles with police radios shall familiarize themselves with proper radio procedures, and may use the police radio to report emergencies
- The employee shall comply with all applicable provisions regarding Departmental vehicle operation

7. Pool Vehicles

Pool vehicles are assigned to Districts/ Divisions and are intended for use by:

- Participants in the Personal Car Program whose issued vehicles are not available or are inappropriate for use in a TDY assignment
- Employees who are not participants in the Personal Car Program

Commander's/Manager's Duties

Commanders/Managers shall ensure that:

- Monthly inspections are performed on pool vehicles under their control
- Vehicles are washed as needed
- Preventative maintenance is done

Pool Vehicle Use

Prior to a tour of duty, employees operating pool vehicles shall:

- Check engine fluid levels
- Inspect the exterior for body damage and tire condition
- Inspect the interior for recovered property, items of evidence, or personal property left by others
- Notify his or her supervisor of unreported damage

A Vehicle Inspection Sheet shall be used to document the inspection.

Identifiable personal property shall be returned to its owner. Unidentifiable personal property shall be submitted to the Staff NCO.

Recovered property or evidence shall be handled in accordance with the provisions contained in **VOLUME II, CHAPTER 46. PROPERTY & EVIDENCE**.

When returning the vehicle after a tour of duty, the employee shall:

- Ensure the vehicle is fueled
- Inspect the interior for items left by others
- Remove their issued and personal items
- Secure the vehicle

8. Special Use Vehicles

Directives governing special vehicles, such as those used by SOD, are maintained by the component responsible for the vehicles use and maintenance.

Surveillance Vehicles

Surveillance vehicles may be used during any police operation involving covert activity that may contribute to operational success.

The vehicles shall not be used for traffic stops, nor should criminal arrests be made via traffic stops with these vehicles.

Officers operating surveillance vehicles shall ensure that:

- Police uniforms or equipment in the vehicle are hidden from view
- Vehicles are not parked in reserved police parking spaces or other spaces used exclusively for Departmental vehicles

Departmental Vans

With supervisory approval, vans with police markings and Department insignia may be used for:

- Patrol
- Transporting prisoners, assuming the vehicle has appropriate restraints
- Transporting equipment unsuitable for transport in a car

Officers approved to operate Departmental vans shall inspect the vehicle to ensure that the interior and exterior are in a suitable condition for use. The officer shall:

- Check engine fluid levels
- Inspect the exterior for body damage and tire condition
- Inspect the van's detainee compartment for recovered property, items of evidence, or personal property left by others
- Ensure the lights and radio are operational
- Ensure the van's first-aid kit and fire extinguisher are immediately available
- Notify their supervisor of unreported damage

A Vehicle Inspection Sheet shall be used to document the inspection. Any deficiency identified shall be reported to the Staff NCO.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.1.1, 22.2.1, 26.1.1, 41.3.2, 41.3.3

Governing Legislation:

- County Administrative Procedure #603
- County Administrative Procedure #610
- Fair Labor Standards Act (FLSA)

Reference:

- Automotive Services Division SOP
- Negotiated Labor Agreement Between FOP 89 and Prince George's County, Maryland

RED LIGHT DISCIPLINARY GUIDELINES

Category A - Unjustified response to a Call for Service and Off-duty violations. Violator enters the intersection at 25 mph or below.

1st Offense	Pay the civil fine	
2nd Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 15 days
3rd Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 30 days
4th Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 60 days

Category B - Unjustified response to a Call for Service and Off-duty violations. Violator enters the intersection over 25 mph.

1st Offense	Pay the civil fine	Written reprimand	Removal from the personal car program for 15 days
2nd Offense within a 90 day period	Pay the civil fine	Departmental fine of $50.00	Removal from the personal car program for 30 days
3rd Offense within a 90 day period	Pay the civil fine	Departmental fine of $100.00	Removal from the personal car program for 60 days
4th Offense within a 90 day period	Pay the civil fine	Departmental fine of $150.00	Removal from the personal car program for 120 days

Category C - Justified response to a Call for Service (Pursuits and Sig. 13s will be viewed on a case-by-case basis).
Violator enters the intersection at a speed of 30 mph or greater.

1st Offense	Written reprimand	Removal from the personal car program for 15 days
2nd Offense within a 90 day period	Departmental fine $50.00	Removal from the personal car program for 30 days
3rd Offense within a 90 day period	Departmental fine $100.00	Removal from the personal car program for 60 days
4th Offense within a 90 day period	Departmental fine $150.00	Removal from the personal car program for 120 days

The affected Bureau Chief will review any case with extenuating circumstances and decide if the response was justified or not.

11. DISCIPLINE
(July 2019)

I. POLICY

The Department has the responsibility to identify and discipline employees whose conduct discredits the Department or impairs its operation. The rights of the employee and the public must be preserved. Any investigation or hearing arising from a complaint must be conducted fairly and openly, consistent with applicable legislation.

II. CHECKLIST (N/A)

III. DEFINITIONS

Abusive Language: Harsh, violent, profane or derogatory language that would demean the dignity of any person. (Category II).

Conduct-Related Offenses: Violation or failure to comply with any duty, obligation or requirement imposing a standard of behavior on an employee by any criminal law, civil law or regulation, provided such violation bears a demonstrable relationship to the nature of the duties and responsibilities of the employee's position and or constitutes a willful, indifferent, or grossly negligent act of omission by such employee.

Discriminatory Language: Demeaning, derogatory or abusive language, or other unbecoming conduct relating to the race, color, national origin, gender, religion, sexual orientation, or gender identity/gender expression of a person. (Category IV).

False statement: Reporting or causing a report of false information, proved by evidence that such report is untrue, deceitful or made with intent to deceive.

Harassment: Repeated, unwanted verbal or physical annoyances, threats or demands.

Inappropriate Language: Name-calling, sarcastic remarks or other unnecessary language that serves to belittle or embarrass a citizen or otherwise inflame an employee/citizen contact. (Category I).

Insubordination: Paramilitary organizations depend on employees at all levels of the chain of command to follow orders, complete assigned tasks, and actively pursue the goals of the Department as outlined by their immediate supervisor(s). Any refusal to carry out lawful orders as directed through the chain of command, may be viewed as insubordination. (Category IV).

Investigator: Any employee who, under authority of the Chief of Police, conducts an internal investigation and makes recommendations regarding that investigation.

Misrepresentation of fact: The submission or giving of a report or statement containing improper or inaccurate information.

Performance-Related Offenses: Occur when an employee's performance has become less than satisfactory regarding the execution of any duties, tasks and/or responsibilities listed in their position description.

Respondent: Any employee who is the subject of an internal investigation.

IV. FORMS (N/A)

V. PROCEDURES

1. Authority of Chief of Police

The Chief of Police is authorized to initiate and administer discipline, as well as authorize subordinate supervisors to initiate, administer or recommend disciplinary action against an employee. The Chief of Police may authorize the following to take such actions:

- Civilian supervisors so authorized in writing
- Corporals formally appointed in writing as OICs of a Departmental component
- Officers in acting ranks of sergeant or above, appointed in writing as OICs of a Departmental component
- Sergeants and above
- Sworn members of the Internal Affairs Division (IAD) in conjunction with an internal investigation

2. Supervisory Limitations to Initiate Disciplinary Action

An investigator's primary responsibility is to conduct investigations and, when necessary, recommend disciplinary action.

Disposition of investigative and disciplinary recommendations can only be authorized by the Chief of Police, except as provided in section **5. Disciplinary Action Recommendations Guide** of this chapter.

Disciplinary recommendations shall not be presented to a respondent until authorized by the supervisor's Commander/Manager. The Commander/Manager shall contact the Manager, IAD, to ensure that the disciplinary action recommendations proposed to the Deputy Chief are commensurate with the charged offenses.

In minor cases, the Commander, IAD recommends discipline when case numbers are obtained. Prior to the initiation of major disciplinary action, the Deputy Chief or their designee shall verbally discuss the following with the Commander, IAD:

- Facts of the investigation
- Unusual circumstances
- Charge(s)
- Offense category
- Proposed disciplinary action

The Commander, IAD, will confer with the Chief of Police to ensure discipline is consistent throughout the agency. The Commander, IAD will then notify the Deputy Chief's office to proceed with the appropriate disciplinary action. The Deputy Chief's office will document the approval process on the transmittal memorandum.

The Commander/Manager must have cleared the recommendation with the appropriate Deputy Chief before presenting it to the respondent. An exception would be recommendations made in the following cases, which must be approved by the Chief of Police before presentment to the respondent:

- Abusive language
- Harassment complaints
- Use of force

3. Limitations of Authority

Officer

Those authorized to suspend, recommend or administer discipline against officers are limited in taking such action to the following:

- AWOL
- Being convicted of a crime

- Knowingly giving false statements to supervisors or the public
- Mishandling, abuse or theft of County property
- Misrepresentation of facts
- Unsatisfactory performance
- Violations of provisions of written directives
- Acceptance of gratuities
- Consuming alcoholic beverages or being intoxicated on the job
- Immoral or unethical conduct reflecting unfavorably on the County as an employer
- Loss of any job requirement, license or ability, which prevents the employee from satisfactorily executing job tasks or fulfilling mandated training or certification requirements
- Membership in any organization advocating overthrow of the U.S. government by force or violence
- Refusal to be examined by a County-authorized physician when in response to a direct order

Civilian Employees & Probationary Officers

For these employees, supervisor-imposed disciplinary action is limited to a written reprimand for conduct-related violations. For performance or conduct-related violations where more than a written reprimand is contemplated, the supervisor shall send a Disciplinary Action Recommendation Letter to the Chief of Police describing the facts of the investigation and the proposed disciplinary action.

References to protections afforded by the Law Enforcement Officers' Bill of Rights (LEOBR) do not apply to probationary student officers, except for allegations of police brutality.

Student Officers

Discipline matters for probationary student officers are handled in accordance with the Prince George's County Code.

4. Summary Punishment

Summary punishment may be imposed when all of these conditions have been met:

- Employees waive the Administrative Hearing Board and their rights under the LEOBR, and
- Employees accept punishment imposed by the highest ranking officer of their component, and
- The facts constituting the violation are not in dispute

5. Disciplinary Action Recommendations Guide

The guide promotes uniformity in levying certain disciplinary actions.

The following shall be approved up the chain of command, with concurrence of the Deputy Chief:

- Deviations from recommended disciplinary actions
- Proposed disciplinary action on cases for which the violation is not listed in the guide

When a violation is not listed, the Commander/Manager shall select an action based on the severity of the violation in comparison with violations that are listed in the guide.

The Commander/Manager shall send the disclosable case file and explanation of proposed disciplinary action to the

Disciplinary Review Committee (DRC) before disciplinary action is taken if:

- They select an action outside the guide recommendations, or
- The violation is not covered by the guide, and
- The respondent requests review by the DRC

When proposed discipline exceeds that established by the LEOBR, employees must waive their rights under the LEOBR when agreeing to accept the proposed discipline.

A second (or greater) Category I, II, or III violation of the same offense within 24 months from the time that the discipline was sustained and imposed on the officer (not the date of the infraction) can cause the disciplinary action recommendation to advance to the next higher category, with penalties levied from the higher category.

Appeal of Proposed Action

An employee receiving a proposed disciplinary action in excess of that prescribed in the Disciplinary Action Recommendation Guide may request a review by the DRC.

Disciplinary Action Recommendations

Category I

Recommended disciplinary action range:

- Written reprimand to $500.00 fine, or
- Loss of 1-10 hours of annual leave, or 1-10 hours Suspension without pay

Violations:

- Inappropriate language
- Court, Failure to Appear
- Discourtesy
- Equipment, failure to properly control or maintain
- Equipment, unauthorized
- Felony screening, failure to schedule or appear
- Force, unnecessary
- Grooming violations
- Minor traffic laws, violate
- Mishandle or improper preparation of criminal or traffic cases resulting in prosecutorial declination to prosecute, dismissal of nolle prosequi
- Misrepresentation of facts
- Police radio, failure to properly acknowledge
- Police vehicle, careless operation of
- Police vehicle, failure to properly maintain
- Police vehicle, illegal parking of
- Prisoner, failure to properly secure, search, handcuff, seat belt
- Reports, failure to submit
- Response status (priority), improper or unauthorized
- Ride-alongs, unauthorized and violation of procedures
- Secondary employment, excessive hours
- Secondary employment, failure to make proper notification
- Sick leave abuse
- Telephone procedures, violate
- Uniform regulations, violate

- **Category II**

Recommended disciplinary action range:

- $500.00 - $750.00 fine, or
- Loss of 10-30 hours annual leave, or
- 10-30 hours of suspension without pay

Violations:

- Abusive language
- AWOL

- Calls for service, failure to respond to and/or properly clear
- Departmental vehicle, flagrant traffic violation while operating (such as excessive speed)
- Firearms, unattended or careless handling of
- Harassment
- Leave sector or district without supervisory approval
- Non-lethal weapon (including use of a K9), careless handling of resulting in injury
- Prisoner, fail to properly search or secure resulting in escape or discovery of weapon or contraband

Category III

Recommended disciplinary action range:

- $750.00 - $1,500.00 fine, or
- 20-40 hours suspension without pay, and/or removal from the promotional cycle; reassignment
- For security-related secondary employment violations – loss of privilege to work such employment for 2-6 months

- **Violations:**

- Departmental vehicles, unauthorized use of
- Aggressive force
- Firearms, unreported discharges of
- Firearms violations, careless handling resulting in injury
- Motor vehicle, operating while privilege revoked or suspended
- Hot pursuit, unauthorized
- Security-related secondary employment violations:

  - Working while on prohibited leave or duty status
  - Engaging in selling, serving or dispensing alcoholic beverages in any manner
  - Employment or ownership in or on behalf of private detective, attorney, insurance agency, bail bond agency or involvement in any form of private investigation duties, including civil process service
  - Employment for any party in a labor management dispute
  - Employment as commissioned police officer for other political jurisdiction
  - Attempting to secure Departmental compensation for arrests emanating directly from secondary employment

Category IV

Violations in this category should be sent to an Administrative Hearing Board.
Recommended disciplinary action range:

- Fines exceeding $1,500.00
- Reassignment
- Reduction in rank
- Removal from promotional cycle
- Suspensions exceeding 40 hours
- Written reprimand to termination from the Department

Violations:

- Discriminatory language
- Alcohol-related offenses
- Criminal law offenses
- Drug-related offenses
- Excessive force
- False statements/reports
- Insubordination
- Loss of job requirement
- Security-related secondary employment violations:

  - Receiving payment from two or more employers simultaneously

without written permission of the multiple employers
- Participating in employment requiring conduct inconsistent with Departmental objectives, regulations, ethics or reputation or that creates real or potential conflict of interest
- Receiving compensation from other employment source while on-duty for the County

Violation Classifications

Disciplinary actions are classified as conduct- or performance-related offenses.

When disciplinary action is intended against employees covered by provisions of a PCEA contract, the recommended discipline shall be initiated within 90 days of:

- The occurrence of the wrongful act
- Departmental knowledge of the act
- The date on which the Department should have had knowledge of the act

The Chief of Police may hold disciplinary actions in abeyance to allow the employee to demonstrate conformance to standards.

6. Conduct-Related Offenses

Disciplinary action range for conduct-related offenses:

- Written reprimand
- Forfeiture of annual leave
- Maximum 20 days for a violation justifying dismissal
- Should not exceed 10 working days if issued as follow-up action to a written reprimand
- Maximum fine of three percent (3%) of the employee's annual base salary for any one violation
- Suspension
- Dismissal
- Actions held in abeyance

7. Performance-Related Offenses

Supervisors shall rely on any one of the following factors to determine if an employee's performance has degraded to a degree warranting disciplinary action:

- Employee unjustifiably fails to execute an assignment as described within his or her position description
- Employee's actions, negligence, or attitude constitute a course of conduct characterized by an inability, incapability, or unwillingness to maintain a minimum standard of performance regarding the quality or quantity of any of the duties listed in his or her position description
- Loss of any job requirement preventing satisfactory execution of job tasks, mandated training, or certification requirement

Disciplinary action range for performance-related offenses:

- Written reprimand
- Demotion
- Salary reduction by amount equal to one step rate within the applicable salary range
- Dismissal
- Actions held in abeyance

8. Red light Disciplinary Guidelines

The Prince George's County Police Department has established a red light disciplinary guideline. These guidelines are designed to promote safe driving and to protect our officers (both sworn and civilian) and the citizens of this county. Although the

Department does not place a speed restriction on employees when they are responding priority, it is vital that they arrive safely at the scene of an incident in order to render assistance. As a result, employees (both sworn and civilian) shall exercise due care and operate their vehicles in a reasonable manner.

Employees who are determined to be unjustified in their action of failing to stop for a red traffic signal at a controlled intersection will be divided into two categories. Category A, the employee is unjustified and the employee enters the controlled intersection at a speed of 25 mph or less. Category B, the employee is unjustified and the employee enters the controlled intersection at a speed greater than 25 mph.

Employees Responding Priority

Employees (both sworn and civilian) responding priority shall not proceed through any intersection or against the direction of traffic signals or traffic control devices without first slowing or stopping. Employees shall ensure that they do not drive with reckless disregard for the safety of other road users. Employees shall ensure that they are in a clear position to see that no other vehicles or pedestrians will be encountered. Employees shall not enter any controlled intersection at a high rate of speed. An employee entering a controlled intersection at 30 mph or greater will be in violation even when the employee is justified to proceed through the red light. Pursuits and Signal 13s will be reviewed on an individual basis.

The discipline ***(See below chart.)*** for these violations may include:

- Paying the civil fine
- Departmental fines
- Removal from the personal car program.

9. Evaluating Discipline Severity

The following factors shall be considered in making disciplinary recommendations:

- Severity of the disciplinary action compared to the nature of the acts constituting the grounds for disciplinary action
- Extenuating circumstances that may lessen the severity of the proposed disciplinary action
- Uniformity of the proposed disciplinary action in relation to disciplinary actions given other employees under similar circumstances
- Employee's prior record of conduct or performance

When an employee's performance is marginal, their record may be considered in the determination of performance-related disciplinary action

Disciplinary Review Committee (DRC)

The DRC is composed of three command officers (appointed by the Chief of Police), and two FOP members (appointed by the President, FOP). Quorum is two command officers and one FOP member. Appointments are for one year. The Chief of Police appoints the chairman.

DRC Duties

The DRC shall conduct an annual review of the Disciplinary Action Recommendation Guide. It shall submit a report containing the findings of such review, including recommendations for revisions to the guide,

to the Chief of Police no later than February 1 each year.

The DRC shall conduct a quarterly review of all recommended disciplinary actions to ensure established guidelines are being followed.

Requesting Review by Committee

The employee requesting a DRC review must waive the 30-day review by the Chief of Police, if applicable.
They must make written application within 10 days of receipt of notification of proposed disciplinary action.

Disciplinary Action Review

The Disciplinary Review Committee shall schedule a meeting within five working days after receipt of a review request. It shall examine the materials transmitted by the Commander/Manager proposing the disciplinary action to ensure the proposed disciplinary action falls within prescribed disciplinary guidelines. If so, the DRC shall notify the requester, in writing, within five working days of its meeting.

If the proposed disciplinary action exceeds prescribed disciplinary action, the Disciplinary Review Committee shall notify, in writing, the Chief of Police and requester. The Chief shall review the recommendations of the hearing board and Commander/Manager and issue a final order. That order is then applicable in accordance with the LEOBR.

A respondent may request a review of any Disciplinary Review Committee recommendation to the Chief of Police.

10. External Appeal of Adverse Disciplinary Action

Officer: Permanent Status

All disciplinary actions or adverse actions are appealable in accordance with the LEOBR and/or other applicable law.

Officer: Probationary Status

Probationary officers may only appeal disciplinary or adverse actions alleged to be illegal or taken without the officer having received a statement or notice of the charges. Exception: Adverse actions resulting from allegations of use of force are appealable in accordance with the LEOBR.

Civilian Employees: Permanent Status

Permanent civilians who are members of the PCEA may appeal a disciplinary or adverse action in accordance with the grievance procedures stipulated in the PCEA contract. Permanent civilians who are not PCEA members may appeal disciplinary actions or adverse actions in accordance with Personnel Law.

Civilian Employees: Probationary Status

Probationary civilian employees may only appeal disciplinary or adverse actions alleged to be illegal or taken without the employee having received a statement or notice of the charges.

Appeal of the AHB Decision

***See*: VOLUME I, CHAPTER 2. ADMINISTRATIVE HEARING BOARDS.**

11. Duty Status

For information regarding duty status (I.E. Administrative Leave, Suspension of employees, Discretionary Suspension, Mandatory Suspension, Suspension Procedures, Suspension Hearings and Restoration to Duty, ***See*: VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS.**

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 26.1.1, 26.1.4, 26.1.5, 26.1.6,

Governing Legislation:

- Maryland Code, Title 3, Sub-Title 1 Prince George's County Code, Subtitle 16, Division 13

Reference:

- Law Enforcement Officers' Bill of Rights (LEOBR)
- Negotiated Labor Contracts
- Internal Affairs Division, Internal Investigations Guide

RED LIGHT DISCIPLINARY GUIDELINES

Category A - Unjustified response to a Call for Service and Off-duty violations. Violator enters the intersection at 25 mph or below.

1st Offense	Pay the civil fine	
2nd Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 15 days
3rd Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 30 days
4th Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 60 days

Category B - Unjustified response to a Call for Service and Off-duty violations. Violator enters the intersection over 25 mph.

1st Offense	Pay the civil fine	Written reprimand	Removal from the personal car program for 15 days
2nd Offense within a 90 day period	Pay the civil fine	Departmental fine of $50.00	Removal from the personal car program for 30 days
3rd Offense within a 90 day period	Pay the civil fine	Departmental fine of $100.00	Removal from the personal car program for 60 days
4th Offense within a 90 day period	Pay the civil fine	Departmental fine of $150.00	Removal from the personal car program for 120 days

Category C - Justified response to a Call for Service (Pursuits and Sig. 13s will be viewed on a case-by-case basis).
Violator enters the intersection at a speed of 30 mph or greater.

1st Offense	Written reprimand	Removal from the personal car program for 15 days
2nd Offense within a 90 day period	Departmental fine $50.00	Removal from the personal car program for 30 days
3rd Offense within a 90 day period	Departmental fine $100.00	Removal from the personal car program for 60 days
4th Offense within a 90 day period	Departmental fine $150.00	Removal from the personal car program for 120 days

The affected Bureau Chief will review any case with extenuating circumstances and decide if the response was justified or not.

12. DISCRIMINATION & SEXUAL HARASSMENT
(November 2016)

I. POLICY

The Deputy Chief, Bureau of Administration and Homeland Security (BOAHS), serves as the Department's Equal Employment Opportunity (EEO) Coordinator. The Commander/Manager, Police Personnel Division (PPD), is the Assistant Coordinator.

II. CHECKLIST (N/A)

III. DEFINITIONS

Arbitrary Discrimination: An action unlawfully or unjustly resulting in unequal treatment of persons or groups based on race, color, national origin, ethnic group, gender, marital status, creed, religion, age, sexual orientation, or disability for which distinctions are not supported by legal or rational considerations. Arbitrary discrimination can include action or inaction based upon prejudice, stereotyping, anti-Semitism, or racism and can exist in the following formats.

Disparaging Terms: Words used to degrade or imply negative statements, pertaining to age, national origin, color, race, ethnic group, religion, gender, sexual orientation, or disability. Such terms may include symbols, posters, slurs, or insignia.

Personal Discrimination: Action taken by a person or group to deprive a person or group of a right because of age, national origin, race, color, religion, disability, gender, sexual orientation or ethnic group. Discrimination can occur overtly, covertly, intentionally, unintentionally, by an act, or by an omission.

Anti-Semitism: A prejudicial and discriminatory attitude toward Jews based on negative perceptions about their religious beliefs. It is a form of stereotyping and racism.

Prejudice: Set of rigid and/or unfavorable attitudes toward a particular group or groups that are formed in disregard of facts; unsupported judgments, usually accompanied by disapproval.

Racism: Incorrect assumptions that race determines specific cultural and psychological traits with the belief that one race is superior to another. This belief of racial superiority allows discrimination to exist when dealing with other races as inferior.

Sexual harassment: A form of sexual discrimination involving the use of sexually explicit language or gestures; the presence of sexually suggestive or explicit pictures or drawings; unusual, unsolicited, or unwanted touching or closeness by another employee; or related conduct, suggestions, mannerisms, actions, or activities with sexual innuendo or overtones.

Sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute harassment when the:

- Conduct is unwelcome and the employee does not solicit or invite it and the employee regards the conduct as undesirable or offensive
- Conduct has the purpose or effect of interfering with a person's performance or creates a hostile, offensive or intimidating work environment
- Submission to such conduct is either explicitly or implicitly made a term or

condition of a person's job, pay or career advancement
- Submission to or rejection of such conduct is used as a basis for employment or career decisions affecting the person

Harassment may include any of the following forms:

- Verbal - Innuendo, slurs, jokes, threats, suggestive comments or propositions
- Nonverbal – Suggestive objects, pictures, graphic commentaries; insulting or suggestive sounds, leering, whistling or obscene gestures
- Physical – Includes the touching or brushing up against the body, pinching or assault

Stereotyping: Preconceived or oversimplified generalization involving negative beliefs about a particular group or class of people. Negative stereotypes are frequently the basis for prejudicial attitudes and beliefs. It overlooks people as individuals and categorizes them as members of a group who all think and behave the same.

IV. FORMS

- Equal Employment Opportunity Complaint Form (PGC Form #4534)

V. PROCEDURES

(Civil Rights Act of 1964)
(Executive Order No. 61-1995)
(Equal Employment Opportunity Act of 1972)

Supervisors shall ensure the workplace has an environment free from discrimination and sexual harassment. They shall take prompt and appropriate corrective action when they observe or are made aware of conduct that may be interpreted as discrimination or sexual harassment regardless of an informal or formal complaint.

Commanders/Managers shall be responsible for ensuring their commands are free from sexual harassment and discrimination and that supervisors strictly enforce the sexual harassment and discrimination policy promptly and appropriately.

When employees, other than victims, become aware of conduct believed to be sexual harassment or discrimination, whether or not the conduct is directed at them, witnessed by them, or related to them by another employee, they shall report the incident to their supervisor or Commander/Manager.

Discrimination and sexual harassment cover a spectrum of behaviors that include casual remarks or activities that employees may not realize are offensive. Employees shall avoid situations that involve actual or apparent discrimination or sexual harassment.

1. Citizen Complaints

Employees shall refer discrimination complaints from citizens to a supervisor or Commander/Manager.

2. Internal Complaints

Attempts will be made to settle discrimination complaints at the employee/supervisory level by dialogue between the parties concerned. When a solution cannot be reached at this level, employees are urged to seek the assistance of either the Equal Employment Opportunity Coordinator or the Assistant Coordinator.

The Coordinator and Assistant Coordinator are authorized by the Chief of Police to become directly involved in issues of this

nature at any level, regardless of command responsibility.

When an employee observes behavior or finds a casual remark to be offensive, the employee is encouraged to confront the offender and make it clear the offensive behavior must stop.

When the employee feels uncomfortable confronting the offender, the employee may contact any one of the following:

- Supervisor
- Commander
- Equal Employment Opportunity Assistant Coordinator
- Equal Employment Opportunity Coordinator

Employees are encouraged to allow Departmental personnel to resolve or investigate complaints. In addition to Department personnel, employees may contact the:

- County Office of Personnel and Labor Relations, Employee Services Division
- Equal Employment Opportunity Commission
- Maryland Human Relations Commission
- Union representative

3. Complaint Procedures

To initiate the resolution of a complaint, the employee shall complete Part I of the Equal Employment Opportunity Complaint Form, which is available at all Districts/Divisions. The employee shall either mail the form (marked confidential) or take it directly to the Deputy Chief, BOAHS.

Screening

Upon receipt of the complaint, the EEO Coordinator or Assistant Coordinator shall schedule an appointment with the complainant.

At the screening appointment, the EEO Coordinator shall discuss the complaint and a method of resolution with the employee.

Options available to the EEO Coordinator for resolution of complaints are:

- Handle informally
- Refer to the employee's Commander/Manager for mediation
- Assign for investigation
- Final determination

The EEO Coordinator shall notify the employee either in person or by mail of the outcome of the complaint.

4. Reprisals Prohibited

There shall be no retaliation against any employee or citizen for filing a discrimination or harassment complaint or for assisting, testifying, or participating in an inquiry or investigation of such a complaint. Nothing precludes employees from invoking their rights as afforded by contract or law, or from contacting a higher authority.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 26.1.1, 26.1.3

Governing Legislation:

- Civil Rights Act of 1964
- Equal Employment Opportunity Act of 1972
- Prince George's County Executive Order No. 61-1995

13. EMPLOYEE BENEFITS & CLEARANCE PROCEDURES
(July 2019)

I. POLICY

It is the policy of the Department to treat all of its members fairly and equitably. The Department does not take lightly the separation of one of its members, regardless of the circumstances. When a member separates from the Department, the Department will ensure that the member is provided with pertinent information so that all of the Department's clearance procedures are followed.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Sworn Employee Separation Clearance Form (PGC Form #3449)
- Civilian Employee Separation Clearance Form (PGC Form #3449A)
- Personnel Requisition Form (PGC Form #4414)
- Position Job Description (PGC Form #544)

V. PROCEDURES

1. Wages & Compensation

Employee Compensation
(Negotiated Labor Agreements)
(Personnel Law)

Wages are paid in accordance with negotiated labor agreements and Personnel Law.

The following pay categories are paid to eligible employees in accordance with appropriate negotiated labor agreements:

- Acting pay
- Call-back pay
- Education incentive pay
- Education pay
- Fitness Indicator Test pay
- FTO pay
- Shift differential pay
- Standby pay
- Technician pay
- Uniform allowance

2. Purchasing Military Time
(Personnel Law)
(Pension Plan)

Automatic Credit

When County employment is interrupted for entry into the U.S. armed services, an officer is eligible for automatic service credit up to five years provided the officer:

- Does not remain in the service more than one enlistment or compulsory tour of duty
- Returns to the Department within 90 days of separation from active duty

Purchasing Credit
(Personnel Law)
(Pension Plan)

Officers having served in the U.S. armed services who are not eligible for automatic credit may purchase credit for active duty. Officers are eligible to purchase up to 24 months of credited service.

The officer must make the request to purchase military service within 60 days before the date on which five years of continuous service as an officer has been completed.

The amount paid for each month of credited service is calculated in accordance with provisions of the County's Personnel Law and the pension plan.

Total military service credit may be paid on the installment plan, with a maximum of five years duration and a 5% annual interest charge.

Contributions of military and police service may not exceed 30 years for purposes of calculating retirement benefits.

Service with organizations other than the U.S. Military is not applicable to the provisions of this section.

3. Uniform Allowance

The uniform allowance is disbursed in accordance with negotiated labor agreements.

4. Compensatory Leave

(Personnel Law, Section 16-227)
(Negotiated Labor Agreements)
(Fair Labor Standards Act)

Employees may be eligible to earn compensatory leave in lieu of overtime pay. Employees covered by the Fair Labor Standards Act (FLSA) may earn FLSA compensatory leave.

Once earned, employees shall be permitted to use compensatory leave within a reasonable amount of time. Employees may be required to use FLSA compensatory leave prior to County compensatory leave based on applicable laws and negotiated labor agreements.

5. Holiday Compensation

(Negotiated Labor Agreements)
(Personnel Law, Section 16-219)

Compensation for holidays will be in accordance with current labor agreements.

Employees working overtime on a holiday will be paid at the rate of 1½ times the actual time worked overtime. An employee on any authorized leave during an observed holiday shall be carried on holiday leave.

6. Employee Clearance Procedures

Sworn Employee Procedures

Departing officers shall obtain a Sworn Employee Separation Clearance Form and packet of information from the Police Personnel Division (PPD). The form must be completed as described and returned to PPD before the last day of employment. Officers will not receive a final paycheck until the form is completed.

The exit signatures are divided into four (4) sections. Each section must be completely signed before signatures for the next section are obtained. Signatures within each section can be obtained in any order, unless stated otherwise on the form.

The order of the sections are as follows:

First set of signatures:

- **Immediate Supervisor**
- **Commander/Manager**

Second set of signatures:

- **Pensions** – Obtain information regarding post-retirement employee benefits

- **Benefits** – Obtain information regarding post-retirement employee benefits
- **Planning & Research Division** – Return General Order Manual
- **Drug Laboratory** – All checked-out narcotics and related items shall be returned. Officers shall contact the Drug Laboratory and obtain a computerized list of all CDS cases in which that officer made the arrest. The officer shall:
  - Obtain written approval on the computerized list from the Commander and the State's Attorney's Office authorizing the destruction of the CDS evidence for each case that is no longer active
  - Note on the list if the case is still active and that the evidence should be retained
- **Technology Integration Section –** Return issued radios, cell phones, pagers, laptops, and accessories.
  - Employees shall insure that all RMS records have been remediated. If necessary the employee may send an email to the Police_RMS account in order to schedule an appointment, to have a member of TIS work with the separating employee to insure compliance.
  - TIS will confirm via RMS that all reports have been appropriately addressed. This ensures the necessary reports have been created and also passed necessary checks and workflow processes.
- **Property Warehouse** – The departing officer shall contact the Property Management Warehouse as soon as possible to schedule an appointment
- **Mobile Technology Center -** Return desk charger and extra battery for mobile radio
- **Records Section - Traffic Data Unit**
  - Citation books
  - Officer's Certification and Order of Suspension books (MVA Form #DR15A)
  - All criminal investigative case files (open and closed), except open cases transferred to another employee

  NCIC/Validations Unit
  - Return issued RSA token to the NCIC Security Agency Coordinator
- **Training & Education Division** – Return all materials issued by that Division
- **Clothing and Supply Unit** – Return issued uniforms, body armor, and equipment
- **Police Fleet Management** – Return assigned vehicle and related equipment to include:
  - Audio transmitter for in-car camera
  - Satisfy all outstanding traffic violations (e.g., red light and speed camera)
- **Armory** – Return issued firearms and weapons

Third set of signatures:

- **Fiscal Management Division** – Arrange for mailing of final paycheck
- **Bureau Chief** – The Bureau Chief (for the separating employee) must sign the separation form after all other signatures have been obtained, with the exception of the Police Personnel Division whom will sign all clearance forms last.

Fourth (final) set of signatures:

- **Employee** – Acknowledges that all obligations have been met
- **Police Personnel Division** – Return identification and Keyscan cards, and receive retired officer identification card

Employees who cannot account for property and are clearing the Records/Property

Management Division due to a termination of employment shall comply with the following procedures:

- **Valuable or sensitive property –** Employees shall submit a memorandum to the OIC, Records/Property Management Division, explaining the circumstances of the loss. Employees must obtain concurrence with the memorandum from their District/Division Commander/ Manager and appropriate Deputy Chief
- **Property of little value or sensitivity** – Employees will submit a memorandum to the OIC, Records/Property Management Division, explaining the circumstances of the loss. Employees must obtain concurrence with the memorandum from their District/Division Commander/ Manager

The Commander/Manager will determine the necessity for obtaining the Deputy Chief's concurrence whenever there is uncertainty regarding the value or sensitivity of the property.

Civilian Employee Procedures

Departing civilian employees shall obtain a Civilian Employee Separation Clearance Form and a packet of information from PPD. The form must be completed as described and returned to PPD. The supervisor of the separating employee must mark the "not applicable" box and sign in sections that do not apply. Employees will not receive a final paycheck until the form is completed.

The exit signatures are divided into four (4) sections. Each section must be completely signed before the signatures for the next section are obtained. Signatures within each section can be obtained in any order, unless stated otherwise on the form.

The order of the sections are as follows:

First set of signatures:

- **Immediate Supervisor**
- **Commander/Manager**

Second set of signatures:

- **Pensions** – Obtain information regarding post-retirement employee benefits
- **Benefits** – Obtain information regarding post-retirement employee benefits
- **Planning & Research Division** – Return General Order Manual
- **Drug Laboratory** – Crime Scene Investigators and Lab Technicians only, contact the Drug Laboratory regarding a disposition for their narcotic-related evidence
- **Technology Integration Section –** Return issued radios, cell phones, pagers, laptops, and accessories.
- **Property Warehouse** – Crime Scene Investigators, the departing employee shall contact the Property Warehouse as soon as possible to schedule an appointment
- **Clothing and Supply Unit** – Return issued uniforms, and equipment
- **Mobile Technology Center** - Return desk charger and extra battery for mobile radio
- **Records Section -**
  Traffic Management
  - Security Officers Only, return parking violation notice books

  NCIC/Validations Unit
  - Return issued RSA token to the NCIC Security Agency Coordinator
- **Police Fleet Management** – Return assigned vehicle and related equipment to include:

- Audio transmitter for in-car camera
- Satisfy all outstanding traffic violations (e.g., red light and speed camera)

Third set of signatures:

- **Fiscal Management Division** – Arrange for mailing of final paycheck
- **Bureau Chief** – The Bureau Chief (for the separating employee) must sign the separation form after all other signatures have been obtained, with the exception of the Police Personnel Division whom will sign all clearance forms last.

Fourth (final) set of signatures:

- **Employee** – Acknowledges that all obligations have been met
- **Police Personnel Division** – Return identification and Keyscan cards

Supervisor's Responsibilities

The departing employee's supervisor shall:

- Monitor the clearing process to ensure the Separation Clearance Form is completed
- Ensure all Departmental property is returned
- Conduct an investigation when an employee has not properly checked out or retains Departmental property

The Commander/Manager, PPD may be contacted for assistance.

Salary Due Departing Employees

Employees terminating employment in the middle of a pay period are paid only for the actual number of hours worked. Scheduled days off shall not be included in the computation of a completed workweek or portion thereof.

Employees should contact the County's Office of Human Resources Management, before submitting a letter of resignation, to facilitate the selection of a date that creates the least difficulty for the employee's pay considerations.

Notifying the Court Liaison Officer

The Commander/Manager, PPD shall transmit, via memorandum, the following information to the Court Liaison Officer regarding any employee who leaves the Department:

- Full name
- ID number
- Last duty assignment
- Home telephone number
- Current address
- Date of separation

Involuntary Separation – Letter from Chief of Police

Whenever an employee is involuntarily separated from employment, the Chief of Police shall direct a letter to the employee containing the following:

- Reason for separation
- Effective date of separation

Involuntary Separation – Explanation of Benefits

Whenever an employee is involuntarily separated from employment, the County's Office of Human Resources Management shall explain the following during a scheduled clearance interview:

- Statement of the status of fringe and retirement benefits after dismissal
- Summary of benefits that may continue after separation
- Points of contact for add-on programs such as continuing medical insurance, deferred compensation, etc.

Annual & Sick Leave Payout on Employment Termination

See: **VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS**, Section **1. Annual Leave** and Section **2. Sick Leave**

7. Resignation and Retirement Procedures

Departmental Participation

Employees that are retiring are requested to formally notify the Chief of Police and the Commander/Manager, PPD in writing no less than 30 days before the desired retirement date.

Employees that are resigning are requested to formally notify the Chief of Police and the Commander/Manager, PPD in writing no less than 14 days before the desired resignation date.

The Commander/Manager, PPD shall formally notify the appropriate Deputy Chief and the President of the employee's labor organization of the employee's intent to retire or resign. The Commander/ Manager, PPD shall, in addition to any other related duties:

- Advise the Customer Services Manager to schedule a meeting with the employee so formal departure amenities can be discussed
- Advise the employee of the resources available in the retired employees' association

Employees retiring/resigning while under investigation or pending acceptance of discipline by the Internal Affairs Division need to be aware of the following:

- If the investigation was completed with an approved Disciplinary Action Recommendation, and the resignation/retirement was prior to acceptance of the discipline or Administrative Hearing, the sustained findings will remain in the Internal Affairs case file
- If the investigation has not been completed, the Internal Affairs Division will complete the investigation and any sustained findings will be placed in the Internal Affairs case file
- The employee gives up all rights to an Administrative Hearing, and will not be afforded the opportunity to dispute any sustained findings from the investigation
- All sustained dispositions will remain in the Internal Affairs file and can be expunged after ten years from the date of resignation/retirement; except for Departmental shootings and in-custody deaths, which will remain on file for 75 years
- The Chief of Police has the right to accept the employee's resignation/retirement with prejudice

Official Retirement Mementos

The Chief of Police shall secure and present the following to personnel retiring in good standing:

- Retirement badge
- Wall decoration or plaque displaying the County police logo and the retiring employee's name, years of service, and retirement rank
- Retirement identification card

Pre-Retirement Preparations

The County's Office of Human Resources Management conducts pre-retirement seminars for employees (and their spouses) who are within five to ten years of retirement eligibility. These seminars address issues such as:

- Pension and benefit options information
- Health and life insurance
- Financial planning
- Estate planning
- Career and life planning
- Psychological aspects of retirement

Contract Custodial Personnel

The County's Office of Central Services (OCS) – Facilities, Operations, and Management Division contracts with private employers to provide custodial personnel for police facilities. OCS notifies contract employers which applicants are eligible for access to the police facilities.

Contract custodial employees must respond to PPD for processing before working at any police facility. The custodial services contractor conducts a background investigation of the applicant, through Maryland State Police. Contract custodial employees must arrange with PPD to have a picture taken for the contract employee ID card before working at any police facility.

For issuance of Keyscan and PGPD Identification cards to contract custodial employees ***See*: VOLUME I, CHAPTER 19. FACILITY SECURITY.**

If PPD does not approve the applicant, the Commander/Manager, PPD shall notify the Commander/Manager of the facility where the applicant was to have been assigned

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.1.1, 22.2.1, 22.2.2, 26.1.7

Governing Legislation:

- Personnel Law, Section 16-227
- Personnel Law, Section 16-219

14. EMPLOYEE EARLY IDENTIFICATION SYSTEM (EIS)

(December 2016)

I. POLICY

Police employees experience high levels of job stress that may have a negative effect on job performance. Employees experiencing high stress or distress may exhibit high accident rates, prolonged tension, low morale, and general irritability. These traits sometimes lead to less than optimal employee conduct toward their peers and the public. When multiple employees experience unhealthy levels of job stress, the collective result may be detrimental to the employee as well as the Department's ability to deliver high-quality police service to the community.

The purpose of the Early Identification System is to provide a systemic review of significant events such as complaints, use of force incidents, shootings, transfers, Departmental accidents, etc., involving Department employees. It is a time-sensitive system, designed to effectively organize employee data in a format conducive to prompt identification of early indicators of employee stress. The data is provided to Commanders, Managers and Supervisors in a timely manner in order that evaluation and appropriate action may be taken to intervene, as necessary. This system will generate monthly and quarterly reports outlining employees' complaints and use of force incidents.

The Early Identification System is an integral part of the Department's police-community relations strategy. It benefits employees by helping them to recognize their own stress levels before they get out of hand; it benefits Supervisors by providing them with timely and accurate management information; and it benefits the public by minimizing the number of police employees who may be at risk for future disciplinary actions.

II. CHECKLIST (N/A)

III. DEFINTIONS (N/A)

IV. FORMS (N/A)

V. PROCEDURES

1. Early Identification System Monthly Reports

The first part of the Early Identification System that provides an affirmative alert or flag of a potential employee stress problem is the monthly report. Designed strictly to highlight tendencies that may otherwise be overlooked with regard to complaints or allegations and use of force incidents, the monthly report alerts Commanders/ Managers and Supervisors to take notice. The monthly report lists officers who have been the subject of two or more complaints or use of force incidents and/or a combination of one complaint and one use of force incident during a 60-day period. For each incident or complaint, it lists the following:

- Officer's name and identification number
- Name of each complainant
- Date and brief description of each complaint
- Extent of injuries in each incident

The monthly report is distributed to the Commander/Manager of the Departmental entity where the concerned officer is assigned. Although not used as flagging devices, information such as recent

transfers, Departmental accidents, and inquiries will be contained in reports provided to the affected Commanders/Managers.

The monthly report requires that the District/Division Commanders/Managers, Section/Shift Commanders, and the employees' immediate Supervisors shall personally meet with the subject employees. The Commanders/Managers and the Supervisors shall review each complaint and use of force incident in detail, and consider them collectively in relation to any other factors they may be aware of involving the subject officers. The employees required to be present for the interview are the employee, their immediate Supervisor, Lieutenant, Captain, and the District/Division Commander/Manager. Factors such as excessive absenteeism, recent arguments with coworkers, or recent accidents, in conjunction with above-average complaints and use of force incidents, may be indicative of an abnormal stress reaction.

The employee identified in a quarterly report will be required to attend a formal interview with their Commanders/Managers. The employee will be advised that they were listed on the Early Identification System report and the purpose of the interview.

If in the Commander's/Manger's assessment, the subject employee is exhibiting stress-related behavior, there are several options or courses of action that may be initiated. The actions, which are based on the nature and severity of the problem(s), include the following:

- No specific monitoring
- Initiate informal counseling and informal monitoring of the employee's performance by their Supervisor
- Initiate formal counseling or corrective action, as appropriate
- Initiate formal monitoring for 24 weeks with monthly formal review and reporting
- Refer the employee to the Training & Education Division for additional training
- Voluntarily refer the employee, or order them to contact the Department's Psychological Services Section for counseling or referral assistance
- Change the employee's duty status, for example, temporary light duty, administrative assignment, relief of duty, etc.
- Reassignment

Regardless of which form of intervention is taken, Commanders/Managers must respond back to the Chief of Police in writing, indicating the date and time of the interview, as well as the participants and results. Commanders/Managers will include their assessment and any intervention action taken. If no intervention is taken, the Commander/Manager must articulate specific reasons for not taking action.

After a close review of the complaints, use of force incidents, and related factors, Commanders/Managers may find that the above average number of complaints and uses of force do not indicate abusive behavior by the employees. In such cases, Commanders/Managers may have the employees' Supervisors informally monitor the employees' performance for a period of time and suggest that the employees be aware of their own performance in the spirit of prevention of potential behavior concerns.

2. Early Identification System Quarterly Reports

The quarterly report lists both complaints and use of force incidents. It lists all employees who have been involved in two or more complaints and/or a combination of three or more complaints and use of force incidents in a three-month period. For each complaint and use of force incident it lists:

- Employee's name and identification number
- Name of each complainant
- Date and brief description of each complaint
- Extent of injuries in each incident

The quarterly report has a standard cover page and separate pages attached for each employee identified. It is disseminated from the Commander, Internal Affairs Division to the Division Commander/Manager of each employee identified; however, each Commander only receives the attachments for the employee(s) in their command.

The quarterly report requires that the District/Division Commanders, Section/Shift Commanders/Managers, and the employees' immediate Supervisors shall personally meet with the subject employees. The Commanders/Managers and the Supervisors shall review each complaint and use of force incident in detail, and consider them collectively in relation to any other factors they may be aware of involving the subject employees. The employees required to be present for the interview are the employee, their immediate Supervisor, Lieutenant, Captain, and the District/Division Commander/Manager. Factors such as excessive absenteeism, recent arguments with coworkers, or recent accidents, in conjunction with a greater than average number of complaints and use of force incidents, may be indicative of an abnormal stress reaction.

The employee identified in a quarterly report will be required to attend a formal interview with their Commander/Manager. The employee will be advised that they were listed on the Early Identification System report and the purpose of the interview.

If in the Commander's/Manager's assessment, the subject employee is exhibiting stress-related behavior, there are several options or courses of action that may be initiated. The actions, which are based on the nature and severity of the problem(s), include the following:

- No specific monitoring
- Initiate informal counseling and informal monitoring of the employee's performance by their Supervisor
- Initiate formal counseling or corrective action, as appropriate
- Initiate formal monitoring for 24 weeks with monthly formal review and reporting
- Refer the employee to the Training & Education Division for additional training
- Voluntarily refer the employee, or order them to contact the Department's Psychological Services Section for counseling or referral assistance
- Change the employee's duty status, for example, temporary light duty, administrative assignment, relief of duty, etc.
- Reassignment

Regardless of which form of intervention is taken, Commanders/Managers must respond back to the Chief of Police in writing, indicating the date and time of the interview, as well as the participants and results. Commanders/Managers will include their

assessment and any intervention action taken. If no intervention is taken, the Commander/Manager must articulate specific reasons for not taking action.

After a close review of the complaints, use of force incidents, and related factors, Commanders/Managers may find that the above average number of complaints and uses of force incidents do not indicate abusive behavior by the employees. In such cases, Commanders/Managers may have the employees' Supervisors informally monitor the employees' performance for a period of time and suggest that the employees be aware of their own performance in the spirit of prevention of potential behavior concerns.

VI. GOVERNING LEGISLATION & REFERENCE (N/A)

15. EMPLOYEE INJURIES & ILLNESSES
(July 2019)

I. POLICY

Employee safety, both on and off-duty, is of paramount concern to the Prince George's County Police Department (PGPD). When an employee is injured or becomes ill, either on or off-duty, to the extent that they must be on leave, the employee shall immediately notify their Supervisor.

Psychological and stress-related conditions may impact the employee's job performance and off-duty quality of life. Any reports of unusual (bizarre) behavior or statements made by employees are considered serious and necessitate immediate action by Supervisors or employees who witness or learn of this behavior. This information shall be immediately reported to a Supervisor.

Supervisors shall notify Public Safety Communications when an employee is fatally injured on the job. The on-duty Communications Supervisor shall notify the County Safety Engineer.

II. CHECKLIST (N/A)

III. DEFINITIONS

County Medical Review Officer (MRO): A licensed physician who serves as a consultant to facilitate the safe return of injured or ill employees to the workplace in accordance with County policy, practice and mandates

Case Manager: A Risk Management employee who is responsible for coordinating liability and Workers' Compensation claims for PGPD employees

Disability Review Board (DRB): A board comprised of seven members, designated in accordance with the provisions of the Police Pension Plan, for the purpose of making disability retirement determinations for police officers

Medical Advisory Board (MAB): A board comprised of nine physicians, appointed by the County Executive, pursuant to the Police Pension Plan, for the purpose of providing the Disability Review Board a written medical opinion regarding the fitness for duty and the effect of any alleged disabilities of public safety employees for use by the Disability Review Board in determining eligibility for disability retirement

Occupational Diseases: Ailments, disorders, or illnesses resulting from work conditions inherent and inseparable from employment

Recurring Injury: A recurrence or aggravation of an injury that an employee has previously reported

Risk Manager: The Departmental employee who is responsible for coordinating liability and Workers' Compensation claims for PGPD employees

Work-Related Injuries: Injuries resulting directly from a work-related task or duty and occupational diseases

IV. FORMS

- Attending Physician's Notification Form (PGC Form #5147)
- Employee Injury Form (Supervisor's Accident Investigation & Report for Personal Injury/Follow-Up/Return To Work Notice) (PGC Form #5125)
- Exception to Normal Duty Status Report (PGC Form #4498)

- Case Report (PGC Form #3529)
- Infection Control Exposure Report (PGC Form #3762)
- Injury Buckslip (PGC Form #5171)
- Request for Light Duty Personnel Memorandum (PGC Form #5173)
- Workers' Compensation First Report of Injury or Illness

V. PROCEDURES

1. Work-Related Injuries

(Maryland Code – Labor and Employment Article; Prince George's County Administrative Procedures #165 & #284; and Negotiated Labor Agreements)

Employee's Responsibilities

Employees shall notify their Supervisor within 24 hours of the occurrence of any work-related injury or illness, including stress-related and psychological injury or illness, regardless of the severity.

For occupational diseases, employees shall notify their Supervisor within 24 hours of the time they become aware of the disease or diagnosis, or should have been aware of the occurrence of the occupational disease.

If the employee's immediate Supervisor is not available, the employee shall notify the next Supervisor in their chain of command. Failure to do so may disqualify employees from eligibility for disability leave.

Employees are encouraged to make an appointment with a licensed physician within 24 hours of sustaining a work-related injury, even if they do not have a visible injury or immediate pain. A licensed physician should examine the employee within seven calendar days of sustaining a work-related injury. Failure to do so may disqualify employees from eligibility for disability leave.

When a physician examines an employee, the physician will complete the Attending Physician's Notification Form supplied by the employee. This provides the basis for establishing disability leave or light duty eligibility. This form shall be completed and returned directly to Risk Management within three days of the examination. A copy of this form will be forwarded through the employee's chain of command.

Supervisor's Responsibilities

Supervisors shall initiate an investigation upon being notified of a work-related injury or occupational disease. They are responsible for the timely completion and submission of the investigation forms.

2. Injuries Incurred During Extra-Curricular Activities

Participation in athletic or similar events not sponsored or mandated by the Department is not considered an authorized work-related activity. Therefore, injuries sustained during such activities are not covered by Workers' Compensation.

3. Injuries/Illnesses Incurred Off-Duty

When employees incur an off-duty illness, injury, or medical condition that may prevent them from performing their assigned duties, they shall notify their Supervisors within 24 hours of occurrence. If an employee is diagnosed with an infectious disease, such as tuberculosis, they shall notify their Supervisor within 24 hours of diagnosis. The Supervisor shall notify the employee's Commander/Manager as soon as practical. PGPD reserves the right to request additional information or proof of medical care, not to include diagnosis and treatment.

If the off-duty injury or illness occurred while performing a police action, the Supervisor shall contact Risk Management to report the injury and/or illness within 24 hours. Risk Management will contact the Workman's Compensation contractor to report the injury or illness.

In cases of infectious disease, regardless of the employee's duty status when the disease was contracted, the Supervisor shall contact Risk Management to report the illness within 24 hours of diagnosis.

4. Forms to be Completed Upon Initial Notification of Injury or Illness

Supervisors shall complete the below listed reports and forms upon being notified of an employee's injury or illness. Supervisors shall use the Injury Buckslip whenever they submit injury paperwork.

Supervisors shall scan and email copies of the Employee Injury Form and First Report of Injury or Illness before end of the shift to Risk Management at Police_Risk Management@co.pg.md.us. Forms do not need to be completed or approved prior to emailing. Supervisors shall forward completed originals of all required documents within three work days through the chain of command to the Department's Risk Manager.

Case Report

- Supervisors shall complete and forward the original to their Commander's/ Manager's office for review before going off duty
- Commanders/Managers shall review and ensure delivery of a copy to Risk Management within three days of notification of the injury
- The approved original shall be forwarded to the Records Section

Workers' Compensation First Report of Injury or Illness

- Supervisors shall complete the Workers' Compensation First Report of Injury or Illness Form within 24 hours of occurrence. Only Risk Management is authorized to access the third party administrator's claim site to obtain a claim number. Once Risk Management receives the injury paperwork, then a case manager will obtain the claim number for the employees' injury/illness and notify the Supervisor and the employee. When reporting the injury, Supervisors shall not make an official determination as to whether or not the injury was work-related.
- Supervisors shall complete and forward the original to their Commander's/ Manager's office before the end of shift when the incident occurred
- Commanders/Managers shall review and email to Risk Management
- Commanders/Managers shall ensure completion and hand delivery of the original to Risk Management within three days of the report of injury

Employee Injury Form (Supervisor's Accident Investigation & Report for Personal Injury)

- Supervisors shall complete the Supervisor's Accident Investigation & Report for Personal Injury section of the Employee Injury Form and forward the original to their Commander's/ Manager's office for review before going off duty; if the Supervisor has knowledge that the claim may be false, they shall document such on this form

- Commanders/Managers shall review and email to Risk Management
- Commanders/Managers shall ensure completion and hand delivery of the original to Risk Management within three days of notification of the injury

Commanders/Managers shall designate an individual to review, approve, and forward injury paperwork in their absence. Except as noted, injury paperwork shall not be forwarded outside the Department prior to command review at the District/Division level.

5. Diagnosis, Treatment Plan & Prognosis

An Attending Physician's Notification Form shall be completed whenever an employee is examined for a work-related injury or illness.

The employee shall ensure that the Attending Physician's Notification Form and any other required documentation is forwarded directly to Risk Management. The Attending Physician's Notification Form shall be submitted by the employee no later than three days after an examination for on or off-duty injuries.

Employees on or off-duty who become ill or are injured to the extent that the impairment may render them unable to perform their normal duties (excluding common and minor illnesses, such as colds and influenza) shall be examined by a medical professional. The employee shall provide the medical professional with an Attending Physician's Notification Form or other required documentation (e.g. family medical leave forms) and ensure its completion. The employee shall have the medical professional review and otherwise complete the entire form(s). The employee shall also ensure that the medical professional reviews the position description for police officers prior to making a duty status recommendation. The employee shall ask the medical professional to indicate on the form(s) what date they may be able to return to full duty or be placed on light duty. This duty status recommendation is subject to review by the County Medical Review Officer (MRO) or other medical professional retained by the County.

Attending Physician's Notification Forms must contain the signature of a physician. Forms that contain only the signature of a Certified Nurse Practitioner or Physicians Assistant, or similar medical practitioner may not be processed and may be returned to the employee.

Commander's/Manager's Duties

Commanders/Managers shall forward all injury paperwork to Risk Management as required.

For off-duty injuries, Commanders/ Managers shall ensure that the paperwork is marked "off-duty" unless the injury was sustained while performing a police action and has been filed as a Workers' Compensation claim.

6. Forms to be Completed by Risk Management

The Department's Risk Manager shall be responsible for completing follow-up injury paperwork for those employees that are placed on no duty or light duty status for more than three days.

Employees on light duty or no duty status for more than three days shall deliver the Attending Physician's Notification Form directly to Risk Management.

Risk Management shall notify Commanders/ Managers of changes to their employee's duty status.

Return to Full Duty Clearance

The Return to Full Duty Clearance Form shall be obtained, solely, from Risk Management and completed upon the employees return to full duty status. A copy will be provided to the employee to provide to their Supervisor. Risk Management will make email notification to the employee's Commander/Manager.

7. Employees on No Duty

Employees who have been placed in a no duty status, for more than three days, by a physician shall be assigned (TDY) to Risk Management. Affected employees will report to Risk Management for further instructions.

No duty employees shall:

- Report to the Risk Management office in person within 48 hours and complete an employee orientation packet, to include the employee's current home address and telephone number, and provide it to the case manager; the case manager will make special arrangements to get the employee orientation packet from no duty employees who are totally disabled per medical documentation (i.e., unable to drive)
- Contact the case manager at least once every seven calendar days, either in-person or via telephone, to update the status of their case and/or medical condition
- Forward follow-up Attending Physician's Notification Forms to Risk Management; the forms shall be completed at least once every thirty days or whenever a no duty employee is examined by a physician
- Forward medical progress notes, received initially and at any subsequent doctors visits, to the case manager
- Be available for contact by Risk Management between 0800 and 1600 hours on weekdays and notify the case manager of any travel plans outside of the region

Case manager shall:

- Complete the Electronic Time Sheet (ETS) from the onset of injury
- Complete all follow-up injury paperwork for employees who are on no duty
- Advise the employee about the Medical Advisory Board (MAB) and Disability Review Board (DRB) process during the initial orientation meeting

8. Employees on Light Duty

(Personnel Law, Sections 16-224 & 16-189)

An employee with a temporary impairment may be detailed to duties within their capacity to perform. Work restrictions and the classes of work that the employee may safely pursue must be specified.

Light duty assignments are limited to the period specified in an Attending Physician's Notification Form, which cannot exceed 30 calendar days per examination. The employee's physician must complete additional Attending Physician's Notification Forms to extend their light duty assignment. The employee shall forward medical progress notes, received initially and at any subsequent doctors' visits, to the case manager. The Chief of Police may grant light duty assignments for up to 180 calendar days.

If a medical question arises regarding any employee's eligibility for light duty, the case manager and County MRO may refer the question to the MAB.

Employees in a long term light duty assignment other than pregnancy must be referred to the County MRO and/or MAB, for an independent medical examination prior to the 120th day of the assignment. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees on light duty shall not operate any Departmental vehicles. For exceptions to the Departmental vehicle restriction see **VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES,** Section **2. Vehicle Use Provisions**.

Employees who have been placed in a light duty status, for more than three days, by a physician may be temporarily assigned (TDY) to another duty assignment. Light duty assignments shall be made by Risk Management, with concurrence of the employee's Deputy Chief.

Light duty assignments will be based upon:

- The needs of the Police Department
- The medical information provided by the attending physician, medical records, and/or the MAB
- The qualifications of the light duty employee

Commanders/Managers may request to have light duty employees assigned to their Districts/Divisions. They shall complete a Request for Light Duty Personnel Memorandum.

Light duty employees shall:

- Report to the Risk Management office in-person to receive written notification of their light duty assignment; the case manager shall notify each light duty employee of their TDY assignment and the name of their TDY Supervisor, and forward a copy to the affected Commander/Manager of the TDY assignment
- Complete an employee orientation packet, to include the employee's current home address and telephone number, and provide it to the case manager
- Deliver follow-up Attending Physician's Notification Forms directly to the case manager; the forms shall be completed at least once every thirty days or whenever a light duty employee is examined by a physician

Supervisors who have light duty employees assigned to them TDY shall:

- Be responsible for the normal administrative functions (i.e., approving/denying leave, completing inspections, etc.) for each light duty employee
- Complete each light duty employee's payroll

9. Change in Duty Status of Employees on No Duty or Light Duty

Employees whose duty status has been changed by their physician shall immediately report to the Risk Management office in person with their Attending Physician's Notification Form. If Risk Management does not feel that a duty status change is in the best interest of the employee or the Department, they may refer the matter to County MRO for review.

Employees whose duty status has been changed pursuant to an order from the Chief of Police or his designee shall immediately report to the Risk Management office in person to sign their order.

The Department's Risk Manager shall notify Commanders/Managers of changes to their employee's duty status.

The Department's Risk Manager shall make appropriate TDY assignments for those employees who have been upgraded from no duty to light duty status. Upon notification that an employee has been found medically fit to return to full duty, the Risk Manager shall inform the employee's affected Commander/Manager of the employee's assignment. The Risk Manager shall subsequently inform the employee.

10. Procedures for Recurring Injuries/Illnesses

(Administrative Procedure #284)

Documentation Required

A recurrence or aggravation of an injury is considered a continuation of the original injury and requires corroborating medical documentation. The recurrence or aggravation may occur on or off duty.

For claim purposes, the date of recurrence is the first day of scheduled work the officer misses, no matter when the actual recurrence injury happened, such as when off duty.

Employees shall report recurring injuries/illnesses in the same manner as original injuries/illnesses, including an Attending Physician's Notification Form.

The review and forwarding process is the same as for original work-related injuries and illnesses.

Supervisors shall document recurring injuries and illnesses on the Supervisor's Accident Investigation section of the Employee Injury Form. When completing this form, Supervisors must include the date of the original injury or disease and the date of recurrence.

11. Examination by County Physician

Whenever the Chief of Police has reason to believe that an employee's health impedes satisfactory performance of their duties and responsibilities, the Chief of Police may require the employee to be examined by a physician retained by the County at no cost to the employee. The County MRO or MAB will review the duty status recommendation.

The County-retained physician will attest to the physical ability of the employee to remain on leave or return to work.

When there is confirming medical evidence that the employee has recovered and is able to satisfactorily perform their duties, any limitations imposed pursuant to previous Attending Physician's Notification Forms will be removed and the employee will be returned to full duty.

12. Psychological and Stress-Related Conditions

Employees must notify their Supervisor of psychological and stress-related conditions, just as they would any other work-related injury or illness that would affect their ability to perform the essential functions of their job or would pose a direct threat to the health and safety of others.

When a Supervisor learns of behavior indicating a potential psychological or

stress-related condition affecting an employee, the Supervisor shall immediately notify their Commander/Manager. The Supervisor shall also immediately refer the employee to the Psychological Services Section (PSS) who shall conduct an initial assessment of the employee and make a recommendation to the employee's Commander/Manager. The recommendation will address whether the employee should remain on full duty, be placed in an administrative duty status, be referred for an immediate medical evaluation, or referred for further treatment until fitness for duty can be determined. The employee's Commander/Manager shall notify Risk Management of the assessment outcome. PSS shall take appropriate action as detailed in their SOP.

A Supervisor who learns of a potential psychological or stress-related condition affecting an employee shall complete the injury paperwork required for an on-duty injury.

If a mental health professional (independent of PSS) diagnoses an employee with a psychological or stress-related condition, the employee's Supervisor shall follow reporting procedures for a work-related injury/illness. The Supervisor may contact PSS for assistance when preparing the reports.

Upon report of psychological or stress-related cases, PGPD, under the direction of the employee's Deputy Chief, shall conduct an initial review of the case. Based on information from the employee's Commander, Risk Management, PSS, and any other mental health practitioner, the Deputy Chief shall decide the employee's duty status, such as administrative assignment or suspension, pending case resolution.

Risk Management shall notify PSS of all claims for psychological and stress-related conditions for the purpose of case coordination and tracking of critical cases and trends within the agency.

13. Handling Medical Documents from Outside Agencies

Employees receiving correspondence from doctors/medical facilities or collection agencies regarding medical bills should immediately notify Risk Management. Employees receiving hospital and doctor bills, receipts, certificates, x-ray reports, or other medical reports shall promptly forward them to Risk Management for processing.

The County's claim agent mails the Workers' Compensation Commission Employee's Claim Form (MPC1) to the employee. The employee must complete the form and mail it to the Workers' Compensation Commission. Claims must be filed within two years. Failure to do so may bar a claim.

14. Disability Leave

Employee's Leave Status

Time absent from the job for medical treatment on the date of injury or occupational disease shall be charged to administrative leave.

Employees may be placed on disability leave when they incur an illness, injury, disability, or medical condition that prevents them from performing the duties of their position. Risk Management will make all initial determinations for granting disability leave. The Office of Human Resource Management (OHRM) shall make the final determination of an employee's eligibility for disability leave based on supporting

medical documentation, provided that proper notifications of the injury or illness were made. Risk Management is the only authorized unit to grant disability leave and will code an employee's ETS timecard for disability leave.

Employees are not back-charged sick or annual leave for leave used while waiting for approval for disability leave.

If the injury or illness is subsequently determined not to be duty-related or does not require the employee to remain on disability leave, the employee shall be placed on sick leave, returned to full duty, or placed on light duty.

Suspension of police powers in these cases is determined on a case-by-case basis, after Supervisory recommendation and command review. The Deputy Chief in the employee's chain of command will make the final police power suspension or non-suspension decision.

Disability Leave

(Personnel Law, Section 16-224)

Employees who are temporarily disabled while working receive full salary for the period of temporary disability without charge against their leave balance, provided:

- The disability resulted from an injury or illness sustained directly in the performance of duties
- OHRM, decides that the disability meets the eligibility criteria

Employees who are on disability leave for more than seven calendar days shall telephone their case manager weekly to verify the continued disability. The case manager shall document this contact in the Follow-Up Section of the Employee Injury Form.

Disability Leave Time Limitations

(Administrative Procedure #284)

Disability leave is limited to the period specified in the Attending Physician's Notification Form. Disability leave may be granted for up to 30 calendar days based on one Attending Physician's Notification Form. Employees on disability leave shall submit an Attending Physician's Notification Form to Risk Management at least every 30 calendar days in order to be eligible for additional disability leave.

Employees may be granted disability leave in half-day increments for follow-up medical appointments after a return to duty.

Disability leave shall not exceed 180 calendar days for any one injury or illness. If an employee remains totally incapacitated after the 180 days of disability leave, they shall be placed on either sick or annual leave or Leave Without Pay (LWOP), as appropriate.

Additional Leave Periods

(Personnel Law, Section 16-189)

Employees on extended disability leave must be reviewed by the County MRO or MAB, and may be ordered for an independent medical examination prior to the 120th day of leave. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees who are close to exhausting their allotment of disability leave may request additional leave periods. Officers may be granted up to two additional 90-day periods of disability leave. Civilian employees may

be granted one additional 90-day period of disability leave.

Employees shall prepare a memorandum requesting a grant of additional disability leave and submit it through the chain of command to the Chief of Police. The Chief of Police shall review the request along with other relevant documentation to decide the appropriateness of recommending the continuance of disability leave.

Additionally, employees who may be eligible to receive one or both of the contractually authorized 90-day extensions of disability leave must be referred to the County MRO for a re-evaluation prior to the 60th day of each 90-day extension. Employees applying for any extension of disability leave will have their duty status and medical condition, including a report from the treating physician stating the current diagnosis, prognosis, and treatment plan, reviewed by the County MRO.

Disability leave use is cumulative and does not require consecutive use periods. The Police Personnel Division will send a letter to employees consistently granted disability leave for two or more pay periods, advising them that their Family and Medical Leave (FMLA) runs concurrently with disability leave. When an employee uses fifteen or more weeks of disability leave during a calendar year, their FMLA leave entitlement will be exhausted.

Civilian Employees

Civilian employees covered by the PCEA may be placed on disability leave after obtaining a completed Attending Physician's Notification Form. Risk Management will make an initial determination of disability leave eligibility. OHRM will make the final determination of eligibility for disability leave for PCEA-covered civilian employees. All other civilian employees not returning to work following a work-related injury or occupational disease, shall be placed on sick leave, annual leave, LWOP, or personal leave until OHRM establishes the employee's eligibility for disability leave or detail assignment.

Granting of Disability Leave

(Administrative Procedure #284)

Sworn employees shall request that the physician thoroughly review the Attending Physician's Notification Form and position description for police officers before completing the form to ensure that light duty is mentioned as an option in lieu of no duty.

If the County MRO decides that light duty was justified when an employee was off work, further disability leave may not be granted. The employee's refusal to accept a light duty assignment renders them ineligible for disability leave during the period of temporary disability.
Risk Management will, upon notification and verification of any work-related injury or occupational disease, review the documentation to make a preliminary determination whether disability leave or light duty is appropriate for the injured employee. This decision shall be made within 24 hours of receipt of documentation and shall be based on reasonable information available from the Supervisor's report and the Attending Physician's Notification Form.

Unless a medical question arises, OHRM shall determine final eligibility for disability leave or light duty within three working days of receiving the Attending Physician's Notification Form and the Employee Injury Form from Risk Management. OHRM will

inform both Risk Management and the employee of its decision.

Medical Questions

If a medical question arises regarding any employee's eligibility for disability leave, the Department's Risk Manager and the County MRO may refer the question to the MAB. The County MRO shall make a recommendation, with or without the recommendation of the MAB, on the medical leave question.

Denial of Disability

Failure to provide required medical documents as needed may result in disability leave being denied.

Disability leave shall not be granted when OHRM decides that disability leave is not appropriate. In such cases, the employee shall be placed on another approved leave status.

If OHRM establishes the fact that the employee is not disabled, the Chief of Police shall order the employee to return to duty. If the employee refuses to return to work, the Chief of Police may initiate disciplinary action for being AWOL and/or insubordinate.

Assignment of Workers' Compensation Benefits

Employees shall assign to the County such non-medical benefits as awarded for the temporary disability by the Maryland Workers' Compensation Commission. Failure to do so may disqualify employees from non-medical benefits.

15. Communicable or Infectious Disease Exposures

Employee's Responsibilities

Employees who sustain potential infectious disease exposure shall notify their Supervisor immediately, or as soon as they become aware of the exposure.

Any on-duty employee who is exposed to a communicable disease, blood or body fluid, or other potentially infectious material (to include needle sticks), during regular business hours (0800-1630), shall immediately notify the Department's Infection Control Officer via the 24-hour Post-Exposure Hotline at 202-510-1824. The employee shall advise the person who answers that they are a county employee with an exposure, and request to speak with the Infection Control Officer. The Infection Control Officer will arrange for any necessary counseling, treatment, or referrals. To be effective, required post-exposure prophylaxis must be started within two hours of the exposure.

To ensure availability of the appropriate medications employees should not report to a medical care facility prior to contacting the Infection Control Officer. The only exception to this directive is when an emergency situation exists, such as a broken bone or deep wound requiring sutures.

If an on-duty employee is exposed to an infectious disease after regular business hours (1630-0800, weekends, and holidays), they shall call the Concentra Medical Center, Steeple Chase office. If closed, the employee shall call the Concentra, Arbutus Office. Press zero to talk with a person. When speaking with the Concentra office, advise them:

- PGPD Employee's Name
- An exposure has occurred and the affected employee requests to speak with a doctor or physician's assistant for exposure triage

The doctor or physician's assistant will provide further instructions. Employees should not respond to any Concentra location without first speaking with a medical professional. The Infection Control Officer should only be contacted after hours, when the employee is unable to contact Concentra for triage and instructions.

Employees shall complete the Infection Control Exposure Report and forward it to the Infection Control Officer within 24 hours of the exposure.

An employee exposed to the blood or other body fluids of an individual transported to a medical care facility shall ensure that the RMS number and their ID number are placed on the individual's admission/medical forms.

The employee shall also ensure the RMS number and their ID number are placed on the ambulance reports when the individual is transported by ambulance.

Placing these numbers on the appropriate forms allows subsequent notifications to the employee when necessary.

Dissemination of Information

Any employee having information relating to another employee's infectious disease exposure shall not divulge such information except, as necessary to:

- Infection Control
- A medical care facility
- Risk Management

Supervisor's Responsibilities

Supervisors shall investigate each reported infectious disease exposure.

Supervisors shall ensure the exposed employee contacts the Infection Control Officer. The Supervisor shall contact the Infection Control Officer, if the employee is unable to do so, due to their injury or illness. Within one working day following the incident, the employee shall schedule an appointment for an evaluation of the incident to determine appropriate medical follow-up procedures.

Medical Advice

For medical advice concerning communicable and infectious disease contacts, employees shall contact the Infection Control Officer.

16. Infectious Disease Exposure Guidelines

Needle Stick/Sharp Instrument Injuries

These injuries represent great risk of transmission of HIV and the hepatitis viruses. Extraordinary precautions should be taken to prevent needle stick/sharp instrument injuries. When conducting searches, employees should never blindly place their hands in areas where there may be sharp objects that could puncture the skin.

Any employee receiving a needle stick or sharp instrument injury should allow the injury to bleed freely, then immediately wash the area for at least 30 seconds with running water and soap or other approved detergent/hand cleaner. As these injuries

represent a significant communicable disease exposure risk, the employee shall seek immediate medical treatment. The attending physician should be made aware of the circumstances surrounding the injury in order to determine the appropriate treatment. Applicable provisions of this section and section **1. Work-Related Injuries** of this chapter shall be followed.

Mouth-to-Mouth Exposures

When possible, employees shall use disposable airway equipment, resuscitation bags or protective face shields. Any employee performing mouth-to-mouth resuscitation on a respiratory arrest victim shall immediately respond to the medical care facility where the victim was transported. The employee shall notify the attending physician of the incident so that a preliminary diagnosis can be made and a possible diagnostic test may be performed to rule out the presence of infectious disease. When mouth-to-mouth resuscitation is performed on an infant or a person with a history of recent cold or fever, the attending physician should be requested to obtain throat cultures of the person. Applicable procedures outlined in this section and in section **15. Communicable or Infectious Disease Exposures** of this chapter shall be followed.

Sexually Transmitted Diseases

Employees may receive anonymous testing for sexually transmitted diseases from the Health Department.

Handling Prisoners Infected With Contagious Disease

Known infected prisoners are processed in accordance with **VOLUME II, CHAPTER 4. ARREST, TRANSPORT, & PROCESSING**. They shall be isolated from other prisoners if their behavior is violent, unpredictable, or they are unable to control body fluids. If the prisoner is transferred to another authority, the custody officer shall notify the receiving agency that the prisoner has an infectious disease. This notification shall be made prior to the transfer and shall be restricted to those with a need to know. The notification shall be documented in the narrative section of the appropriate report.

Skin Contact with Potentially Infected Material

In the event of skin contact, the affected area should immediately be washed for at least 30 seconds with soap, detergent, or hand cleaner and warm running water. Prompt washing is an effective method of preventing the spread of various infectious diseases.

Although rare, transmission may occur when infected blood contacts breaks in the skin such as chafed areas, cuts, or abrasions. Before beginning a tour of duty, employees should cover these areas with a waterproof bandage or dressing to provide an additional barrier to infected blood or body fluids. Bandages should be changed when they become soiled or wet.

Surface or Object Contact

Any area within a Departmental facility or vehicle that has been contaminated by the fluids of any person shall be cleaned with a detergent, and then disinfected for 20 minutes with a freshly mixed solution of one part bleach to nine parts water. Employees shall ensure that the contaminated area is not used until such cleansing is accomplished. Employees cleaning contaminated areas shall wear disposable gloves. Employees may contact the Office of Central Services,

Facilities Management Division for guidance and assistance with the cleaning procedures.

Clothing Contact

The coverall uniform should be worn if the soaking of clothing by blood or body fluids is likely. Contaminated clothing shall be promptly cleaned in a hot washing/drying cycle or by dry cleaning. Disposable latex gloves shall be worn when handling contaminated clothes.

Processing Incident Scenes

Employees shall wear disposable latex gloves when processing any incident scene where blood or blood-contaminated items are present and must be handled. The coverall uniform should be worn if the soaking of clothing by body fluids is likely.

Handling Contaminated Evidence

All contaminated evidentiary items shall be submitted in paper bags after complete air-drying. Appropriate sections of the Adhesive Evidence Label shall be completed and the label placed in the lower right corner of the bag. The bag shall be clearly marked "Contains Possible Contaminated Items."

Disposal of Contaminated Items

Contaminated, disposable articles such as latex gloves should be treated as infectious waste. Articles shall be placed in biohazard bags and the bags placed in biohazard receptacles. Alternately, the items may be soaked in a fresh mixture of one part bleach and nine parts water. Articles should then be placed in a second bag and disposed of in a standard trash receptacle.

In lieu of the preceding, employees may contact any hospital emergency room and request authorization to dispose of contaminated articles there. Employees may also contact any fire station for advice and possible assistance.

Reportable Contacts with HIV-Infected Persons

The following types of contacts with an HIV-infected person shall be documented on a Case Report. A Supervisor shall be immediately notified and ensure compliance with this and other written directives.

An incident involving exchange of body fluids of an HIV-infected person is:

- Any needle stick or sharp-instrument injury that breaks the skin
- The dousing of any mucous membrane, such as eyes and mouth, with the body fluids of an HIV-infected person
- Cardiopulmonary resuscitation with blood/body fluid exposure
- Any human bite

If an employee experiences a contact that does not fit into any of the above categories and the employee feels that the exposure was significant, they may document the contact on a Case Report. ***See*:** section **15. Communicable or Infectious Disease Exposures** of this chapter.

Following an evaluation by the Infection Control Officer, a determination shall be made whether medical treatment or testing is appropriate. If recommended, the employee shall notify their Supervisor; the Supervisor shall ensure compliance with applicable portions of section **15. Communicable or Infectious Disease Exposures** of this chapter. If a determination is made that medical treatment or testing is not

necessary, no Supervisory investigation is necessary.

The affected employee shall initiate an Infection Control Exposure Report at the time of the evaluation.

17. Contagious Disease Exposure Notification by Medical Care Facility

(Maryland Health Article 18-213)

Notification to PGPD

When the medical care facility determines that an employee has been exposed to certain diseases by a patient, it shall notify PGPD. The points of contact for notification are:

- Department's Infection Control Officer
- Commander/Manager, Risk Management

One of the above persons shall determine whether any Departmental employees had contact with the patient. If so, they shall immediately contact each exposed employee for an evaluation of the incident to determine appropriate follow-up procedures. During this evaluation, the employee shall initiate an Infection Control Exposure Report.

If medical treatment or testing is appropriate, the exposed employee shall immediately report the incident to their Supervisor. It is recommended that the employee report to a County-contracted or designated health provider for treatment/testing.

When the Department receives any notification described in this subsection, the recipient shall ensure that the notification is passed to the point of contact.

The law requires notification for exposures to the following:

- Human Immunodeficiency Virus (HIV)
- Any form of viral hepatitis, including but not limited to hepatitis A, B, C, D, E, F, and G
- Meningococcal Meningitis
- Tuberculosis
- Mononucleosis
- Diphtheria
- Plague
- Hemorrhagic fevers
- Rabies

Any employee having information relating to another employee's contagious disease exposure shall comply with**: Section 15. Communicable or Infectious Disease Exposures**, ***Dissemination of Information*** of this chapter.

Notifications by Fire/EMS

When an employee receives a contagious disease exposure notification from the Fire/EMS Department, the employee shall immediately obtain the names of involved PGPD employees and pass the information to a Departmental point of contact.

Hepatitis Cases

When an employee sustains an exposure to any form of viral hepatitis, they shall comply with the provisions of section **15. Communicable or Infectious Disease Exposures** of this chapter. The employee should contact the Infection Control Officer regarding the appropriate treatment. For line-of-duty exposures, the vaccine shall be provided at Departmental expense.

18. Suspected Carbon Monoxide Leaks in Vehicles

Carbon Monoxide Poisoning

An employee complaining of illness due to fumes while operating a Departmental vehicle shall stop the vehicle as soon as practicable and contact a Supervisor. The Supervisor shall:

- Contact Automotive Services Division to arrange for vehicle testing for carbon monoxide presence
- Take the vehicle out of service

Automotive Services Division Responsibilities

On receipt of a complaint from a Supervisor, Automotive Services Division personnel shall request a vehicle carbon monoxide detection test from the Prince George's County Health Department, Division of Air-Quality Control.

Upon request, the Health Department will conduct a carbon monoxide detection test and provide the results to Automotive Services Division. If the test discloses an unacceptable level of carbon monoxide or other noxious gas, the vehicle shall be deadlined until repairs are completed. Authorization to return a Departmental vehicle to operation must come from the Automotive Services Division.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 11.4.1, 22.2.1, 22.2.6, 22.3.1, 22.3.2, 26.1.1, 41.2.5, 82.21

Governing Legislation:

- Family and Medical Leave Act of 1993
- Maryland Code, Labor and Employment Article
- Maryland Code, Health Article Section 18-213
- Prince George's County Administrative Procedures #165 & #284
- Personnel Law, Sections 16-189, 224

Reference:

- Negotiated Labor Agreements

16. EMPLOYEE WELLNESS & DRUG TESTING
(June 2018)

I. POLICY

It is the policy of the Department that all employees must possess the necessary physical capabilities to safely perform the job functions required of their position. The Department provides pre-placement medical examinations and fitness for duty examinations. When notified to appear for an examination, employees shall report as directed. Completion of all elements is mandatory.

Employees, who are required to pass a physical examination in order to possess certain licenses or certifications, shall comply with all examination standards of the licensing or certification authority. Any examination required of employees in permanent, full-time positions shall be provided at no cost to the employee.

The Department uses random drug testing to ensure an employee's continued fitness for duty. It is also considered an integral part of the Department's Early Identification System (EIS).

II. CHECKLISTS (N/A)

III. DEFINITIONS

Authorized leave: Any leave approved by a Commander/Manager

Drug Testing Coordinator: An officer assigned to the Internal Affairs Division (IAD) responsible for coordinating activities in the drug testing program and developing control methods to ensure program integrity

Fitness-for Duty Examination: A physical examination conducted by a licensed medical professional of the County's choosing to determine if an employee, who has been injured or ill, is physically capable of returning to full duty.

Medical Review Officer: A licensed physician responsible for receiving laboratory results generated by the drug-testing program.

IV. FORMS

- Random Drug Testing Notification Form (PGC Form #4501)
- Commander's Information Report (PGC Form #1545)
- Adhesive Evidence Label (PGC Form #3645)
- Attending Physician's Notification Form (PGC Form #5147)
- Employee Yearly Medical Examination Form (PGC Form #5272)

V. PROCEDURES

1. Physical Fitness Programs

Fitness Indicator Test (FIT)

The FIT Program is a voluntary program for incentive pay and is limited to officers. The annual performance of participating officers will be compensated pursuant to the provisions of the FOP Labor Agreement.

The Advanced Officer Training (AOT) Section conducts the FIT in accordance with provisions of the FOP contract and Division SOP.

Annual Career Physical
(FOP Labor Agreement)

In years following the year of graduation, any officer hired on or after July 1, 2001 must see their licensed medical professional and have a physical examination completed annually. The officer will be responsible for submitting a signed Medical Evaluation Form from the medical professional conducting the examination to Advanced Officer Training (AOT), no later than December first of each calendar year.

Any officer who fails to submit the Medical Evaluation Form by December first of each calendar year shall be removed from the Personal Car Program until the examination is completed and the required form submitted. Any officer removed from the Personal Car Program for failure to comply with this section shall immediately be reinstated in the program upon compliance.

Test Results

Employee test results will be maintained in both the official and Departmental personnel files.

2. <u>Employee Drug Testing</u>
(Administrative Procedure #224)
(Accardi Doctrine)

Program Administration

The Commander, IAD, administers the Random Drug Testing Program through the Drug Testing Coordinator.

Records relating to employee drug testing are confidential and shall be securely maintained by the Drug Testing Coordinator. Information shall only be released to an employee's Supervisor during the notification process, or to those with a legitimate need to know.

No employee shall discuss the identity of any employee selected to be tested, except to make notification to the employee at the time of test.

If an employee attempts to obtain confidential information without having a legitimate need to know, or attempts to compromise or corrupt any component of the Random Drug Testing Program, the employee shall face disciplinary action up to and including dismissal.

Random Drug Testing

The program tests urine samples for:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Marijuana
- Methadone
- Methaqualone
- Opiates
- Phencyclidine

Failure to comply with any component of the Random Drug Testing Program, by any employee ordered to do so, is insubordination. Violations shall result in disciplinary action with a potential penalty of dismissal.

Drug Testing Coordinator

The Drug Testing Coordinator reports to the Commander, IAD. The coordinator is responsible for coordinating activities of the drug testing program and developing control methods to ensure program integrity.

The Drug Testing Coordinator shall:

- Facilitate the automated, random computer selection of employees to be tested and make the necessary notifications to the affected Commanders/Managers
- Act as the liaison with County Office of Human Resource Management (OHRM) to coordinate random drug testing of employees maintaining a commercial driver's license
- Notify affected employees of test results
- Act as the liaison with the Medical Review Officer regarding positive test results
- Alert the Commander, IAD, of positive test results
- Conduct random inspections of the collection site
- Maintain confidentiality of records relating to the identity of selected employees and test results
- Monitor billing
- Prepare a monthly summary of program activity for review by the Commander, IAD

Personnel Subject to Test

Employees whose duties directly or indirectly affect public safety, or have unsupervised or direct access to sensitive information or drugs are subject to random drug testing. Employees to be tested shall be selected by automated random sampling.

An exception is when reasonable suspicion exists that an employee is abusing controlled dangerous substances (CDS) or prescribed medications. In this case, the employee's Supervisor may require them to submit to testing. Arrangements for testing shall be coordinated with IAD.

The Drug Testing Coordinator maintains lists of employees selected for testing. The names of selected employees shall not be announced in advance.

The random selection process is neither affected by, nor related to, other established mandatory drug testing, such as position testing, pre-employment, disciplinary action, or testing based on reasonable suspicion.

To conform with court guidelines, certain positions have been selected for inclusion in the Random Drug Testing Program and are subject to random drug testing by urinalysis. The Drug Testing Coordinator maintains the list of affected employees.

Notifications

The Drug Testing Coordinator notifies the employee's Commander/Manager or an authorized designee. Selected employees will be ordered to personally meet with the Commander/Manager, or an authorized designee, for official service of the Random Drug Testing Notification Form.

Employees will not be notified by telephone to respond for a drug test. The Commander/ Manager, or an authorized designee, shall order the employee to report to the laboratory within two hours following written acknowledgment and receipt of the Random Drug Testing Notification Form.

To ensure proper service, the Drug Testing Coordinator shall be contacted immediately upon determining that a selected employee is scheduled for in-service training or is TDY to another District/Division. Attendance at in-service training is not grounds for deferral.

Test Deferral

An employee shall only be deferred from drug screening when:

- Deferred at the test site by the contract medical professional
- On authorized leave at the time of notification
- On a regular day off (RDO)
- Working Shift I
- On official travel out of the area
- Under suspension and not performing administrative duties

Other deferrals may be granted under exigent or unusual circumstances with prior approval from the Commander, IAD.

Sworn employees in a light-duty status, non-contact assignment, or performing administrative duties will not be automatically deferred.

The deferral form does not need to be completed for Employees who have separated from the Department.

Commanders/Managers will ensure that transportation to and from the test site is provided for employees not assigned a Departmental vehicle.

Employees scheduled to work Shift III will only be deferred when:

- The employee is expected to arrive after 1700 hours
- The employee is unable to be served in a timely fashion, and that employee would not have sufficient time to respond to the testing facility

Drug Testing Notification Forms

To ensure service and to protect the identities and privacy of those selected, unserved Drug Testing Notification Forms will not be placed in mailbox receptacles or other unsecured locations pending service.

All notification forms will be completed and forwarded to IAD, to the attention of the Drug Testing Coordinator, on a daily basis.

If the randomly selected employee is available for testing, Sections I and II will be completed in their entirety prior to submission.

If the selected employee is unavailable for testing according to the guidelines listed in section ***Test Deferral,*** of this chapter, Section III of the notification form will be completed in its entirety prior to submission by the employee's Commander/Manager. The form shall be forwarded to the Drug Testing Coordinator before the end of the shift in which the deferral occurs.

For selected employees scheduled to work Shift III, or those who are on an approved leave status for a portion of Shift II, the form shall be returned to the employee's District/ Division Commander/Manager, or authorized designee, pending service.

In all cases the Drug Testing Coordinator shall be notified of the selected employee's status within one hour of receiving the notification.

Absence of Laboratory Staff at the Testing Site

When the selected employee responds to the test site and the laboratory staff is unavailable, the employee shall remain at the test site and immediately notify their

Supervisor/server and contact the Drug Testing Coordinator for further instruction.

The Supervisor will complete a confidential Commander's Information Report for employees deferred under these circumstances. This report will be immediately forwarded to the Drug Testing Coordinator upon completion.

Testing Process

Notified employees shall respond to the contract laboratory and cooperate with laboratory staff. Employees shall comply with the following:

- Present the receptionist with the Random Drug Testing Notification form
- Present their Department-issued employee photo identification card
- Complete the pretest forms required by test site personnel
- Place all personal items and contents from pockets into the provided secured area
- Retain possession of service weapon
- Remain at the test site until a sufficient specimen has been provided
- Witness the sealing of the specimen

If unable to supply a urine specimen at the time of the test, and the reason is medically related, a contract physician shall interview the employee. The contract physician may issue a deferral applicable only to the appointment for that date. If the physician does not issue a deferral, the employee shall provide a urine sample.

Test Results

After the Drug Testing Coordinator receives notification of a negative test result, they shall inform the employee of the result by letter.

If it is determined that an employee's urine tested positive, the contracted Medical Review Officer (s) will verify the test result against the employee's medical history.

If the Medical Review Officer determines that the employee's urine contains a CDS or an elevated level of a prescribed medication, the Medical Review Officer shall contact the employee directly and confidentially to facilitate a consultation session. Only after consulting with the employee directly, will the Medical Review Officer notify the Drug Testing Coordinator of the positive results.

In the event the Medical Review Officer is unable to contact the employee, the Medical Review Officer shall notify the Drug Testing Coordinator. The Drug Testing Coordinator shall immediately notify the employee's Commander/Manager, who shall be responsible for locating the employee and facilitating the consultation session.

The Commander/Manager shall order the employee to attend the consultation session and designate a command officer to accompany the employee.

If after the consultation session, the Medical Review Officer cannot legitimize the use of the drug, the employee's Commander/ Manager shall contact the Drug Testing Coordinator. IAD shall conduct any follow-up investigation and initiate subsequent disciplinary actions against the employee.

The Drug Testing Coordinator shall also contact the employee, via letter. This letter shall advise the employee of their right to have the samples examined at a certified laboratory of their choice at their own expense. The positive test result will be recorded in the Department's EIS.

An employee choosing to request an independent test shall do so in writing. The letter shall be addressed to the Drug Testing Coordinator within 3 working days of being contacted. The IAD investigator assigned the case will accompany the employee throughout this process to ensure the integrity of the independent test. The Medical Review Officer maintains a list of certified laboratories and will provide the employee with the list when requested.

An 'independent test' is a test of the original split sample. It is not a second test of a new sample.

Failure to comply with the drug testing procedures is insubordination. Employees refusing to be tested face an administrative or disciplinary action with a maximum penalty of dismissal.

Ingestion or Exposure to CDS/Legitimate Drugs

The use of CDS during covert investigations is prohibited. Conditions may arise where it is necessary for an investigator to ingest CDS to assure personal safety. If this occurs, the investigator shall notify their Supervisor as soon as possible, but no later than the end of the shift. The Supervisor shall immediately notify the Drug Testing Coordinator. The Drug Testing Coordinator shall arrange for a urinalysis test of the affected employee, for the employee's benefit.

Supervisors shall document the incident on a confidential memo to their Commander/ Manager who shall conclude whether or not the ingestion was justified. The Commander/Manager shall submit a copy of the memo to the Commander, IAD. Results of urinalysis, if known, shall not be recorded on any police report generated as a result of the incident.

Passive Inhalation of CDS

Any employee, on or off-duty, subjected to passive inhalation of CDS, shall notify a Supervisor at the earliest possible moment. The Supervisor shall document the incident on a Commander's Information Report (CIR) before the end of the shift. The CIR shall indicate the substance to which the officer was exposed and a brief account of the exposure. The Supervisor shall forward a copy of the report, with appropriate recommendations, to the Commander/ Manager of the officer.

After the Commander/Manager considers the totality of the circumstances and consults with the Drug Testing Coordinator, they may order the affected employee to submit to a urinalysis for the employee's benefit.

Use of Medication

An employee that is prescribed medication shall inquire whether the drug has any side effects that might interfere with the employee's ability to safely perform their duties.

If the prescribing licensed medical professional advises that the drug could have an adverse affect on the employee's ability to safely perform assigned duties, the employee shall obtain this information in writing and present it to their Supervisor.

If there is no appropriate duty to which the affected employee can be assigned, the Supervisor shall place the employee on sick leave. An employee using legal non-prescribed medication who feels unable to safely perform their assigned duties shall inform their Supervisor. If there is no other

appropriate duty to which the affected employee can be assigned, the Supervisor shall place the employee on sick leave.

No employee shall be under the influence of any medication while on duty unless they have complied with this order.

3. Psychological Services Section (PSS) Referrals

Supervisor's Responsibilities

Supervisors should be alert to continued uncharacteristic behavior by employees that may indicate an employee is experiencing psychological difficulties. Examples include, but are not limited to:

- Erratic mood swings
- Irrational, uncharacteristic or bizarre thoughts or actions
- Irresponsible or unexplained patterns of leave use
- Potentially explosive domestic problems
- Prolonged, unexplained changes in work habits
- Repeated experiences of poor functioning, possibly due to substance abuse
- Combinations of the above or other behaviors of concern

If any of the above signs are observed, the Supervisor should consult with the employee. A voluntary referral to PSS should be considered and, if appropriate, suggested by the Supervisor.

The Supervisor may consult with PSS regarding the possible referral of any employee. The identity of the employee need not be disclosed.

Supervisors shall notify the employee's Commander/Manager of any serious or debilitating psychological problems that could necessitate the administrative referral of an employee to PSS. The confidentiality of all referrals is guaranteed except when the client:

- Commits acts of child abuse or neglect
- Presents an imminent danger to himself or others
- Signs a release of information form

Commander's/Manager's Responsibilities

If a Commander/Manager believes an employee is experiencing serious or debilitating psychological problems, the employee shall be ordered to be interviewed by the PSS. This order shall be given to the employee in writing with copies of the order forwarded to the Commander/Manager, PSS, and the Chief of Police. The initiating Commander/Manager will protect the confidentiality of this matter by restricting information to those persons having a legitimate need to know.

Psychological Services Section Responsibilities

PSS shall maintain the confidentiality of all communications except to:

- Acknowledge the receipt of a written order commanding an employee's appearance
- Advise the initiating Commander /Manager whether the employee complied
- Advise the Chief of Police of any recommended changes in the affected employee's work status

TDY Assignment Recommendations

After an employee consultation, PSS may recommend the employee be placed in a TDY assignment. This recommendation may be verbal or written, as requested by the Chief of Police. The recommendation may include specific duty and work hour suggestions. The Chief of Police shall review the recommendations from PSS personnel and assign the employee to the appropriate work status.

If the Chief of Police initiates the recommended TDY assignment, PSS shall:

- Reassess the employee's work status every 30 calendar days and maintain contact with the employee throughout the assignment
- Notify the Chief every 30 calendar days of the need for continuation of the TDY assignment

PSS may recommend that the employee be returned to regular duty at any time during the TDY assignment.

The maximum time for a TDY assignment resulting from a PSS referral is 180 days. Before the expiration of this time, the employee shall either be returned to regular duty or the case will be referred by PSS to the MAB for review. The employee may continue in the TDY assignment pending MAB review.

Emergencies

Whenever an employee exhibits irrational or bizarre behavior that is dangerous or potentially dangerous to the employee or others, a Supervisor may order the employee to immediately report to PSS for assistance. Before ordering the employee to report, the Supervisor shall contact a PSS staff member for instructions. Supervisors shall not allow employees to transport themselves. In an extreme emergency, the employee may be hospitalized and, if necessary their police powers may be suspended.

If an employee's police powers are to be suspended for one or more of the above reasons, the suspending Supervisor shall immediately notify the employee's Commander/Manager, IAD, and PSS. The reinstatement of an employee requires an affirmative recommendation from a board-certified, licensed psychiatrist.

4. <u>Pregnancy</u>

(Pregnancy Discrimination Act of 1979)

A pregnant employee shall, upon confirmation of pregnancy, immediately submit an Attending Physician's Notification Form to her Supervisor. The statement shall indicate the employee's condition, estimated date of delivery, and recommended duty status. The Supervisor shall forward the statement, via the chain of command, to the appropriate Deputy Chief, who shall place her in a duty assignment consistent with medical recommendations. The employee shall submit to her Supervisor, on a no less than monthly basis, an Attending Physician's Notification Form. Recommendations by the licensed medical professional regarding duty assignment changes require immediate submission of an additional statement.

Non-discrimination During Pregnancy

PGPD prohibits discrimination against any employee on the basis of any disability, to include any term of pregnancy. Pregnancy is a temporary medical condition for which

PGPD shall, upon certain certification from a health care provider, afford the employee with reasonable accommodations. Such reasonable accommodations include temporary transfer or re-assignment to a less hazardous or less strenuous position during the time period of the medical condition.

All policies and practices involving matters such as the commencement and duration of leave, the availability of extensions of leave, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or temporary disability insurance or sick leave plan, shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

Commanders/Managers shall ensure notices regarding information concerning employees' rights to reasonable accommodations and leave for a disability caused or contributed to by pregnancy are posted in conspicuous locations (e.g., information bulletin boards) throughout workspaces maintained by the Department.

5. Lactation Accommodations

PGPD will provide reasonable break time for lactating employees to express milk, when the employee has need to express milk during her regular work day. This accommodation may be provided for up to twelve months following the birth of a child. PGPD will provide a private area for employees to express milk, shielded from view and free from any intrusion by co-workers and the public. The area may be temporarily established as needed. A bathroom, even if private, is not a permissible location.

Employees may express milk in their own private offices, or in any location agreed upon in consultation with the employee's Supervisor.

Supervisor's Responsibilities

Upon returning to work the employee shall notify her Supervisor of her need to express milk during the work shift. The Supervisor shall arrange an appropriate area for an employee to express milk and ensure appropriate work coverage during the employee's break periods.

6. Acquired Immune Deficiency Syndrome (AIDS)

(County Administrative Procedure #295)
(Health Department HIV Exposure/Notification Card)

HIV Testing

Testing is performed to detect antibodies to the virus. A confirmed-positive HIV test means that the person was infected with the virus and their immune system produced an antibody in response to the invasion of the virus. It does not mean the person has AIDS; it means that they have, at sometime, been infected with the virus. For purposes of this statement, anyone with a positive antibody test is considered infectious.

Testing and counseling are only necessary in certain cases and should be decided on a case-by-case basis. The Police Personnel Division should be contacted for guidance.

Because of the potential social and psychological consequences of a positive test result, HIV testing should only be done with pre-test and post-test counseling by a trained counselor.

Current test protocol is for the employee to undergo a baseline HIV Antibody Test as soon as reasonably possible after exposure.

If that test is negative, the test should be repeated at six weeks, three months, six months, and 12 months following exposure. During this period, and especially during the first twelve weeks when most people would sero-convert if HIV-infected, employees should follow precautions to prevent transmission.

An employee may be granted administrative leave for HIV screening resulting from on-the-job exposure.

HIV Test Locations

The County's designated contractor or health care provider shall provide HIV screening and provide for confidentiality of results. The Health Department shall provide anonymous or confidential testing.

Body Fluids

In this section, references to body fluids include blood and other non-solid body parts.

HIV is found in large amounts in blood and semen. It is present less often in smaller concentrations in saliva, tears, breast milk and vaginal secretions. The HIV virus is fragile and is easily killed by heat and many disinfectants.

How AIDS is Transmitted

Studies of AIDS patients indicate no risk of contracting the disease from the patient outside sexual activity or blood sharing.

HIV is transmitted primarily by sexual intercourse and by the injection of infected blood, including the sharing of dirty needles. It has been spread during pregnancy and labor and delivery from infected mother to fetus. A few cases of transmission from mother to infant via breast milk have been reported.

Persons at High Risk of Contracting Aids

Most AIDS cases have been found in the following groups:

- Hemophiliacs
- Heterosexual male intravenous drug users
- Intravenous drug abusers
- Persons with multiple sexual partners
- Heterosexuals with a partner in one of the preceding groups

Transmission Prevention

Precautions can minimize the risk of infection to employees. Contacts not involving the exchange of body fluids do not pose a risk of disease transmission.

Officers should wear disposable latex gloves whenever handling body fluids. After removing gloves, hands shall be washed for 30 seconds with soap, detergent or hand cleaner and running water. Gloves shall not be reused.

Contaminated, disposable articles, such as latex gloves, should be treated as infectious waste. Articles shall be placed in biohazard bags and the bags placed in biohazard receptacles. Alternately, the items may be soaked in a fresh mixture of one part bleach and nine parts water. Articles should then be placed in a second bag and disposed of in a standard trash receptacle.

In lieu of the preceding, officers may contact any hospital emergency room and request authorization to dispose of contaminated articles there. Officers may also contact any

fire station for advice and possible assistance.

Masks, goggles or glasses should be used whenever the splattering of body fluids is possible.

Protective clothing should be used in situations where clothing could become soaked with body fluids. Spread of the virus could occur if blood soaked clothing comes in contact with an officer's broken skin. Contaminated clothing shall be promptly cleaned in a hot washing/drying cycle or by dry cleaning. Disposable latex gloves shall be worn when handling contaminated clothes.

Employees should use disposable airway equipment, resuscitation bags or protective face shields when performing mouth-to-mouth resuscitation.

7. Contact with Suspected-Infected Material

Skin Contact

Wash affected area immediately for at least 30 seconds with soap, detergent or hand cleaner and warm running water. Prompt washing is an effective method of preventing the spread of various infectious diseases.

Although rare, transmission may occur when infected blood contacts breaks in the skin such as chafed areas, cuts or abrasions. Before beginning a tour of duty, employees should cover these areas with a waterproof bandage or dressing to provide an additional barrier to infected blood or body fluids. Bandages should be changed when they become soiled or wet.

Surface or Object Contact

Areas within a Departmental facility or vehicles that have been contaminated by bodily fluids shall be cleaned with a detergent, then disinfected for 20 minutes with a freshly mixed solution of one part bleach to nine parts water. Employees shall ensure that the contaminated area is not used until such cleansing is accomplished. Employees cleansing contaminated areas shall wear disposable gloves. Employees may contact the Office of Central Services, Facilities Operation and Management Division, for guidance and assistance with the cleaning procedures.

Needle Stick/Sharp Instrument Injuries

Aside from sexual activity and accidental exchange of body fluids, these injuries represent the greatest risk of transmission of the HIV and hepatitis viruses. When conducting searches, never blindly place hands in areas where there may be sharp objects that could puncture the skin.
In the event of an injury of this nature, the procedures outlined in **VOLUME I, CHAPTER 15. EMPLOYEE INJURIES & ILLNESSES**, shall be followed.

Processing Incident Scene

(PGFD General Order 8602, Infection Control)

Employees shall wear disposable latex gloves when processing an incident scene where blood or blood-contaminated items are present. The coverall uniform should be worn if soaking of clothing by body fluids is likely.

All contaminated evidentiary items shall be submitted in paper bags after complete air-drying. Appropriate sections of the Adhesive Evidence Label shall be

completed, and the label placed in the lower right corner of the bag. The bag shall be clearly marked, "Contains Possible Contaminated Items."

Contaminated, disposable articles, such as latex gloves, should be treated as infectious waste. Articles shall be placed in biohazard bags and the bags placed in biohazard receptacles. Alternately, the items may be soaked in a fresh mixture of one part bleach and nine parts water. Articles should then be placed in a second bag and disposed of in a standard trash receptacle.

In lieu of the preceding, officers may contact any hospital emergency room and request authorization to dispose of contaminated articles there. Officers may also contact any fire station for advice and possible assistance.

8. Vision or Hearing Impairment

When incidents, such as preventable/non-preventable Departmental accidents, suggest that impairment in an employee's vision or hearing may have been a factor, the employee's Commander/Manager shall arrange for the Police Personnel Division (PPD) to administer a vision and hearing test. PPD shall inform the involved employee and the Commander/ Manager of test results.

When test results show a potential vision or hearing impairment, the Commander/ Manager shall recommend a medical examination and corrective treatment to the employee.

The Commander/ Manager shall also schedule a retest by PPD. If a retest or medical examination by the employee's personal licensed medical professional indicates the impairment is not likely to be corrected or successfully treated, and it appears to affect the employee's ability to perform their duties satisfactorily, the Commander/ Manager shall request a fitness-for-duty evaluation. The results of the evaluation shall be submitted to the MAB for consideration.

Commanders/ Manager shall assign involved employees to light-duty and/or restrict their use of Departmental vehicles and/or possession of Departmental firearms whenever the safety of the employee or the public appears to be endangered by a potential vision or hearing deficiency.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.2.1, 22.2.10, 22.3.1, 22.3.2, 26.1.1, 35.1.15, 52.1.8

Governing Legislation:

- Administrative Procedure #224
- Administrative Procedure #295
- Pregnancy Discrimination Act of 1979
- Accardi Doctrine

17. EQUIPMENT
(December 2018)

I. POLICY

Employees are responsible for care, security, and proper maintenance of all Departmental equipment, uniforms, or property issued to them. Employees shall not use Departmental equipment or property negligently.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

Outer Vest Carrier: Ballistic-resistant vest, worn on the outside of the officer's shirt

IV. FORMS

- Body Armor Inspection Report (PGC Form #4373)

V. PROCEDURES

1. Duty to Care for Equipment

Employees assigned items requiring scheduled maintenance, such as Departmental vehicles, shall ensure compliance with required schedules.

2. Body Armor

Except where specified otherwise in this section, the wearing of body armor is mandatory when officers are:

- Attempting warrant service
- Attending classes as a recruit officer, provided a vest has been issued and the instructor has not determined the type of instruction to be incompatible with vest use
- Deployed to the inner perimeter of a barricade or hostage situation, provided a reasonable opportunity to don the armor exists
- Deployed to uniformed patrol duties, including those desk assignments involving regular public-contact
- Engaged in any specialized uniformed enforcement activities, such as traffic enforcement and crowd control
- Participating in the entry phase of any narcotics or other forced entry search warrant execution
- Performing stakeout or surveillance duties
- Working secondary employment in uniform
- Engaged in pre-planned high-risk activities. Officers that are exempt from wearing body armor shall not engage in pre-planned high-risk activities
- Attending in-service firearms training
- Attending court while in uniform

A Supervisor may also order subordinates to wear body armor in other situations where a heightened risk of injury is present.

The listed mandatory-wear requirements apply to all officers in the specified activities regardless of rank, including shift commanders.

Exceptions

Officers are not required to wear body armor when:

- Wearing the uniform blouse
- Working extra-duty employment in civilian attire
- Working an undercover assignment where armor use could reveal the officer's identity

Officers who are otherwise required to wear body armor may temporarily remove the armor when in a secure police facility away from prisoners or the public.

Only the Chief of Police may authorize additional waivers to these provisions in writing.

Authorized Body Armor & Manner of Deployment

Officers receive one NIJ Standard Type III-A ballistic-resistant vest and two standard carriers as part of their initial uniform and equipment issue or as replacement for their current body armor upon its expiration.

Officers wearing body armor shall use a carrier provided by the armor manufacturer.

Ballistic-resistant vests shall be worn under the shirt, except:

- When an emergency does not allow insertion beneath the shirt
- When an investigator in civilian attire chooses to temporarily wear the vest over his shirt while serving an arrest or search warrant, conducting surveillance or participating in a street-narcotics operation. The armor must be concealed by a sport coat or jacket
- When an officer is authorized to wear the outer vest carrier

Body Armor - Medical Exceptions

An employee being treated for a skin disorder exacerbated by wearing body armor may request permission to purchase and wear an outer vest carrier. The employee shall submit a medical recommendation from a licensed physician to their supervisor, and forward it through the chain of command to their Station/Division Commander. Based on the medical recommendation, the Commander may grant permission to use and wear the outer vest carrier.

A copy of the signed approval must be delivered to Clothing and Supply to purchase an authorized outer vest carrier.

Following initial approval by a Station/Division Commander, the affected employee shall submit an updated medical certification, which verifies the continued existence of the skin disorder, every four (4) months to their supervisor. The initial medical certification, and all subsequent certifications will be included in the officer's personnel file.

When the outer vest carrier is authorized to be worn, the style must conform to the authorized body armor and manner of deployment listed in this chapter.

The outer vest carrier shall not be worn with the uniform sweater. The outer vest carrier need not be covered by a jacket or coat.

Non-Departmental Body Armor

Officers may purchase and wear an alternative NIJ-certified Type III-A ballistic-resistant vest from a manufacturer other than the Departmental vendor provided the vest has full front, back and side-panel protection.

Outer-garment carriers accompanying privately purchased armor shall not be worn.

Officers shall obtain Supervisory approval before wearing specialized armor or a ballistic-resistant vest rated higher than NIJ Standard 0101.03 or Standard 0101.04, Type III-A. If approved, the Supervisor shall ensure the officer is aware of the armor's

proper method of use, capabilities, and limitations.

Use of metal shock or trauma plates in standard ballistic-resistant vests is prohibited. Use of metal plates in specialized armor is only permitted when the plate is a permanent design element of the armor and does not directly expose bare metal surfaces to strikes from incoming rounds.

Care & Cleaning

Officers shall comply with all care and cleaning instructions included on the labels of issued ballistic-resistant vests, as well as other instructions provided in training, the General Order Manual or by email message. An officer who uses a ballistic-resistant vest manufactured by someone other than the Departmental vendor shall comply with instructions included with that vest.

Exposure to ultraviolet light or certain washing materials and moisture will destroy ballistic capabilities; therefore, officers shall ensure issued ballistic panels:

- Are periodically wiped with a lightly damp cloth to prevent dirt and body oil buildup
- Are not placed in any washing machine or dryer
- Are not exposed to bleach, harsh detergents or dry-cleaning solvents
- Are not folded or placed on a clothes hanger
- Are not left exposed in the passenger compartment of a vehicle or inside a building near a window, or otherwise exposed to sunlight, a plant-grow light, florescent light, or any other source of ultraviolet light

Body Armor Inspection

Supervisors shall routinely inspect subordinates' body armor. When a violation is observed and disciplinary action is indicated, officers shall be charged with "Failure to Deploy Required Body Armor," a Category I Uniform Violation. Supervisors shall inspect the issued body armor of all subordinates each January and July. A Body Armor Inspection Report shall be completed for each subordinate and submitted to the Commander/Manager, who shall retain it in a file until it is replaced by a subsequent inspection report. Supervisors shall refer officers with improperly fitting or damaged issued body armor to the Clothing and Supply Unit for replacement.

Officers with poor fitting or damaged privately purchased armor shall be ordered to wear issued armor instead.

Replacement

Replacement of unserviceable issued body armor due to changes in body size, normal wear, abuse or accidental damage is the officer's responsibility.

The Department shall replace issued body armor damaged in line-of-duty gunfire, other direct performance of duty, or whenever it has been subjected to excessive moisture.

Body armor returned to the Clothing and Supply Unit upon an officer's termination or retirement shall not be permanently reissued to another officer. The Clothing and Supply Unit may temporarily reissue returned body armor in emergencies only, provided the receiving officer would otherwise be without serviceable body armor and arrangements are pending for that officer to receive a permanent issue.

Body armor shall never be used for any purpose other than evidence, research or training following the shooting or significant visible damage of that body armor.

Training and Education Division Responsibilities

The Training and Education Division shall:

- Conduct a written body armor performance review following every deliberate or accidental Departmental shooting (or other appropriate incident) in which body armor was or should have been a factor in limiting injury
- Coordinate an officer's application for admission to the Dupont/IACP Survivor's Club following an eligible incident
- Participate in a quality-control testing program for currently issued used body armor
- Participate in critiques of Departmental shootings and similar incidents to assess body armor related issues
- Prepare or approve any literature accompanying ballistic vest issuance

3. Garrison Belt

The following are authorized:

- Issued belt or replica with buckle having a maximum width of 1¾"
- Plain belt with Velcro closure and no buckle, having a maximum width 1¾"

Authorized buckles are:

- Single-pin buckle with belts of the issued type
- PGPD belt buckle, rectangular with brass or brass-colored metal

All other belt buckles are prohibited.

4. Equipment Belt

Articles described in this section shall be of plain black leather design. Basket weave or webbed styles are prohibited. Patent leather and double stitching are authorized.

All metal articles (except on OC holder) used with belts, such as buckles, snaps, shall be of solid brass or polishable brass-colored metal.

The authorized police equipment belts are:

- Issued police equipment belt
- Plain or double-stitched belt and strap; maximum width of 2¼"

A buckle is optional with the belt unless worn with the NCO dress uniform.

The following NCOs shall wear the police equipment belt:

- Officers performing uniformed patrol duties
- Officers working extra duty employment in uniform

Command officers performing duties in these categories may wear the police equipment belt.

The police equipment belt shall be worn directly over a garrison belt so no part of the garrison belt, other than the top edge, is visible.

Required Articles on Police Equipment Belt

The following shall be worn on police equipment belts:

- Authorized handcuff case and handcuffs

- Issued ASP baton Model F26 in approved holder
- Issued OC (spray or foam) device in approved holder
- Issued Departmental weapon in issued holster
- Issued magazine holder with two loaded magazines
- Portable radio clip
- Flashlight

Flashlights

Officers must carry an issued flashlight or an alternative flashlight on their police equipment belt.

Alternative flashlights must meet the following criteria:

- Black
- Any Material
- Maximum operational weight of 2½ pounds
- Maximum length of 7½ inches

Officers wearing the equipment belt shall conform to this section.

Optional Articles on Police Equipment Belt

The following are permitted articles on police equipment belts:

- Single-clip key ring
- Cell phone
- Belt keepers
- Miniature flashlight and holder

Within police or County facilities, the summer or winter uniform of the day, or utility uniform may be worn without the police equipment belt. Within any area open to the public, an authorized firearm and holster shall be worn.

Belt Keepers

Belt keepers may be a maximum of 1" wide, with inside Velcro® fasteners or two brass snaps.

Handcuff Case

Officers may wear one of the following:

- Issued case
- Plain case with inside Velcro® fastener
- Plain case with two-handcuff capacity

Cellular Telephones

Employees may wear cell phones. Those with sound alerts shall silence them on assignments where safety is a consideration. Cell phones shall not be visible on the dress uniforms.

5. <u>Holsters</u>

The requesting officer's Deputy Chief must approve any exception to this General Order.

Any holster worn must provide weapon retention. Officers wearing a uniform without the police equipment belt shall use a black, belt-mounted holster that encloses most of the barrel and frame and firmly secures the firearm. Snaps may be brass-colored or black.

Uniformed officers carrying the Departmental issued firearm on a police equipment belt shall use an issued holster.

Non-uniformed, commissioned, and off-duty officers shall carry authorized firearms in a holster that:

- Securely attaches to the wearer's body or apparel

- Completely covers the trigger, the trigger guard, and most of the barrel and frame (the front of the holster may not be cut lower than 1 ½ inches below the breech face)
- Retains the firearm securely during physical activities such as running or jumping
- If the holster is equipped with a retention device or strap, the officer must be able to secure or fasten it without using his non-gun hand

The Manager, Weapons & Survival Skills must approve any holsters not obtained through the Clothing & Supply Section prior to their use.

NCOs shall wear the issued holster on the police equipment belt when:

- Performing patrol duties
- Working extra duty employment in uniform

6. Restraint Devices

Flex-Cuffs®

The use of Flex-Cuffs® as a restraint device is generally restricted to incidents where officers plan to make multiple arrests.

When using Flex-Cuffs®, officers will make sure that they are able to slide their pinkie finger between the Flex-Cuff® and the subject's wrist or ankle. Flex-Cuffs® will be checked for proper tightness every 30 minutes. Flex-Cuffs® will only be removed with wire cutters.

Handcuffs

Officers are authorized to use the issued Smith & Wesson Model M-100 handcuffs. Officers may also use Smith & Wesson hinged handcuffs.

Officers wishing to use any other brand or style of handcuff must have them inspected and approved by the Training and Education Division prior to using them.

The Ripp™ Hobble

The Ripp™ Hobble is authorized for use only when the officer has articulable suspicion that one or more of the following circumstances are present:

- To restrain subjects that display active resistance
- To restrain subjects that display threatening behavior toward the officer or others
- To restrain subjects that the officer believes might try to escape on foot after being handcuffed

Only those officers trained and certified by the Training and Education Division (TED) may use the device. It shall be used in accordance with the approved curriculum.

Under no circumstances will the device be used on a compliant or cooperative arrested subject. In addition, the device shall not be used on a subject who is known to be pregnant.

In all cases when the device is deployed, the arrestee will be continually monitored for signs of distress or the development of medical problems. If these problems develop, EMS assistance shall be immediately sought.

Following restraint, the individual shall immediately be moved to a seated, kneeling, or standing position to minimize the possibility of positional restraint asphyxia.

The restrained individual should not be left in a prone (face down) or supine (face up) position for any longer than necessary to apply the restraint device. While in these positions, pressure on the individual's back or chest or the weight of the individual's own stomach may restrict normal breathing and lead to positional restraint asphyxia. An arrestee shall never be placed in a hog-tie position.

When transporting an arrestee in the Ripp™ Hobble, always secure the loose end inside the car. Never leave the strap hanging out of the door.

Each time the Ripp™ Hobble restraint system is utilized, the officer will document it on a Case Report and forward a copy to their commander. Documentation will include the reason for use, the condition of the restrained individual, and any injuries to officers or others.

The WRAP ™

If an officer believes that an individual is experiencing drug psychosis, excited delirium syndrome or, any other bizarre behavior the officer shall:

- Notify Communications of a possible Signal 90
- Notify a Supervisor the rank of sergeant or above, who shall respond to the scene and authorize the use of the Wrap™
- Request an EMS unit for transport assistance to a hospital
- Stand by until adequate officers arrive to initiate the authorized swarm method utilizing the Wrap™ restraint system

If signs of breathing or medical problems develop once the individual is restrained, appropriate first responder medical attention will immediately be administered. PSC will be updated on the subject's medical condition so the responding EMS unit can be advised.

Once the individual is properly restrained in the Wrap™, they will be transported in a seated position via PGFD ambulance to the closest designated hospital within Prince George's County. The designated medical facilities include:

- Laurel Regional Hospital
- University of Maryland (UM) Prince George's Hospital Center
- MedStar Southern Maryland Hospital

An officer will ride in the ambulance and continually monitor the restrained individual for signs of positional restraint asphyxia.

Only officers trained and certified by TED may use the device. It shall only be used in accordance with the approved curriculum.

The Wrap™ is not appropriate for use on compliant, non-violent subjects. In addition, the device shall not be used on a subject who is known to be pregnant.

Supervisor's Responsibilities

Supervisors will immediately respond to the scene of a Signal 90 with the Wrap™ device when notified. The Supervisor will determine whether the Wrap™ will be deployed based on the behavior of the subject. If the device is deployed, the Supervisor will ensure proper transport to a medical facility.

Each time the Wrap™ restraint system is deployed, the custody officer will complete a Case Report. The Supervisor shall forward a copy of the case report to their commander that will include the reason for use, condition of the restrained individual,

any injuries to officers or others, and use of force numbers. When the transported subject requires an emergency psychiatric evaluation, the custody officer shall complete the appropriate paperwork.

The Supervisor should inspect the Wrap™ after each use for signs of wear and fatigue. All belts should be free from tears, fraying, worn, or damaged fasteners, and damaged stitching. If cleaning is necessary, apply a mild soap or disinfectant. The Wrap™ should be allowed to thoroughly air-dry in an area that is not exposed to direct sunlight. Do not dry clean or attempt to dry the Wrap™ with a heating device. If any deficiencies are observed in the device, it should be returned to TED for repair or replacement.

7. Flak Vests & Gas Masks

Flak vests and gas masks are maintained at facilities designated by the Chief of Police. The commanders of such facilities are accountable for their maintenance and shall ensure they are inspected monthly for readiness.

Distribution of Equipment

Supervisors issuing this equipment to officers not personally assigned such items shall:

- Provide for the equipment to be transported to the location of intended use
- Supervise the equipment issuance, listing all officers to whom equipment is issued
- Ensure the equipment is returned by officers
- Ensure necessary cleaning, maintenance or repairs are done before returning to storage

Officers issued this equipment shall return it to the issuing Supervisor and inform him or her of any equipment defects.

8. Riot Helmets

The riot helmet may only be worn with Supervisory approval. On-duty patrol and SOD officers (except motor officers) shall maintain a riot helmet at their assignment or in the police vehicle.

Officers deployed at a civil disturbance shall have their ID number affixed to their riot helmet in a manner which makes individual identification possible to Supervisors and citizens. The type and manner of display of identification numbers will be determined by the Commander, SOD, Special Services Section.

9. Motorcycle Helmets

Officers shall wear a Departmental motorcycle helmet whenever operating any Departmental two-wheeled motorized vehicle.

10. Reflective Safety Vest

The reflective safety vest will be worn as the outermost garment whenever any employee or police explorer is engaged in traffic direction, except during an emergency short-term situation.

11. Tire Deflation Devices

An alternative to stopping a vehicle being pursued, or to reduce the speed of a vehicle that may be fleeing from an officer, is the use of a Tire Deflation Device. Only Department approved Tire Deflation Devices may be used by officers.

Tire Deflation Devices are issued in an assortment of sizes for different implementation strategies. These include:

- Full traffic lane coverage
- Coverage of one side of a vehicle (between front and rear tires)
- Coverage of a single tire

Use of a Tire Deflation Device on a moving vehicle will be accomplished only with a full traffic lane coverage device. Whenever possible, prior to the deployment of a Tire Deflation Device on a moving vehicle, the deploying officer will request approval from the Shift Commander. The deploying officer will broadcast the location to PSC that the Tire Deflation Device is deployed, including the street/road name, direction and lane number.

Officers will allow enough clearance between the moving vehicle and police vehicles to allow the Tire Deflation Device to be removed from the roadway.

Tire Deflation Devices not designed for full lane coverage will only be deployed when the target vehicle is stopped or parked. Whenever possible, prior to deployment of a Tire Deflation Device on a stopped or parked vehicle, the deploying officer will request approval of a Supervisor. The deploying officer will broadcast the location to PSC that the Tire Deflation Device is deployed, including street/road, direction, vehicle/suspect description and reason for deployment.

Tire Deflation Devices may be deployed with a Supervisor's approval in situations in which a pursuit would not otherwise be authorized. These situations include serious traffic violations or motor vehicle offenses that create a continuing threat or danger to the public or other police officers, such as:

- Stolen autos that fail to stop
- Reckless/negligent driving
- Known armed individuals that fail to stop
- Tactical situations such as barricades, civil disturbances, or warrant services
- DUI

This list is not inclusive.

Only officers who have received both classroom and practical training in use of a Tire Deflation Device may deploy it. TED shall maintain a training program in the use of authorized Tire Deflation Devices.

At no time when deploying a Tire Deflation Device shall cords or other parts of the device be held or wrapped around the deploying officer's wrist, hand, arms or other body parts, including clothing or gear. Cords shall be laid on the ground until the Tire Deflation Device is struck by the wanted vehicle. Once deployed, the Tire Deflation Device shall be immediately removed from the roadway.

A Tire Deflation Device shall not be used in situations involving two or three wheeled motorcycles or four-wheel all terrain vehicles.

A Tire Deflation Device will not be deployed on exit ramps, merge lanes or turn lanes.

Tire Deflation Devices shall not be deployed when non-involved vehicles may be damaged.

Tire Deflation Devices may not be deployed outside of Prince George's County.

All uses of a Tire Deflation Device shall be documented in a Case Report and forwarded to the Tire Deflation Device Coordinator and IAD, prior to the end of duty.

Replacement of deployed Tire Deflation Devices will be the responsibility of the Tire Deflation Device Coordinator. The deploying officer shall arrange for replacement of the deployed Tire Deflation Device within 72 hours, by delivering the deployed device to the Tire Deflation Device Coordinator.

12. Tactical Emergency Casualty Care (TECC) Kit

The Tactical Emergency Casualty Care (TECC) kits are issued to officers to provide critical emergency medical care to themselves or another in circumstances when they are the first arriving responders. Training for the TECC kit is mandatory prior to issuance.

The TECC kits are designed to assist an officer with providing life saving techniques associated with a severe life threatening hemorrhage to the extremities, such as the neck, arms, or legs. Examples of injuries include, but are not limited to, gunshot wounds, stab or slash wounds, and amputations (partial or full).

The TECC kits will be assigned to the officer and not to their assigned Departmental vehicle. If reassigned a vehicle, the officers is responsible for removing the TECC kit from the old vehicle and placing it into the new one. The TECC kit shall be attached to the back of the vehicle's front headrest (driver or passenger side) so that it is readily available for the officer or another in the event of an emergency. Officers who are not issued a marked or unmarked vehicle are not required to attach their kit to a headrest of their work vehicle (ex. Leased Vehicle), however, they should have their TECC kit available based on operational necessity.

When any item in the TECC kit is used, documentation of the incident is mandatory. The officer shall bring a copy of the case record and their kit to TED for follow-up within seventy-two (72) hours of the incident. The report must detail the officer's actions in reference to the kit item(s) and technique they applied to the victim. In the event that a TECC kit is lost or stolen, the officer shall document in a Case Record and present a copy to TED for reissuance of a new kit.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.3.9, 17.5.2, 17.5.3, 22.2.8, 22.3.4, 41.3.4, 41.3.5, 41.3.6, 46.1.6, 53.1.1, 61.3.2, 71.2.1, 71.3.2, 81.2.5, 81.2.7, 82.2.1

18. SECONDARY (EXTRA-DUTY) EMPLOYMENT
(December 2016)

I. POLICY

The Prince George's County Police Department recognizes the benefits of secondary employment, both to its employees and to the community.

The policy of the Prince George's County Police Department is that employees of the Department may engage in secondary employment when the employment:

- Conforms to the existing laws and regulations
- Does not conflict or interfere with the mission of the Department
- Does not present the perception of impropriety
- Does not undermine the integrity or efficiency of the Department

The Department may, consistent with the Law Enforcement Officers Bill of Rights (LEOBR), reasonably regulate secondary employment.

All Secondary Law Enforcement Employment (SLEE) will be conducted within Prince George's County, Maryland. No SLEE will be approved for sites outside of Prince George's County, except upon approval of the Commander, Office of Secondary Employment (OSE).

Officers are permitted to work SLEE subject to the restrictions stated in this policy. Officers shall transmit exemption requests to these provisions through their chain of command to the Commander, OSE. The Commander, OSE is prohibited from working SLEE.

It is the responsibility of all Departmental supervisory personnel to ensure compliance with this policy.

II. CHECKLIST (N/A)

III. DEFINTIONS

Non-Departmental Secondary Employment: Employment that is not related to law enforcement or security, does not require the use of law enforcement power or authority, and does not utilize any police department equipment, vehicles, uniforms, or similar assets.

Secondary Law Enforcement Employment (SLEE)(AKA Part-Time): Employment in which an employee is compensated by an entity other than the Prince George's County Police Department for the performance of law enforcement or law enforcement related duties including (but not limited to) security, traffic direction, and parking enforcement.

County Supplemental Secondary Employment (AKA Overtime): Employment in which an employee is compensated by the Prince George's County Police Department for the performance of law enforcement duties rendered in support of a county agency or county sanctioned event or program (e.g., school athletic events, special details, mutual aid events, grant funded overtime, FedEx Field events).

Night Clubs: an entertainment venue which usually operates late into the night, generally offering patron dancing with a DJ and/or other forms of live entertainment.

IV. FORMS

- Secondary Law Enforcement Employment Request Form (PGC Form #5243)
- Secondary Law Enforcement Employment Business Agreement (PGC Form #5242)
- Secondary Law Enforcement Employment Monthly Activity Report

V. PROCEDURES

1. Application Process

The Commander, OSE, or designee, shall serve as the coordinator for requests to perform SLEE. The Commander, OSE shall also administer the policy of the Department to allow officers to work SLEE. The Commander, OSE shall ensure the review of SLEE requirements and sites, and may restrict officers from working for specific individuals or work locations.

Officers seeking to engage in SLEE shall submit the SLEE Request Form through their chain of command to the Commander, OSE for approval.

Prior to participating in SLEE, officers shall complete the Department's SLEE Training Program.

2. Limitations

Probationary officers shall not participate in SLEE other than Departmental overtime and County Supplemental Secondary Employment. Exceptions for Experienced Police Officers (EPO) upon completion of academy training and a minimum of 6 months service may be approved for SLEE by the EPO's District Commander.

Officers with less than 3 years of service are prohibited from working at:

- Dance halls
- Night clubs
- Bars or any establishment where the primary business is serving alcohol

Businesses employing five or more officers for SLEE assignments at the same time will be required to hire at least one PGPD first-line Supervisor (the rank of Sergeant or above).

Officers who are on administrative leave, administrative duty, no-duty, or light duty shall not participate in SLEE. Officers on sick leave shall not participate in SLEE for 24 hours after the end of the shift for which they were on sick leave.

Officers using sick leave to care for a household member (e.g., spouse, child) may be exempt from this requirement. Officers must personally notify their immediate Supervisor of their leave status and the reason for it along with the date and time of the secondary employment. The Supervisor shall review the employee's circumstances and, if appropriate, exempt the officer with the concurrence of the shift/unit Commander/Manager. The shift/unit Commander/Manager shall submit their approval, via memorandum to the affected District/Division Commander/Manager prior to the end of shift. Without Supervisory notification and approval, officers are not exempt.

Officers who call in sick for a court appearance shall not participate in SLEE during the 24 hours immediately following their scheduled court appearance time. This limitation may only be waived with the approval of the officer's shift/unit Commander/Manager. The shift/unit

Commander/Manager shall submit their approval, via memorandum to the affected District/Division Commander/Manager prior to the end of shift. Without Supervisory notification and approval, officers are not exempt.

The nature of the duties and obligations of the Department requires that employees work irregular schedules that are subject to change to meet deployment needs.

Additionally, it is necessary that employees have adequate rest to be alert during their tour of duty. For these reasons, the Department may limit or prohibit secondary employment that is detrimental to Departmental objectives.

Officers shall not work more than 16 hours per day during their regular tour of duty. This includes:

- Regularly scheduled tours of duty
- Overtime (extension of regular work schedule)
- SLEE
- A combination of the aforementioned hours

This excludes:

- Off-duty court appearances
- Certain County Supplemental Secondary Employment assignments (e.g. FedEx Field)
- Non-Departmental Secondary Employment worked while on regularly scheduled days off

Officers may work more than 16 hours per day, if directed for Departmental operational necessity.

Officers shall not exceed 20 hours of SLEE per work week.

Sworn members holding the rank of Sergeant and above are prohibited from working for a subordinate within their immediate chain of command.

3. Restrictions

Sworn Employees

Certain types of secondary employment conflict with the broader public interest of the PGPD or may cause the ethics or reputation of the Prince George's County Police Department and its employees to come into question. In order to avoid such conflicts and questions, no employee shall work any Non-Departmental Secondary Employment or SLEE as follows:

- As a commissioned police officer for any other county, municipality, or political subdivision. This does not apply to duties related to active military, reserves, or National Guard activities
- Employment or ownership in, or on behalf of:
  - An Attorney
  - A Bail Bond Agency
  - A Private Detective
  - An Insurance Agency
- Involvement, in any form, in private investigation duties, including civil process service
- For any party in a labor-management dispute
- Participation in employment requiring conduct inconsistent with PGPD objectives, regulations, ethics, or that creates a real or potential conflict of interest
- Employment requiring the officer to directly sell, dispense, or serve alcoholic beverages in any manner

- Employment for any location that has nudity or partial nudity as a form of entertainment
- As an independent contractor of police services
- Employment for any location or business operating contrary to their Business License or Use and Occupancy Permit as required by law
- Employment for any location that does not possess a valid County Business License and/or Use and Occupancy Permit
- Receiving payment from two or more employers simultaneously without written permission of the multiple employers
- Officers are prohibited from accepting compensation from an employer for the use of Departmental vehicles, equipment, uniforms, or similar assets

Civilian Employees

The following restrictions apply to civilian secondary employment, unless exempted by the Commander, OSE. Civilians shall transmit exemption requests through their chain of command to the Commander, OSE.

Civilian employees shall not:

- Work SLEE
- Participate in secondary employment while on sick leave or light duty
- Represent themselves as sworn police officers
- Wear PGPD uniforms in the performance of any secondary employment
- Work in a line of employment or establishment prohibited to sworn employees
- Work security or police related jobs

All Employees

All employees working extra-duty employment are to adhere to all Departmental policies and procedures. Employees will be held to the same standards of conduct and performance as they apply to on duty work.

No employee shall solicit extra-duty employment while on duty at any time, in any manner, that would lead a reasonable person to believe that the regular provision of police services to their business or person may be affected.

Employees shall not disclose any confidential information obtained in an official capacity to any off duty employer.

Sworn employees previously restricted from ownership in or on behalf of a security company shall be required to submit their business plan to the Commander, OSE for approval by February 21, 2013. Employees that wish to maintain ownership or interest in, or maintain employment through, a security company will have to have approval in writing from the Commander, OSE by February 22, 2013.

Business plans will be evaluated for any practices that would conflict with current General Orders or Departmental policy. A copy of the approved business plan will be maintained on file in the OSE and a letter outlining restrictions or limitations will be sent to the business owner regarding employment of officers or civilian employees.

Employees wishing to engage in any secondary employment involving a security company hired after February 22, 2013, will be evaluated on a case-by-case basis by the Commander, OSE. The Commander, OSE

will have final decision making authority as to whether or not the secondary employment is authorized.

4. Notification to Public Safety Communications (PSC)

Officers shall notify PSC prior to beginning each SLEE. The dispatcher will initiate a Case Number for the job assignment. The officer shall provide the dispatcher with the following:

- Name and ID#
- Working SLEE Sig. 19
- Name and address of business
- Hours
- Attire
- Supervising agency (if other than PGPD)

Officers must notify the dispatcher over the air of their out-of-service (10-7) status, and close the SLEE CCN as code 319.

Officers may log on to their assigned Mobile Data Computer (MDC). Officers are to confirm their in-service time over the air (10-8) with the PSC dispatcher. Officers may, at their discretion, provide a contact number to PSC via phone or MDC.

Officers working SLEE in a municipality shall also notify that jurisdiction's Communications dispatcher immediately following the PSC in-service confirmation.

Officers requiring a Case Number for an incident occurring during the SLEE assignment will request a separate Case Number for the specific reportable incident, and clear that case number with the appropriate code. Officers will not use the SLEE Case Number for case reporting.

5. Multiple-Officer Secondary Law Enforcement Employment (SLEE) Locations

If the location is a designated multiple-officer location, with five (5) or more officers working simultaneously, the senior officer may call in the SLEE information to PSC for all officers working. The officer who calls the information in must provide PSC with:

- The number of officers required for that location
- The number of officers present at the time of notification
- The IDs# of the present officers
- Agency of the officers

The officer shall also immediately notify PSC if the number of officers present at a multiple-officer location change throughout the SLEE shift. In the event that the supervising officer (Sergeant and above) fails to appear at the SLEE site, the senior ranking officer on-site will notify the on-duty shift commander. The Shift Commander shall determine if the SLEE will remain authorized.

The senior officer is responsible for clearing the SLEE Case Number as code 319 after the assignment is complete.

6. District/Division Commanders/ Managers Responsibilities

Employees

District/Division Commanders/Managers may revoke an employee's approval to work SLEE for reasons including, but not limited to:

- Employees do not receive a minimum satisfactory performance rating on their PPA
- During a current appraisal period, in the judgment of the employee's commander, the employee is failing to meet on-duty performance expectations
- An employee's SLEE impairs their ability to perform law enforcement duties
- Violations of the SLEE policy *(Note: this list is not all inclusive)*

Businesses

District Commanders may, at their discretion, prohibit SLEE at specific locations within their respective district. They may take into consideration several factors regarding the location including, but not limited to:

- Severity and types of crimes
- Number of crimes
- Cooperation by the business owner in resolving a crime problem
- Number of officers required at the location based on a safety assessment

The District Commander shall notify the Commander, OSE of the prohibited site location. Approval of secondary employment will not be unreasonably withheld as long as it does not:

- Constitute a conflict of interest
- Does not interfere with the officer's duties as a county law enforcement officer
- Is limited to the officer's jurisdiction, and does not put the officer's safety at risk.

Owners of prohibited businesses or locations may appeal the prohibition directly to the Commander, OSE.

The District Commander shall conduct a review of all approved secondary employment sites within their districts every January and July, and document findings on a memorandum to be retained at the District.

7. Attire

Officers working SLEE shall wear the complete uniform of the day or utility uniform, as appropriate.

Plainclothes SLEE is prohibited without prior written approval, by the Commander, OSE. The request for plainclothes SLEE shall be forwarded through the chain of command to the Commander, OSE. The Commander, OSE may take into consideration, the wishes of the SLEE employer regarding officer's attire, along with officer safety factors.

8. Arrest Compensation

Officers will not be compensated by the Department for off-duty court appearances for arrests that result from SLEE.

9. Employment Responsibilities

Officers are responsible for checking the secondary employer's business approval status prior to engaging in secondary employment. A current list of approved businesses is located on the Department's shared drive (I:\public\secondary employment).

Officers shall submit to their Supervisor by the 5th of the month, an accounting of their previous month's SLEE activities. The SLEE Monthly Activity Report will include actual dates and hours of SLEE worked. These reports shall be retained at the District/Division level for 60 days.

Sworn employees engaged in SLEE will ensure that appropriate action to enforce the law and preserve public safety always takes precedence over any rules or restrictions set by the SLEE.

Sworn employees engaged in SLEE will not act to enforce the rules and regulations of an employer, which are not otherwise violations of the law.

Officers shall handle duties stemming from incidents occurring on the premises of the SLEE employer, including reports, lookouts, and arrests.

Also:

- Officers possessing PGPD vehicles shall transport their own prisoners
- Officers shall submit reports to a Supervisor working that area or to the district where the incident occurred
- Officers working inside a building or shopping center are required to respond to incidents occurring in the parking lot. They shall provide an initial assessment and request on-duty units as appropriate.
- Officers working traffic control assignments shall handle all traffic accidents

If there is a question whether an incident should be handled by the officer working SLEE or an on-duty officer, the final decision will be made by the on-duty OIC.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.3.4, 22.3.5, 26.1.1

19. CHAPTER REDACTED

20. FIELD TRAINING PROGRAM
(June 2018)

I. POLICY

The Field Training Officer is the means by which the goals of the Field Training Program are achieved. The Department recognizes that in order for the Field Training Program to be successful, careful consideration must be given to the selection of participants. Field training is a 60 working day program required for all probationary officers. It is an extension of the training provided by the Training and Education Division, and provides probationary officers with instruction, direction, guidance, and experience. The program assists them in developing judgment, increasing efficiency, and establishing good habits with respect to conduct and appearance.

The Field Training Program aids the Department in determining whether or not a probationary officer meets the requirements to become a permanent member of the Department.

II. CHECKLIST (N/A)

III. DEFINITIONS

Departmental Field Training Coordinator: An officer assigned to the Training and Education Division, Basic Training Section, appointed by the Commander, TED. Responsibilities include coordinating the FTO certification schools, facilitating debriefing sessions, and assignment of probationary officers to FTOs.

District Field Training Coordinator: An experienced field training officer appointed by a District Commander that serves as a liaison between the District Station and the Training and Education Division's Basic Training Section.

Field Training Officer (FTO): An officer with at least three years experience as a Prince George's County Police Officer. FTOs display exemplary abilities, combined with a willingness to assume the role of trainer and coach.

FTO Steering Committee: Provides oversight and input to the FTO Program

Probationary Officer: An officer that has graduated from the Training and Education Division's Basic Training Section.

Probationary Period: The probationary period is 12 months from the date of graduation from the Training and Education Division.

IV. FORMS

- FTO Daily Evaluation Form
- FTO Supervisor's Monthly Evaluation

V. PROCEDURES

1. <u>FTO Period: Sixty-Day Minimum Requirement</u>

Upon graduation from the Training and Education Division, probationary officers are required to complete a 60 working day course of instruction with a Field Training Officer. The probationary officer is a student, not a partner, in a two-person unit.

Probationary officers may take two days of sick or annual leave during the Field Training Program and receive credit for those days.

Probationary officers shall not ride with an officer that is not a certified FTO, including the senior corporal, for more than six days during the 60-day cycle. Days beyond six shall be made up with a certified training officer. A certified training officer includes a Field Training Officer, a Sergeant, or a Corporal formally appointed, in writing, as the "Officer in Charge" (OIC) of a squad.

Probationary officers are evaluated on the following numerical scale:

1 = Unacceptable
2 = Poor
3 = Satisfactory
4 = Above Average
5 = Outstanding

Probationary officers must have a rating of 3 or better in each category for the last 15 days of field training in order to be released from the program. Successful completion of the Field Training Program is required to be retained as a permanent employee.

2. Assignment of Probationary Officers

Prior to their graduation, the Training and Education Division shall provide the Bureau of Patrol (BOP) with the number of probationary officers graduating from Basic Training. BOP then provides TED with the number of probationary officers to be assigned to each District Station.

BOP will assign probationary officers to their Field Training Officers.

Two weeks prior to graduation, the probationary officer will meet their assigned FTO.

3. Rotation Process

Probationary officers shall rotate between two District Stations as follows:

- 20 days, primary District Station
- 20 days, secondary District Station
- 20 days, primary District Station.

4. Debriefing Sessions

The Departmental Coordinator shall conduct three mandatory debriefing sessions during the probationary officer's field training. Sessions will take place when probationary officers rotate assignments. Supervisors and District Station Coordinators are encouraged to attend these sessions.

Debriefing sessions are conducted to evaluate the Field Training Program, identify deficiencies, and provide a forum for the exchange of information. This enables the FTO and the probationary officer to evaluate their performance and review their training files. The Departmental Coordinator will meet with the FTOs and probationary officers individually to address any concerns.

5. Requirements for Releasing a Probationary Officer from Field Training

To be released from the Field Training Program, probationary officers must:

- Complete 60 working days in the program
- Submit a completed Field Training Officer's Manual to TED for their file
- Complete one working day at PSC
- Receive satisfactory ratings, 3 or greater, in each categories for the last 15 days of the program

- Have at least two monthly evaluations by a Supervisor on file at the TED
- Complete an Inter-Office Memorandum entitled "Completion of the Field Training Program" as detailed in the Field Training Manual.
- The completed Field Training Manual shall be reviewed and approved by the Deputy Chief, BOP, prior to final review and release of the probationary officer from TED.

Only original documents shall be accepted at the TED. Both the probationary officer and the FTO must personally appear at the TED to request release from the Field Training Program.

6. Extensions to the Field Training Program

The Field Training Program is 60 working days at a minimum. If a probationary officer's performance is less than satisfactory in any category during the last 15 days of the program, it may be extended.

If the Field Training Program is extended, the probationary period may also be extended. The TED will be responsible for completing the Personnel Notification Form required for extension by Maryland Police and Correction Training Commissions (MPCTC). The District Commander shall be responsible for completing the appropriate paperwork to request the probation extension from the Police Personnel Division Commander/ Manager.

FTOs may request extension of the Field Training Program via an Inter-Office Memorandum forwarded through the chain of command to the District Commander. A copy shall be sent directly to the TED for inclusion in the probationary officer's training file. The FTO Steering Committee will review all requests, and determine the likelihood of improvement if an extension is granted.

If the probationary officer's deficiencies are significant, they may immediately be re-assigned to the Training and Education Division.

7. Remedial Training

The Field Training Officer may provide remedial training during the Field Training Program. Examples of this include:

- Requiring the probationary officer to repeat tasks
- Having the probationary officer observe the FTO performing certain tasks
- Temporarily reducing the responsibilities of the probationary officer
- Having the probationary officer provide verbal accounts of incidents

Remedial training must address deficiencies displayed by the probationary officer. Included in the Field Training Manual is a Remedial Training Plan worksheet. This worksheet shall be used to document all remedial training. It shall be completed, in addition to the daily evaluation, and forwarded through the chain of command to TED.

If the probationary officer has deficiencies that cannot be remedied during the Field Training Program or an extension of the program, re-training shall be coordinated through the Departmental Coordinator.

If the probationary officer does not perform satisfactorily during re-training, they will either be recycled through Basic Training or terminated.

If a determination to recycle the probationary officer is made, their police powers shall be suspended and the probationary period extended.

If a determination to terminate the probationary officer is made, their police powers shall be suspended pending termination.

8. Field Training for Experienced Officers

Experienced police officers, and those that return to the Department after resignation or a leave of absence, shall complete the entire Field Training Program.

Officers that have completed the program and subsequently separate from the Department for less than one year must ride with an FTO for 30 working days. They shall meet all requirements of the Field Training Program.

9. FTO Selection Process

The Field Training Officer has two primary roles:

- A police officer with full patrol responsibilities, and
- A trainer, coach, and role model to the probationary officer

Candidates for the position of Field Training Officer must:

- Be nominated by their immediate Supervisor and District Commander
- Have at least three years experience with the Department
- Be willing to perform the FTO function
- Have an exemplary work history
- Qualify with their issued handgun and not be under the Department's tri-annual training program

BOP will verify the nominated officer's work history by contacting the Internal Affairs Division. The Early Identification System and active or sustained investigations shall be reviewed. Based on this review, BOP will forward the names of the eligible candidates to the Commander, TED, for verification of their training history. Eligible candidates will be scheduled for an oral interview conducted by the TED.

Selection to attend Field Training Officer School shall be based on the recommendation of the Supervisor; District Commander; Deputy Chief, Bureau of Patrol; the officer's training history; and their performance in the oral interview.

Final selection of Field Training Officers shall be based upon each officer's performance in the Field Training Officer School.

If an officer is the subject of an open or pending investigation for force or serious misconduct, they shall be suspended from eligibility as a Field Training Officer until the matter is resolved.

The following shall disqualify an officer from serving as an FTO:

- Criminal misconduct investigations with sustained or non-sustained charges
- Sustained Use of Force violations
- Investigations concerning questionable conduct pertaining to character, ethics, or morality with sustained or non-sustained charges
- Patterns of conduct or job performance that reflect negatively on the

Department. Examples include multiple sustained Failures to Appear, Departmental Accidents, or multiple allegations of force or language violations
- Failure to qualify with their issued handgun
- Being under the Departments tri-annual training program

10. FTO Training

FTO candidates shall complete a five-day school. They shall also attend FTO in-service training, as scheduled by the Training and Education Division. Inasmuch as FTO debriefings are educational, these, too, are considered training and shall be attended by field training officers when the debriefings are announced.

11. Incentives for Field Training Officers

While training a probationary officer, FTOs shall receive:

- An increase in hourly pay, as determined by the current contract
- One hour of compensatory leave for each day they train a probationary officer
- Preferential consideration for training that enhances their performance as a FTO
- A FTO pin to be displayed on their uniform

12. Retention of Field Training Officers in the Field Training Program

To remain in the Field Training Program, FTOs must:

- Attend required FTO in-service or refresher courses
- Receive acceptable evaluations based on their performance as an FTO
- Complete the required Field Training Officer evaluations
- Qualify with their issued handgun and not be under the Department's tri-annual training program

The FTO's performance, both as a patrol officer and a FTO, shall be reviewed prior to each new training assignment. Evaluations by the Supervisor and the prior probationary officer shall be considered, and the final determination made by the Commander, TED in consultation with the appropriate District Commander.

13. Removal of Field Training Officers from the Field Training Program

FTOs may be removed from the Field Training Program if the officer:

- Requests removal in writing
- Is the subject of an active or sustained internal investigation
- Receives unacceptable performance evaluations based on their duties as either a patrol officer or an FTO
- Fails to attend FTO in-service or a refresher course
- Fails FTO re-certification
- Fails to qualify with their issued handgun

The Commander, TED may remove an FTO from the program after consultation with the appropriate District Commander.

14. Shift Supervisor's Responsibilities

The Shift Supervisor is responsible for supervising both the Field Training Officer and the probationary officer during the Field Training Program to ensure that all requirements are being met.

The Shift Supervisor shall complete a weekly review of the probationary officer's Field Training Manual. They shall ensure it is up to date and properly completed.

The Shift Supervisor is also responsible for evaluating the probationary officer on a monthly basis. These evaluations shall occur every 30 days during the 12-month probationary period.

They shall ensure that the probationary officer spends one working day at PSC prior to release from the Field Training Program.

The probationary officer shall ride with the Shift Supervisor for one day during the last 10 days of field training. The Shift Supervisor shall document this on the FTO's daily evaluation form.

15. Required Documentation

FTOs shall provide feedback and informal evaluations to the probationary officer throughout each shift. They are required to complete a written evaluation daily. Once every five days, a written evaluation must be forwarded through the chain of command to the District Commander for review and concurrence at each level.

16. District Field Training Coordinator

The District Field Training Coordinator is appointed by the District Commander. They must have served as a Field Training Officer and performed in an exemplary manner. They should be the rank of Corporal or below.

The District Field Training Coordinator shall:

- Assist with the assignment of probationary officers to FTOs
- Facilitate the rotation of probationary officers to their secondary District Station
- Serve as a liaison between the District Station and the Training and Education Division

17. District Commander's Responsibilities

District Commanders are responsible for formal recommendations to release, retrain, remediate, or terminate the probationary officer. They shall review all performance evaluations for completeness and accuracy, and forward them to the Training and Education Division.

18. Departmental Field Training Coordinator

The Departmental Field Training Coordinator is responsible for:

- Coordinating FTO certification schools
- Coordinating de-briefing sessions
- Assignments of probationary officers to FTOs
- Serving as a point of contact for the District
- District Field Training Coordinators, FTOs, and probationary officers
- Maintenance of all field training files

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standard 33.4.3

Governing Legislation:

- Prince George's County Personnel Procedure 213, August 28, 2003

Reference:

- Training & Education Division, Field Training Officer Protocol

21. FISCAL & ASSET MANAGEMENT
(November 2016)

1. POLICY

It is incumbent upon all members of the Department to conserve and protect all funds, assets, and resources over which they have control. As integral parts of the Department's fiscal and asset management system, periodic audits and inventories ensure accountability and efficiency.

Employees representing the Department in business transactions with outside business organizations or private vendors shall conduct themselves in a way reflecting favorably on them and the Department. Acceptance of gratuities or benefits is prohibited.

Departmental resources will not be committed to furthering the work of a prospective contractor or vendor before the formation of a contract.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Fiscal Management Division Stockless Inventory Requisition Form (09/01)
- Payment Request (PGC Form #114)
- Physical Inventory, Weapons (PGC Form #3286)
- Physical Inventory, Communications Equipment (PGC Form #3287)
- Physical Inventory, Fixed Assets (PGC Form #3288)
- Physical Inventory, Furniture and Equipment (PGC Form #3289)
- Equipment Custody Receipt (PGC Form #1890)
- Transfer of Fixed Assets (PGC Form #2514)
- Property Turn-in Report (PGC Form #8)
- Expense Reimbursement Form (PGC Form #Pending)

V. PROCEDURES

1. Department-Sponsored Explorer Funds

Explorer funds are all monies received for the benefit of Explorer activities.

2. Expense Reimbursement

All requests for reimbursement of expenses in the performance of official duties (i.e., tolls, parking fees, etc.) must be submitted through the employee's chain of command to the Deputy of Administration and Homeland Security (BOAHS) and the Fiscal Management Division (FMD). The original receipt(s) shall be attached to a buckslip.

Reimbursement will be on the employee's paycheck, but will not be subject to tax.

3. Asset Inventories & Transfers

Annual Inventories of Fixed Assets

The Department will conduct annual inventories of fixed assets and document the transfer of fixed assets for future inventories.

Whenever any component or employee assumes custody of an item of equipment classified as a fixed asset, the component OIC or employee shall document the transfer of custody on an Equipment Custody Receipt. Signatures on receipt

forms will be obtained at the time fixed asset items are received at Departmental facilities.

The form preparer shall submit the original form to FMD. The Manager, FMD, shall transmit copies to the preparer and the component or employee surrendering custody.

Equipment Custody Receipts are used to record temporary transfers of fixed assets such as an officer turning in a firearm for repair. The Departmental Armorer will keep the original form. The officer or unit turning in the weapon will keep the copy.

The Manager, FMD shall monitor compliance with this General Order and report non-compliance to their Deputy Chief, who will direct appropriate disciplinary action.

The Department shall report, as required by the Office of Central Services, on the following fixed assets/items:

- Items with an initial acquisition cost of $5,000 or more and having a usable life of not less than one year, except vehicle equipment permanently mounted on a vehicle
- Departmental firearms

Commanders/Managers are responsible for all items easily converted to personal use, with individual acquisition costs over $50.

Equipment acquired by operating lease agreements is not a fixed asset.

Items listed on completed inventory control sheets and Equipment Custody Receipts will be grouped according to item type, such as all chairs together.

Commander's/Manager's Responsibilities

Commanders/Managers shall, each January, conduct an inventory of fixed assets within their commands using appropriate inventory control sheets. During the inventory they shall:

- Compare the list of fixed assets provided by FMD with the fixed assets in custody
- List additional, missing or transferred fixed assets
- Correct inventory control sheets to reflect changes in room number, condition or usage of the fixed assets

On completing the inventory the Commanders/Managers shall complete Equipment Custody Receipts, listing all fixed assets added to their inventory. Commanders/Managers shall retain a copy and transmit the original to FMD. They shall transmit Equipment Custody Receipts and Inventory Control sheets to FMD no later than February 1.

Commanders/Managers shall also notify FMD of each newly acquired, transferred, lost or destroyed fixed asset, or item of Departmental equipment.

Shortages of equipment items will be reported immediately to the Internal Affairs Division for investigation.

4. <u>Inventories</u>

Change of Command Inventory

Each Commander/Manager shall conduct a fixed assets inventory within 30 days of a change of command, to include:

- Any item acquired with State funds
- Office furniture and office equipment including computers valued at more than $50.00

- Communications equipment costing $500.00 or more

When the change of command occurs close to January, the incoming Commander/ Manager shall contact the Manager, FMD, who may authorize one inventory to document the change of command and annual inventories.

The incoming Commander/Manager shall document this inventory on the Equipment Custody Receipts and inventory control sheets and provide a copy of these to the outgoing Commander/Manager.

The incoming Commander/Manager shall note discrepancies in the inventory in a memorandum to FMD.

The Manager, FMD, will attempt to resolve the discrepancies. If unable, they shall contact the Commander, Internal Affairs Division.

5. Communications Equipment

Department issued communications equipment (e.g. cell phones and radios) may not be transferred without contacting the issuing Division.

6. Converting Property for Departmental Use

Inventory Acquired Through Property Section

The Chief of Police shall transfer all unclaimed property to the Director of the Office of Central Services agent, who may assign certain serviceable confiscated property items to County agencies, such as electronic equipment, binoculars, etc.

Procedures for Conversion

When employees determine a need for an item likely to become available for conversion, they shall submit written justification to their Commander/Manager. If the Commander/Manager concurs with the request, they shall submit it to their Deputy Chief.

Upon concurrence, the Deputy Chief shall forward the request to the Manager, Office of the Comptroller, for review. If it is determined that the property is available and can be transferred, the Deputy Chief will submit the request to the Manager, FMD. If the Deputy Chief declines the request, they shall return it to the requester with an explanation of the non-concurrence.

If approved, the Manager, FMD, shall direct the OIC, Property Warehouse Unit, to notify the Division Commander/Manager that the property is available for transfer to their inventory.

The OIC, Property Warehouse Unit will document the transfer of property by memorandum, describing the property by identification numbers and characteristics and the Division accepting custody of the item. The OIC, Property Warehouse Unit shall transmit copies of the memorandum to:

- Fiscal Management Division
- Internal Affairs Division
- Deputy Chief or Manager of the requesting component

Commanders/Managers receiving an item shall immediately add the item to their inventory records to reflect the item.

7. Asset Transfer

Asset Transfer Between Commands

Interagency transfers of fixed assets are made through the Office of Surplus Property Acquisition and Disposal.

Fixed assets and Departmental equipment will not be transferred between divisions without authorization from the releasing Commander/Manager.

Transfer of fixed assets is recorded on Equipment Custody Receipt and Transfer of Fixed Asset forms. The original copy of each form will be forwarded to FMD by the receiving Commander/Manager. The Commander/Manager receiving custody of the asset shall transmit a copy of the receipt to the releasing Commander/Manager.

Interdivision transfer of fixed assets may be made, with appropriate revisions being made to inventory records. Notification to FMD will be made during the annual inventory.

For these items the receiving Commander/ Manager shall notify FMD of the transfer by memo.

8. Disposal of Inventory Items

When an item of inventory is determined to be unserviceable, the Commander/Manager will submit a completed Property Turn-In Report to FMD. FMD forwards the report to the County Surplus Property Branch.

The requesting command must facilitate delivery of inventory items by either of the following methods:

- Store the item at the requesting command pending pickup by the Surplus Property Branch
- Deliver the item directly to the Surplus Property Branch
- In these cases, a notation shall be made in the remarks section of the Property Turn-In Report indicating that the item will be delivered by the requesting command

9. Inspections & Audits of All Cash Funds

(PGPD Criminal Investigations Manual)

Internal Affairs Division (IAD) shall conduct, at minimum, an annual audit of all investigative fund banks throughout the Department. IAD may conduct unannounced audits or inspections more frequently, if necessary.

Commanders/Managers of Districts/ Divisions that maintain cash funds shall account for such funds by utilizing a continuous ledger. The ledger must identify initial balance, cash received, cash disbursed, and the balance on hand. The Commanders/Managers may appoint a funds custodian who will have the sole authority of disbursing funds and maintaining records and other documentation supporting cash expenditures.

The Commanders/Managers shall ensure that a quarterly audit is conducted and its findings reported to their Deputy Chief or Assistant Chief. When a quarterly audit is conducted, the Commander/Manager shall indicate in the ledger that the audit was conducted, their initials, and the date of the audit. Each report shall contain, at minimum:

- Report of expenditures paid during the previous quarter
- The purpose of the expenditures
- Documentation adequate to justify expenditures

Security of Funds

All cash funds shall be kept in a safe at a secure location. Unless maintained in the computer, all ledgers and receipts must be held with the funds.

Duties of Funds Custodians

Funds Custodians shall:

- Maintain transaction cards or receipts
- Remain informed regarding the history of payments made to a confidential source (CS)
- Prevent duplicate or unnecessary payments
- Maintain knowledge of the value of contraband
- Ensure the ledger is kept current and ready for quarterly and unannounced audits and inspections

The funds custodian may advance funds to personnel requiring access to monies for authorized expenditures. Authorized expenditures are:

- Monies used to purchase contraband
- Expenses used for information and to defray investigative expenses to further a criminal investigation
- Monies that may be designated by an investigative commander for other uses

10. Purchasing Procedures

(Administrative Procedure #331)

Requisition Review & Submission

Commanders/Managers shall initiate requisitions. Requisitions are transmitted to FMD through the chain of command.

Requisitions must be accompanied by three written quotes, unless the requested item is under contract. In that case, only one quote is required and the Fiscal Management Stockless Inventory Requisition Form shall be used.

11. Requisition Processing/Supply Receiving

When requisitions are received, FMD determines the appropriate source of supply and facilitates the procurement.

When supplies are delivered from County General Stores, the employee accepting delivery shall:

- Examine the deliveries against each packing slip and invoice accompanying the delivery
- Date and initial each
- Forward them to the appropriate Commander/Manager, who shall then submit them to FMD

Employees who discover discrepancies shall report them immediately to the Division Commander/Manager.

12. The Departmental Budget Process

The County's budget cycle operates on the Fiscal Year that begins each July 1 and ends the following June 30. Consistent with the County's budget cycle, the Department's budget process shall be coordinated through the Office of the Comptroller and the Fiscal Management Division. Commanders/ Managers will be notified by the Office of the Comptroller or FMD of the phases for upcoming budget process. Written budget requests will be prepared by the major Departmental components, and submitted to the FMD through the chain of command. Budget requests received after an established deadline may not be considered.

To be sensitive to an established deadline, Commanders/Managers should oversee their respective command's budget requests and requirements.

The FMD Manager shall ensure that all County budget request forms and instructions are disseminated to the Commanders/Managers. Additionally, the FMD Manager, along with the Office of the Comptroller, will ensure that the Department is in compliance with applicable provisions of Title 10 (*Finance and Taxation*) of the County Code, and Article VIII (*Budget and Finance*) of the County Charter.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standard 17.2.1,17.4.2, 17.4.3, 17.5.1, 17.5.2, 17.5.3, 53.2.1

Governing Legislation:

- Prince George's County Government, Administrative Procedure #330
- Prince George's County Government Administrative Procedure #608
- Prince George's County Government Administrative Procedure #691

22. INTERNAL INVESTIGATIVE PROCEDURES
(December 2018)

I. POLICY

It is the policy of the Prince George's County Police Department to ensure that all investigations arising from a complaint are conducted fairly and openly, in accordance with the provisions of the Law Enforcement Officers' Bill of Rights (LEOBR), and that the rights of the public are preserved.

An investigator's primary responsibility is to conduct investigations and, when necessary, recommend disciplinary action.

Pursuant to the authority delegated by the Chief of Police, any sworn member of the Internal Affairs Division (IAD) may order any employee to provide a statement in conjunction with an internal investigation. Refusal to obey such an order is insubordination.

Internal investigations shall be handled confidentially. Investigative information and evidence shall not be disclosed unless authorized by law or by the Chief of Police. Notwithstanding other provisions of the General Order Manual (GOM), this does not preclude the established chain of command from reviewing such material.

II. CHECKLIST (N/A)

III. DEFINITIONS

Investigation: A detailed and systematic examination of the facts

Investigative Findings: All investigative conclusions shall be reported in one of the following classifications:

- **Exonerated:** The investigation found the alleged acts did occur, but they were justified, lawful, and proper
- **Non-sustained:** The investigation did not discover sufficient evidence to prove or disprove the allegations
- **Sustained:** The investigation found sufficient evidence to prove the allegations
- **Unfounded:** The investigation found the alleged acts did not occur or did not involve Departmental employees

Non-contact assignment: Any assignment in which an officer has minimal contact with the public and where the probability of performing law enforcement duties is remote

Internal Affairs Division (IAD): Consists of IAD, Administrative Investigations Section (AIS) and the Special Investigative Response Team (SIRT)

- **IAD:** Conducts or monitors internal investigations and has authority and control over all complaints regarding the conduct of employees
- **AIS:** Responsible for quality assurance of all Department operations, inspects organizational components, and gathers intelligence as assigned by the Commander, AIS
- **SIRT:** Investigates all intentional discharges of firearms by Prince George's County Police Department (PGPD), Prince George's County Fire Department (PGFD), and Prince George's County Department of Corrections (PGDOC) officers; accidental discharges of firearms; in-custody deaths; serious use of force

incidents; and certain criminal cases. SIRT also monitors all canine apprehensions and destruction of animal cases caused by the discharge of a firearm

Offenses: Are classified as either:

- **Conduct-Related:** Violation or failure to comply with a duty, obligation, or requirement imposing a standard of behavior on an employee by any law or regulation, provided the violation bears a demonstrable relationship to the nature of the duties and responsibilities of the employee's position and constitutes a willful, indifferent, or grossly negligent act or omission by such employee
- **Performance-Related:** Occurs when an employee's performance is less than satisfactory in the execution of his or her duties, tasks, or responsibilities as listed in their job description

Respondent: An employee who is the subject of an internal investigation

Suspension: An administrative status in which any rights afforded an officer by privilege or statute, are removed until restored by the Chief of Police

Unreported Misconduct: Acts of misconduct not alleged in the original complaint

Witness: Anyone who was present, has personal knowledge of, observed, or heard something related to an incident

IV. FORMS

- Audio/Video Exception Authorization (PGC Form #4613)
- Commander's Information Report (PGC Form #1545)
- Case Report (PGC Form #3529)
- PGPD Recorded Interview Script-Witness (PGC Form #4614)
- PGPD Recorded Interview Script – Respondent (PGC Form #4616)
- Prince George's County Police Department Duress Statement (PGC Form #3021)
- Prince George's County Police Department Report of Investigation (PGC Form #67-M)
- Prince George's County Police Department Statement of Victim/Witness/Suspect (PGC Form #3026)
- Request for IAD Case Numbers (PGC Form #5074)
- Use of Force Report (PGC Form #5150)

V. PROCEDURES

All Departmental employees shall cooperate with those authorized to conduct administrative investigations by fully and truthfully answering any questions pertaining to the investigation.

The Department explicitly prohibits any officer who used force during an incident, whose conduct led to the injury of a prisoner during an incident, or who authorized conduct that led to the injury of a prisoner during an incident, from investigating the incident.

1. Conducting Investigations

Upon receipt of a complaint, the investigator shall review the allegation(s) and:

- Determine the alleged infraction
- Identify the complainant or victim
- Identify the respondent
- Gather relevant documentation
- Submit a Request for Case Numbers Form to IAD

- Complete background checks of all involved
- Interview all parties

Upon completing all of the above tasks, the investigator shall complete a Report of Investigation and forward it through the chain of command to the Chief of Police.

The complainant shall be kept informed about the status of the investigation. This includes an initial letter confirming receipt of the complaint, periodic status reports, and notification regarding the disposition of the investigation. Notifications of the disposition shall not be sent to the complainant or respondent until authorized by the Chief of Police.

2. Criminal Investigations

The provisions of the LEOBR do not apply during the criminal phase of an investigation. If a criminal charge is contemplated or likely, the investigator will advise the respondent of his or her Miranda Rights and proceed with the criminal investigation.

The investigator shall conduct a separate, independent, internal investigation regarding violations of Departmental written directives after the criminal case has been adjudicated in court or the State's Attorney Office declines to prosecute.

3. Administrative Investigations

Interrogation of Sworn Employees

All interrogations shall be conducted under duress and in accordance with LEOBR. The Prince George's County Police Department Duress Statement Form shall be used to order the respondent to provide a statement and answer questions related to the investigation.

Sworn officers and probationary officers alleged to have used excessive force may delay providing a statement for up to 5 business days. If following the 5 business day period, a respondent refuses to provide a statement and answer questions, the investigator shall charge the respondent with insubordination and notify the Commander, IAD. The Chief of Police may extend the time beyond 5 business days.

Probationary sworn employees are not afforded the opportunity to delay the providing of a statement, unless the incident involves a use of force.

Interview of Sworn Employee Witnesses

An employee identified as a witness shall be interviewed. The interview shall be documented on a Prince George's County Police Department Statement of Victim/Witness/Suspect Form. If necessary, investigators shall order witnesses to provide statements.

If, during an investigation, an employee originally identified as a respondent is determined to be a witness, the investigator shall notify him or her within one working day.

Interrogation of Civilian Employees

When the respondent is a civilian employee, the guidelines enumerated in the PCEA contract, Personnel Law, and Prince George's County Code shall guide the course of the investigation.

4. Interagency Investigations

Employees shall not submit to interviews or interrogations conducted by employees of other agencies, unless authorized by IAD. An exception would be if a timely response is needed to facilitate emergency actions by the other agency; in such cases, responses to general inquiries are authorized. An example would be a Supervisor from another agency asking about criminal charges filed against his or her subordinate by our Department.

5. Police-Involved Shootings & In-Custody Deaths

(Courts & Judicial Proceedings Article, Sec. 10-401, et. seq.)

Actions for Any Discharge Scene

Anytime an officer discharges a firearm or becomes aware that any law enforcement, public safety, or corrections officer has discharged a firearm in the County, they shall immediately notify PSC.

Investigative Responsibility

The Special Investigative Response Team (SIRT) shall be responsible for the investigation of all contact and non-contact police shootings involving PGPD, PGFD, and PGDOC officers. SIRT shall investigate both the criminal aspect and the administrative aspect of the officer's actions.

Any criminal act that precipitated the officer discharging his or her firearm shall be investigated by the appropriate investigative unit that would normally be assigned to investigate that type of the incident. For example: A suspect commits a shooting. While fleeing the scene, he encounters the responding officers and points his weapon at the officers. The officers, fearing for their lives, discharge their weapons at the suspect. The suspect is subsequently apprehended. The Regional Investigative Section would be responsible for investigating the initial shooting and charging the suspect with that shooting and the assault on the officers. SIRT would be responsible for the criminal and administrative investigation of the officers' actions.

Documenting the Incident

The responding patrol officers shall be responsible for the completion of all initial reports. The patrol Supervisor shall be responsible for obtaining a use of force number from PSC and completing a CIR and Use of Force Report, using available information known by the Supervisor at the time the report is completed.

SIRT's Responsibilities

A SIRT investigator shall respond to the scene to ensure proper crime scene preservation and maintain control over witnesses and suspects. SIRT will designate a staging area for all team members and command staff arriving at the scene. If requested, SOD will provide the mobile command post.

The SIRT investigator is responsible for the following:

- All intentional PGPD, PGFD, and PGDOC officer involved shootings at a person, occurring inside or outside the County
- All PGPD, PGFD, and PGDOC accidental discharges, regardless of whether or not they result in injury or death, occurring inside the County
- All PGPD accidental discharges, regardless of whether or not they result in injury or death, occurring outside the County

- In-custody deaths
- Incidents where injury is inflicted and death is imminent
- Canine apprehensions
- Shootings of animals for reasons other than humanely destroying them

The Crime Scene Investigation Division shall be requested to process the scene. Officers shall surrender their firearms to the SIRT investigator or an evidence technician on demand.

Intentional Firearm Discharges - Inside the County

Officers shall cooperate with SIRT investigators. The discharging officer shall complete a Use of Force Report.

Discharging officers will not transport themselves away from the scene; a SIRT investigator shall arrange transportation.

SIRT investigators shall:

- Conduct interviews in accordance with the LEOBR
- Obtain copies of reports and witness statements
- Determine the leave status of involved officers and serve them documents placing them in that status pending SIRT disposition
- Release all officers and witnesses

The involved officer's Deputy Chief shall determine the officer's assignment pending SIRT's disposition of the case.

Intentional Discharges Outside the County or Area of Exclusive Jurisdiction

If an intentional discharge occurs outside the County, or in an area of exclusive jurisdiction, the discharging officer shall notify PSC as well as the primary law enforcement provider for that area.

The discharging officer shall comply with the following:

- Secure the scene for processing and identify witnesses
- Secure the firearm when the incident is stabilized
- Remain on scene until released by the investigating agency

If requested by the investigating agency, the discharging officer shall surrender his or her weapon. If not seized by the investigating agency, a SIRT investigator or evidence technician shall seize the weapon.

A SIRT investigator shall respond to discharge scenes immediately adjacent to the County. He or she shall ensure the:

- Security or transport of vehicles and equipment
- Identification of all officers who discharged firearms
- Completion of a Report of Investigation
- Discharging officers and other involved officers are provided transportation away from the scene

Other reports will be completed by or at the direction of the SIRT investigator.

The Commander, IAD, will coordinate with the agency investigating the discharge of a firearm.

Disposition of Firearm

In all intentional police-involved Departmental shootings in the County, the discharging officer shall only surrender his or her firearm to the assigned SIRT investigator or evidence technician.

Post-Shooting Requirements

Any officer who discharges a firearm, accidentally or intentionally shall, within 72 hours of receiving the post-shooting letter from the SIRT investigator, contact the following to schedule an appointment:

- Psychological Services Section
- Training & Education Division to attend the Judgment Enhancement Training Program
- Manager, Weapons and Survival Skills to qualify with all authorized on-duty and off-duty firearms

Attendance at these appointments is mandatory and shall be completed within ten working days following the incident. Involved officers shall notify their Commander/Manager of their completion of these appointments. Subsequently, their Commander/Manager must notify the SIRT Commander of their officer's adherence to this protocol.

Evidence Unit

The Evidence Unit shall process:

- All intentional discharge of firearm scenes in the County (with or without injury or death)
- Accidental discharges not resulting in injury or death when requested by a SIRT investigator

6. Discharge of Firearms – Notifications Not Required

Notifications to PSC are not required for:

- Lawful firearms discharge unrelated to employment, such as target shooting or hunting
- Firearm discharge injuries at the Weapons and Survival Skills range requiring only minor medical attention

In the above case, the discharging officer shall complete a Case Report and a Commander's Information Report.

7. Police-Involved Incidents with Death, Serious Injury, or Hospital Admission

Supervisor's Responsibilities

Whenever any individual in PGPD custody suffers a critical or fatal injury or illness, or is admitted to a medical care facility, the Supervisor shall notify PSC and request notification to a SIRT investigator.

Supervisors shall:

- Ensure that the appropriate Deputy Chief of the involved officer is immediately and personally notified
- Determine the circumstances of the incident and severity of the injuries
- Ensure completion of a CIR
- Ensure completion of a Use of Force Report, using available information known by the Supervisor at the time the report is completed
- Ensure the involved officer schedules an appointment with the Psychological Services Section within 72 hours following the incident

8. Audio & Video Tape Recordings

Audio and videotaped statements shall be obtained from individuals who are involved in or who witness any intentional police-involved Departmental shooting, in-custody death, or incident where injury is inflicted and death is imminent; this excludes fatal traffic accidents. Handwritten statements may also be taken simultaneously to supplement the taping.

Prior authorization from a SIRT Supervisor is required to deviate from these taping procedures. The authorization shall be documented on the Audio/Video Exception Authorization Form. The original shall be maintained in the investigative file.

Exceptions - Criminal Phase

Maryland law does not allow one-party consent to audiotape in non-fatal incidents. Therefore, unless the person is deceased, consent to audiotape must be obtained.

For non-fatal incidents, investigators shall obtain permission from the individual at the time the statement is given. This permission shall be obtained and documented on the PGPD Recorded Interview Script-Witness Form.

Administrative Phase

Maryland law dictates different criteria for administrative investigations. Therefore, during the administrative portion of the interview, the audio recording shall be in accordance with the Law Enforcement Officers' Bill of Rights (LEOBR) and documented on the PGPD Recorded Interview Script – Respondent Form.

9. Duty Status

For information regarding duty status, i.e., Administrative Leave, Suspension of employees, Discretionary Suspension, Mandatory Suspension, Suspension Procedures, Suspension Hearings, and Restoration to Duty, ***See*: VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS.**

10. Citizen Complaint Oversight Panel (CCOP) Review

The CCOP reviews Reports of Investigation for completeness and impartiality and submits comments and recommendations to the Chief of Police within 30 working days. The panel may conduct its own investigation independently of, and concurrently with, any investigation being conducted by IAD.

The panel may also apply to the Prince George's County Council for the issuance of subpoenas upon any person to appear before the panel.

The Chief of Police shall notify the panel within two working days of the final disposition of all cases where a complaint alleges the use of force, abusive language, or harassment.

11. Human Relations Commission (HRC)

The Human Relations Commission shall investigate every case alleging the use of excessive force, abusive language, or harassment by a law enforcement officer in accordance with the provisions of the Human Relations Code.

The investigation and hearing by the Human Relations Commission shall not be construed to constitute an investigation or

hearing that could lead to disciplinary action, demotion, or dismissal of a law enforcement officer.

12. Red Light Camera Violations in a Departmental Vehicle

***See*: VOLUME I, CHAPTER 11. DISCIPLINE. Red Light Disciplinary Guidelines.**

13. Lost, Damaged, or Stolen Equipment

Notifications & Investigations

This subsection does not apply to Departmental accidents.

When Departmental equipment is lost, damaged, or stolen, the officer shall immediately submit a Case Report to his or her Supervisor.

The Supervisor shall transmit the Case Report to his or her Commander/Manager and, as appropriate:

- Send a Departmentwide email message containing descriptions, identification numbers, and markings of those items which were lost or stolen
- Determine whether to conduct a formal investigation
- Conclude whether employee negligence caused the loss, damage, or theft of the equipment
- Enter the serial number for any lost/stolen firearm into NCIC

The officer's Supervisor shall determine whether the loss, damage, or theft warrants a formal investigation; if so, the Supervisor shall conduct the investigation. The investigation shall specify whether employee negligence caused the loss, damage, or theft and whether disciplinary action is warranted.

Replacement of Equipment Items

When a Commander/Manager accepts the investigating Supervisor's conclusion that the employee was negligent for the damage, loss, or theft of an equipment item, the Commander/Manager shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief of Police may order the employee to pay the repair or depreciated replacement cost of the item as appropriate. Restitution does not of itself constitute a disciplinary action.

When a Commander/Manager finds an employee not at fault for the damage, loss, or theft of an equipment item or an item of uniform apparel damaged in the line of duty, the Commander/Manager shall write a memorandum approving replacement to the Commander/Manager of the division or unit that issues the item and give a copy to the employee.

Uniform & Equipment Replacement Pending Investigation

Officers may immediately obtain replacement uniforms and equipment (other than radio equipment and firearms) from the appropriate component. If the Commander/ Manager subsequently finds the officer negligent, the Commander/Manager shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief may order the employee to pay the repair or depreciated replacement cost of the affected item as appropriate.

Security Officers Uniforms

Cases of lost, damaged, or stolen Security Officer uniforms and equipment are handled in the same manner as cases involving officers.

When available, the destroyed or damaged items shall be returned to the dispersing division or unit at the time of replacement.

14. Investigative Reports

The Report of Investigation (ROI) shall include:

- Day, date, time, and location of the incident
- Complainant/reporting person, respondent, and any witnesses
- Details of the complaint
- Details of the respondent's statement
- Steps taken to investigate the allegation
- Summary of all evidence
- A "Recommendations" page addressing each allegation

All recommendations shall be classified as one of the following:

- Exonerated
- Non-sustained
- Sustained
- Unfounded

Investigations shall be completed within 30 days of assignment, although circumstances may justify an extension. Requests for extensions shall be made to the appropriate Deputy Chief through the chain of command. The Deputy Chief may approve requests for extensions.

Transmitting Investigative Reports

All investigative reports must be forwarded to the Chief of Police, except as provided for in the LEOBR. Within 24 hours after the review of a ROI, the Chief of Police shall send a copy to the Citizen Complaint Oversight Panel (CCOP).

If the Chief of Police determines that substantive issues have not been adequately or impartially addressed, the Chief of Police shall instruct IAD, or the appropriate Commander/Manager, to continue the investigation.

Upon completion of the investigation and any hearings required by the LEOBR, the complainant shall be notified of the outcome of the investigation, including any disciplinary action taken, to the extent permitted by Maryland Law. Notification letters regarding disposition shall not be sent to the complainant or respondent until authorized by the Chief of Police or his designee.

15. Evaluation of Investigations

Commanders/Managers shall evaluate each investigation within their command to determine if underlying problems and/or training needs exist. Each evaluation shall be documented on an Inter-Office Memorandum and submitted through the chain of command to their Deputy Chief. The Inter-Office Memorandum shall detail the evaluation and make appropriate recommendations for addressing any underlying problems or training needs.

The Deputy Chief will review the evaluation and attach comments either concurring or non-concurring with the District/Division Commander's/Manager's findings. A copy of the evaluation and the Deputy Chief's

comments shall be forwarded to the Chief of Police.

The Chief of Police or their designee shall review the recommendations, indicating concurrence or non-concurrence, and return them to the Deputy Chief for follow-up action, if necessary. The Deputy Chief shall ensure that underlying problems or training needs are addressed within 60 days of the receipt of the recommendations.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 52.1.4, 52.1.5, 52.1.9
- Memorandum of Agreement Between the United States Department of Justice and Prince George's County, Maryland, January 22, 2004

Governing Legislation:

- Law Enforcement Officers Bill of Rights, Maryland Code, Sections 3-101 – 3-113
- Prince George's County Code, Subtitle 18

References:

- Internal Affairs Division SOP
- Internal Affairs Division, Internal Investigations Guide

23. LEAVE & DUTY STATUS
(July 2019)

I. POLICY

Employees are afforded various types of leave that they may take, in most cases, with prior Supervisory approval. The administration of the Department's leave program will be in accordance with the provisions of Personnel Law and any applicable labor agreement.

In some cases, employees unable to perform their duties due to an injury or illness will be placed on an appropriate type of leave by a Supervisor. In other cases, an employee will be placed on an appropriate type of leave when his or her actions or use of force results in serious physical injuries or death to another person.

II. CHECKLIST (N/A)

III. DEFINTIONS

Absent Without Leave: A non-pay status when the employee is absent from work without approval

Administrative Duty: A restricted duty status that causes an employee to be placed in a non-contact assignment where there is a low probability of public interaction and performing law enforcement duties

Administrative Leave: A type of leave that does not affect an employee's base pay or leave balances

Call-back: When an off-duty employee is ordered to return to work and perform duties on behalf of the Department

Day: For purposes of this section, an 8 hour period

Stand-by: When an off-duty employee is required to be available to return to work and perform duties within one hour of recall

Suspension: An administrative status in which any rights afforded an officer by privilege or statute are removed until restored by the Chief of Police; can be with or without pay

IV. FORMS

- Request for Parental Leave, Family and Medical Leave Form (PGC Form #4471)
- Certification of Health Care Provider/ Family and Medical Leave Act of 1993 (US Form #WHD-380)
- Employee Injury Form (Supervisor's Accident Investigation & Report for Personal Injury/Follow-Up/Return To Work Notice) (PGC Form #5125)
- Attending Physician's Notification Form (PGC Form #5147)
- Suspension Property Checklist (IAD Form)
- Suspension Process Checklist (IAD Form)

V. PROCEDURES

1. Annual Leave
(Personnel Law, Section 16-220)

All full-time employees earn annual leave as follows:

Years of Service	Hours Earned per Pay Period
0-3	4
4-14	6
15+	8

Maximum Accumulation

For employees covered by collective bargaining, the maximum carryover of

annual leave from one calendar year to the next is determined by the negotiated labor agreements.

Beginning with the first pay period in fiscal year 1996, General Schedule (G-Scale) employees may accumulate a maximum of 360 hours of annual leave. G-scale employees shall be allowed to carry over any annual leave earned as of the last full pay period in fiscal year 1995, even if such accumulated amount exceeds the maximum allowed.

At the end of each calendar year, employees' annual leave hours that exceed the maximum shall be converted to sick leave hours.

Use & Approval

Employees may use annual leave in ½ hour increments. Civilian employees represented by the Police Civilian Employees Association (PCEA) may use annual leave in ¼ hour increments.

A Supervisor must approve annual leave in advance. Approval will be based on staffing and employee commitments, such as training, court, or length of leave period requested.

Annual leave requests for five or more days shall be submitted to the employee's Supervisor at least 14 days in advance of the leave period. Employees shall submit leave requests for less than five days as soon as possible and reasonable to the time of use. Supervisors shall promptly respond to an employee's leave request.

Annual Leave Payout Upon Separation

(Personnel Law, Section 16-221.02)

Upon separation, a departing employee may:

- Retain his or her annual leave pending future County employment
- Apply all or a portion of his or her annual leave balance to employment elsewhere, provided that his or her new employer will accept the leave balance
- Receive a lump-sum payout in accordance with negotiated labor agreements or Personnel Law
- Use his or her annual leave balance to purchase service credit in accordance with negotiated labor agreements

The departing employee must select one of the options no later than 10 days prior to separation. Otherwise, the lump sum payout option is automatically triggered.

For employees covered by collective bargaining, the maximum leave payout for employees separating from employment is determined by the negotiated labor agreements. For G-Scale employees, the maximum payout of annual leave upon separation shall be equal to the amount of remaining annual leave as of the end of the last full pay period in FY 1995 or 360 hours, whichever is greater. The rate of payment is the employee's final base hourly rate of pay.

2. Sick Leave

(Personnel Law, Section 16-221)

Full-time employees earn 4½ hours of sick leave per pay period with adjustments to ensure accrual of 15 days of sick leave per leave year. Sick leave may be accumulated without limit. Unused sick leave in a leave year is carried over and maintained in the employee's sick leave account.

Employees may use sick leave in ½ hour increments. Civilian employees represented by the PCEA may use sick leave in ¼ hour increments.

Uses

An employee may use earned sick leave for the following:

- Sickness, disability, or serious health condition that incapacitates the employee
- Medical or dental appointments
- Confinement due to quarantine
- Illness or serious health condition of a spouse, child, parent, mother/father-in-law, grandparent, or grandchild
- Death of a spouse, child, parent, grandparent, grandchild, brother, sister, brother/sister-in-law, mother/father-in-law, or son/daughter-in-law (not to exceed five working days)
- Birth or adoption of a dependent child
- To address issues related to domestic violence, sexual assault, or stalking committed against an employee or the employee's family member (See Administrative Procedure 265, for specific guidelines)

Notification

Employees on shift work shall notify their immediate Supervisor of the need to use sick leave no later than 1½ hours prior to the start of their shift. The Supervisor shall be responsible for documenting the employee's information on the appropriate sick log.

Employees working permanent schedules shall notify their immediate Supervisor of the need to use sick leave at the time the office normally opens for business or within ½ hour of the time they are expected to report to duty.

An employee must make personal contact with his or her immediate Supervisor to obtain approval for sick leave.

Certification of Illness

Supervisors may require an employee to submit a physician's certification of illness or other documentation to support the employee's use of sick leave. Employees shall present the requested certification to their Supervisor upon returning to duty.

Denial of Sick Leave

When a Supervisor denies a sick leave request, time absent from work is charged to the employee's annual leave balance. If the annual leave balance is insufficient to cover the absence, the deficiency shall be charged as Leave Without Pay (LWOP).

Employer-Mandated Sick Leave

The Chief of Police may place an employee on sick leave whenever a medical opinion confirms that the employee's medical condition may seriously impair his or her ability to perform his or her duties or may jeopardize the health or safety of the employee or other persons.

Sick Leave Payout Upon Separation

(Personnel Law, Section 16-221.02)

Upon separation, departing employees may:

- Retain their sick leave pending future County employment
- Apply all or a portion of their sick leave balance to employment elsewhere, provided that their new employer will accept the leave balance
- Receive a lump-sum payout in accordance with negotiated labor agreements or Personnel Law

- Use their sick leave balance to purchase service credit in accordance with negotiated labor agreements

The departing employee must select one of the options no later than 10 days prior to separation. Otherwise, the lump sum payout option is automatically triggered.

3. Holiday Leave

(Personnel Law, Section 16-219)
(Negotiated Labor Agreements)

Employees, both sworn and civilian are eligible for holiday leave with pay on County holidays as established by Personnel Law.

Employees that must work on a holiday shall be compensated in accordance with negotiated labor agreements.

When a holiday falls on an employee's regular day off, he or she shall be compensated in accordance with negotiated labor agreements.

4. Compensatory Leave

(Personnel Law, Section 16-227)
(Negotiated Labor Agreements)
(Fair Labor Standards Act)

The Fair Labor Standards Act (FLSA) limits the number of hours that a law enforcement employee may accumulate as compensatory leave to 480 hours (the threshold is 240 hours for non-law enforcement employees). Any compensatory time earned in excess of these thresholds will be automatically paid out as overtime. As for compensatory leave that does not exceed the FLSA threshold, the FLSA requires only that it be paid out upon termination of employment with the department. Requests for payment of accrued compensatory leave that does not exceed the FLSA threshold will not be paid out prior to termination of employment with the department unless otherwise negotiated in the relevant collective bargaining agreement.

Compensatory leave will continue to be accrued, and overtime paid, consistent with the Fair Labor Standards Act, County law and the applicable collective bargaining agreement. Employees shall be permitted to use any compensatory leave earned in the same pay period that it is accrued at the request of the employee as long as allowing the employee to do so does not "unduly disrupt operations." Consistent with the negotiated labor agreement, officers whose FLSA compensatory leave balance exceeds 240 hours are required to use any FLSA compensatory leave in excess of 240 hours before using County compensatory leave.

5. Personal & Discretionary Leave

(Personnel Law, Section 16-228)
(Negotiated Labor Agreements)

Personal leave is granted in accordance with negotiated labor agreements and Personnel Law. Personal leave may be taken in four-hour increments during the wage year in which it is earned.

Discretionary leave is granted in accordance with negotiated labor agreements or applicable County salary schedules. Discretionary leave may be taken in one-hour increments, unless stated otherwise in labor agreements or salary schedules.

6. Administrative Leave

(Personnel Law, Section 16-222)
(Administrative Procedure #284)

The Chief of Police may grant administrative leave to any full or part-time employee for any one of the following:

- Jury duty
- Voting
- Pending the Chief of Police's decision when an Administrative Hearing Board (AHB) has recommended termination
- Pending results of an internal investigation
- Time away from the job on the date of an injury or occupational disease for medical treatment
- To attend educational courses directly related to an employee's duties
  - Requests must be approved in advance by the Director, Office of Human Resources Management (OHRM) and must not exceed 20 working days in a year
- To participate in law enforcement related competitions where the participants act as Departmental representatives and no inherent safety issue exists (i.e., the Pistol Team)
- To donate blood
- To investigate alleged acts of employee criminal misconduct, in accordance with Personnel Law Section 16-193(c)(2)(1)(2)
- To undergo a medical examination ordered by the Chief of Police
- During the five day period required by Personnel Law 16-201, when the employee's presence at work is deemed to not be in the agency's best interest

7. Bereavement Leave

(Personnel Law, Section 16-221 & Section 16-222)
(Negotiated Labor Agreements)

Bereavement leave may be taken following the death of a:

- Spouse
- Child (including biological, adopted, foster, stepchild, or legal ward)
- Parent
- Grandparent
- Brother
- Sister
- Grandchild
- Brother or sister-in-law
- Son or daughter-in-law
- Father or mother-in-law

Sworn employees and G-scale employees may use up to 5 days of bereavement leave. Civilian employees represented by the PCEA may use up to 4 days of bereavement leave.

In the event of the death of an employee's spouse, child, or parent, the first three leave days shall be administrative leave. The remaining days will be charged to the employee's sick or annual leave balance or as leave without pay.

In the event of the death of an employee's grandparent, grandchild, brother, sister, brother/sister-in-law, father/mother-in-law, son/daughter-in-law, the first leave day shall be administrative leave. The remaining days will be charged to the employee's sick or annual leave balance or as leave without pay.

8. Military Leave

(Maryland Code 13-705 & 13-707)
(Personnel Law, Section 16-223)

Employees who are members of the National Reserve or Guard and are ordered to active duty will receive up to 15 days (120 hours) of paid military leave per leave year. In addition, employees ordered to extended active duty in the military may be eligible to receive supplemental pay upon exhaustion of all annual, personal, compensatory, and discretionary leave.

Employees who are members of the National Reserve or Guard and are ordered to domestic emergency duty related to disaster relief or civil disturbance shall also

be granted up to 15 days (120 hours) of military leave for each such domestic emergency, unless longer periods are authorized by law.

Military Leave Without Pay

(Personnel Law, Section 16-223)

The Chief of Police may approve military LWOP when an employee is ordered to active duty in the military during a war or national emergency. The Chief of Police may also approve military LWOP when an employee has exhausted his or her annual entitlement of military leave with pay.

The employee is entitled to return to the position he or she held when granted the military LWOP. The employee must, within 90 calendar days of an honorable discharge, request that the Chief of Police restore their position.

9. Parental Leave

(Personnel Law, Section 16-225.01)

An employee eligible to earn annual leave may request parental leave. Employees may use up to 40 hours of parental leave for the birth or adoption of a child. Parental leave may be taken in combination with other types of leave or LWOP.

Employees need not use all 40 hours of parental leave at one time. However, all parental leave must be taken within 12 months of the birth or adoption of the child. The leave may not be taken in advance of the birth or adoption.

Employees shall submit a written request for parental leave to their Commander/Manager at least 30 days in advance of the requested dates of use.

10. Family & Medical Leave

(Family and Medical Leave Act of 1993)
(Personnel Law, Section 16-225.01)

Employees who are eligible to earn annual leave, have been employed for at least 12 months, and have been paid for a minimum of 1,040 hours during the previous 12 months shall be eligible for up to 15 workweeks of family and medical leave during any 12 month period. For purposes of parental responsibilities associated with the birth or adoption of a dependant child, family and medical leave shall be granted to employees eligible to earn annual leave regardless of length of service with the County.

Family and medical leave may be taken in any combination of paid leave and job-protected LWOP, in increments as small as ½ hour. The 15 weeks may be taken continuously or:

- As a reduced workday or workweek
- On an intermittent basis
- Via a combination of these methods

Uses

An employee may use family and medical leave:

- For a sickness, disability, or serious health condition which makes the employee unable to perform the duties of his or her position
- For the birth of a child and to care for such child
- Due to the placement of a minor child with the employee for adoption or foster care
- To care for a spouse, child, parent or parent-in-law with a serious health condition

- A serious health condition is an illness, impairment, injury, physical condition, or mental condition that involves inpatient care in a medical facility or continuing treatment by a recognized health care provider

Requesting Family & Medical Leave

Employees shall complete the Request for Parental Leave, Family and Medical Leave Form and forward it through the chain of command to the Chief of Police. A memorandum, identifying the circumstances for which the employee needs the leave, shall be attached to the request form. The Chief of Police shall subsequently forward the Request for Family and Medical Leave Form to the Director, OHRM.

If the need is foreseeable, the employee shall request the leave at least 30 days in advance.

Leave Authorization

The Chief of Police shall examine any request to determine if it meets the criteria. If the criteria are met, the Chief of Police shall grant the request. Use of family and medical leave will be denied if the requirements are not met. The employee's Commander/Manager will be notified of the approved leave by receiving a copy of the Chief of Police's response and shall ensure that the requesting employee is notified.

When an employee uses three or more consecutive days of sick leave, the employee's Commander/Manager shall immediately contact the Commander/ Manager, Police Personnel Division to determine if the leave should be designated as family and medical leave. The employee will be notified in writing of the decision and of the employee's rights and responsibilities.

Certification of Serious Health Conditions

An employee may be required to submit a physician's certification to support the use of family and medical leave. The employee shall present this certification when requested. The documentation shall be provided on the Certification of Health Care Provider/Family and Medical Leave Act of 1993.

When an employee uses medical leave due to a disability or a serious health condition preventing them from performing their duties, the County, at its expense, may require a second or third opinion and a fitness for duty report. The Employee Injury Form must be completed before the employee can return to work.

Employee Leave Status

Time absent from work for family and medical leave is charged against the employee's annual or sick leave balances. If the leave balances are insufficient to cover the absence, the employee will be placed in a job-protected LWOP status.

Employee Benefits & Protection

Use of family and medical leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave. The employee must be restored to his or her original or equivalent position with equivalent pay, benefits, and other terms upon his or her return to work.

While an employee is on LWOP status for approved family and medical leave, the County will continue to make contributions to the employee's health and life insurance plans, provided the employee elects to

continue the required employee contributions.

11. Advanced Leave

The Chief of Police may grant an employee up to a maximum of 10 working days of advanced leave per leave year. The advance may be annual leave, sick leave, or a combination of the two. When an employee returns to work, any remaining days of advanced leave will be deleted from his or her leave balance.

Advanced Annual Leave

(Personnel Law, Section 16-220)

An employee who does not have any annual leave may request an advance of annual leave of up to 10 days.

As the employee earns new leave, any leave that was advanced shall be repaid. If an employee separates from County employment with a negative leave balance, he or she shall be indebted to the County for the monetary value of the leave advance.

Advanced Sick Leave

(Personnel Law, Section 16-221)

An employee, having used all accumulated sick leave, may either use his or her annual leave or be automatically advanced sick leave up to an amount equal to the employee's accumulated annual leave balance, thus encumbering the annual leave. The employee may not use the encumbered annual leave until he or she has earned sufficient sick leave to offset the advance.

The employee may also request an advance of sick leave of up to 10 days.

As the employee earns new leave, any leave that was advanced shall be repaid. If an employee separates from County employment with a negative leave balance, he or she shall be indebted to the County for the monetary value of the leave advance.

Requesting Advanced Leave

When an employee submits an advanced leave request, their Supervisor shall:

- Verify that the need for leave is stated
- Verify the leave balance and eligibility for the advanced leave request
- Submit a cover letter of concurrence or non-concurrence for the request and a summary of the employee's leave status to the Chief of Police

12. Leave Transfer to Another Employee

When an employee's sick and annual leave balances have been exhausted during a protracted illness, they may request:

- Up to 10 days of advanced sick leave
- A leave donation from another employee
- Approval to use family and medical leave without pay
- LWOP

Requests for leave donations may only be submitted after the employee has been approved for FMLA. The employee's Supervisor shall submit a memorandum requesting the leave donation through the chain of command to the Chief of Police. The Chief of Police must approve all requests for leave donations. Leave donations may not be used retroactively, prior to FMLA approval. The maximum number of donated hours per request is 600 hours. The lifetime limit of leave donations that an employee may receive is 2,000 hours.

Leave donations must be voluntary and may be transferred from either annual or sick leave balances. The lifetime limit of leave donations is 1,000 hours. Transferred leave that is not used by the recipient will be automatically returned to the donor. Donors cannot secure leave advances to transfer leave to another employee.

13. Leave Without Pay (LWOP)

(Personnel Law, Section 16-225)

Employees may request LWOP when sick and/or annual leave balances have been exhausted. An employee must exhaust all accrued sick leave before they is eligible for family and medical LWOP.

The Chief of Police may grant LWOP with the concurrence of the Director, OHRM. Once approved LWOP begins, the employee must remain in LWOP status for the entire approved period, unless the Chief of Police approves an early return.

Reasons for Granting LWOP

LWOP may be granted, for periods of up to one year per request, to allow an employee:

- To be retained after accumulated sick and/or annual leave has been exhausted
- To participate in educational programs not authorized under administrative leave provisions when participation will contribute to the employee's effectiveness
- Who has applied for a Workers' Compensation temporary award to be placed directly on LWOP without requiring the exhaustion of sick or annual leave balances
- Who has been on approved sick or annual leave, to be retroactively placed on LWOP after receipt of a Workers' Compensation temporary total award

LWOP may be granted for a period not exceeding 30 calendar days per request for personal reasons. The Chief of Police may grant use of LWOP for a period not exceeding 15 weeks for family and medical leave.

LWOP Request Procedure

Employees must explain the need for LWOP in a written request to the Chief of Police. It shall be submitted at least two weeks prior to the date that the LWOP is to begin. If retroactive LWOP is desired, it must be requested within 30 calendar days of a workers' compensation award.

Reinstatement of Leave Upon Retroactive Approval of LWOP

An employee who has exhausted 180 days of disability leave plus their sick and annual leave may request that all or part of his or her sick and annual leave be reinstated after a temporary total disability award is received.

The hours of leave to be reinstated shall be calculated by:

- Determining the amount of the award
- Subtracting the amount of the award pertaining to the 180 days of disability leave
- Dividing the remaining dollar amount by the employee's hourly pay rate to yield the number of hours of leave to be reinstated

Annual leave will be reinstated first.

Example:

Award amount	$10,000
Amount of award pertaining to disability leave	$6,000
Remaining dollar amount	$4,000

$4,000/$20 (hourly rate) = 200 hours to be reinstated

An employee who is not eligible for disability leave but receives a Workers' Compensation award may also request reinstatement of all or part of the sick and annual leave that he or she used while recovering from his or her injury. This may be done provided that the LWOP is substituted for the time lost. The hours of reinstatement shall be calculated by dividing the amount of the award by the employee's hourly pay rate to yield the number of hours to be reinstated. Annual leave shall be reinstated first.

Reinstatement of any annual or sick leave results in the employee being placed in a LWOP status retroactively and affects the earning of leave for the hours reinstated. The employee's sick and annual leave balances will be adjusted to reflect that sick and annual leave was not earned while on LWOP. Requests for retroactive LWOP must be made within 30 days of the workers' compensation award.

14. Absent Without Leave (AWOL)

(Personnel Law, Section 16-226)

An AWOL employee is subject to disciplinary action for abandoning his or her position. AWOL is a Category II disciplinary offense.

Conversion of AWOL to Other Leave

AWOL may be converted to annual leave, sick leave, or LWOP with the Chief of Police's approval. The employee must present acceptable proof that the unauthorized absence was due to extenuating circumstances beyond his or her control.

15. Disability Leave

Employee's Leave Status

Time absent from the job for medical treatment on the date of injury or occupational disease, for a work related injury or illness, shall be charged to administrative leave.

An employee may be placed on disability leave when they incur a work related illness, injury, disability, or medical condition that prevents them from performing the duties of their position. Risk Management, in consultation with OHRM, determines an employee's eligibility for disability leave based on supporting medical documentation, provided that proper notifications of the injury or illness were made. Supervisors must receive approval from Risk Management prior to coding an employee's timesheet for disability leave.

Employees are not back-charged sick or annual leave for leave used while waiting for approval for disability leave.

If the injury or illness is subsequently determined not to be work related or does not require the employee to remain on disability leave, the employee shall be placed on sick leave, returned to full duty, or placed on light duty.

Suspension of police powers in these cases is determined on a case-by-case basis, after Supervisory recommendation and command review. The employee's Deputy Chief makes the final decision.

Disability Leave

(Personnel Law, Section 16-224)

Employees who are disabled while working receive full salary for the period of temporary disability without charge against their leave balance, provided:

- The disability resulted from an injury or illness sustained directly in the performance of duties
- Risk Management, in consultation with the Office of Human Resource Management (OHRM), decides that the disability meets the eligibility criteria

Employees who are on disability leave for more than seven calendar days shall telephone the Department's Risk Manager weekly to verify the continued disability. The Risk Manager shall document this contact in the Follow-Up Section of the Employee Injury Form.

Disability Leave Time Limitations

(Administrative Procedure #284)

Disability leave is limited to the period specified in the Attending Physician's Notification Form. Disability leave may be granted for up to 30 calendar days based on one Attending Physician's Notification. Employees on disability leave shall submit an Attending Physician's Notification Form to Risk Management at least every 30 calendar days in order to be eligible for additional disability leave.

Employees may be granted disability leave in half-day increments for follow-up medical appointments after a return to duty.

Disability leave shall not exceed 180 calendar days for any one injury or illness. If an employee remains totally incapacitated after the 180 days of disability leave, he or she shall be placed on either sick or annual leave or LWOP, as appropriate.

Additional Leave Periods

(Personnel Law, Section 16-189)

Employees on extended disability leave must be referred to the Medical Advisory Board (MAB) for an independent medical examination prior to the 120th day of leave. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees who are close to exhausting their allotment of disability leave may request additional leave periods. Officers may be granted up to two additional 90-day periods of disability leave. Civilian employees may be granted one additional 90-day period of disability leave.

Employees shall prepare a memorandum requesting a grant of additional disability leave and submit it through the chain of command to the Chief of Police. The Chief of Police shall review the request along with other relevant documentation to decide the appropriateness of recommending the continuance of disability leave.

Additionally, employees who may be eligible to receive one or both of the contractually authorized 90-day extensions of disability leave must be referred to the MAB for a re-evaluation prior to the 60th day of each 90-day extension. Employees applying for any extension of disability

leave will have their duty status and medical condition, including a report from the treating physician stating the current diagnosis, prognosis, and treatment plan, reviewed by the MAB.

Disability leave use is cumulative and does not require consecutive use periods. The Police Personnel Division will send a letter to employees consistently granted disability leave for two or more pay periods, advising them that their Family and Medical Leave (FMLA) runs concurrently with disability leave. When an employee uses fifteen or more weeks of disability leave during a calendar year, their FMLA leave entitlement will be exhausted.

Civilian Employees

Civilian employees covered by the PCEA may be placed on disability leave after obtaining a completed Attending Physician's Notification Form. Risk Management, in consultation with OHRM, shall determine eligibility for disability leave for PCEA-covered civilian employees.

All other civilian employees not returning to work following a work related injury or occupational disease, shall be placed on sick leave, annual leave, LWOP, or personal leave until the Office of Human Resource Management (OHRM) establishes the employee's eligibility for disability leave or detail assignment.

Granting of Disability Leave

(Administrative Procedure #284)

Sworn employees shall request that the physician thoroughly review the Attending Physician's Notification Form and position description for police officers before completing the form to ensure that light duty is mentioned as an option in lieu of no duty.

If the MAB decides that light duty was justified when an employee was off work, further disability leave may not be granted. The employee's refusal to accept a light duty assignment renders him or her ineligible for disability leave during the period of temporary disability.

Risk Management will, upon notification and verification of any work related injury or occupational disease, review the documentation to make a preliminary determination whether disability leave or light duty is appropriate for the injured employee. This decision shall be made within 24 hours of receipt of documentation and shall be based on reasonable information available from the Supervisor's report and the Attending Physician's Notification Form.

Unless a medical question arises, the OHRM shall determine final eligibility for disability leave or light duty within three working days of receiving the Attending Physician's Notification Form and the Supervisor's Accident Investigation Report from Risk Management. The OHRM will inform both Risk Management and the employee of its decision.

Medical Questions

If a medical question arises regarding any employee's eligibility for disability leave, the Department's Risk Manager and OHRM may refer the question to the MAB. The MAB shall make a determination on the medical question.

Denial of Disability

Disability leave shall not be granted when the OHRM decides that the employee's disability is not work related. In such cases,

the employee shall be placed on either sick or annual leave, or LWOP status.

If the OHRM establishes the fact that the employee is not disabled, the Chief of Police shall order the employee to return to duty.

If the employee refuses to return to work, the Chief of Police may initiate disciplinary action for being AWOL and/or insubordinate.

16. Terminal Leave

At the discretion of the Chief of Police, employees who are otherwise eligible to retire in good standing may use up to 480 hours of terminal leave within 90 calendar days. At the discretion of the Chief of Police, sworn employees who are age 55 or older, and civilian employees age 62 or older, who are vested, but have not yet reached their full retirement date, may also use up to 480 hours of terminal leave within 90 calendar days. Any employee who has been approved to use terminal leave must turn in all issued police equipment, including any Departmentally-issued vehicle, within 30 days of their last on-duty work day.

17. Employees on No Duty

More than Three Days

Employees who have been placed in a no duty status by a physician for more than three days shall be temporarily assigned (TDY) to Risk Management.

Upon receiving an Attending Physician's Notification Form that places an employee on no duty in excess of three days, Supervisors shall instruct the employee to contact the Department's Risk Manager for further instruction.

No duty employees shall:

- Report to the Risk Management office in person and complete an employee contact card, to include the employee's current home address and telephone number, and provide it to the Department's Risk Manager; the Department's Risk Manager will make special arrangements to get employee contact cards from no duty employees who are totally disabled per medical documentation (i.e., unable to drive)
- Contact the Department's Risk Manager at least once every seven calendar days, either in-person or via telephone, to update the status of their case and/or medical condition
- Contact the Department's Risk Manager to ensure completion of their payroll
- Forward follow-up Attending Physician's Notification Forms to Risk Management; the forms shall be completed at least once every thirty days or whenever a no duty employee is examined by a physician

The Department's Risk Manager shall be responsible for completing all follow-up injury paperwork for employees who are on no duty in excess of three days.

Three Days or Less

Employees who are placed in a no duty status for three or fewer work days shall remain at their regular duty assignment. Their immediate Supervisor shall be responsible for completing all initial and follow-up injury paperwork.

18. Employees on Light Duty

(Personnel Law, Sections 16-224 & 16-189)

An employee with a temporary impairment may be detailed to duties within his or her capacity to perform, pursuant to his or her physician's decision or the MAB's recommendation. Work restrictions and the classes of work that the employee may safely pursue must be specified.

Light duty assignments are limited to the period specified in an Attending Physician's Notification Form, which cannot exceed 30 calendar days per form. The employee's physician must complete additional Attending Physician's Notification Forms to extend his or her light duty assignment. The Chief of Police may grant light duty assignments for up to 180 calendar days.

If a medical question arises regarding any employee's eligibility for light duty, the Department's Risk Manager and OHRM may refer the question to the MAB. The MAB shall make a determination on the medical question.

Employees in a long term light duty assignment related to a work related injury or illness, or in a light duty assignment related to a non-work related injury or illness must be referred to the Medical Advisory Board (MAB) for an independent medical examination prior to the 120th day of the assignment. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees on light duty shall not operate any Departmental vehicles.

More than Three Days

Employees who have been placed in a light duty status by a physician for more than three days may be temporarily assigned (TDY) to another duty assignment. Light duty assignments will be made by Risk Management in consultation with the appropriate Deputy Chief.

Upon receiving an Attending Physician's Notification Form that places an employee on light duty in excess of three days, Supervisors shall instruct the employee to contact the Department's Risk Manager for further instruction.

Light duty assignments will be based upon:

- The needs of the Police Department
- The medical information provided by the attending physician, medical records, and/or the Medical Advisory Board
- The qualifications of the light duty employee

Commanders/Managers requesting to have light duty employees assigned to their Districts/Divisions shall complete a Request for Light Duty Personnel Memorandum.

Light duty employees shall:

- Report to the Risk Management office in-person to receive their light duty assignment; the Department's Risk Manager shall notify each light duty employee of his or her TDY assignment and the name of his or her TDY Supervisor
- Complete an employee contact card, to include the employee's current home address and telephone number, and provide it to the Department's Risk Manager
- Have their payroll completed by their TDY assignment
- Forward follow-up Attending Physician's Notification Forms to Risk Management; the forms shall be

completed at least once every thirty days or whenever a light duty employee is examined by a physician

The Department's Risk Manager shall be responsible for completing all follow-up injury paperwork for employees who are on light duty in excess of three days.

Supervisors who have light duty employees assigned to them TDY shall:

- Be responsible for the normal administrative functions (i.e., approving/denying leave, completing inspections, etc.) for each light duty employee
- Complete each light duty employee's payroll

Three Days or Less

Employees who are placed in a light duty status for three or fewer work days shall remain at their regular duty assignment. Their immediate Supervisor shall be responsible for completing all initial and follow-up injury paperwork.

19. Change in Duty Status of Employees on No Duty or Light Duty in Excess of Three Days

No duty employees shall remain in a no duty status until returned to light duty or full-duty by their physician or ordered back to light duty or full-duty by the Chief of Police or his designee.

Light duty employees shall remain in a light duty status until returned to full-duty by their physician or ordered back to full-duty by the Chief of Police or his designee.

Employees whose duty status has been changed by their physician shall immediately report to the Risk Management office in person with their Attending Physician's Notification Form.
Employees whose duty status has been changed pursuant to an order from the Chief of Police or his designee shall immediately report to the Risk Management office in person to sign their order.

The Department's Risk Manager shall complete the Return to Work Notice section of the Employee Injury Form for each employee whose duty status has been changed. The Department's Risk Manager shall notify Commanders/Managers of changes to their employee's duty status.

Upon notification that an employee has been returned to full-duty, the employee's Commander/Manager shall inform the Risk Manager of the employee's assignment. The Risk Manager shall subsequently inform the employee.

The Department's Risk Manager shall make appropriate TDY assignments for those employees who have been upgraded from no duty to light duty status. The Department's Risk Manager shall notify each light duty employee of his or her TDY assignment and the name of his or her TDY Supervisor. The light duty employee shall subsequently follow the applicable provisions of Section **18. Employees on Light Duty.**

20. Assignment of Workers' Compensation Benefits

Employees shall assign to the County such non-medical benefits as awarded for the temporary disability by the Maryland Workers' Compensation Commission.

21. Suspension – Officers

Officers ranking Sergeant or above are authorized to suspend any non-probationary employee subordinate. Any Internal Affairs Division (IAD) officer may suspend officers below the rank of Captain.

Suspended officers remain on pay status pending the decision of the Suspension Hearing Officer. An alternative to any suspension may be administrative duty.

A suspended officer shall not:

- Make arrests or enforce any law
- Possess a Departmental vehicle
- Possess an authorized firearm in any manner not afforded a citizen
- Possess a Departmental weapon
- Represent himself or herself as an active duty police officer
- Wear any Departmental uniform, uniform article, or display police identification

Discretionary Suspension

An officer may be suspended for:

- Offenses in **VOLUME I, CHAPTER 11. DISCIPLINE,** section **3**. **Limitations of Authority**
- On or off-duty conduct determined to be detrimental to the proper performance of required duties
- Reporting to work intoxicated
- Exhibiting or reporting serious or debilitating psychological problems preventing the employee from satisfactorily executing job tasks
- Reporting to duty unfit or unprepared for work
- The best interest of the public, officer, or Department

The propriety of such suspension shall be determined by weighing the gravity of the situation against the effect of the officer's continued duty status pending an internal investigation or personnel action.

Mandatory Suspension

An officer shall be suspended when:

- He or she is charged via statement of charges, criminal charging document, indictment, or criminal information from any competent judicial authority with:
  - Any crime classified as a felony within this state
  - Any felony in a foreign jurisdiction
  - Crime of moral turpitude
- He or she is alleged to have been engaged in conduct of such nature that the Chief of Police determines suspension is an appropriate course

Suspending Officer's Responsibilities

The suspending officer shall:

- Contact the Commander, IAD
- Give the suspended officer a letter containing the following:
  - Reason(s) for the suspension
  - Date and time of the suspension hearing, which shall be the first working day following the suspension
- Send a copy of the letter to the officer's Commander/Manager
- Complete the Suspension Process Checklist, taking custody of the equipment identified on the form and

giving the suspended officer a signed copy of the form
- Complete an Executive Summary justifying the suspension decision

Suspension Hearing

The suspension hearing is not a judicial proceeding nor is it directed to the findings of fact or law. It is limited to a presentation of circumstances surrounding the suspension, and only matters dealing directly with the determination of the suspension shall be heard. The hearing officer is the final authority regarding testimony to be heard and may request the assistance of the Office of Law.

When the hearing officer determines that the acts allegedly committed by the suspended officer warrant continued suspension, he or she shall so order. If not, he or she shall terminate the suspension.

Suspended officers may be represented by counsel or another representative at the suspension hearing. Suspension hearings shall be tape-recorded.

When criminal or administrative charges are likely to be placed against the officer, he or she may be suspended with pay by the hearing officer. If the officer has been charged with a felony, he or she may be suspended without pay.

The hearing officer shall be a Deputy Chief or Acting Deputy Chief. The hearing officer shall advise the suspended officer of his or her decision following the hearing, and promptly submit a report of that decision to the Chief of Police, with copies to:

- Commander, IAD
- Fiscal Management Division (only for suspension-without-pay cases)
- Office of Law
- Respondent
- Respondent's Commander/Manager

The suspending officer and Commander/Manager of the suspended officer shall attend the hearing. The following may attend the hearing:

- The suspended officer
- Commander, IAD
- IAD investigators
- Two individuals, invited by the suspended officer, to witness the hearing

The suspended officer may present testimony at his or her suspension hearing.

Suspension hearings are closed proceedings. Except those listed, members of the Department, the public, and the news media are excluded from the hearing unless called to testify. Evidence presented at the hearing is confidential.

Restoration to Duty

The Chief of Police may return an officer to duty when the reason for the suspension no longer exists.

22. <u>Suspension – Civilian Employees</u>

A civilian employee may be immediately suspended for up to three working days when they are intoxicated or commit a breach of the peace during work hours, provided:

- The facts are not in dispute
- No further investigation is needed

This suspension is a final conduct-related disciplinary action. The suspending officer shall complete a Report of Investigation (ROI).

For serious offenses where the employee must be removed from the job for misconduct, IAD shall be notified. IAD shall place the employee on administrative leave.

If the employee is charged with a serious crime, the Chief of Police shall determine whether administrative leave shall be continued or the employee suspended without pay pending the outcome or conclusion of an investigation or criminal trial.

The Chief of Police may return the employee to full duty when the reason for the suspension no longer exists.

Upon conclusion of an investigation or a criminal trial, the Chief of Police shall consider recommendations and take appropriate disciplinary action.

23. Duty Status – Certain Investigations

Administrative Leave

Officers involved in the following incidents may be placed on administrative leave by IAD pending an investigation:

- Discharge of firearms resulting in injury or death
- Actions that result in the death of a citizen or the hospitalization of a citizen who is expected to die
- Incidents where preliminary investigation reveals serious employee misconduct

While on administrative leave, employees shall notify their Supervisor and IAD of how they may be contacted during normal business hours.

The employee shall also provide his or her destination, if he or she will be farther than 40 miles from the intersection of MD Route 4 and the Capitol Beltway (495). Trips of more than one day must be approved by IAD.

Administrative Duty

Officers on administrative duty, when assigned or summonsed, shall:

- Attend work related training and participate as instructed
- Attend court
- As ordered, perform administrative functions not requiring personal contact with the public

They may take appropriate police actions in emergencies.

Administrative duty may be employed as an alternative to administrative leave to enable an employee to continue working while awaiting the disposition of an internal or criminal investigation, or disciplinary action recommendation sent to the Chief of Police.

Officers on administrative leave or administrative duty are prohibited from working secondary law enforcement employment or Departmentally sanctioned overtime assignments. Officers on administrative duty may work overtime if it is an extension of their normal workday or if it is non-uniform/non-contact overtime assignment.

Requesting Change in Duty Status

The Executive Review Panel (ERP) has exclusive Departmental authority to change the duty status of any employee placed on administrative leave as a result of his or her involvement in incidents identified in this section.

A Commander/Manager seeking to change an employee's status from administrative leave to any other status shall make a formal request to the employee's Assistant Chief of Police or Deputy Chief. The Assistant Chief or Deputy Chief, in consultation with the Commander of IAD, shall determine if a change in duty status is appropriate.

Recommendation for Termination

If an AHB recommends that an employee be terminated, his or her police powers shall be suspended and he or she shall be placed on administrative leave. An IAD officer shall recover all equipment listed on the Suspension Property Checklist from the employee.

Department-wide notification regarding the employee's suspension shall be made under the authority of the Commander, IAD.

All letters of termination shall be prepared and served by IAD at the direction of the Chief of Police.

24. Employee Work Status During Weather-Related Emergencies

All Departmental personnel are essential employees. They shall report to work as scheduled during weather-related emergencies unless otherwise directed by their Supervisor. ***See:*** **VOLUME II, CHAPTER 59. WEATHER RELATED EMERGENCIES & EMERGENCY MOBILIZATION** for additional information.

25. Call-Back to Duty

All Departmental components shall publish a call-back roster containing telephone numbers where employees may be reached. OICs shall maintain current rosters and ensure copies are provided to Public Safety Communications (PSC).

Employees shall be compensated when called-back to duty in accordance with negotiated labor agreements.

26. Stand-By Status

Stand-by status permits rapid mobilization of employees possessing special skills to deal with unusual occurrences.

Only authorized employees may receive stand-by pay. Authorization for stand-by status must be approved by the employee's Commander/Manager. Employees on stand-by shall be compensated in accordance with negotiated labor agreements.

Commanders/Managers shall maintain a current schedule of employees assigned to stand-by status. Schedules shall include:

- Employee's name, rank (if an officer), and ID number
- Telephone numbers enabling immediate contact with employees

Commanders/Managers will regularly provide Public Safety Communications with up-to-date schedules of employees on stand-by status.

Requirements of Stand-By Status

Employees on stand-by status shall:

- Be able to respond to the work site properly attired and in possession of necessary equipment
- Not consume alcoholic beverages or medication that would prevent execution of their duties in the event a response is mandated
- Not engage in any activity that would hinder their ability to provide a routine response to the work site within one hour after being notified
- Provide Public Safety Communications with a current method of contact when away from the published contact telephone number

VI. GOVERNING LEGISLATION AND REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.3.8, 22.2.1, 22.2.4, 22.2.5, 22.2.9, 26.1.1, 26.1.5, 52.1.8

Governing Legislation:

- Personnel Law, Section 16-189
- Personnel Law, Section 16-193(c)(2)(1)(2)
- Personnel Law, Section 16-201
- Personnel Law, Section 16-219
- Personnel Law, Section 16-220
- Personnel Law, Section 16-221
- Personnel Law, Section 16-221.02
- Personnel Law, Section 16-222
- Personnel Law, Section 16-223
- Personnel Law, Section 16-224
- Personnel Law, Section 16-225
- Personnel Law, Section 16-225.01
- Personnel Law, Section 16-226
- Personnel Law, Section 16-227
- Personnel Law, Section 16-228
- Administrative Procedure #265
- Administrative Procedure #284
- Maryland Code 13-705 & 13-707
- Family and Medical Leave Act of 1993
- Fair Labor Standards Act
- Lautenberg Law

Reference:

- Negotiated Labor Agreements
- Memorandum from Chief Administrative Officer, Dated 7/18/2012, Reference: Employee Leave Donations

24. MANAGEMENT OVERSIGHT & INFORMATION SYSTEMS
(December 2016)

I. POLICY

The Department relies upon timely, accurate information from various parts of the organization. Internal administrative reports are a valuable management tool to ensure that the Department operates efficiently, while keeping decision makers informed with up-to-date information.

II. CHECKLIST

- Departmental Administrative Reports Matrix

III. DEFINITIONS (N/A)

IV. FORMS

- Commander's Information Report (PGC Form #1545)
- Use of Force Report (PGC Form #5150)
- Past Performance Appraisal (PGC Form #854)
- Bi-Weekly Strength Sheet (PGC Form #3512)
- Exception to Normal Duty Status Report (PGC Form #4498)
- Inter-Office Memorandum (PGC Form #836)
- Processing Facility Inspection Sheet (PGC Form #5098)
- Maryland Secure Juvenile Holding Log (PGC Form #5077)
- Detainee Processing Log Sheet (PGC Form #5097)

V. PROCEDURES

1. Administrative Reports

Daily Reports

The following reports are received each business day (distributing component in parentheses):

- Daily crime report (JAIC)
- Commander's Information Reports (Bureau of Patrol)
- News clippings from the print media (Media Relations Division)
- Daily Observation Reports from Field Training Officer program

Monthly Reports

The following reports shall be submitted by the fifth day of the month:

- Personnel Complement (Police Personnel Division)
- Exception to Normal Duty Status Report (Police Personnel Division)
- Police vehicle and mobile computer inspection reports (Bureau of Patrol)
- Early Identification System (EIS) Monthly Report (Internal Affairs Division)
- Budget Account Status Reports (Fiscal Management Division)

Quarterly Reports

Unless otherwise directed, the following reports shall be submitted by the fifth day of the first month of a new quarter for incidents occurring during the previous quarter:

- Early Warning System (EIS) Quarterly Report (Internal Affairs Division)

- Overtime Report (Fiscal Management Division)
- Quarterly accounting of cash activity (District/Division Commanders/ Managers)
- Performance appraisals for entry-level probationary employees (Supervisors)

Annual Reports

The following annual reports shall be submitted when directed as they relate to the previous calendar year:

- Annual and Workload Assessment (prepared by Commanders/Managers and submitted to their Deputy Chief)
- Annual patrol distribution and workload assessment (Bureau of Patrol)
- Evaluation of the EIS for operational and functional considerations (Internal Affairs Division)
- Analysis of grievances filed during the preceding calendar year (Internal Affairs Division)
- Analysis of vehicular pursuits (Bureau of Patrol)
- Audit by Information Technology Division for verification of all passwords, access codes, and access violations
- Administrative review of PGPD practices, including citizen concerns (Bureau of Patrol)
- Crossing guard location analysis (Special Operations Division)
- Goals and objectives (Units deemed necessary by the Deputy Chiefs)
- Analysis of Incident Command System activations (Bureau of Patrol)
- Audit of property stored at the Property Warehouse (Internal Affairs Division)
- Unannounced inspections of the Property Warehouse (Internal Affairs Division)
- Use of force analysis (Internal Affairs Division)
- Past Performance Appraisals (Supervisors)

Once Every Three Years

- Victim Needs/Gap Analysis

Ongoing

- Selective traffic enforcement analysis of collisions and enforcement activities

After-Action Report

An After-Action Report shall be completed on an Inter-Office Memorandum and submitted immediately after the following incidents:

- Activation of the Incident Command System
- Each special event
- Each unusual occurrence, disaster, or civil disturbance
- Each hostage/barricade situation

2. <u>Multi-Year Plan</u>

The Department's Multi-Year Plan is a strategic document that is edited by the Planning & Research Division. The Plan is designed to prepare the Department for the future; generally covering a five-year period. At a minimum, the Plan contains:

- Long-term goals and operation objectives
- Anticipated workload and population trends
- Anticipated personnel levels

- Anticipated capital improvements and equipment needs

3. Recruitment Plan

The Department's Recruiting Strategies and Recruitment Plan is maintained and edited by the Recruiting and Background Division. At a minimum, the Plan shall contain:

- Goals and objectives as they relate to the Department's recruitment and selection strategies
- A plan of action designed to achieve the goals and objectives

The Commander of the Recruiting Unit will regularly monitor the progress of the goals and objectives in the Plan. Additionally, the Commander of the Recruiting Unit will prepare written evaluation reports no less than annually. Revised plans will be reissued to Recruiting Unit members.

4. Personnel Status Reports

Bi-Weekly Strength Sheet

The Bi-Weekly Strength Sheet is maintained daily. These sheets shall be submitted to the Fiscal Management Division with Time Sheets, no later than 1100 hours on the first business day beginning a new pay period.

Required Information

The following shall be included on the Bi-Weekly Strength Sheet:

- Daily status of each employee, such as permanent, TDY, etc.
- Names of all employees in the Command and their Employee Identification Number

Leave Status Designation

One of the following shall be entered on the Bi-Weekly Strength Sheet for each employee:

- Administrative leave
- Annual leave
- AWOL
- Compensatory leave
- Disability leave
- Discretionary leave
- Jury duty
- LWOP
- Military leave
- Off
- Parental leave
- Personal leave
- Sick leave
- Training
- Working

Change of Status During Tour of Duty

When an employee's duty status changes during his or her tour of duty, the supervisor shall ensure that the proper type of leave is entered on the Bi-Weekly Strength Sheet.

Exception to Normal Duty Status Report

The Exception to Normal Duty Status Report shall be compiled by all Commanders/Managers by the first of each month and forwarded to the Police Personnel Division no later than the fifth of each month.

The report shall list any employee who, for more than ten consecutive working days of the calendar month, has been temporarily reassigned or is unavailable for regular duty for any of the following reasons:

- Administrative assignment
- Administrative leave
- AWOL
- Disability leave
- Family and medical leave
- Jury duty
- LWOP
- Military leave
- Sick leave

Employees on light duty or in administrative assignments shall be listed on the report submitted by the Commander/Manager of their present assignment.

The Police Personnel Division will collate the information, complete a composite personnel report, and forward copies to the Chief of Police, Assistant Chief of Police, and all Deputy Chiefs by the fifteenth day of each month.

5. Juvenile Detainee Reporting

(42 USC 5601)
(Governor's Executive Order 01.01.2005.37)

To demonstrate compliance with the core protections established in the Juvenile Justice and Delinquency Prevention Act of 1974, the Department is required to submit monthly reports to the Governor's Office of Crime Control and Delinquency Prevention regarding juvenile detainees. The Officer in Charge (OIC), Juvenile Transition Center shall be responsible for ensuring compliance with this requirement.

Property Supply Clerk's Responsibilities

At the end of each month, District/Division Property Supply Clerks shall collect the following juvenile processing log forms:

- Maryland Secure Juvenile Holding Logs
- Detainee Processing Log Sheets
- Processing Facility Inspection Sheets

Property Supply Clerks need only collect those forms that refer to juvenile detainees. Property Supply Clerks shall review each form to ensure that it is complete and shall then submit the forms to the District/ Division Commander/Manager for review.

After the District/Division Commander/ Manager has completed their review, the Property Supply Clerk shall copy all of the forms. The copies shall be submitted to the OIC, Juvenile Transition Center by the fifth day of the succeeding month.

The original forms shall be maintained at the District/Division and retained according to schedule.

Commander's/Director's Responsibilities

District/Division Commanders/Managers shall review the juvenile processing logs that are collected by the Property Supply Clerks to ensure that they are complete. Commanders/Managers shall then return the forms to the Property Supply Clerk and ensure that he or she submits the necessary copies of the forms to the OIC, Juvenile Transition Center by the fifth day of the succeeding month.

OIC, Juvenile Transition Center - Responsibilities

Upon receiving copies of each District's/ Division's juvenile processing log forms, the OIC, Juvenile Transition Center, shall complete a final review of the forms. The OIC, Juvenile Transition Center shall then submit the required information to the Governor's Office of Crime Control and

Delinquency Prevention bi-annually, by April 15th and October 15th.

6. Special Events Plan

A written plan is developed for each special event in which the Department will commit staffing and resources. Unless the Special Events Unit develops the plan for a given event, the District Commander or his or her designee is responsible for developing written plans for major special events in the respective Districts. To ensure consistency, at a minimum, all plans will identify:

- The incident commander
- Location of the event
- Nature of the event
- Means/methods of communication between participants
- Location of command post, if any

7. Hazardous Materials in the Workplace

(Maryland Occupational Safety and Health Law, Maryland Code, Article 89)

Hazardous materials (HAZMAT) consist of:

- Chemicals that are water-reactive or unstable reactive
- Chemicals with low flash points
- Explosives
- Flammable chemicals and aerosols
- Gasoline
- Organic peroxides
- Oxidizers
- Pressurized gases
- Pyrophoric chemicals

HAZMATs are found in most workplaces throughout the Department. The types of materials vary in degree of potential danger to employees, from denatured alcohol to tear gas.

Hazardous Chemicals & Toxic Substance Lists

Commanders/Managers shall maintain a list of HAZMATs handled or stored in the workplace. The list shall identify each HAZMAT by both common and chemical names and shall indicate where the HAZMAT is located in the work environment. The list shall be kept current and maintained for at least 40 years.

Accompanying the list shall be a separate Material Safety Data Sheet (MSDS) for each HAZMAT. MSDS provide critical information about chemicals and are divided into several sections. These sections give characteristic information about the HAZMAT. Each MSDS shall contain:

- Fire and explosion data
- Health hazards
- Name and product data
- Physical data
- Reactivity data
- Special handling and storing precautions
- Special protection information
- Spill or leak procedures and disposal procedures

The following Commanders/Managers shall compile and maintain HAZMAT lists and MSDS:

- All Commanders in Bureau of Patrol
- Criminal Investigations Division
- Drug Analysis Laboratory
- Narcotics Enforcement Division
- Special Operations Division
- Training & Education Division

Commanders/Managers responsible for maintaining a HAZMAT list shall:

- Inspect their lists annually to ensure accuracy

- Update their lists within 30 days of any additions, revisions, or deletions

Training and Education Division (TED) Responsibilities

The Commander, TED shall:

- Develop and implement required training programs regarding HAZMAT
- Maintain records of all employees receiving training regarding HAZMAT
- Monitor training received by new civilian employees at the District/ Division level
- Provide training booklets to Districts/Divisions

District/Division Responsibilities

Districts/Divisions shall be the primary providers of HAZMAT material training for all new civilian employees. District/Division training coordinators shall ensure that:

- A memorandum is placed in the employee's personnel file listing the instructor's name and the date the training was completed
- A copy of the memorandum is sent to TED
- New employees receive a HAZMAT Training Handbook
- Training conforms to current programs

8. <u>All Hazards Plan</u>

The Department's All-Hazards Plan (AHP) is a comprehensive document that is reviewed or revised annually, or as needed, by the Planning & Research Division. The AHP serves as a guide for Departmental operations; ensuring they are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) requirements. The AHP is law enforcement sensitive and unauthorized distribution outside PGPD is prohibited.

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

- Governor's Executive Order 01.01.2005.37
- Juvenile Justice and Delinquency Prevention Act of 1974 (42 USC 5601)
- Maryland Occupational Safety and Health Law, Maryland Code, Article 89

DEPARTMENTAL ADMINISTRATIVE REPORTS MATRIX
(December 2016)

Report	Frequency	Purpose	By	To
Daily Crime Report	Daily	Provides statistical and event summaries from day before	JAIC	Chief, Cmdrs.
Commander's Information Reports	Daily	Used as After-Action Reports for incident synopsis	Officers, Supervisors	BOP
Daily News Clips	Daily	Assembles news reports into a briefing document	Media Relations Division	PGPD, Towns
Bi-Weekly Strength Sheet	Bi-Weekly	Documents attendance and hours worked	Commanders /Managers	FMD
Personnel Complement Report	Monthly	Used to show staffing levels	Police Personnel Division	FMD
Exception to Normal Duty Status	Monthly	Lists those employees that are not on active, full duty	Police Personnel Division	Chief, BOP
Bias-Based Policing Review	Monthly	Examines complaints/agency practices to determine needs	IAD	Chief
Vehicle & MDC Inspections	Monthly	Ensures operational readiness	Line Supervisors	District Cmdr
Inspections of Unusual Tactical Equip.	Monthly	Documents the state of operational readiness of equipment	SOD EST	SOD
EIS Monthly Identification Report	Monthly	Identifies all officers that have reached an EIS threshold	IAD Statistician	District Cmdr
Budget Account Status Reports	Monthly	Shows initial appropriation, encumbrances, balances	Fiscal Management Division	Chief, Cmdrs.
EIS Quarterly Identification Report	Quarterly	Summarizes all officers that reached an EIS threshold	IAD Statistician	District Cmdr
Accounting for Cash	Quarterly	Documents cash debits, credits, balances	NED, CID, Detectives, Red Light	Commanders
Entry-Level Performance Appraisals	Quarterly	Documents probationary employee performance	Supervisor	Personnel
Overtime Report	Quarterly	Indicates use of overtime and account balances	Fiscal Management Division	Chief, Cmdrs
Inspections of Property Warehouse	Semi-Annually	Ensures accountability, conformance to policy	IAD	IAD/BOFSI
Workload Assessments	Annually	Shows distribution of personnel in PGPD and workload	Commanders /Managers	FMD
EIS Annual Evaluation	Annually	Evaluates the EIS system	IAD	Commander IAD
Grievance Analysis	Annually	Identifies trends/reasons for complaints and grievances	IAD	Commander IAD
Pursuit Analysis	Annually	Determines conformance to policy, training/policy needs	Bureau of Patrol	Chief, BOP
Computer Systems Audits	Annually	Determines password accountability, system integrity	Technology Services Division	CIO
IAD Analysis of complaints/Inv.	Annually	Summarizes complaints & investigations statistics	IAD	Chief
Crossing Guard Location Analysis	Annually	Looks at locations where guards are assigned and needed	CSD	BOP
Goals and Objectives	Annually	Identifies what each bureau, division, wants to accomplish	Commanders/Managers	Everyone
ICS Activation Analysis	Annually	Analyzes all ICS activations, lessons learned, training needs	Bureau of Patrol	TED
Audit of Property Held by PGPD	Annually	Random sampling of items to ensure policy conformance	IAD	Chief, BOFSI
Unannounced Inspections of Evidence	Annually	Ensures ongoing conformance to policy	IAD	Chief, BOFSI
Use of Force Analysis	Annually	Identifies conformance to policy, training & policy needs	Commander, IAD	TED/BOP
Past Performance Appraisals	Annually	Documents employee performance	Supervisors	Personnel
After-Action Report/ICS	Per-Incident	Synopsizes incident and may include lessons learned	Commander / Investigator	Chief & BOP
After-Action Report/Special Event	Per-Incident	Synopsizes event and may include lessons learned	Commander of Event	Chief & BOP
After-Action Report/Unusual Occurrence	Per-Incident	Synopsizes the occurrence and may include lessons learned	Commander of Occurrence	Chief & BOP
After-Action Report/Hostage-Barricade	Per-Incident	Synopsizes the occurrence and may include lessons learned	Commander of Incident	Chief & BOP
Selective Traffic Enforcement Analysis	Periodic	Analyzes and reviews enforcement and collision activity	SOD CARU	Chief & BOP
Victim Needs Assessment	Every 3 Years	Identifies service provided and by whom / and service gaps	CSSD	CID/BOP

25. MOBILE DATA COMPUTERS (MDC)
(December 2018)

I. POLICY

Mobile data computers facilitate the dispatch of calls for service, dispatcher-to-car as well as car-to-car messaging, and local and MILES/NCIC warrant checks. Mobile data computers also provide access to electronic mapping. The use of MDCs should be limited to official activities, as outlined in **VOLUME I, CHAPTER 5. COMPUTERS & TECHNOLOGY**, Section **2. Maintaining the Integrity of Computer Systems**, ***Internet, Extranet, and Intranet Use***

II. CHECKLIST (N/A)

III. DEFINITIONS

CHRI: Criminal history record information

IV. FORMS

- MVS/MDC Equipment Inspection/ Malfunction Report (PGC Form # 4621)

V. PROCEDURES

1. MDC Overview

Mobile Data Computers (MDCs) provide in-car access to several databases. MDCs can receive criminal information from:

- Maryland Interstate Law Enforcement System (MILES)
- National Crime Information Center (NCIC)
- Maryland Motor Vehicle Administration (MVA)
- National Law Enforcement Telecommunications System (NLETS)
- Office of the Sheriff for Prince George's County (OSPG)
- PGPD Crime Look-up and Evaluation System (CLUE)

Officers shall not use the MDC until they have received MDC training and MILES/ NCIC certification.

Only software purchased or acquired by the County will be installed on the MDCs. An approved County contractor shall do all software installation or repair.

Special care shall be taken to prevent the spillage of liquids onto the MDC.

All MDC transmissions are recorded and are recoverable. Abusive, profane, demeaning, harassing, or threatening messages are prohibited.

CHRI shall not be disclosed to any unauthorized person. Criminal history shall not be disseminated to anyone other than authorized law enforcement personnel. Care will be taken to shield the MDC screen from civilians or arrestees when it contains CHRI. ***See*: VOLUME I, CHAPTER 33. RECORDS & REPORTS,** Section **4. Criminal History Record Information (CHRI)**

Trained officers operating a police vehicle equipped with a MDC shall log-on to the system while in service. Officers shall log-off and shut down the MDC if they expect to be away from the vehicle for more than thirty minutes.

Safe vehicle operation is of primary concern when using the MDC. Officers should consider stopping their vehicle before using the MDC if use is going to divert attention

from the safe operation of the vehicle. Generally, it is not appropriate for officers to operate the MDC while their vehicles are in motion.

All priority calls for service will be dispatched and acknowledged using the police radio. Routine response and report calls may be dispatched via MDC.

When officers receive a warrant hit, they shall confirm the warrant with Public Safety Communications via the police radio prior to prisoner transport.

When officers make a traffic stop or investigate a suspicious vehicle, they shall use the police radio to notify the dispatcher of their status and location. Traffic stops shall also be cleared via police radio.

Other than for calls described above, officers may use the MDC to advise the dispatcher of call clearance codes.

2. Inspections

At least monthly, a supervisor shall inspect MDCs. This inspection shall be documented on the MVS/MDC Equipment Inspection/ Malfunction Report.

If any deficiencies are noted, the supervisor shall contact the Mobile Video Unit and fax or email a copy of the MVS/ MDC Equipment Inspection/Malfunction Report to them prior to the officer going in service. If the deficiency is noted after hours, the supervisor shall fax or email a copy of the MVS/MDC Equipment Inspection/ Malfunction Report to the Mobile Video Unit, and instruct the officer to contact them during business hours.

Once officers have the deficiency corrected, they shall notify their supervisor who shall then re-inspect the MDC.

3. Securing Portable MDC Equipment

Employees shall ensure that portable MDC equipment is properly secured in its docking station whenever the vehicle is left unattended.

When the vehicle is left unattended for more than two hours, the employee shall remove his or her portable MDC from the docking station, place it in the trunk, or secure it in another safe location.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation of Law Enforcement Agencies, Standards 26.1.1, 41.2.1, 41.3.7, 53.1.1, 81.2.4, 81.2.5, 81.2.9, 82.1.7, 82.1.9, 82.3.8
- Memorandum of Agreement Between the United State's Department of Justice and Prince George's County, Maryland, January 22, 2004

Governing Legislation:

- Maryland Code, Criminal Procedure, Section 10-219
- Maryland Code, State Government, Governmental Procedures, Title 10, Subtitle 6 et. seq.
- Title 28, Code of Federal Regulations, Part 20

26. MOBILE VIDEO SYSTEM (MVS)/MOBILE DATA COMPUTERS (MDC)

(December 2016)

I. POLICY

It is the policy of the Department to use the Mobile Video System to enhance service to the community by accurately documenting events, actions, conditions, and statements made during citizen contacts, traffic stops, arrests, and other incidents.

Mobile audio/video recording equipment can be of value to law enforcement by:

- Increasing convictions for criminal and traffic violations
- Increasing officer safety
- Reducing complaints and false accusations
- Providing training materials

It may also be used in the evaluation of an officer's performance.

II. CHECKLIST (N/A)

III. DEFINITIONS

Mobile Video System (MVS): An in-car system capable of capturing audio and video recordings and wireless transmissions

Mobile Data Computer (MDC): An in-car mobile data computer and a digital recording device that capture audio and video imaging

Mobile Video Unit (MVU): Departmental component responsible for managing, processing, and storing all mobile audio, video, digital, and wireless transmissions

MVU Technician: Personnel trained in the use, copying, and storage methods and evidentiary procedures of video systems

Supervisor: personnel holding the rank of Sergeant and above, or a Corporal formally appointed in writing as an Officer in Charge (OIC) of a Departmental component

Video Image: digital image(s) captured on DVD or by wireless transmission

IV. FORMS

- MVS/MDC District/Division Monthly Report (PGC Form #5103)
- MVS/MDC District/Division Monthly Report Continuation Sheet (PGC Form #5103A)
- MVS/MDC Failure to Record Activity Notification (PGC Form #5176)
- MVS/MDC Inspection/Malfunction Report (PGC Form #4621)
- Video Chain of Custody Log (PGC Form #4587)
- Video Image Copy Request Form (PGC Form #4618)

V. PROCEDURES

1. Officers' Responsibilities

At the beginning of each shift, officers shall ensure that their MVS equipment is operational and the storage media (DVD/hard drive) has sufficient space remaining to record additional video. Officers with patrol cruisers that have a wireless MVS installed shall ensure that the MDC is turned on and that the officer is logged into the system to support the MVS data. Officers shall immediately report any

MVS or MDC malfunction or error signal to their supervisor.

Officers shall operate the camera and ensure that their remote microphone is attached in a secure location on the officer's person. Officers shall be sure to disable other equipment within the vehicle, such as AM/FM radios or scanners, when the MVS is activated. This does not apply to police radios.

Officers shall monitor DVD usage and request a new DVD from their supervisor when only one (1) hour of recording time remains on a DVD based system.

Officers that are assigned to a unit that does not maintain a supply of DVDs shall respond to the nearest District Station and request that an on duty supervisor install or change their DVD.

Officers are responsible for uploading audio/visual data from hard drive based in-car camera systems at least once during their shift. Officers with wireless systems should upload daily. This is accomplished at District Stations or at designated locations.

Prior to changing assignments or turning in a vehicle, officers shall ensure that their DVD is removed and dropped in their District/Division drop box or that video is wirelessly uploaded.

Officers shall not alter, erase, modify, re-use, copy, reproduce, or tamper with MVS DVDs/hard drives or disseminate MVS audio/video recordings/images to any external device.

2. Required Uses

Audio/video recordings shall be made during all:

- Vehicle stops
- Vehicle pursuits
- Police operations necessitating a priority response
- Prisoner transports
- Signal 6 Stops (suspicious occupied vehicles)

The MVS shall record until the vehicle stop, pursuit, police operation, prisoner transport, or Signal 6 Stop is completed, and the subject vehicle departs or the officer's participation in the incident ends.

3. Other Uses

Officers that determine that recording an event may serve legitimate law enforcement purposes, may disable the audio and make only video recordings of that event.

Examples include, but are not limited to:

- Crime scenes
- Disorderly conduct
- Investigative detentions
- Recording the driving of a motorist that provides probable cause for a traffic stop or arrest
- Suspicious situations
- Traffic accident scenes

Officers may audio and video record any incident if all parties consent. If one of the parties does not give consent, the officer must disengage the audio portion of the recording.

This does not apply to traffic stops emanating from a traffic violation. (***See***:

VI. GOVERNING LEGISLATION & REFERENCE)

4. Traffic Stops

(Annotated Code of Maryland, Courts & Judicial Proceedings, Section 10-402)

The MVS is automatically activated when the vehicle's emergency equipment is turned on. Prior to exiting the vehicle, officers shall ensure that the MVS camera is focused and recording the subject vehicle and that all audio devices and the remote microphone are turned on.

Officers shall narrate their activities on the audio portion for evidentiary value.

At the beginning of every traffic stop, officers will notify individuals stopped that they are being audio and video recorded. For example:

"Good morning, Sir/Ma'am. My name is Officer Smith of the Prince George's County Police Department. I am advising you that you are being audibly and visually recorded. You were stopped for exceeding the posted speed limit. May I have your license and registration, please?"

The officer initiating the stop shall be the primary officer and shall not cease audio and video recording until the end of the traffic stop. Secondary officers arriving on scene shall ensure that their microphones remain turned on until the end of the stop.

5. Failure to Record Activity

Officers failing to record vehicle stops, vehicle pursuits, police operations necessitating priority responses, or prisoner transports shall document the failure on the MVS/MDC Failure to Record Activity Notification Form. Notification forms citing inoperable or malfunctioning equipment shall have MVS/MDC Equipment Inspection/Malfunction Reports attached to them. Officers shall submit the completed forms to their supervisors prior to the end of their tour of duty.

Supervisors shall review and sign MVS/MDC Failure to Record Activity Notifications and submit the forms through their chain of command. Upon completion of all signature blocks,

District/Division Commanders/Managers shall ensure that the Notification forms are forwarded to the Mobile Video Unit (MVU) for processing.

6. MVS Deactivation

MVS equipment may be manually deactivated during non-enforcement activities, for example:

- Protecting a traffic accident scene
- Directing traffic for an extended period of time

7. Care of DVDs

DVDs shall only be reviewed on the in-car MVS. To prevent damage to the original DVD, it shall not be copied or otherwise inserted into any DVD player or any other equipment.

8. Supervisors' Responsibilities

Supervisors or their designee are responsible for inserting new DVDs in the MVS. Supervisors or their designee shall remove recorded DVDs and replace them with blank DVDs as needed. DVD insertions and removals shall be documented on the Video Chain of Custody

Log and maintained in the District/Division MVS Logbook.

When inserting or removing DVDs, supervisors or their designee shall ensure that the barcode on the DVD is the same as the barcode on the Video Chain of Custody Log. Supervisors or their designee are prohibited from altering barcodes on DVDs and Video Chain of Custody Logs. In cases where the corresponding Video Chain of Custody Log (PGC Form #4587) cannot be located, the supervisor shall contact the District/Division NCO to obtain a blank Video Chain of Custody Log Form to complete.

Supervisors or their designee shall ensure that the MVS is in proper working order each time a new DVD is placed in service. Supervisors or their designee shall document malfunctions or error signals on the MVS/MDC Inspection/Malfunction Report and ensure that they are faxed to the Mobile Video Unit.

Supervisors or their designee that observe or are notified of a broken or malfunctioning MVS/MDC shall direct the officer to immediately respond to the MVS/MDC repair shop to have the equipment repaired. If notified during non-business hours, the supervisor or their designee shall direct the officer to respond to the MVS/MDC repair shop during the officer's next tour of duty. The supervisor or their designee shall follow-up to ensure completion.

DVDs and wireless transmissions are official police records and shall be treated as such. Supervisors are authorized access to the MVS video unit and are responsible for placing DVDs in the District/Division video drop box.

Supervisors shall review the mobile video of any officer that is listed in a report as having been present during:

- Incidents involving injuries to a prisoner or officer
- Vehicle pursuits
- Uses of force
- Incidents where a complaint has been received

These reviews shall be documented on the corresponding Commander's Information Report, Pursuit Critique, or Report of Investigation, as appropriate. DVDs and wireless transmissions of the above listed incidents shall be identified by MVU technicians and held as evidence.

Submission of MVS DVDs

Officers shall complete the Video Chain of Custody Log when DVDs or wireless transmissions are to be held as evidence. Officers shall check the box labeled "HOLD DVD" on the Video Chain of Custody Log and indicate the incident date and reason for the hold.

All DVDs shall be placed in the video drop box. Under no circumstances shall any DVD be removed from its portable unit or stored in any other location. Prior to depositing DVDs in the video drop box, DVDs are to be placed in a protective sleeve, if available. DVDs that are to be held as evidence will be marked appropriately by Mobile Video Unit personnel.

9. District/Division Supply Clerk

The District/Division supply clerk shall maintain a supply of blank DVDs, protective covers, and Video Chain of Custody Logs and make them available to

supervisors. Each District/Division shall also maintain a MVS Logbook. The District/Division MVS Logbook is designed to be a permanent record tracking the issuance, removal, and collection of all DVDs. The Division MVS Logbook shall be provided to the District/Division by MVU. The District/Division MVS Logbook shall be maintained and secured in the District's/Division's property room at all times. The only persons authorized to make entries into the District/Division MVS Logbook are supervisors issuing or retrieving DVDs and the MVU technician collecting the DVDs. If an error is made in the District/Division MVS Logbook, the Supervisor or MVU technician shall cross out the mistake and initial same. Mistakes shall not be corrected with whiteout or erased. All of these items shall be kept in a secure location.

DVDs are numbered and sequenced by MVU technicians. The bar-coded number shall not be removed or altered on the DVD or on the Video Chain of Custody Log.

10. Inspection of Equipment

Supervisors or their designee shall inspect the MVS equipment of each officer every month, and document the results of every inspection on a MVS/MDC Inspection/Malfunction Report.

Review of Video, Wireless Systems and DVDs

Supervisors or their designee are required to conduct a monthly inspection/review of each assigned officer's vehicle that is equipped with a MVS. Supervisors shall randomly select at least one (1) audio and video transmission to review, from the recordings available for the 30 days preceding the inspection. The review will be conducted in the officer's vehicle, with the assigned officer present. During the review, supervisors will ensure:

- The MVS is operating properly, and records both audio and video
- A MVS/MDC Inspection/Malfunction Report is completed
- Footage recorded on wireless based systems is being regularly uploaded
- DVD based systems have more than one (1) hour of recording space remaining
- Officer performance complies with Departmental training and policy

Submission & Retention of Inspection Reports

Supervisors shall submit completed MVS/MDC Inspection/Malfunction Reports through their chain of command to their District/Division Commanders/Managers by the 5th of each month. District/Division Commanders/Managers shall ensure that MVS/MDC Inspection/Malfunction Reports shall be maintained at the District/Division for a minimum of one year.

11. MVS/MDC District/Division Monthly Report

Each District/Division Commander/Manager who have vehicles equipped with Mobile Video Systems (MVS) or Mobile Data Computers (MDC) at their District/Division shall appoint one subordinate to be responsible for completing the MVS/MDC District/Division Monthly Report. The report shall be completed by the 5th of every month and submitted through the chain of command to the Mobile Video Unit (MVU) for processing.

12. Audits and Inspections Unit

(Audits and Inspections Unit SOP)

Members of the Audits and Inspections Unit (IAD) shall conduct random inspections of MVS/MDC equipment and video, digital, and wireless transmissions to confirm that the equipment is in proper working order, as well as to ensure that procedures are being followed.

Inspections performed by the Audits and Inspections Unit are in addition to MVS/MDC inspections conducted by supervisors.

13. MVU Technician Responsibilities

All videos, DVDs, wireless recordings, and transmissions captured by a MVS are the sole property of the Prince George's County Police Department.

All videos, DVDs, wireless recordings, and transmissions shall be maintained in a secure location. Only MVU personnel shall have access to the secured location.

MVU technicians are the only personnel authorized to copy videotapes, DVDs, wireless recordings and transmissions.

Intra-departmental requests for copies and/or dissemination of videos, DVDs, wireless recordings, and transmissions shall be handled in accordance with Technology Integration Services (TIS) SOP.

Secondary dissemination of videos, DVDs, wireless recordings, and transmissions to any source outside of the agency of the Prince George's County Police Department is strictly prohibited without authorization of the Chief of Police, or their designee.

Officers shall place a "HOLD" on videos, DVDs, wireless recordings, and transmissions for evidentiary, training, or operational purposes. Officers requesting copies of videos, DVDs, wireless recordings, and transmissions must submit the Video Image Copy Request Form with their supervisor's approval. All requests for secondary dissemination to an outside source for copies of videos, DVDs, wireless recordings, and transmissions shall be directed to the Commander/Manager, Records Management Division (RMD). MVU technicians are responsible for the delivery and pickup of DVDs at each District/Division. MVU technicians are also responsible for the storage, duplication, erasure and/or destruction of all videotapes, DVDs, wireless recordings, and transmissions.

If circumstances arise that require the immediate retrieval of a recording, the investigating officer shall request that a supervisor remove the DVD from the officer's MVS or instruct the officer to immediately upload the recording.

For DVD based systems, the supervisor shall:

- Place the DVD in the video drop box and request that a MVU technician retrieve and copy the DVD on the next business day, or
- Respond with the DVD to the Mobile Video Unit during the unit's intake hours of 0800-1430, or
- Direct the officer to respond to the Mobile Video Unit with the Video Chain of Custody Log. A MVS technician shall recover the DVD from the vehicle.

In the event of an emergency, a MVU technician shall be notified through Public Safety Communications (PSC) to respond to the scene and recover the DVD.

14. Retention

(Mobile Video Unit SOP)

The Department shall archive videotapes, DVDs, wireless recordings, and transmissions according to the following retention schedule:

- Videotapes, DVDs, wireless recordings, and transmissions that are not evidence are retained three years
- Videotapes, DVDs, wireless recordings, and transmissions that are evidence are retained five years
- Videotapes, DVDs, wireless recordings, and transmissions capturing evidence in a homicide are retained seventy-five (75) years

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 41.2.2, 41.3.8, 53.1.1, 61.1.7, 61.1.8, 83.2.1, 83.2.2, 84.1.1

Governing Legislation:

Annotated Code of Maryland Section10-402, Courts and Judicial Proceedings, provides that it is lawful for a law enforcement officer to make both video and audio recordings without the consent of the parties to the conversation if all of the following conditions are met:

- The officer initially detained the vehicle during a criminal investigation or for a traffic violation.
- The officer is a party to the oral communication.
- The officer has been identified as a law enforcement officer to the other parties prior to any interception.
- The officer informs all parties at the beginning of the conversation that an audio recording is being made.
- The audio recording is being made as part of a video recording.

References:

- Audits and Inspections Unit SOP
- Mobile Video Unit SOP
- Technology Integration Division SOP

27. OVERTIME
(December 2016)

I. POLICY

Compensation may be paid for authorized extensions of the workday. Civilian employees and officers through the rank of Lieutenant are eligible for overtime compensation.

An officer working Secondary Law Enforcement Employment (SLEE) is not eligible to earn overtime compensation for incidents related to that employment to include court appearances.

II. CHECKLIST (N/A)

III. DEFINITIONS

Secondary Law Enforcement Employment (SLEE): Any paid employment that results from being a Departmental employee, and is not County-sponsored

IV. FORMS

- Compensation Request Form (PGC Form #2757)

V. PROCEDURES

1. Rate & Type of Compensation

Sworn Employees

Officers may earn either pay or compensatory time for hours worked beyond their regular schedule. Increments of less than ½ hour are only compensable with compensatory time.

Overtime pay is calculated at 1½ times the employee's hourly rate for the actual time worked in ½ hour increments.

Compensatory time is credited at a rate of 1½ times the minutes worked. Officers must work at least three minutes of overtime to qualify for compensation.

Officers must actually work more than 85½ hours in a pay period to earn FLSA overtime or compensatory time. County compensatory time is earned when the total hours worked during one pay period exceeds 80 hours. The number of hours worked is calculated by adding the number of hours actually worked to the number of hours of paid leave.

Civilian Employees

Employees represented by the PCEA are eligible for overtime after they have worked at least 30 minutes beyond the normal workday. After the initial 30 minutes, compensation is retroactive to when the employee began to work the overtime. Overtime pay is calculated at 1½ times the employee's hourly rate for the actual time worked. Compensatory time is credited at a rate of 1½ times the time worked. Employees may elect to earn compensatory time or overtime pay.

Employees represented by the PCEA are eligible for FLSA overtime or compensatory time after working 40 hours in a workweek.

General schedule employees earn overtime and compensatory time with the following limitations:

- Prior approval must be obtained from the Chief of Police for employees in grades G21 through G24

- Employees in grades G25 and above must obtain prior approval from the County's Chief Administrative Officer

2. Personal Car Program Participants

Personal Car Program participants involved in off-duty incidents shall not receive overtime compensation for the first two hours. They may be compensated for work performed in excess of the two hours. Prior to the end of the initial two hours, the officer shall contact an on-duty supervisor, who shall, if practical, relieve the off-duty officer. If a supervisor determines operational considerations do not allow for the officer to be relieved by an on-duty officer, that supervisor shall sign the Compensation Request Form.

Officers not participating in the Personal Car Program may be compensated for their involvement in off-duty incidents, except for those resulting from SLEE.

3. Restrictions

Employees are prohibited from taking leave to work County-sponsored overtime.

Commanders/Managers are authorized to exempt employees from this restriction for operational necessity. An example would be a patrol officer requesting to work an overtime assignment at FedEx Field.

The following activities are ineligible for compensation to off-duty employees:

- Appearances at interview boards for transfer or promotion
- Appearances at promotional appeal boards
- Appearances at past performance appraisal (PPA) appeal boards

4. School Athletic Events

Officers working overtime at athletic events shall report to the event's coordinator or school principal 15 minutes before game time. Officers shall remain until the crowd and traffic has dispersed.

Off-Duty Assignment

Officers working athletic events for the Prince George's County School Board while off-duty shall receive three hours of overtime pay. The officer is compensated for additional time if the assignment extends past three hours.

Officers shall submit a Compensation Request Form for three hours when an event is cancelled or modified without prior notification to the Department.

On-Duty Assignment

When an on-duty officer is assigned an athletic event, the Prince George's County School Board will reimburse the Department an amount equal to three hours (or more for extended events) of their pay. If events extend past officer's normal tours of duty, they shall complete both the School Athletic Event section of the Compensation Request Forms, **and** a separate Overtime Compensation Request Form.

The total time on the two forms must equal three hours or more. The officer will be compensated with overtime pay for the off-duty portion of the event.

The officer must explain claimed hours beyond the initial three on the reverse of the form.

5. Holiday Compensation

Compensation for holidays will be in accordance with negotiated labor agreements. An employee on any type of authorized leave during an observed holiday will be placed on holiday leave for that day.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.1.1, 22.2.1

Governing Legislation:

- Personnel Law, Section 16-139
- Personnel Law, Section 16-219
- Federal Fair Labor Standards Act (FLSA)

Reference:

- Negotiated Labor Agreement, Fraternal Order of Police Lodge 89
- Negotiated Labor Agreement, Police Civilian Employees Association

28. PERFORMANCE APPRAISALS
(December 2016)

I. POLICY

The Department's Past Performance Appraisal Process has three main objectives. The first is to provide a basis for fair and impartial measurement of personnel in terms of their individual responsibilities as well as their day-to-day performance.

The second objective is to afford supervisors an opportunity to direct and maintain efforts designed to improve individual performance, as well as, to identify needs and formulate training to benefit the Department as a whole.

The third objective is to recognize individual performance and provide standardized and documented information to facilitate such personnel decisions as promotion, transfers, disciplinary action and retention of probationary personnel.

It is the policy of the Department that the performance of all personnel will be evaluated no less than annually.

II. DEFINITIONS

Performance Appraisal: An objective and comprehensive evaluation of an employee's job-related performance over a specific period of time and based on criteria unique to the employee's position.

Probationary Period: Beginning on an employee's first day on the job and ending when the employee is granted permanent status, a period of time when the employee's performance is closely monitored and coached.

III. CHECKLIST (N/A)

IV. FORMS

- Past Performance Appraisal (PGC Form #854)
- Performance Assessment Form (PGC Form #2247)
- Position Description (PGC Form #544)
- Personnel File Access and Receipt Form (PGC Form #4168)

V. PROCEDURES
(Administrative Procedure #217)
(Personnel Law, Section 16-182-185)

The Past Performance Appraisal (PPA) and Performance Assessment Form are used to evaluate an employee's performance based on duties described in the employee's Position Description. Performance Appraisal documents and meetings are confidential; therefore, supervisors shall not discuss an employee's appraisal with any other employee for whom a signature is not required for the PPA. Should an employee dispute their PPA and file a grievance, the Supervisor(s) may discuss the contested PPA with a representative of the employee's labor organization.

Supervisors shall prepare a PPA at least ten days before the rated employee's promotion, demotion, transfer, or anniversary date provided they supervised the employee for at least 90 calendar days. PPA reviews with employees shall be done in a private setting to ensure confidentiality. Meetings shall be scheduled at a reasonable time and location.

The appraisal shall cover the period of supervision beginning with the end date of the previous appraisal. Appraisals are to be based solely on the employee's performance during the past performance appraisal period.

In accordance with Personnel Law, the Chief of Police has delegated authority of final review of employee PPAs to all Command Staff members.

1. Anniversary Appraisals

Personnel Law provides that on an employee's anniversary date, they will advance to the next step in the salary grade if the Chief of Police certifies that the employee's performance has been at least satisfactory. When evaluating an employee for anniversary increase eligibility, the supervisor shall complete the Anniversary Merit Increase section of the PPA as follows:

- If the employee's overall work performance is at least satisfactory and the employee is not already at the maximum step in grade, the supervisor shall check the "Approved" block
- If the employee's overall work performance is less than satisfactory, the supervisor shall check the "Not Approved" block
- If the employee is already at the maximum step in grade or in the middle of a three-year step, the supervisor shall check the "Not Applicable" block

An employee who has been on approved leave during an appraisal period shall be evaluated for performance demonstrated while working. Employees shall not be penalized for being on approved leave.

When an employee has been rated "Improvement Needed," the supervisor shall conduct a follow-up appraisal three months from the original anniversary date. The employee's performance will be reevaluated using a PPA Form.

If the employee's performance has improved to at least a "Satisfactory" level, the employee shall be granted a merit increase, if applicable. This merit increase will be effective the first full pay period following the appraisal. It will not be retroactive to the employee's anniversary date.

If at the time of the annual performance appraisal the employee received a performance-related disciplinary action (pay reduction or demotion), the disciplinary action may be rescinded and the employee returned to their former position and/or pay rate. The employee is not, however, eligible to receive a merit increase for that appraisal.

2. Probationary Appraisals

Sworn Employees

The probationary period for officers is 12 months, beginning on the date of graduation from the Training & Education Division.

Probationary officers under FTO supervision shall be evaluated in accordance with FTO Program procedures.

Non-Sworn Employees

(Administrative Procedure #213)

The probationary period for civilian personnel varies with the position in accordance with Administrative Procedure #213.

Supervisors shall counsel all civilian probationary employees every quarter and at the mid-point of the probationary period. Supervisors shall provide probationary employees feedback and recommendations for performance improvement. These Quarterly and midpoint-counseling sessions shall be documented on a PPA and

Performance Assessment Form and signed by the employee and supervisor.

The reviewer's Commander will give a copy of the form to the employee following signature of the PPA. A second copy will be placed in the employee's Departmental personnel file and the original will be forwarded to the Police Personnel Division (PPD) for processing.

Additional Performance Assessment Forms may be provided to give the employee maximum opportunity to receive performance feedback before the probationary period expires.

Permanent Status Approval

Supervisors shall prepare a final PPA for each subordinate at least ten working days before the expiration of the probationary period.

Permanent status shall be approved when the employee's overall performance is Satisfactory or above. If the overall performance rating is less than satisfactory, the employee may be subject to discipline by step reduction, demotion, dismissal or the probationary period may, in very limited instances, be extended.

Extension of Probationary Period

The Chief of Police may request approval from the Director, Office of Human Resources Management (OHRM), Employee Services and Labor Relations (ESLR) Division to extend an employee's probationary period subject to all of the following:

- The request must be made at least 30 days before the employee's probationary period expires
- The employee must have been absent from the position and on approved leave (due to circumstances beyond the employee's control) for a substantial period of time during the probationary period
- The request must be written and state the specific facts and circumstances justifying the extension
- The Chief of Police must believe a proper appraisal of the employee's performance cannot be reasonably made before the employee's probationary period expires
- The Chief of Police must recommend an extension period equal to the period of the employee's absence, with a maximum period of six months
- Both the Chief of Police and the employee must sign the extension request

If the employee refuses to consent to the extension, the supervisor (with the Chief of Police's consent) shall attempt to evaluate the work performed by the employee.

3. Past Performance Appraisal Preparation

The Position Description lists all critical tasks/duties performed by an employee. The supervisor and employee must review and, if necessary, revise the Position Description during the annual performance appraisal.

The supervisor shall ensure the criteria used to evaluate the employee are specific to the employee's current tasks/duties.

The supervisor shall assign an overall appraisal rating, which accurately reflects the employee's performance during the rating period. These factors should be considered when rating each task/duty:

- Time spent completing the task relative to the whole job
- Task criticality
- Expertise with which employee performs the task

The employee should be issued and required to sign a new Position Description at the time of the annual performance appraisal, regardless of whether any changes have been made to the Position Description.

If an employee is assigned significant additional duties/tasks, the supervisor shall revise the Position Description accordingly and review it with the employee within 30 calendar days of the revision.

Commanders/Managers shall ensure that each newly assigned or transferred employee under their command receives and reviews a Position Description within 30 calendar days of the employee's assignment.

When a supervising employee is being rated and their tasks include the appraisal of subordinates, this shall be reflected in the Position Description. The person rating the supervising employee shall evaluate the quality of such appraisals as part of the PPA.

4. Past Performance Appraisal Review

The supervisor may complete and discuss the PPA with the reviewer before consulting with the employee. However, the supervisor and employee shall conduct a joint review of the proposed ratings for each task/duty, current Position Description and PPA as part of the performance appraisal process.

The review shall include:

- Clarification of duties and responsibilities
- Discussion of objectives and long-range goals
- Recognition of high quality work performance
- Resolution of problems and misunderstandings and suggestions for improvement
- Review of the knowledge, skills and abilities required within the employee's position
- Discussion of the employee's career development, with attention to knowledge, skills and abilities required for positions considered by the employee
- Review of any training completed by the employee during the rating period, including verification that the employee completed all MPCTC-mandated training
- Overview of government-conducted and other educational opportunities available to the employee

With the employee's concurrence, the PPA may be finalized on the discussion date. If the employee disagrees with the PPA, the employee shall inform the supervisor at the time of review. The supervisor shall wait five working days following the discussion, to allow the employee to include written comments, to finalize and sign the appraisal.

During this five-day period, the employee may submit written comments to the supervisor. Upon receipt of such comments, the supervisor shall attach the comments to the appraisal and may:

- Attach their own additional written comments addressing the employee's comments
- Modify the proposed ratings based on the employee's comments

Signing the Appraisal Form

Upon completing the previous procedures, the supervisor shall sign the form.
The employee must sign and date the form in applicable places, acknowledging that appraisal and Position Description discussions were conducted. The signature does not indicate agreement with the content. There is a block for the employee to check if they wish to indicate agreement with the appraisal.

The supervisor will then forward the signed PPA, Performance Assessment Forms, Position Description, any attached comments and any Exemplary Performance Award Nomination Forms with attachments, to their immediate supervisor. The PPA and the Performance Assessment Form must be enclosed in the Past Performance Appraisal Transmittal Envelope.

The next person in the supervisor's chain of command will review the documents, checking for consistency and fairness. After review, they shall sign the form and forward it to the next level of command.

The level of command immediately above the reviewer shall review the PPA, Performance Assessment Form and Position Description, placing their signature in the "Appointing Authority Signature" block. After signing, that Commander shall forward the Position Description and the original copy of the PPA to the Commander/ Manager, Police Personnel Division (PPD).

A copy of the PPA shall be placed in the employee's Departmental personnel file and a copy shall be given to the employee.

Appraisal Modification

If the reviewer disagrees with any part of the appraisal, they may identify and justify proposed changes on separate paper and attach it to the appraisal.

The reviewer shall discuss these comments with the employee before submitting the appraisal to the next level of command. This will enable the employee and/or supervisor to comment on proposed changes.

The reviewer's Commander/Manager may modify the performance appraisal after considering all submitted comments. The Commander/Manager may request additional information or meetings when necessary. Any changes that are made to the PPA must be discussed with the employee.

5. <u>Past Performance Appraisals by Multiple Supervisors</u>

When an employee has been supervised for at least 90 calendar days during an appraisal period by a supervisor who subsequently changes jobs, that supervisor shall evaluate the employee before leaving. A PPA should be completed within 30 calendar days of a change of supervisors.

Each performance appraisal should identify the number of months a rater supervised the employee.

Multiple appraisals are maintained in the employee's Departmental personnel file until the end of the rating period.

When an employee receives two or more performance appraisals due to multiple supervisors, the supervisor's Commander/ Manager shall establish the overall performance appraisal for that rating period.

6. Performance Assessment Form

The Performance Assessment Form may be used to document specific acts or a pattern of behavior. It may also be used to document:

- Above average performance not necessarily warranting a higher honor
- Below average performance not necessarily warranting more severe disciplinary action
- Performance counseling sessions
- Probationary employee appraisals, except the final probationary appraisal

When assigning overall appraisals of other than satisfactory, supervisors shall submit a Performance Assessment Form with the PPA. Justification for the higher or lower overall appraisal must include specific, objective examples of work performance. Reviewers and their Commanders/Managers shall use this form to justify finalization of the appraisal. Commanders/Managers shall ensure justifications are specific and task-related, not general statements about the employee's personal qualities.

7. Employee Counseling

Supervisors shall meet with each subordinate at the beginning of each rating period for a counseling session. Such sessions shall include:

- Attempts to resolve problems or misunderstandings
- Current and new objectives
- Explanation of rating criteria
- Identification of performance standards for the subsequent appraisal period, along with expected performance levels
- Review of position duties/tasks

Supervisors may counsel subordinates at any time as necessary. Supervisors should conduct, at minimum, an appraisal session with each subordinate at least midway in the appraisal year. Whenever a supervisor deems an employee's overall performance unsatisfactory, the supervisor shall advise the employee in writing via a Performance Assessment Form or memorandum.

This notification shall list actions to be taken to bring performance to an acceptable level. Whenever possible, the notification shall be provided to the employee no less than 90 days before the end of the current rating period. If the unsatisfactory performance occurs less than 90 days before the end of the current rating period, the notification shall be provided to the employee as soon as possible.

Performance Assessment Forms completed as a result of such sessions are not official performance appraisals and, as such, are not grievable.

8. Retention of Forms

(Administrative Procedure 262)

Retention of Past Performance Appraisal Forms

The Department shall maintain a copy of completed Past Performance Appraisal forms in the employee's file where the employee is currently assigned. When the employee is transferred to a different assignment within the Department, the employee's former Commander/Manager shall ensure that the employee's file is promptly sent to the employee's new Commander/Manager. Files pertaining to employees shall be maintained securely and in accordance with Prince George's County Administrative Procedure 262. ***See:*** **Maintenance of Personnel Files**.

Retention of Performance Assessment Forms

The contents of a Performance Assessment Form cannot be grieved or appealed. The supervisor shall counsel employees and, at their discretion, maintain records of such counseling. The supervisor will retain Performance Assessment Forms prepared between official PPAs. If the conduct or performance described in the form is not an issue at the time of the official performance appraisal, the supervisor shall remove the form from their records.

If the conduct described in the Performance Assessment Form is not corrected and is an issue at the time of the official appraisal, the supervisor should incorporate the content of the assessment forms with the performance appraisals. The Performance Assessment Form may also be referenced and attached to the performance appraisal.

Once the Performance Assessment Form has been used as documentation for a past appraisal, it shall be removed from the employee's personnel file.

Official actions resulting from the counseling session and information included in the official PPA may then be grieved and appealed.

9. Grievance & Arbitration

The Personnel Law defines a grievance as a complaint alleging that an act by the employee's supervisor, Chief of Police, or County Personnel Officer is unfair, inequitable, arbitrary, capricious or illegal.

An employee having a grievance relating to any matter affecting employment is guaranteed the right to pursue that complaint. Adverse actions, with respect to any matter affecting the working conditions, pay or status of the employee are excluded from the grievance procedure.

Employees shall follow instructions for the grievance process as established in the appropriate negotiated labor contract. Employees not covered by a labor contract shall follow instructions for the grievance process established in Personnel Law.

Responsibilities of the Chief of Police

The Chief of Police coordinates grievance procedures for the Department. The Chief of Police also provides notifications to appropriate components to change written directives in order to conform with legal decisions or submits information for inclusion in a training bulletin or in-service training sessions.

The Chief of Police ensures distribution of information regarding decisions of administrative and judicial proceedings.

Monitoring Unsettled Grievances

When the Chief of Police is unable to resolve a grievance that has not been settled at Step 3 of the established grievance procedures outlined in negotiated labor contracts, the Chief of Police shall maintain contact with the appropriate labor organization and monitor its progress to conclusion.

Labor Organization Contract Negotiations

The Chief of Police shall provide for Departmental representation during contract negotiations with labor organizations.

Grievance of Anniversary Appraisal

(Personnel Law, Section 16-200)

Employees covered by collective bargaining agreements shall pursue grievances consistent with the terms of their current contract. Employees not covered by collective bargaining agreements shall pursue grievances in conformance with current County personnel law.

An employee with permanent status may grieve the denial of a merit step increase or may grieve the finalized performance appraisal according to procedures outlined in Personnel Law, Section 16-200, or the appropriate negotiated labor agreement.

Duties of Commanders/Managers in the Grievance Procedure

When a Commander/Manager receives a grievance, they shall obtain a grievance case number from the Internal Affairs Division (IAD).

When a grievance progresses to, or commences at, Steps 2 or 3 for officers through the rank of Lieutenant, and Step 1 for civilian employees, the receiving Commander/Manager shall ensure the written grievance contains the following information:

- Facts of the grievance
- Description of the specific act and harm done
- Remedy or adjustment sought

The Commander/Manager shall prepare a written notice to the griever acknowledging receipt of the grievance, and the date and time received. They shall provide copies of the notice to the Chief of Police and the labor organization representing the griever.

Grievance Summaries

When a grievance is satisfactorily resolved at Step 3 or below for police officers through the rank of Lieutenant and steps 1 or 2 for civilian employees, the Commander/ Manager who resolves the grievance shall submit a written summary of the grievance to the Chief of Police.

If the Chief of Police is the adjudicator, he or she shall execute a summary and maintain it.

Grievance summaries shall contain the following:

- Affirmations or denial of the allegations
- Analysis of the grievance
- Description of the specific wrongful act and harm done
- Type of remedy or adjustment made

Copies of all written material pertaining to the grievance, including the resolution, shall be sent to the IAD.

Maintenance of Grievance Summaries

The Chief of Police shall collect and maintain records of all grievances for three years, then forward them to the Records Section for disposition. All such files will remain secure in the Office of the Chief with access limited to the Chief of Police or a designee.

Analysis of Grievance Records

No later than February 1 of each calendar year, the Chief of Police or a designee shall compile an analysis of all employee grievances submitted during the previous calendar year. The analysis shall:

- Identify Departmental procedures that may cause grievances and recommend changes to avoid the recurrence of similar grievances
- Ensure that the statistical analysis identifies the total number of grievances, total number of grievances settled at each step, District/Division breakdown of grievances

The Chief of Police shall forward a copy of this analysis to the elected president of each labor organization.

10. Maintenance of Personnel Files

(Administrative Procedure #262)

Personnel files for each employee shall be maintained at the Division level. Employees not assigned to a specific Division shall have their files maintained by the ranking officer in their component. Files shall be kept in a location having assured confidentiality and limited access

Police Personnel Division (PPD) Responsibility

The Commander/Manager, PPD, is the Department's coordinator to the County Office of Personnel and Labor Relations, Employee Services Division. The Commander/Manager, PPD shall maintain a current list of designated Departmental files custodians.

Commander's/Manager's Responsibilities

Commanders/Managers shall protect the confidentiality of the files and:

- Appoint a Division file custodian and notify the Commander/Manager, PPD, of their identity
- Ensure a Personnel File Access and Receipt Form is attached to the inside front folder of each file
- Maintain the files in locked cabinets, located in or adjacent to their offices
- Perform an annual check of the file to ensure proper contents

File Transfers

Upon transfer of an employee to a new assignment, the Commander/Manager or file custodian (and no other) shall seal the employee's personnel file and personally deliver the file to the Commander/Manager or file custodian of the new assignment. The employee who transfers the file shall note their name, date and time of transfer on the receipt portion of the Personnel File Access and Receipt Form.

Accessibility

Access to the personnel files is limited to the following:

- Administrative Hearing Board (AHB) members
- Chief of Police
- Assistant Chief of Police
- Commander/Manager
- Assistant Commander/Manager
- File custodian
- Employee's supervisor
- Internal Affairs Division
- Persons authorized by law or Administrative Procedure #262
- The employee

Persons accessing files shall complete a review entry in the Personnel File Access and Receipt Form. Exceptions are:

- The employee
- Designated file custodians

Court order for access to Department files shall be directed to the Office of Law.

File Contents

Departmental personnel files shall contain:

- Emergency notification information
- Employee Action Notifications
- Personnel Information Document
- Letters of commendation and awards
- PPAs and counseling forms

Departmental personnel files may contain:

- Copies of workers' compensation forms
- Certificates of training
- I.D. photographs

Departmental personnel files shall not contain:

- Finalized disciplinary actions or reports relating to finalized disciplinary actions
- Reports of investigation
- Disciplinary recommendations or actions
- Non-finalized disciplinary actions (after a reasonable period and if the employee requests removal)
- Written reprimands other than those associated with PPAs or documentation establishing a case for a pending disciplinary action

Verification of employment and salary shall be referred to OHRM, Employee Services and Labor Relations Division.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 11.3.1, 12.1.4, 26.1.2, 32.2.10, 35.1.1, 35.1.2, 35.1.3, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8, 35.1.9, 35.1.10, 35.1.11, 35.1.12, 35.1.13, 35.1.14

Governing Legislation:

- Administrative Procedure #213
- Administrative Procedure #217
- Administrative Procedure #262
- Personnel Law, Section 16-182-185
- Personnel Law, Section 16-200

Reference:

- Negotiated Labor Agreements

29. PERSONNEL ALLOCATION
(December 2016)

I. POLICY

The efficient distribution and allocation of Departmental personnel maximizes resources and encourages the equalization of workload among and within organizational components. To manage this process, it is the Department's policy to allocate personnel to and distribute them within all organizational components in accordance with documented periodic workload assessments.

II. CHECKLIST (N/A)

III. DEFINITIONS

- **Workload Assessment:** A comprehensive evaluation of the total sum of cases or other measurable activities occurring within a given area or time period

- **Sector:** A large geographic area typically broken into 7 beats, to which a squad of officers are assigned, and in which they work with community members to respond to calls and problem-solve

- **Beat:** Smaller geographic area with a single officer assigned

IV. FORMS (N/A)

V. PROCEDURES

1. Chief of Police Authority & Responsibilities
(Prince George's County Code, Section 18-144)

The Chief of Police is authorized, pursuant to the provisions of Section 18-144 of the County Code, to:

- Create and maintain bureaus and divisions as are necessary for the proper functioning of the Department, subject to the approval of the County Executive
- Assign by order competent sworn or civilian employees of any rank or classification which the Chief of Police deems proper to command and administer the Bureaus and Divisions
- Assign commissioned officers, non-commissioned officers, and other officers to such duties as the Chief of Police deems proper for the efficient functioning of the Department, unless such assignments are otherwise established in accordance with law
- Direct the transfer of any Department employee from one area to another or from one Bureau or Division to another, unless such direction is otherwise limited in accordance with law

Commander/Manager Responsibilities

Each Commander/Manager shall compile monthly statistics reporting the activities for all organizational components within their respective commands. The statistics are the basis for the Annual Distribution Analysis and Workload Assessment.

Commanders/Managers shall conduct this assessment for all personnel, except those assigned to patrol squads, and shall forward their assessments to their Deputy Chief.

2. Deputy Chief's Responsibilities

Each Deputy Chief shall conduct an annual assessment of their bureau's staffing levels, as well as the distribution of their personnel.

These assessments shall be based upon the Distribution Analysis and Workload Assessments and an examination of available Departmental staffing.

If the annual assessment identifies a need for adjustments, the Deputy Chief shall make those adjustments accordingly. If the assessment identifies a disproportionate allocation of personnel to the bureau itself, the Deputy Chief shall submit corrective recommendations to the Chief of Police, via their Assistant Chief.

Quarterly Review by Bureau of Patrol (BOP)

The Deputy Chief, Bureau of Patrol (BOP), shall conduct a quarterly review of all patrol squads and order immediate redistribution if appropriate. The Deputy Chief, BOP shall consider each of the following:

- Number of incidents for each district, sector and reporting area
- Number of incidents for each watch
- Hourly distribution of incidents

3. Workload Assessment – Patrol Squads

The Planning and Research Division shall assist the BOP with conducting periodic workload assessments for patrol squads.

4. Departmental Staffing

Supervisors shall ensure adequate staffing by changing work schedules or assignments, bearing in mind that continuity of assignment is essential to community policing. The following components will provide 24-hour staffing:

- Bureau of Patrol
- Canine Section
- Criminal Investigations Division
- Regional Investigation Division

Patrol Assignments

The assignment of officers to patrol squads will be based on need and operational necessity. In the last few weeks prior to the graduation of a basic training class, the Training and Education Division (TED) will provide the BOP with the number of County student officers scheduled to graduate. BOP will determine, based on operational necessity, where the student officers will be assigned. After the determination is made, the BOP will provide TED with a breakdown of student officers to be assigned to each District Station.

Supervisors shall ensure that minimum staffing is maintained in each sector. They shall also ensure that assignments are made in a manner that evenly distributes the workload among available personnel.

Ordinarily, beat boundaries shall be used for this purpose, but any geographical adjustment may be made when operational factors render beat boundaries unsuitable for determining personnel distribution. The following are examples of such factors:

- Staffing
- Time of day
- Crime patterns
- Calls for service
- Sector geography

Supervisors shall continuously monitor conditions throughout their assigned sector during the tour of duty. They shall reallocate personnel when necessary.

Supervisors shall normally consider the rank, seniority and desire of their officers when making assignments, however,

operational efficiency shall take higher priority. The following factors outweigh personal accommodations:

- Experience
- Knowledge of area
- Unique skills of certain officers
- Compatibility of officer pairings

Supervisors will normally assign an officer to a beat for a sufficient time to gain a working knowledge of its demography, geography, crime elements and hazards. The supervisor may rotate beats based upon:

- Staffing
- Job enrichment of the officer
- Training or operational needs

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 12.1.1, 16.1.2, 41.1.2

Governing Legislation:

- Prince George's County Code, Section 18-144

Reference:

- Negotiated Labor Agreements
- Standard Operating Procedures, Patrol Districts

30. PERSONNEL INSPECTIONS
(December 2018)

I. POLICY

It is the policy of the Department to ensure that its employees conform to the uniform, grooming, and equipment standards established by the Chief of Police. It is the responsibility of police supervisors to ensure that each of their subordinates is properly equipped and fit for duty because it is critical to the safety of their subordinates and essential to effective police service. To measure conformance, supervisors shall conduct regular personnel inspections.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Report of Personnel Inspection (PGC Form #4148)
- Firearms Inspection Report (PGC Form#5180)
- Vehicle Inspection (PGC Form #396)
- MVS/MDC Inspection/Malfunction Report (PGC Form #4621)
- Body Armor Inspection Report (PGC Form #4373)
- Performance Assessment Form (PGC Form #2247)

V. PROCEDURES

1. Supervisory Inspections

To ensure compliance with directives, supervisors shall:

- Conduct personnel inspections as necessary
- Conduct formal personnel inspections as required

Supervisors shall conduct employee/equipment inspections at the following intervals:

Weekly
- Handguns
- ASP
- OC

Monthly
- Uniforms and grooming standards
- Patrol rifles
- Assigned vehicles
- Mobile Video System (MVS), to include a random review of video footage
- Mobile data computer (MDC)
- Animal Restraint Poles

Semi-annually (January and July)
- Body Armor
- General Order Manuals
- Drivers' licenses
- Warrant check

Supervisors may conduct inspections as frequently as needed, but are required to conduct them at the minimal intervals listed.

Submission & Retention of Inspection Forms

All inspections shall be documented on the appropriate form or memorandum, as required. Supervisors shall submit completed inspection forms and memorandum to their Commander/Manager by the fifth day of the succeeding month. Commanders/Managers shall maintain inspection documents for one year, after which they may be destroyed.

2. Weapons Inspections

Handguns

Supervisors shall inspect subordinates' issued and/or authorized handguns weekly and document the results on the Report of Personnel Inspection Form.

Supervisors shall inspect firearms in accordance with the techniques taught at the firearms range. They shall visually inspect the firearm for:

- Cleanliness
- Accessible moving components
- Proper lubrication

Supervisors shall also inspect the magazines and ammunition to ensure that they are in good condition.

Patrol Rifles

Supervisors shall inspect subordinates' patrol rifles monthly, in accordance with the techniques taught at the firearms range. Inspections of these weapons shall be documented on the Firearms Inspection Report.

Expandable Tactical Batons (ASP)

Supervisors shall inspect their subordinates' issued and/or authorized ASP baton weekly. The results of the inspection shall be placed on the Report of Personnel Inspection Form.

Inspections of the ASP baton are conducted following guidelines established by the Training and Education Division (TED) and include visual inspection for:

- Proper functioning of the baton and the presence of integral components
- Stress fractures along the baton's two telescoping shafts
- Unauthorized modifications or markings

Supervisors shall ensure that subordinates are not lubricating their ASP batons.

When a supervisor determines that an ASP baton is defective or otherwise does not operate properly, the officer shall not carry that device. Instead, the supervisor shall take custody of the device and contact TED to arrange for the officer to obtain a replacement.

Oleoresin Capsicum Aerosol Devices (OC)

Supervisors shall inspect subordinates' issued OC devices weekly and document the results on the Report of Personnel Inspection Form.

Inspections of OC devices are conducted following guidelines established by TED.

An officer possessing a damaged, malfunctioning, or expired OC device shall notify their supervisor as soon as practical.

When an inspecting supervisor believes there is insufficient liquid in the OC container or the device is defective, the supervisor shall take custody of the device and contact TED to arrange for the officer to obtain a replacement.

ASP or OC Device Taken Out of Service

For each ASP or OC device taken out of service (for any reason), supervisors shall submit a memorandum, via the chain of command, to:

- Commander, TED
- Manager, Fiscal Management Division (FMD)

This memorandum will indicate the date and reason the device was taken out of service, and the name, ID number, and assignment of the officer to whom the device was issued.

3. Uniform Inspections

At least monthly, supervisors of uniformed officers shall formally inspect their personnel and document those inspections on the Report of Personnel Inspection Form.

The manner and method of inspection shall be consistent with the techniques taught by TED.

4. Vehicle Inspections

At least monthly, supervisors shall inspect each subordinate's assigned vehicle for the following:

- Cleanliness
- Engine fluid levels
- Required equipment
- Compliance with directives dealing with Departmental vehicles
- Prohibited equipment or items
- Preventive Maintenance (PM) has been completed and the vehicle is current with its maintenance schedule

When a supervisor finds a violation, they shall order the employee to immediately correct the violation or remove the item.

Supervisors shall complete a Vehicle Inspection Form for each vehicle inspected.

Mobile Video System & Mobile Data Computers

At least monthly, supervisors shall inspect the mobile video system (MVS) and mobile data computer (MDC) in each subordinate's assigned vehicle to ensure that they are functioning properly. Inspection of the MVS shall also include a random review of the officer's video footage.

MVS and MDC inspections shall be documented on the MVS/MDC Inspection/Malfunction Report.

For information, ***see:*** **VOLUME I CHAPTER 25. MOBILE DATA COMPUTERS (MDC),** and **VOLUME I, CHAPTER 26. MOBILE VIDEO SYSTEMS (MVS)/MOBILE DATA COMPUTERS (MDC).**

5. Body Armor

Supervisors shall routinely inspect subordinates to ensure that they are wearing body armor as required. When a violation is observed and disciplinary action is warranted, officers shall be charged with "*Failure to wear required body armor*," a Category I uniform violation.

Supervisors shall conduct a thorough inspection of all subordinates' issued body armor each January and July. Supervisors shall complete a Body Armor Inspection Report for each subordinate.

Supervisors shall refer officers with improperly fitting or damaged issued armor to the Clothing and Supply Unit for replacement.

Officers with poor-fitting or damaged privately purchased armor shall be ordered to wear issued armor instead.

6. General Order Manual

Each January and July, supervisors shall document that each subordinate has an up-to-date GOM in either paper or electronic form.

7. Driver's License

Each January and July, supervisors shall conduct a computer check for driver's license validity for all employees who have access to Departmental vehicles. The supervisor shall document the results of each license check on a memorandum.

8. Warrant Check

Each January and July, supervisors shall conduct a computer check for warrants for all employees. The supervisor shall document the results of each warrant check on a memorandum.

9. Deficiencies Identified Through Inspection

Supervisors shall notify subordinates of deficiencies found during inspections and direct them to make appropriate corrections. Deficiencies may be noted informally or documented on a Performance Assessment Form.

Supervisors shall ensure compliance via a follow-up inspection. When prompt correction is not made, supervisors may take or recommend disciplinary action.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 11.3.1, 53.1.1, 26.1.5

31. POSITION VACANCIES & TRANSFERS

(June 2017)

I. POLICY

It is the Department's policy to provide equal opportunities for all employees to expand their careers into specialty areas within the agency. The Chief of Police reserves the right to transfer, permanently or temporarily, any employee, and may staff any unit based on operational necessity.

II. CHECKLIST (N/A)

III. FORMS

- Transfer Request Memorandum (PGC Form #5065)
- Modified Position Description (PGC Form #544)
- Personnel Requisition Form (PGC Form #4414)
- Position Job Description (PGC Form #544)

IV. DEFINITIONS (N/A)

V. PROCEDURES

1. Announcement of Position Openings

Commanders/Managers requesting a replacement for a position vacancy will establish and coordinate the qualification and application criteria with the Commander/Manager, Police Personnel Division (PPD). The Commander/Manager, PPD, will announce the position availability via the electronic mail system and Job/Transfer Opportunities Bulletin.

Commanders/Managers are responsible for posting all current Job/Transfer Opportunities Bulletins in a secured (locked) display cabinet within a centralized area under their command.

Transfer Eligibility

No officer will be considered for transfer out of a patrol assignment until the completion of 24 consecutive months of service from the date of graduation from the Training & Education Division (TED). Only the Chief of Police may exempt an officer from this policy.

An employee's disciplinary record, as well as past or current job performance will be given consideration in evaluating their overall suitability for selection.

Transfer Requests

Following an announcement of a specialty assignment vacancy, officers desiring a transfer shall forward a Transfer Request Memorandum, through their Commander/ Manager, to the Commander/Manager, PPD. Additionally, officers should mail a copy directly to the Commander/Manager, PPD. PPD will forward a copy of the request to the Commander/Manager that announced the vacancy. PPD shall acknowledge all requests by return receipt.

Officers that wish to rescind their transfer request will do so in writing, through their Commander/Manager, to the Commander/ Manager, PPD. Officers should also mail a copy to the Commander/Manger, PPD.

Transfer requests will remain on file in the PPD for six months. Consideration for vacancies/transfers occurring subsequent to this period shall require submission of another Transfer Request Memorandum.

Positions within the command of a District Station are not considered specialty assignments for the purpose of requesting a transfer. An officer may request a transfer to a patrol assignment at any time in accordance with this section. Transfers within a District Station may be made at any time at the discretion of the Commander. Transfers between District Stations may be made at any time, but require the approval of the Deputy Chief, Bureau of Patrol.

2. Interview Guidelines

The Department will comply with the Equal Employment Opportunity (EEO) Act and the County Government Equal Employment Policy as guaranteed by County Personnel Law.

Interviews shall be conducted for all announced positions. The announcing Commander/Manager shall select the interview board, ensuring the board reflects Departmental diversity. The interview process shall be coordinated with the PPD, which will notify applicants of interview schedules and monitor the interview process.

Questions regarding union membership or activities, sexual orientation, political or religious affiliations are prohibited. Skills for which an applicant has already been tested will not be reexamined.

Preparing for the Interview

Job requirements should be outlined to aid in preparing questions that will effectively measure an applicant's likely success at a particular job. Questions should be prepared and articulated to ensure clarity, objectivity and equity. Specific questions should also be prepared to effectively assess the applicant's knowledge, skills, and abilities.

Guidelines

The applicant should be introduced to all members of the interview board. The chairman should explain the purpose of the interview and put the candidate at ease. The interview should begin with an easily answered question relating to the candidate's experience and/or training. As the interview proceeds, board members should note the applicant's appearance, motivation, personality, poise, oral communication skills and judgment.

Each board member should be given a chance to question the applicant. Questions requiring only a "yes" or "no" answer should be avoided. If the candidate tends to wander from the subject, they should not immediately be stopped as this indicates a noteworthy personality trait.

Before ending the interview, the chairman should ask if any board member has any additional questions pertinent to making an accurate, objective assessment. The chairman may then excuse the candidate and end the interview.

Immediately after the interview, each board member shall complete an interview rating form. Once the rating forms are completed, board members shall discuss the candidate's performance to assure fairness and objectivity in the rating process. Discussions should be delayed until the rating forms are completed.

After all interviews have been completed, the interview board shall forward their recommendations to the Commander/ Manager announcing the vacancy.

Filing of Interview Data

Selection and rating information will be maintained for six months. Should there be another vacancy, information from this file may be used to select an applicant in lieu of another interview.

3. Filling Vacancies

Following the interview process, the Commander/Manager will review, and either approve or disapprove, the board's recommendations. Commanders/Managers shall ensure that positions are filled at the authorized rank. Any deviation from this procedure will require approval by the Chief of Police.

Commanders/Managers are not required to fill the vacancy if they feel the requisite criteria have not been met.

For FOP bargaining unit employees, transfers shall be made pursuant to the provisions of the collective bargaining agreement and other negotiated agreements.

Supervisor Vacancies

Supervisor positions are generally appointed and will be filled at the discretion of the Chief of Police. Sergeants and above may submit requests for transfer any time to the Commander/Manager, PPD. The Commander/Manager, PPD, will forward a copy of the request to the respective Deputy Chief or Commander/Manager. Written requests for positions that are not advertised must be resubmitted every six months.

Requests to Fill Vacant Civilian Positions

Whenever a Commander/Manager has the need to fill a vacant civilian classified or part-time position, they shall complete a Request to Hire Package and forward it through the chain of command to the Chief of Police for approval.

County-approved positions are filled in accordance with the current PCEA negotiated labor agreement and applicable sections of County and Personnel Law.

4. Request to Hire

Four copies of the Position Job Description, a Personnel Requisition Form, and a memorandum to the Manager, Office of Management and Budget must be completed and forwarded through the chain of command to the Fiscal Management Division (FMD). The memorandum is not necessary when filling a vacancy.

Units should contact the FMD for current instructions whenever requesting the following actions:

- Creation of a new position
- Reallocation of an existing position to a different class of work
- Abolishing an existing position
- Changing a position status
- Moving a position from one agency activity to another
- Holding a position vacant

Requests to hire that are disapproved by the Office of Human Resources Management may be resubmitted, after suggested changes are made. They shall be submitted directly to the Classification and Recruitment Division, Office of Human Resources Management.

5. Permanent Assignment of Employee to Work Outside Class

In the event an employee is assigned to a permanent position previously held by an employee with a different rank or job classification, the employee's Commander/Manager shall ensure that a Modified Position Description Form is submitted within 30 days to reflect the change.

6. Temporary Duty Assignments (TDY)

(Administrative Procedure #212)

The Chief of Police may, at any time, make temporary assignments or changes in duty assignments whenever Departmental manpower requirements indicate the need for such change. These temporary duty assignments shall not exceed more than 180 days or as the Chief of Police deems necessary.

Commanders/Managers may make temporary assignments within their commands. They shall review each TDY assignment under their authority every 90 days and report to the Chief of Police on the status of the assignment. This written report shall include all of the following:

- Projected length of the temporary assignment
- Reason for continuing the assignment
- Efforts to permanently fill the position when a vacancy exists

Provisions of negotiated labor contracts take precedence over provisions of the Administrative Procedure. Employees may examine both the appropriate labor contract and Administrative Procedure to determine permissible time limits for TDY assignment.

7. Orientation for Newly Transferred Employees

Commander's/Manager's Responsibilities

Commanders/Managers shall ensure that employees transferred into their District/ Division, including TDY transfers, are, within 30 days, provided with:

- A review of the management, administration, supervision, personnel policies and support services of the District/Division, typically provided in the District/Division SOP
- A review of the Position Description and performance standards expected of new employees
- A review of all relevant rules and safety equipment specifically related to the District/Division
- Supervised on-the-job training

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 16.2.2, 31.2.3, 33.6.2

Governing Legislation:

- Prince George's County Administrative Procedure #212
- Prince George's County Personnel Law

32. PROTOCOL
(July 2019)

I. POLICY

Prince George's County Police employees are held bound to display a fair, impartial and professional attitude toward the public and to perform work tasks in a businesslike manner.

Courtesy in all workplace and public contact encourages understanding and appreciation; discourtesy breeds contempt and resistance. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. A courteous demeanor is entirely consistent with the firmness and impartiality that characterizes a professional.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Police Employee Skill and Information Sheet (PGC Form #3236)
- Change of Address/Personal Information Form (PGC Form #3017)

V. PROCEDURES

1. Ethics

A basic role of government is to provide an environment conducive to human growth and endeavor, free from arbitrary intrusion. To that end, laws are made and enforced for the common good of society. It is the role of the police to stand as the defender of that social contract between citizens and their government.

To accomplish this goal, certain professional and personal traits are essential. Therefore, employees shall:

- Serve to protect and safeguard lives and property; protect the community from deception, oppression, intimidation, violence, and disorder; and protect the Constitutional rights of all citizens to liberty, equality, and justice
- Maintain exemplary traits of courtesy, honesty, morality, self-restraint, courage, obedience to the law, and respect for the rights and liberties of all persons
- Recognize the badge and oath of office as a personally binding commitment to public office, public trust, and professional ethics, surmounting personal feelings or prejudices that may denigrate that oath
- Professionally execute official duties regardless of the race, color, national origin, gender, religion, sexual orientation, or gender identity/gender expression of persons requiring assistance
- Display a commitment to law enforcement without fear or favor, malice or ill will, and without using unnecessary force or accepting gratuities

2. Loyalty

Employees will exercise reasonable discretion in the performance of their duties. They will recognize that decisions will frequently be made in emergencies and under extremely difficult circumstances. Employees are legally, professionally and personally bound to exercise those judgments within the confines of their loyalty to their oath of service and obligation to the law, regardless of personal hardship or discomfort.

3. Unbecoming Conduct

As the most visible representative of government, employees must display exemplary professional conduct. To that end, employees are duty bound to avoid excessive, unwarranted, or unjustified behavior that would reflect poorly on themselves, the Department, or the County government, regardless of duty status.

Employees shall refrain from using harsh, violent, profane, demeaning, derogatory, or abusive language. The use of such language or other unbecoming conduct relating to race, color, national origin, gender, religion, sexual orientation or gender identity/gender expression of any person shall not be tolerated.

Additionally, the following hostile or disrespectful behavior towards fellow employees may be viewed as unbecoming conduct:

- Disrespectful/hostile/combative communications (written/verbal)
- Physical intimidation
- Heated/abusive arguments, particularly in public and/or in front of other employees

4. Use of Language

Employees shall not use language that is discriminatory, abusive or inappropriate. This behavior diminishes public confidence, undermines the effectiveness and integrity of the Department, and will not be tolerated.

5. Integrity

The dishonesty of a single employee may impair public confidence in the entire Department. Submission to even minor temptation may lead to the complete destruction of an employee's credibility and effectiveness and may contribute to the corruption of countless others. The personal and collective integrity of the Prince George's County Police Department is one of the foremost responsibilities of all employees.

6. Associations

Employees shall avoid associations with persons or groups whom they know, or should know, are under criminal investigation or indictment, or have any reputation for felonious or criminal behavior, except as necessary to perform official duties, or where unavoidable due to family relationship.

7. Visiting Prohibited Establishments

Employees shall not visit or enter a house of prostitution, gambling house, or any establishment where local, state, or federal laws are regularly violated, except in the performance of official duties. Employees are not prohibited from visiting legal gambling casinos.

8. Video Recording of Police Activity

Citizens have the right to observe, video record (with or without a simultaneous audio recording), and/or photograph the actions (such as a *Terry* stop or an arrest) of any Departmental employee so long as the bystanders' actions do not:

- Place the safety of any officer, victim, witness, suspect, or the bystander themselves, in peril

- Interfere with the execution or performance of an officer's official duties
- Violate any law
- Attempt to incite an immediate breach of the peace or incite others to commit a violation of the law

Special Circumstances

If an officer has probable cause, or known facts or circumstances indicate that a bystander has possession of any photo/images, video and/or audio recordings that could reasonably be considered evidence related to a crime and/or the identification of a person involved in a crime, members may take lawful actions to collect that evidence.

Under these circumstances, an officer shall:

- Request the bystander voluntarily provide the device or recording medium
- Request the bystander voluntarily allow the officer to transmit the images or sound via DIMS ***(See Volume II, Chapter 46 Property and Evidence)***
- Issue a Preservation letter instructing the bystander not to destroy and/or alter the evidence

In cases where voluntary consent is not given, a search warrant must be obtained. If there is reason to believe that the evidence in question will be destroyed or altered, the item may be held until a warrant can be obtained, in accordance with applicable Constitutional provisions.

9. Employee Relations with Vendors & Contractors

Employees representing the Department in business transactions with outside business organizations or private vendors shall conduct themselves in a way reflecting favorably on them and the Department. Acceptance of gratuities or benefits is prohibited.
Departmental resources will not be committed to furthering the work of a prospective contractor or vendor before the formation of a contract.

10. Private Compensation or Reward

Employees shall not solicit or accept compensation, reward, or other consideration from private sources without permission from the Chief of Police. Upon receipt of any reward, compensation, or consideration, a report shall be forwarded to the Chief of Police.

11. Use of Intoxicants

Except as necessary to perform official duties, employees are prohibited from consuming intoxicants to such a degree that on-duty performance is impaired.

12. Smoking Prohibited

Members of the Department shall not smoke or use any tobacco products while in uniform in view of the public, while operating or as a passenger in a Departmental vehicle, or while engaged in any business with the public. They shall not appear in public places with lit or unlit pipes, cigars, cigarettes or electronic cigarettes on their persons in plain view. This section does not apply to officers actively engaged in a covert/undercover assignment.

13. Attention to Duty

Employees shall maintain a strong personal commitment to perform their duties properly. Failure to honor this commitment results in a reduction of professional standards, a potential decrease of public service, and a potential increase in jeopardy to others.

14. Refusal to Work

The Department's policy regarding an unlawful refusal to work is to seek termination of any employee who plans or engages in any unlawful strike, work stoppage, or slowdown.

15. Dedication to Duty

Employees shall use all of their skills in the performance of their duties. This includes any unique knowledge, skills and abilities such as foreign language proficiency at whatever level the employee possesses. Requiring employees to use their language proficiency in the everyday performance of their duties is not intended to impose additional responsibilities but recognizes that each person possesses different skills that can be employed to accomplish the same tasks.

Employees shall not engage in any activity or personal business on duty that would cause them to neglect or be inattentive to that duty.

Employees shall not, without authorization, leave an assigned workplace during the tour of duty. Employees shall remain awake and alert while on duty.

Officers shall immediately act accordingly on occasion of a crime, disorder or other condition deserving police attention.

Employees shall maintain satisfactory performance with respect to the execution of any of the duties and tasks set forth in their position descriptions.

Failure to adhere to the foregoing is neglect of duty.

16. Insubordination

Paramilitary organizations depend on employees at all levels of the chain of command to follow orders, complete assigned tasks, and actively pursue the goals of the Department as outlined by their immediate supervisor(s). Any refusal to carry out lawful orders as directed through the chain of command, may be viewed as insubordination.

17. Community Relations

A citizen's encounter with the police can be a frightening or emotionally painful experience and, under these circumstances, the risk of misunderstanding is very great. Contacts between employees and citizens may occur in emotionally charged situations that can seriously affect the situation. Employees should strive to develop a climate within the community that is supportive of collective police-community efforts toward common goals of peace, safety, and security.

18. Individual Dignity

As all citizens are subject to the law, they have the right to respectful, fair, and impartial treatment. All employees are responsible for protecting the rights afforded to citizens by local state and federal laws.

19. The Role of Employees

Employees are the link between the Department and the community; as such, they may strengthen or destroy police-community relationships that may have taken considerable effort to develop. Employees shall attempt to make each contact between themselves, fellow employees, and the public one that inspires confidence and demonstrates professionalism.

20. Equality of Service

The County contains many urban and suburban communities with a diverse mixture of demographics and cultures. Although the communities have some unique and some similar characteristics, all need fair and impartial police service. Employees shall maintain an impartial enforcement effort throughout the County.

21. Openness of Operations

Departmental activities must not be shrouded in secrecy. It is essential that there be a full public disclosure of policies in matters of public interest. Consistent with obligations to protect individual rights, the confidentiality of records, and the protection of sensitive investigations, the Department will disseminate to the community accurate accounts of occurrences of legitimate public interest.

22. Community Participation by Employees

Employees are encouraged to participate in civic activities and programs within the County. Active participation in divergent civic and social activities reduces police-related stress and provides a vehicle for employees to be seen as involved community members in other than a professional or controversial environment.

23. Chain of Command

The Department is organized with a hierarchy of authority. The following is the rank precedence of sworn personnel in descending order:

- Chief of Police
- Assistant Chief of Police
- Deputy Chief
- Major
- Captain
- Lieutenant
- Sergeant
- Corporal
- Police Officer First Class
- Police Officer

The Departmental Organizational Charts delineate the specific chains of command for the various Districts and Divisions.

Compliance with Order from Superior Authority

Employees shall comply with a lawful order issued by a superior employee when compliance is required to accomplish a law enforcement objective, maintain public order, or protect persons or property. Employees shall comply with a lawful order:

- Regardless of whether the employees occupy the same chain of command
- Regardless of whether the issuing officer is on or off duty at the time of the order
- Regardless of whether the issuing officer is of an equal or lesser rank and simply relaying the order from a superior

Employees shall comply positively with lawful orders in a manner reflecting a willingness to serve. Disciplinary action

shall be taken for willful disregard of lawful orders or written directives.

Conflicting Orders

Upon receiving an order that conflicts with a previous order, the employee will advise the superior issuing the second order. Responsibility for countermanding the original order will lie with the superior issuing the second order. If directed to do so, the employee shall obey the second order. The superior countermanding the first order shall assume full responsibility for both orders.

Unlawful Orders

Employees shall not issue any order that would require a subordinate to commit an act that is contrary to Federal, State, or County law or in violation of Departmental rules and regulations. Employees will not obey any order that would require them to violate any of the above.

Should an employee receive what they believe to be an illegal order, the employee shall advise the superior issuing the order of the potential conflict, at the time the order is issued. Should the superior issuing the order continue to demand compliance, the employee shall notify an employee who is of higher rank or status than the superior issuing the unlawful order. The senior employee shall then settle the matter.

Responsibility for refusal to obey orders rests with the employee. Each employee shall be required to justify their actions. Employees may follow the procedures in **VOLUME I, CHAPTER 4. COMPLAINTS** to report such unlawful orders.

Communication through the Chain of Command

Unless exempted, all intra-Departmental (and official inter-Departmental) communications, both oral and written, shall follow the chain of command. For upward communications, employees shall transmit all communications through their immediate supervisor.

Employees may only breach the chain of command under the following circumstances:

- To transmit confidential or sensitive information
- Emergencies when the employee must transmit operational information to accomplish an immediate objective
- Permission is granted by the employee's immediate supervisor to communicate directly with a higher level of authority
- When so directed by a higher-ranking employee
- To directly discuss an equal employment opportunity complaint with an employee designated to investigate such complaints

All verbal and written communication through the chain of command, whether up or down the chain, will be respectful and courteous. Communication up the chain of command will be deferential, and acknowledge the supervisor/subordinate relationship. While subordinate employees may respectfully offer disagreement with a superior, they shall not communicate with superiors in a style or manner which indicates a refusal to follow direction or take assignment. Employees at all levels must be aware, particularly in public settings, not to speak with or refer to those above them in the chain of command as though they were peers.

24. Salutes

Uniformed officers will salute commissioned officers who will return the salute. Indoors, only the Chief of Police or chairman of a formal board will be saluted.

The saluting method and posture used will be consistent with that taught in the training academy.

Specific Saluting Circumstances

When many officers are informally assembled, an officer will salute only if individually addressed. When assembled in ranks, officers will salute only when ordered to do so by the OIC.

When reporting to a formal board, the officer will face and salute the highest-ranking board member, who shall return the salute. If the officer is wearing a hat, they will remove it before sitting.

When the national anthem is being played or sung, uniformed officers will face the flag and salute. If no flag is displayed, the officer will face the music. Officers not in uniform will stand at attention.

25. Personnel Identification

This subsection applies to on-duty employees and off-duty employees performing an employment-related function.

Except in cases where required confidentiality would be compromised, an employee will provide their name, rank, and identification number upon request. The identification will be clearly provided, however it need not be provided in written form.

SECTION REDACTED

Authorized Identification Items

All departmental personnel, including student interns and citizen volunteers, will be issued departmental photo identification.

Except in cases where required confidentiality would be compromised, all departmental personnel who are not in uniform will display their department issued photo identification when in County operated facilities, while conducting County business, or upon request.

The following are authorized identification items:

- Badge or identification card clipped to an outer garment
- Police identification armband
- Outer garments displaying the Department's patch or the word "POLICE"

Plainclothes officers shall display an authorized identification item whenever they:

- Respond to any incident scene having the potential for the use of force
- Perform overt duties on any incident scene requiring frequent identification, such as crime scene searches and search warrant executions

Plainclothes officers acting within the normal scope of duty shall identify themselves whenever there is a need to do so.

26. Requests for Police Service

Employees shall accept all reports of crimes and immediately notify Public Safety Communications for appropriate action. Employees will attempt to obtain sufficient information to facilitate an appropriate response. A complainant's refusal to identify himself will not preclude police response to a call for service.

Non-Crime Requests for Service

Any employee receiving a request for service shall evaluate the request to determine whether it is the responsibility of the Department.

Uncertainty surrounding the Department's jurisdiction shall be resolved in favor of a permanent record of the request. When a request for service will result in a permanent record, the employee shall complete a report, memorandum, or cause a CAD entry to be made, along with a CODE disposition.

When the request for service lies outside the responsibility of the Department, the employee will refer the citizen to the appropriate agency, providing name, telephone, and address information if available.

27. Requesting Law Enforcement Information

When an officer requests information from the Records or Telecommunications Sections, they will provide the following personal information on demand:

- Full name
- ID number
- Assignment
- Date of birth

When requesting information from other law enforcement agencies, similar information may be required.

28. Endorsements

Employees are prohibited from using their official capacity, title, or position to endorse any product, organization, program, or service without the expressed permission of the Chief of Police or the authorization of the Prince George's County Code of Ordinances.

Employees are prohibited from representing themselves in an official capacity, either in or out of uniform, before any hearing or licensing board when their appearance is not an official act required of them as a member of the Department and authorized by the Chief of Police.

29. Solicitation of On-Duty Employees

Organizations shall not be permitted to solicit the support of on-duty employees. No solicitation or distribution of literature shall be permitted when Departmental operations would be impaired.

Individuals may be permitted to solicit support or distribute literature in public areas such as parking lots and public entrances to buildings. They shall not interfere with any on-duty employee.

30. Political Activity by Departmental Personnel

Off-duty employees may participate in partisan political activities except when

expressly prohibited by Federal or State statutes.

Employees shall not:

- Engage in any partisan political activity during their work hours
- Use PGPD equipment such as uniforms, vehicles, badges, or County business cards for political campaigning, fund-raising, or electioneering
- Engage in campaigning, fund-raising, or electioneering on County property during business hours

Legislative Issues

Employees may wish to testify in hearings as a personal matter before the County Council or other legislative bodies. These appearances may not be related to the employee's position as a law enforcement officer or Departmental employee.

An employee may testify as a citizen in any hearing on behalf of or in opposition to any Local, State, or Federal legislation. When doing so, an employee shall not:

- Wear or display the uniform, badge, or other items that would identify them as a member of the Department
- Represent himself as a spokesperson for the Department

Prior to an employee presenting testimony in an official capacity as a Department employee, they shall submit a written request for permission through their chain of command to the Office of the Chief. The Office of the Chief shall notify the Office of the County Executive of the request prior to granting the employee permission to testify.

Nothing in this policy applies to employees performing duties related to union business.

31. Employee Personal Information

Employees must maintain telephone service at their residences. Telephone, address, and emergency notification information shall be maintained by:

- County Office of Personnel, Employee Relations Division
- Employee's supervisor
- Internal Affairs Division
- Public Safety Communications (PSC)

Employees must provide the address of the physical location where they reside, not simply where they receive mail. Employees shall not list post office boxes as their address, unless the post office box is a designated USPS address for the employee's actual residence.

Employee telephone numbers and addresses shall not be released to a non-employee.

Only the following information may be orally released outside the Department:

- Employee's name, rank and ID number
- Employee's work telephone number and duty assignment address
- Whether the employee is working and, if not, the date and time they are expected to return to work

Other requests and written demands for personal information shall be referred to the employee's Commander/Manager for consideration.

When a non-employee needs to contact an employee and it appears necessary that they be contacted immediately, the employee receiving the request shall attempt to contact them and forward the information.

Change in Personal Information

Employees shall notify the Department of changes to name, address, telephone number, and medical or emergency notification information within five working days of the change. The employee shall submit this information to their supervisor using a Change of Address/Personal Information Form. The supervisor shall then distribute the form appropriately.

Employee Skill File

Public Safety Communications and the Police Personnel Division maintain an employee skill file within each Division. To ensure currency of information, each employee shall complete a Police Employee Skill and Information Sheet annually during in-service training. The Training and Education Division shall submit completed forms to the PPD, which shall maintain the original, and forward a copy to the PSC.

32. Telephone Protocol

Departmental Telephones

Employees answering Departmental telephones shall do so promptly and courteously. They will identify their location or assignment and name, such as "District 3, Officer Brown." Employees shall attempt to assist callers to the best of their ability. A caller's refusal to identify himself will not preclude an attempt to assist the individual or inhibit police response.

Personal Calls

Generally, personal telephone calls should not be made from Departmental telephones. Incoming personal phone calls should be brief.

Under no circumstances will Departmental telephones be used for conducting commercial business transactions. Prisoners, witnesses, victims, and suspects may use Departmental telephones for local calls at the custody officer's discretion.

Long Distance Calls

Long distance telephone charges must be reversed if a Departmental telephone is used to reach an employee or their residence for other than official business.

Official long distance calls can be made and charged to the Department's long distance carrier account using access codes. Each Departmental unit has an assigned access code to be used when making long distance calls. These codes are confidential and shall not be compromised.

E-mail should be considered as an alternative.

Employees needing to place an official call from a non-County telephone should contact their assigned station and have the call made from a County telephone.

When necessary to make a personal long distance call, Departmental telephones may be used, provided that the call is charged against the employee's personal long distance account.
Employees traveling out of town who must make business-related long distance phone calls should contact the Fiscal Management Division to obtain long distance account information.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.1.2, 12.1.2, 12.1.3, 12.1.4, 22.2.7, 26.1.1, 82.2.2

Governing Legislation:
- County Code Sec. 18-166

33. RECORDS & REPORTS
(December 2018)

I. POLICY

Although it is the Police Department's mission is to serve the community, many police-related communications and records, in both hard copy and electronic formats are confidential. The Department uses an electronic Records Management System (RMS) for writing and storing reports. Written directives and applicable Local, State and Federal laws govern dissemination and release of documents or communications deemed to be open for public distribution.

II. CHECKLIST

- ❑ Check RMS messages and assignments multiple times per shift
- ❑ Check County email once per shift
- ❑ Ensure all case records pass UCR/NIBRS compliancy and are submitted to a Supervisor prior to the end of shift

III. DEFINITIONS

Field Interview: The recording of an officer-initiated investigation of a suspicious activity, person, or vehicle when circumstances would not otherwise require a written report

Police Department: The Prince George's County Police Department

Principals: Reporting persons, victims, witnesses, or other persons who have any direct involvement with a crime

Reporting Person: A person who reports an incident to police

Suspect: A person believed to have committed an offense, or believed to be involved in a suspicious activity but has not been arrested or charged

Witness: A person having knowledge of circumstances of an incident

Victim: A person (including a police officer) who has suffered death, physical or mental anguish, or loss of property as the result of an actual or attempted offense committed by another person. A business or other entity shall be recorded as a victim, if applicable.

IV. FORMS

- ❑ Animal Bite Report (PGC Form #Z-6)
- ❑ Booking Record
- ❑ Case Record
- ❑ Community Activity Report (PGC Form #4269)
- ❑ Inter-Office Memorandum (PGC Form #836)
- ❑ Transmittal Sheet (PGC Form #3350)

V. PROCEDURES

1. Records Management System (RMS)

The PremierOne System (RMS) allows users to complete most required documentation (now called Case Records) to include criminal incidents, vehicle impounds, officer notes and statements, field interviews and arrest paper work (booking records, statement of charges, statement of probable cause, and request for witness summons). RMS allows users to transition between the CAD and RMS applications to finish documenting any incident. The system is user friendly and eliminates the need to switch between multiple programs to complete a task.

2. Records Section

(Records Section SOP & Records Management Handbook)

Secondary Dissemination Prohibited

Employees shall not engage in any secondary dissemination of police records except as specifically provided by written directives. Employees unsure of the dissemination policy shall contact the Records Section for guidance.

RMS has the ability to allow viewing of case records completed by other law enforcement agencies. In no case will any information entered by another agency be disseminated. In those instances, the requestor shall be instructed to contact the originating agency.

Although the reading of unsecured records is encouraged, no employee shall disclose any information from the RMS to unauthorized County employees, or other entities, in written or verbal format. All County employees have access to the RMS.

At no time, will any employee disclose any information contained within the RMS to any non-law enforcement related persons or entities without the permission of the Commander, PGPD Records Section.

All external requests for information contained within the RMS shall be referred to the PGPD Records Section.

All requests for programmatic information (Court purposes, MPIA/FOIA Requests) must be made in writing and shall be referred to the Chief Information Officer, Information Technology Division, and/or the PremierOne Systems Administrator.

Records Section Services

Records Section components are staffed during normal business hours. Employees may access case records using RMS during non-business hours.

The Public Information Counter at the Records Section provides a drop-off/pick-up point for police records.

Information involving any police-related records/information is available via the Records Section telephone message service.

Citizens requesting copies of any RMS records shall be referred to the Records Section.

3. Police Records Dissemination

(Reports Distribution Manual)

An employee or citizen requiring police records information not described in written directives shall contact the Commander/ Manager, Records/Property Management Division.

Employees shall not "subscribe" in RMS to any person, address, vehicle, or property in which they have a personal interest. RMS "subscribe" may only be used for appropriate PGPD purposes.

Statistics

Requests for crime statistics and analysis shall be referred as follows:

- Citizen requests for neighborhood information (residential crime statistics) shall be referred to the appropriate District Station and COPS unit handling that area
- Governmental, educational, and Commercial requests for crime

information from builders, management companies and attorneys shall be referred to the Information Technology Division (ITD)

Motor Vehicle Accident Reports
(Records Section SOP, Part 2)

After motor vehicle accident reports are filed with a law enforcement agency, only the following persons may access the report:

- The individuals involved in the motor vehicle accident
- The legal representative of an individual involved in the motor vehicle accident
- The insurance representative of an individual involved in the vehicle accident
- A State's Attorney or other prosecutor
- A representative of a victim services program
- An employee of a radio or television station licensed by the Federal Communications Commission
- An employee of a newspaper
- An employee of local, state, or federal government

Accident reports are available at any District Station. The accident report is also available at the Records Section.

Traffic Records
(Records Section SOP, Part 9)

Other traffic-related records, such as warnings and equipment repair orders may be available to persons listed in the applicable traffic records or representatives authorized by record subjects.

Maryland Uniform Citation

Employees may obtain Maryland Uniform Traffic citation information from the Records Section. Employees shall direct non-Department requests to the District Court of Maryland.

Parking Violation Notices

Requests relating to parking violations shall be referred to the Prince George's County Parking Authority.

Case Report Records
(Records Section SOP, Part 7)

Police case-related records are available to the involved parties, to include:

- Aggrieved persons
- Business organizations
- Criminal justice agencies
- Parents or legal guardians
- Victims (excluding juveniles)
- Victims' authorized representatives

4. Criminal History Record Information (CHRI)
(Maryland Code, Section 10-219)
(Title 28, Code of Federal Regulations, Part 20)

Dissemination Criteria

CHRI is disseminated to criminal justice agencies for:

- Criminal justice investigations
- Criminal justice agency employment investigations

Law enforcement-related requests for CHRI may be honored if the requester is identified by name, agency and date of birth. The following may be disseminated to authorized recipients for law enforcement purposes only:

- Booking Records with or without disposition information

- Court disposition information
- Criminal photographs (mug shots)
- Fingerprints
- Latent fingerprints

Criminal Justice Agencies Authorized to Receive CHRI

The following agencies may receive CHRI for law enforcement activities:

- Criminal justice agencies for justice activities and employment
- Federal criminal justice agencies for law enforcement activities
- Local police Departments for law enforcement activities
- Other criminal justice agencies outside Maryland for law enforcement activities
- State criminal justice agencies for law enforcement activities

Non-Criminal Justice Agencies Authorized to Receive CHRI

The following may receive CHRI from the Maryland Department of Public Safety and Correctional Services:

- Landlords
- Criminal offenders and authorized attorneys
- Membership associations
- Non-governmental employers
- Private employment agencies
- Public housing authorities

Expungements

Employees shall refer expungement inquiries to the Commander/Manager, Records Management Section. The Commander/Manager shall notify CHRI recipients of court-ordered expungement. Expunged records may be accessed by court order. Recipients shall maintain Expungement Notices with the files subject to expungement.

5. Records Dispositions

Refer to Records Management Handbook.

6. Penalties & Sanctions for Unauthorized Disclosure

RMS Records

Any employee intentionally withholding information subject to public disclosure shall be subject to:

- $1,000 fine
- Attorney fees
- Contempt of court sanctions
- Disciplinary actions
- Litigation costs
- Punitive damages

Criminal Records

Any employee disseminating criminal history record information to unauthorized recipients is subject to:

- A maximum federal fine of $11,000 for each infraction
- State-imposed additional sanctions

Expunged Records

Unauthorized disclosure of expunged records can result in the following:

- $1,000 fine
- One-year imprisonment
- Termination of employment
- Civil suits

Public/Police Records

Unless public/police records destruction is authorized by the State Archivist-Approved Records Retention Schedule, the agency and/or person is subject to criminal penalties:

- $1,000 fine
- Three-year imprisonment

7. Reporting Procedures

Classification of Incidents & Forms

For report classifications and required report forms for common calls for service see the RMS Report Writing Manual. The reporting person will be advised of the RMS case number.

Initial Report Forms

All incidents for which an initial report is prepared shall be documented in RMS, examples of some reports include:

- Alcohol/Drug Influence
- Case Record

Supporting information will be included when appropriate. Additional reports may be used to support the original incident.

Preparation & Review of Reports

Officers shall complete detailed records in RMS or prescribed forms, unless otherwise stipulated by a written directive. All reports shall be written in conformance with General Orders, Departmental directives and the most current RMS Report Writing Manual. All records and charging documents shall contain:

- RMS Case Number. CAD call for service numbers (PP) should never be used in place of RMS Case Numbers
- Date and time of the offense and initial reporting; 24 hour am/pm, not military time will be used on all records
- Reporting Area (RA). The reporting area should be listed based on the location of the incident.
- Citizen and business names shall be spelled out; (first name, middle name, last name, suffix)
- Offense types
- Nature, date and time of any action taken by the officer

All reports will be completed in RMS, as outlined in the most current RMS Report Writing Manual. All applicable fields in all RMS records and court documents will be completed. Reports that cannot be completed in RMS will be completed neatly and legibly in black ink or typed.

Supplemental information will be added to incomplete/initial Case Records as soon as necessary information becomes available to the officer. Recoveries (missing/stolen) must be submitted within the original Case Folder, with the exception of extrajurisdictional incidents. New Case Records should not be created when documenting supplemental information. All Case Records must be UCR compliant and submitted to the appropriate Supervisor for approval prior to end of shift.

Supervisors will review and approve all Case Records prepared by subordinates, including citations and other forms. They shall:

- Review and approve all records in RMS by the end of shift
- Place any handwritten and approved reports in a designated location within

the police facility to be forwarded to the Records Section.

Although, Supervisors may approve their own reports, it is preferred to have another Supervisor review and approve reports.

Transmitting Reports to Records Section

Supplementary documents shall be scanned and uploaded/attached to the RMS case record. The only hardcopy records that should be sent to the Records Section are:

- Records that are not available in RMS (i.e., Animal Bite Reports)
- Records written by an officer who has not completed RMS training
- Records written when the RMS system has been down for more than 24 hours. Notification of the outage will be made by the Information Technology Division, or the RMS administrator.

The following reports shall be forwarded to the Records Section via a transmittal sheet:

- Traffic citations, SERO's, warnings
- Criminal Citations
- Civil Citations

At least daily, an employee will assemble all handwritten and approved reports for the division. The collection and transmission of reports may be completed for each watch if report volume so warrants. A Transmittal Sheet is used to forward all handwritten reports to the Records Section. Reports shall be organized and listed on the Transmittal Sheet by RMS Case Number. The employee completing the Transmittal Sheet shall sign their name in the PREPARED BY block, and place their ID number and the date on the sheet.

- The pink copy shall be removed for filing at the division level
- The white and yellow copies will be attached to the reports and sent to the Records Section. Approved records are transmitted to the Records Section via courier.

The Records Section shall return a copy to the appropriate District/Division. It shall contain notes of discrepancies identified at the Records Section. The Commander/ Manager shall ensure that any discrepancies are resolved. The pink and yellow copies shall be maintained for six months, after which they may be destroyed.

Circumstances When No Report is Required

Dispatched complaints that are unfounded or are handled by another agency will not require a report.

Dispatched complaints canceled by the dispatcher, or those complaints not verified on the scene, unable to locate, or gone on arrival, will not require a report.

Assignments for which a police response is necessary, but for which a report would simply duplicate statistical data already on the dispatch log, may be cleared without a report. Examples include loud radios or televisions, civil matters, or routine disorderly conduct incidents.

The investigating officer may change the classification if the officer believes that, as a result of the on-scene investigation, a Case Record would be appropriate. An initial dispatch to miscellaneous incidents without known complainants that are subsequently identified will require a report if the circumstances would normally dictate such action.

Reporting of Multiple Incidents or Victims

Generally, if it can be established that multiple incidents occurred at the same time and location and were committed by the same person, the incident will be recorded in one Case Record, using one RMS number. Additional victims and their respective losses shall not be listed in the narrative section of the report; they are to be listed in the appropriate Case Record tabs. Examples of this include situations when numerous autos are vandalized at once in a parking lot. Exceptions to this rule are as follows:

- **Apartment Buildings -** Leased, rented or owned apartments, occupied by different owners/tenants will require separate Case Records and RMS Case Numbers
- **Mini-Storage Area -** Mini- Storage areas leased or owned by individuals will require separate Case Records and RMS Case Numbers
- **Office Sites -** Commercial office sites occupied by different renters or owners require separate Case Records and RMS Case Numbers

Multiple stolen, attempted stolen or recovered autos require only one case record.

Recording Multiple Victims/Suspects in Booking Records

When persons have been arrested for multiple incidents, the following guidelines will be followed when completing Booking

Records:

- **Multiple Victims/One Offender:** Complete one Booking Record
- **Multiple Offenders/One Victim**: Complete a separate Booking Record for each defendant, using the same Case Folder
- **Vice Offenses/Arrests:** Society must be listed as the victim

Classifying Multiple Offenses

More than one offense may be listed in the Case Record, such as, Homicide/Robbery, Breaking & Entering/Auto Theft. All offenses must be listed per UCR/NIBRS. The offenses may be listed in any order, and have no effect on the Case Record.

Classification of Theft Offenses

- **Theft (Bicycles) –** A theft of a bicycle
- **Theft (From Building)** – A theft from within a building, which is either open to the general public or to which the offender has legal access
- **Theft (From Coin Machine)** – A theft from a machine or device that is operated or activated by the use of coins
- **Theft (From Motor Vehicle) –** The theft of articles from a motor vehicle, locked or unlocked
- **Theft From Motor Vehicle (Parts/Accessories)** – The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation
- **Theft (Pocket-picking)** – The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft
- **Theft (Purse Snatching) –** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. If a victim offers resistance and physical force is used or threatened, the incident is classified as a Robbery.

- **Theft (Shoplifting) –** The theft by someone other than an employee of the victim of goods or merchandise exposed for sale
- **License Plate Thefts -** If one license plate is missing from a vehicle, the reporting officer shall examine the circumstances and classify the incident as either Lost Property or Theft From Auto – Accessory. Two missing plates will be classified as Theft From Auto. The reporting officer will advise the reporting person that it is necessary for the owner to respond to the appropriate vehicle licensing authority and obtain replacement plates. This notification shall be noted in the narrative of the case record.
- **Storage Bin Theft -** When property is taken from a storage room where multiple persons have access and no force is used to gain entry, the incident shall be classified as a Theft. If force is used to gain entry into a common area or an individual storage bin within the common area, the incident shall be classified as a Breaking and Entering.
- **Cargo Theft** – The theft of items in transit from a point of origin to the point of final destination

Crimes Occurring In Neighboring Jurisdictions

All misdemeanors and incidents will be referred to the appropriate jurisdiction. If a felony occurs, the officer will request that PSC make notification to the appropriate jurisdiction. The officer shall complete and submit a Case Record after notification has been made. The Case Record will be shown as miscellaneous police service and will not contain any offense information.

PSC will relay whatever information is available to the appropriate jurisdiction. Officers shall explain that the report is for information purposes only and does not relieve the complainant from reporting the crime to the proper jurisdiction.

8. Telephone Reporting Unit (TRU)

Hours of Operation

The Telephone Reporting Unit (TRU) typically operates from 0700 until 2300 hours, weekdays.

Criteria for Referral of Calls to TRU

The criteria for a call to be referred to TRU is:

- The suspect is unknown or has left the scene
- The incident occurred at an earlier time
- No tangible evidence is on the scene
- Damage has not been incurred to County, State or Federal property

Reports That TRU Can Handle

If the above criteria are met, TRU can author Case Records for the following incidents:

- Theft - except pocket book snatching or shoplifting
- Auto Theft
- Vandalism – except on school, church, temple, or other religious property
- Indecent, Threatening or Annoying Phone Calls – provided there is no danger to the complainant
- Lost Property
- Animal Bite – except severe or in-progress cases, or when the animal remains at large

- Supplemental Information

A complainant will not be referred to TRU after an officer has responded to the scene of an incident.

When calls for service are received by telephone at a District Station, the person receiving the call shall relay the information via the CAD.

9. Department Correspondence

Mechanics of Correspondence

Employees shall complete Department correspondence consistent with the provisions described herein.

Stationary Format

Letterhead

Prince George's County Government stationary shall be used for:

- Letters to citizens, officials outside County Government and County Council members
- Formal letters from the Chief of Police or Commander/Manager to employees, such as, commendations, retirements
- Memoranda to County offices

Inter-Office Memoranda/Routing Slips

Inter-Office Memorandum or computer generated facsimiles shall be used for the following:

- Intra-Department correspondence
- Correspondence forwarded through the chain of command

If the memorandum is to be routed through two or more addresses, a routing form must accompany it.

Forwarding

Employees shall transmit Department correspondence to recipients through the chain of command. Personnel along those chains shall acknowledge review by signing or initialing the correspondence or attached routing slips.

The chain of command may be bypassed for the following:

- Writer's Commander/Manager authorizes direct transmission to an addressee
- Materials distributed for staff review by the Planning and Research Division
- Confidential or sensitive information concerning narcotic or vice law violations
- Allegations of discrimination or harassment
- Issues concerning infectious disease exposure
- Treatment by Psychological Services

Where circumstances dictate direct transmission of correspondence, the writer shall submit a copy of the correspondence through the chain of command to the writer's Commander/Manager.

This section does not restrict employees from transmitting information or suggestions intra-Departmentally that are not subject to strict accountability.

Mailing Instructions

Whenever sending correspondence outside the Department, the sender shall ensure that the correspondent's last name, I.D. number

and assignment appear on the envelope in the upper left area or beneath the Department address on the envelope.

- **Outgoing U.S. Mail -** All outgoing correspondence that requires postage shall be forwarded to the Mail Room at the CAB, addressed, sealed and accompanied by a bar coded agency account form. The account form may be attached to a single item or bundle of items.
- **Department/Government Courier Mail -** All Department/government correspondence shall be dispatched through the courier system. Confidential or limited access correspondence may be forwarded in sealed, plain business envelopes. All other materials or correspondence shall be forwarded in reusable mailing envelopes.

Police Memoranda Issued by a Department or Commission

Before issuing a memorandum to all County Departments/Commissions indicating a change in policy or procedure, the head of the issuing agency must submit a draft for the approval of the appropriate Deputy CAO. The issuing Department/Commission shall contact the Deputy CAO for verbal approval if no comments have been received within seven working days.

11. Letter of Commendation Procedures

Commendations Initiated by Citizens

A letter of acknowledgment shall be sent to the correspondent from the employee who received the letter. If the letter is not directed to an individual employee, the Commander/Manager shall acknowledge the correspondence.

Copies of the letter of commendation and letter of acknowledgment shall be distributed as follows:

- The employee commended, through their Commander/Manager
- The employee's agency personnel file
- Deputy Chief, Bureau of Administration and Homeland Security

The Deputy Chief, Bureau of Administration and Homeland Security, shall maintain copies for 30 days, of all incoming commendation correspondence for review by the Chief of Police and/or the Awards Committee.

Commanders/Managers receiving notification or correspondence of extremely unusual or heroic police performance may, in addition to the steps above, send a copy of the correspondence directly to the Chief of Police.

Intra-Departmental Commendations

Any employee wishing to commend another employee shall document the reasons for the commendation and refer the correspondence to the respective Commander/Manager.

Commanders/Managers receiving this correspondence shall acknowledge and process it in a fashion consistent with the section ***Commendations Initiated by Citizens*** above.

Commendation Directed to a Citizen

Any employee who wishes to commend a citizen or an officer of another police agency shall direct a letter to the Chief of Police

citing the details and reason for the commendation.

The Chief of Police may initiate a letter to the citizen or police department involved.

A copy of the recognition letter shall be sent to the originating correspondent.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 26.1.2, 55.2.3, 81.2.9, 82.1.1, 82.1.9, 82.2.1, 82.2.2, 82.2.4, 82.2.5

Governing Legislation:

- Maryland Code, Criminal Procedure, Section 10-219
- Maryland Code, State Government, Governmental Procedures, Title 10, Subtitle 6 et. seq.
- Maryland House Bill 1409
- Title 28, Code of Federal Regulations, Part 20

References:

- RMS Report Writing Manual, available at I:/public/Manuals and Documentation/ Premier One RMS/RMS USER GUIDE

34. SOCIAL MEDIA
(December 2018)

I. POLICY

This policy establishes the Department's position on social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, rather social media in general.

Departmental social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies. Relevant records retention schedules apply to social media content. Content shall be managed, stored and retrieved to comply with open records laws and e-discovery laws and policies.

II. CHECKLIST (N/A)

III. DEFINITIONS

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments

Electronic Device: a device that accomplishes its purpose using the manipulation of electron flow for its operation (i.e., computer, cellular phone, audio/visual equipment, radio transmission)

Internet: A single worldwide computer network that interconnects other computer networks consisting of unlimited webpages, enabling data and other information to be retrieved and exchanged

Intranet: A private computer network within an organization

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights

Post: Content an individual shares on a social media site or the act of publishing content on a site

Profile: Information that a user provides about himself or herself on a social networking site

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, photo and video-sharing sites, wikis (Wikipedia), blogs, and news sites

Social Networking Sites: Internet-based communities of people with common interests who use a website or other technologies to communicate with each other, share information, resources, etc.

Wireless Device: device that transfers information over a distance without the use of electrical conductors or wires (i.e., cellular phones, personal digital assistants, wireless headsets)

IV. FORMS (N/A)

V. PROCEDURES

1. <u>Online Activity, Social Media Networking, & Electronic Transmission</u>

Social media provides a new and potentially valuable means of assisting the Department and its personnel in meeting community

outreach, problem-solving, investigation, crime prevention, and related objectives.

Additionally, personal use of social media can have an influence on Departmental personnel in their official capacity. This policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department personnel.

Precautions

The PGPD has a duty to protect the reputation of the organization and its employees, as well as guard against liability and potential legal risk. Therefore, PGPD reserves the right to monitor social networking websites, and employees are advised of the following:

- That the content of these social networking sites can be subpoenaed and used in criminal and civil trials to impeach the employee's testimony or to undermine the employee's and or Department's character or reputation

- That any reference to employment with the Department while using social networking environments could compromise employee safety and the safety of their family

- That the posting of Police Department badges, logos, uniforms or any other Police Department materials governed by copyright, trademark, and service mark restrictions on electronic media is prohibited unless approved through the chain of command by the affected Commander/Manager. Commanders/ Managers may consult with the Media Relations Division.

Departmentally Sanctioned Social Media

The Media Relations Division will be responsible for creating, maintaining, and posting to primary social media accounts related to PGPD. Any individual unit or command wishing to create unique social media accounts related to Departmental activities must first seek approval from the Manager, MRD. If approved, the Commander/Manager of the affected unit shall approve messages disseminated on behalf of the Department.

Prohibitions

Any online activity or electronic transmission conducted on-duty or off-duty that may reflect poorly on the Department is strictly prohibited.

Members shall not:

- Access or transmit materials that are illegal, unless required for authorized criminal investigative purposes

- Transmit messages that criticize any person, group or classification of individuals, in a manner that is destructive or discriminatory, unless required for authorized criminal investigative purposes

- Reproduce, publish, or post to the Internet or any public forum, any documents created or received by the Department or other agencies related to investigations or other business involving this Department, or that of any allied agency outside of official PGPD networks to include:

  - Photographs or images
  - Video or audio files

- Reports
- Statements
- Crime Scenes
- Accident Scenes
- Confidential correspondence
- Photographs or images of arrestees, suspects, detainees

- Post, produce, or participate in the production, by electronic/wireless transmission, anything that would reflect poorly upon the Department

- Publish or post false information or information that harms the reputation of a person, group, or organization

- Publish personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person

- Represent their opinions or comments as that of the Department or as an official of the Department

Members are prohibited from displaying any activities online that would otherwise constitute a violation of Departmental protocol. ***See:*** **Volume I Chapter 32. Protocol**

Violations

Discipline action will be determined after assessing the circumstance(s) of any violations of this General Order.

VI. GOVERNING LEGISLATION & REFERENCE

Not Applicable

35. TRAINING AND EDUCATION
(December 2017)

I. POLICY

It is the policy of the Prince George's County Police Department to ensure that all employees are trained according to best practices. This training takes place initially during basic training and then continues annually at in-service training. Additional internal and external training programs are available to employees who wish to further enhance their skills and knowledge.

II. CHECKLIST (N/A)

III. DEFINITIONS

Training and Education Division (TED): Includes Basic Training, Advanced Officer Training/Career Development, the Firearms Range, and the Armory

Field Training Officer (FTO): An experienced sworn officer who serves as a trainer, coach, and role model for a probationary officer

In-service training: Required annually to enhance employees' skills and knowledge

Maryland Police and Correctional Training Commission (MPCTC): The body that oversees/governs all training for law enforcement and correctional officers throughout the State

Per Diem: Funds advanced to an employee to cover expenses while on authorized travel

IV. FORMS

- Travel Request (PGC Form #109)
- Inter-Office Travel Memorandum (PGDP Form # Pending)
- Expense Reimbursement Request (PGC Form #108)
- Evaluation of Training Survey (PGC Form #4585)

V. PROCEDURES

1. Basic Officer Training
(MPCTC Regulation .09/COMAR 12.04.01)

Prior to being authorized to carry a weapon or make arrests, all student officers shall complete an MPCTC-approved course of instruction at the Training and Education Division (TED), and successfully master all required course objectives. This training shall include a 40-hour block of instruction on Crisis Intervention and Dealing with Mentally Disordered Individuals.

2. Field Training
(MPCTC Regulation .21/COMAR 12.04.01)

Upon graduation from the TED, probationary officers shall be required to successfully complete the 60 working days Field Training Program. ***See:*** **VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM**.

3. Field Training Officer (FTO) Training

Officers wishing to serve as Field Training Officers must successfully complete a 40-hour training course in order to be certified. FTOs must also successfully complete periodic re-certifications. ***See:*** **VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM**.

4. In-Service Training

(MPCTC Regulation .12/COMAR 12.04.01)

The Department requires that all sworn employees (Lieutenant and below) and all civilian employees (G-27 and below) attend in-service training. Sworn employees shall attend in-service training, inclusive of legal updates, annually; civilian employees shall attend in-service training when directed.

In-service training for sworn and civilian employees shall include training regarding ethics, at least every two years.

Prior to the commencement of training, the TED shall submit the proposed training curriculum to the MPCTC for approval and issuance of an MPCTC Course Approval Number. In addition to listing the legal updates that will be taught, the MPCTC Course Approval Application shall indicate:

- The topics to be studied
- The time allocated to each topic
- A brief explanation of why the topic is included in the curriculum, in terms of current job needs

TED will record the attendance of employees at In-service Training in each employee's training file. Since attendance at and successful completion of in-service training is required by the Department and the MPCTC in order to be certified as a law enforcement officer in Maryland, the failure or refusal to attend and successfully complete the annual in-service training program shall be considered insubordination and shall subject the affected employees to administrative and/or disciplinary action, with a maximum penalty of dismissal.

The only exceptions to this requirement are when:

- An employee is in a leave status that prevents him or her from carrying out the normal duties of his or her job, or
- The Chief of Police grants an employee a deferral

At least once every three years, the Training and Education Division will ensure that training is provided for Department personnel regarding the collection, processing, reporting, and legal requirements relating to criminal intelligence information and suspicious incidents. The training may be in the form of a class or seminar, roll-call training, or the publication and distribution of a training bulletin.

Sworn Employees – Lieutenant & Below

At a minimum, sworn employees' in-service training shall include training on and/or review of the following:

- Use of force procedures
- Less lethal weapons (to include the WRAP™ restraint system)
- Firearms qualifications
- Cultural diversity (including biased-based profiling)
- Interaction with citizens
- Objectives required by MPCTC
- Processing Area Procedures (every two years)

Sworn Employees – Captain & Above & Civilian Directors

Command level training for sworn personnel the rank of Captain and above and civilian personnel G-28 and above will occur on an

annual basis as designated by the Chief of Police.

Civilian Employees – G-27 & Below

Civilian employees G-27 and below shall attend in-service training when directed to do so by the Chief of Police or his designee.

In-service training for civilian employees will include, at minimum every three years, information regarding:

- Guidelines for the recognition of persons suffering from mental illness

5. Annual Use of Force Training

(MPCTC Regulation .11/COMAR 12.04.02)

The Department will ensure that all recruits, officers, supervisors, and managers receive annual training on the Department's policy governing the use of force. Such training will address the following topics:

- The Department's Use of Force Continuum
- Proper use of force decision-making, using real-life examples and interactive exercises to illustrate and emphasize proper use of force decision-making
- The Department's use of force reporting requirements
- The Fourth Amendment and other constitutional requirements
- Proficiency in the use of OC from a certified OC instructor
- Proficiency in the use of the Taser® by a certified Taser® instructor
- Proficiency in the use of other less-lethal weapons and soft/hard empty hand control techniques, by appropriately certified instructors at least every other year
- De-escalation techniques (such as disengagement, area containment, surveillance, waiting out a subject, summoning reinforcements/calling in specialized units, or delaying arrest) that encourage officers to make arrests without using force, even when the use of force would be legally justified
- Safe and alternative techniques for extracting subjects from stationary vehicles and disabling such vehicles
- Threat assessment
- Factors to consider when initiating or continuing a vehicle or foot pursuit
- Conflict management

As practical, the Department will conduct use of force training by squad or unit.

6. Complaint Training

The Department will provide training to all of its officers on the complaint process. In addition, it will develop a protocol for employees governing appropriate conduct and responses in handling citizens' complaints.

7. Complaint Evaluation Training

The Department shall provide training to all supervisors on appropriate burdens of proof, as well as the factors to consider when evaluating complainant or witness credibility.

8. Civilian Supervisor Training

So that Civilian supervisors can assist in the development of their subordinates, supervisors will receive appropriate training in topics that may include but are not limited to:

- Ethics
- Leadership
- Past Performance Appraisal System

9. Supervisor School

(MPCTC Regulation .COMAR 12.04.01.13)

Upon promotion to the rank of Sergeant, officers will successfully complete MPCTC approved supervisor training, within one year of promotion, unless the officer successfully completed MPCTC approved supervisor training within the two years preceding the promotion.

10. Administrator School

(MPCTC Regulation COMAR 12.04.0.13)

Upon promotion to the rank of Lieutenant, officers will successfully complete MPCTC approved administrator training, within one year of promotion, unless the officer successfully completed MPCTC approved supervisor training within the two years preceding the promotion.

11. Roll Call Training

The Commander, TED, or his or her designee, shall develop, approve, implement, and oversee a roll call training program for Bureau of Patrol. This program shall be designed to effectively inform patrol officers of relevant changes in policies and procedures, as well as other critical issues.

Upon request from District/Division Commanders/Managers, the TED will also develop and present specialized training.

During roll call, supervisors or designated OICs shall provide continued training through:

- Review of use of force procedures
- Critique of specific police incidents
- The use of training modules
- The use of training videos

District/Division Commanders/Managers shall confirm attendance and completion of any roll call training via a sign-in sheet and testing instrument, if applicable. The attendance sheets and tests shall be submitted to the TED for inclusion in their training records file.

12. Critical Incident Plan Training

Annual Training/Exercise

Annually, designated Department personnel shall participate in training and/or an exercise on Department critical incident plans that may be classroom, tabletop, functional, or full-scale. For authenticity, the Department may participate with or involve employees from other governmental or non-governmental agencies.

13. Response to Mentally Ill Persons

Annually, designated Departmental personnel shall receive training in dealing with mentally ill persons.

14. Bias-Based Profiling Training

TED shall conduct annual training based on a review of the Department's policies, cultural diversity, and ethics. TED shall also coordinate re-training on profiling for any unit or officer when requested by the Chief of Police.

15. Remedial Driver Training

See: **VOLUME I, CHAPTER 8. DEPARTMENTAL ACCIDENTS**.

16. Accreditation Familiarization

Conducted by the members of the Accreditation Section, all Department personnel will receive familiarization with the law enforcement accreditation process:

- Within a reasonable period of time after their employment begins
- During the self-assessment phase
- Just prior to an on-site assessment
- At other times deemed necessary or as scheduled

17. Training for Newly Appointed Civilian Personnel

(Administrative Procedure 214)
(Personnel Law, Section 16-207)

Through the County's and the Department's New Employee Orientation Program, and coordinated by the Police Personnel Division, all newly appointed civilian personnel shall receive training and information on:

- The Department's role, purpose, goals, policies, and procedures
- Working conditions and regulations
- Responsibilities and rights of employees
- Familiarization with the accreditation process
- Ethics
- Guidelines for the recognition of persons suffering from mental illness

Once a new civilian employee has reached his or her job site, additional job-specific training will be provided to him or her.

18. Internal Training

Any Departmental employee may submit recommendations for training classes, in writing through his or her chain of command, to the Commander, TED for consideration.

Any District or Division offering formal Departmental training programs such as an investigator's school, radar certification, or hostage negotiator school, shall submit the following through the chain of command to the Commander, TED for approval prior to the training:

- Schedule
- Standardized lesson plan
- Testing instrument
- Copies of all handouts/audio visual aids
- Instructor list

The Commander, TED, or his or her designee, will review the curriculum for adherence to standards established by the Department, the Maryland Police and Correctional Training Commission (MPCTC), and the Commission on Accreditation for Law Enforcement Agencies (CALEA), if applicable. Upon approval or disapproval, the Commander, TED will notify the requesting Commander/Manager.

The Commander, TED, or his or her designee, will submit the approved curriculum to the MPCTC for program approval numbers, when applicable.

The Commander, TED, or his or her designee, shall conduct random audits of Departmental training programs to ensure compliance with the lesson plan and MPCTC/CALEA standards.

19. External Training

An employee having information concerning available training programs of benefit to Departmental personnel shall forward the

information through his or her chain of command to the Commander, TED. Employees representing themselves as members of the Department as a criteria to attend training programs not sponsored or funded by the Department, must notify and receive approval from the Commander, TED before attending.

An employee who wishes to attend training that requires the use of a County vehicle or administrative leave, shall submit a written request through his or her chain of command to their Deputy Chief. The Deputy Chief will then forward it to the Chief of Police, with a copy to the Commander, TED.

An employee who wishes to attend training that requires any type of County funding or grant funding shall complete a request packet at least 60 days prior to the training. The request packet shall include:

- The Travel, Training, and Seminar Request Form with brochures, agenda, itinerary, and costs and/or per diem regarding the training, attached
- The Inter-Office Memorandum Form
- A memorandum, prepared by the requesting employee, from the Chief of Police to the Public Safety Director justifying the costs associated with the training
- An electronic storage device that contains a copy of the above-referenced memorandum

The completed packet will be forwarded through the requestor's chain of command through the Fiscal Management Division to his or her Deputy Chief. The Deputy Chief will then forward it to the Chief of Police, with a copy to the Commander, TED.

County or grant funded training requests are authorized by the Chief Administrative Officer. Any such training requests that are approved by the Chief of Police will be returned to the FMD for further processing before they are forwarded to the Office of Management of Budget and the Office of Chief Administrative Officer, respectively, for authorization.

Fiscal Management Division Responsibilities

When the Fiscal Management Division (FMD) is notified of the Chief of Police's approval at least 60 days before the date of the program/seminar, the FMD will secure advance travel funds for the employee. The FMD will also contact the affected employee to finalize travel arrangements.

Sufficient processing time is needed to secure advance travel funds for the employee. When time factors make it impossible to secure advance funding within the 60-day time limit, the employee will be reimbursed for authorized expenditures upon submission of original receipts and completion of appropriate forms.

When the cost involved for the training is less than $50 per person, the employee will pay the necessary cost in advance, obtain receipts, and request reimbursement from the FMD.

Disbursement of advanced or reimbursed funds will be made according to Departmental and County regulations. Travel advances will not be paid more than fifteen (15) days prior to commencement of travel. The per diem amount will be paid in accordance with Administrative Procedure 640.

Within 10 days of returning from training that was paid for by County or grant funds, the employee must report to the FMD to

reconcile the Travel Request and Expense Reimbursement Request forms. The employee must bring original receipts for all expenditures, including a detailed hotel bill (whether paid in advance or not) to the FMD. Registration or meal fees that are paid in advance by the County's Office of Finance do not require receipts.

Evaluation

Immediately following participation in an external training program, the employee shall complete an Evaluation of Training Survey and forward it to the Commander, TED. Considering the evaluation, the Commander, TED will determine if future attendance by Departmental employees is in the best interest of the agency. The Commander, TED shall document his or her conclusion in a memorandum and submit it to the Chief of Police.

Travel in County Owned Vehicles

See: **VOLUME I, CHAPTER 10, DEPARTMENTAL VEHICLES**

Travel in Personal Vehicles
(Administrative Procedure 640)

The use of privately-owned vehicles is permissible if it is determined to be advantageous to the County or when County vehicles are not available. However, employees cannot be required to use their private vehicles in any official travel capacity if they choose not to do so. Employees who choose to use their own vehicles shall refer to Administrative Procedure 640 for the established mileage allowance.

20. Training Records

The Commander, TED, or his or her designee, will ensure that the Department maintains records of lesson plans and training materials. He or she shall ensure that the most current training documents are maintained in a central file system and are clearly dated.

In addition, training records shall be maintained for each individual employee. These records shall contain information regarding courses that the employee has attended, to include the course curriculum, duration, and the name of the instructor. These records shall be updated as soon as practicable each time an employee completes a course.

Employees completing external training programs shall provide the TED with a copy of their course certificate for inclusion in their file.

21. Commander, Training & Education Division (TED) Responsibilities

Use of Force

The Commander, TED or his or her designee will coordinate semi-annual reviews of all use of force policies for quality, consistency, and compliance with applicable laws. The Commander, TED shall also ensure that use of force training adheres to Departmental policies.

Quality Control
(MPCTC Regulation .12/COMAR 12.04.01)

Consistent with Maryland law and MPCTC standards, the Commander, TED, or their designee shall:

- Develop and implement use of force training curricula
- Ensure the quality of all use of force training
- Conduct regular assessments to ensure that use of force training is responsive to the knowledge, skills, and abilities of officers
- Select and train training officers
- Develop, approve, implement, and oversee all in-service training
- Develop, approve, implement, and oversee roll call training
- Establish procedures for evaluating all training methods and curricula

All training will be provided in a manner consistent with Departmental policy, laws, and proper police practices. The Department will ensure that only approved lesson plans are taught by instructors.

22. Training Committee

The purpose of the Department's Training Committee is to advise the Chief of Police regarding policy and curriculum. The Commander, TED, or their designee, shall serve as the chair. The Committee shall be comprised of the following individuals (or their designees):

- Deputy Chief, Bureau of Patrol
- Deputy Chief, Bureau of Investigation
- Deputy Chief, Bureau of Forensic Science & Intelligence
- Commander, Internal Affairs Division
- Commander, Special Operations Division
- District Commanders (I - VII)
- Commander, Career Development/Advanced Officer Training
- Commander, Basic Training
- Commander, Planning and Research Division
- Deputy County Attorney, County Office of Law
- FOP 89 Representative
- PCEA Representative
- 4 non-commissioned officers – selected by the Deputy Chiefs

The chair may appoint other employees to assist the committee. In the event that a committee member is reassigned, the Chief of Police will appoint a replacement from the respective component.

The Training Committee shall meet in March and September to assess:

- All use of force training and policies to ensure compliance with applicable laws
- Best practices regarding use of force
- National and international training trends that enhance the Department's goals and objectives
- New technologies and their potential applications

The Committee shall report its findings and recommendations, in writing, to the Chief of Police annually.

23. Career Development

The Department's career development program is geared toward developing the knowledge, skills and abilities of all personnel through entry-level and annual in-service training and educational programs. Career development is supported by the Past Performance Appraisal system (*See*: **Volume I, Chapter 28 Performance Appraisals**).

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.1.2, 1.3.11, 33.1.1, 33.1.3, 33.1.4, 33.1.6, 33.1.7, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.6.1, 33.7.1, 33.7.2, 33.8.1, 41.2.7d.

Governing Legislation:

- General Regulations for the Maryland Police Training Commission, COMAR 12.04.01.13, COMAR 12.04.02.13

References:

- Training and Education Division SOP
- Fiscal Mangement Division SOP
- Administrative Procedure 640

36. UNIFORM & GROOMING REGULATIONS
(June 2018)

I. POLICY

Officers will wear, use, or display only uniform or equipment items authorized by regulations or approved for temporary use by their Commander for specific assignments. This does not apply to authorized firearms.

II. CHECKLIST (N/A)

III. DEFINITIONS

Authorized Equipment: All Departmentally issued equipment, vehicles, or buildings. This includes all property contained within buildings or vehicles. Other equipment/property specifically assigned to an employee by the Department or other agency, including property coming into Departmental custody through grants, loans, leases, or other temporary arrangements. Personally owned equipment items intended for use while performing official duties or with issued equipment may also be authorized equipment.

Body Modifications: The intentional alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance. This includes the following:

- Earlobe stretching (gauging or scalpelling)
- Trans-dermal implantation of any object other than hair replacement
- Teeth or tongue alterations
- Scarification resulting from patterned burning, branding, or cutting

Business Attire (Male): A conservative suit or sport coat with complementary slacks, dress shirt, and a tie

Business Attire (Female): A conservative suit, dress, skirt and blouse, or a slacks outfit with or without a complementary jacket

Capital outlay issue: Initial and replacement equipment items are issued at Departmental expense; includes vehicles, firearms, and radios

Dental Ornamentation: The use of gold, platinum, or other veneers or caps to decorate teeth with designs, jewels, initials, or other ornamentation

Gigline: The vertical line defined by the shirt closure, edge of belt buckle, and trouser fly pleat

Issued equipment: Any Department-controlled item assigned to an employee or component for official use

Purchase system: Replacement uniform/equipment items (following initial issue) purchased by an employee

Sleeve tattoo: A large tattoo, or a collection of smaller tattoos, that covers most or all of a person's arm, usually from shoulder to wrist

Quartermaster system: New and replacement uniform/equipment items issued to employees at Departmental expense

Uniform of the Day: The traditional uniform comprised of the gray or white uniform shirt, and French blue trousers with black mohair stripe

Utility Uniform: The navy blue basic duty uniform or the green basic duty uniform that is used by Emergency Services Team/SOD

IV. FORMS

- Case Report
- Inter-office Memorandum (PGC Form #836)

V. PROCEDURES

1. Wear & Display of Uniforms

Uniforms shall be worn in their entirety as intended. Uniforms shall be clean, pressed and serviceable and shall not display excessive wear. Buttons, except as noted, shall be buttoned at all times. Brass items shall be polished, with lettering blackened; snaps and buttons shall be fastened where intended.

Uniform articles shall not be worn with civilian clothing articles except for incidents when an authorized identification item is used or at the firearms range.

The provisions of this section are binding upon all officers, both on-duty and off-duty. Temporary exceptions can be made by the District/Division Commanders according to operational necessity. Details of all temporary exceptions shall be communicated in writing to the appropriate Deputy Chief, who will forward to the Chief of Police. All permanent changes to this section can only be made by the Chief of Police.

Employees are responsible for the care, security, and proper maintenance of all Departmental uniforms issued to them.

2. Uniform Issue, Purchase, & Disposition

Issued Items

Departmental property issued to officers from the Clothing and Supply Unit is listed on the Receipt of Police Department Property Issued form, which is maintained at the Clothing and Supply Unit.

Recruit officers receive an original uniform issue at Departmental expense. Items replaced due to change in rank, except badges, are purchased at personal expense.

Purchased Items

New uniforms and equipment may be ordered through the Clothing and Supply Unit. Officers shall not purchase items from unapproved vendors.

Uniforms and equipment that have become unserviceable through normal wear, except capital outlay items, are replaced at the officer's expense.

Uniform Allowance

The uniform allowance is disbursed in accordance with negotiated labor agreements.

Security Officers & Crossing Guard Uniforms

These employees are issued uniforms and equipment in accordance with the quartermaster system.

Lost, Damaged, or Stolen Uniforms

When uniform items are lost, damaged, or stolen, the officer shall immediately submit a Case Report to their supervisor.

The supervisor shall forward a copy of the Case Report to the employee's Commander. The supervisor shall also send a Department wide email message containing descriptions, identification numbers, and markings of lost or stolen uniform items, as appropriate.

Supervisor's Investigative Responsibilities

The officer's supervisor shall determine whether the loss, damage, or theft warrants a formal investigation; if so, the supervisor shall conduct the investigation. Through investigation, the supervisor shall determine whether employee negligence caused the loss, damage, or theft and whether disciplinary action is warranted.

Formal investigations shall be conducted in accordance with the directives in **VOLUME I, CHAPTER 22. INTERNAL INVESTIGATIVE PROCEDURES**, section **13. Lost, Damaged, or Stolen Equipment**.

Replacement of Lost, Damaged, or Stolen Uniforms

The employee's supervisor shall submit an Inter-office Memorandum, with a copy of the Case Report attached, through the chain of command to the Fiscal Management Division requesting replacement of the item. Upon approval of the memorandum by the appropriate Deputy Chief, the employee may obtain the replacement item from the Clothing and Supply Unit.

Uniform items may be replaced prior to the conclusion of a supervisor's investigation. If it is determined that the employee was negligent for the loss, damage, or theft of a uniform item, the Commander shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief of Police may order the employee to pay for the repair or depreciated replacement cost of the item, as appropriate. Restitution does not, in and of itself, constitute a disciplinary action.

If it is determined that the employee was not at fault for the loss, theft, or damage of the item, the replacement shall be at no cost to the employee.

When available, destroyed or damaged items shall be submitted to the dispersing division at the time of replacement.

Lost, Damaged, or Stolen Security Officer Uniforms

Cases of lost, damaged, or stolen Security Officer uniforms are handled in the same manner as cases involving officers' uniforms.

Disposal of Unserviceable Uniform Items

Unserviceable items, which were issued under the quartermaster system, shall be returned to the Clothing and Supply Unit.

Unserviceable items, which were obtained under the purchase system, that are to be disposed of or worn for leisure shall have all patches, insignia, and stripes removed. The items may be turned into the Clothing and Supply Unit for disposal.

3. Types of Uniforms

The uniform of the day consists of the French blue uniform trouser with black mohair stripes. NCOs shall wear the gray uniform shirt; commissioned officers shall wear the white uniform shirt.

The utility uniform consists of the dark blue uniform shirt and trousers.

Dress Uniform, Non-Commissioned Officers

The dress uniform consists of the long-sleeved gray shirt, tie with tie device, and the following:

- Blouse with the following items:
  - American flag pin
  - Authorized unit patch
  - Awards and decorations
  - Breast badge in holder
  - Collar ornament with State seal
  - Marksmanship medal
  - Nameplate
  - Rank insignia
  - Service stripes (one for each three years of service)
  - Whistle and hook
- Dress uniform shoes
- Authorized police equipment belt with brass buckle and the following:
  - Authorized firearm and holster
  - Magazine holder and magazines
  - Authorized handcuff case with handcuffs
  - Cross strap

Blouse & Accouterments

Nameplate: Worn with bottom edge against top of shirt pocket flap and centered above the flap.

Whistle and cord: Worn as shown.

Whistle hook: Worn ¼" and centered below the center point of the right pocket flap.

Marksmanship medal: Worn ¼" and centered below the top of the left pocket flap.

Awards: Worn above the left pocket. ***See: Awards***

Collar ornament with State seal: Inside edge ½" from inside collar edge, and outside bottom edge closest to top collar point is 1¾" from this point.

The winter eight-point hat shall be readily available.

Insignia pins may be displayed on the blouse in accordance with section **7. Uniform Accouterments,** ***Insignia Pins***, of this chapter.

Dress Uniform, Commissioned Officers

The dress uniform consists of the long-sleeved white shirt, tie with tie device, and the following:

- Dress uniform shoes
- Blouse with the following items:
  - Rank insignia
  - Marksmanship medal
  - Breast badge in holder
  - Authorized unit patch
  - Collar ornament with State seal

- American flag pin
- Awards and decorations
- Nameplate
- Cloth belt
- White dress gloves

The winter eight-point hat shall be readily available.

Insignia pins may be displayed on the blouse in accordance with section **7. Uniform Accouterments,** ***Insignia Pins***, of this chapter.

Winter Uniform of the Day

This uniform includes:

- Authorized footwear
- Garrison belt
- Long-sleeved gray or white shirt with badge and nameplate
- Police equipment belt with accouterments (optional for commissioned officers)
- Socks
- Tie and tie device
- Trousers

The winter eight-point hat is optional.

Summer Uniform of the Day

This uniform includes:

- Authorized footwear
- Garrison belt
- Police equipment belt with accouterments (optional for commissioned officers)
- Gray or white short-sleeved shirt (top button opened) with badge and nameplate
- Socks
- Trousers
- Undershirt

The winter eight-point hat is optional. Officers possessing an eight-point summer hat may continue to wear it with the summer uniform of the day until it is no longer serviceable.

Utility Uniform

The utility uniform manufactured by Spiewak® and available through the Clothing and Supply Unit is the current utility uniform that is authorized for wear. The previous utility uniform, made by Blauer, may continue to be worn until no longer serviceable. The authorized utility uniform consists of:

- Navy blue long or short-sleeved shirt with sewn in military-style creases (top button opened)
- Navy blue BDU-style trousers (not bloused)
- Police equipment belt and accouterments (optional for commissioned officers)
- Badge and nameplate

The eight-point hat and tie are prohibited for wear with the utility uniform.

Rank insignias shall be affixed to the utility uniform in the same manner as the uniform of the day.

The utility uniform is authorized for wear on all shifts, and is also authorized for court appearances.

Officers assigned to SOD, Emergency Services Team (EST) are the only officers authorized to wear green utility uniforms and matching green jackets.

Officers assigned to SOD are the only officers authorized to blouse their pants. Officers assigned to SOD are the only officers authorized to have their name and

the police badge embroidered directly on the utility uniform or to affix an embroidered patch with the police badge and name.

Investigators Attire

Male investigators may wear conservative business attire consisting of a suit or sport coat with complementary slacks, dress shirt, and a tie.

Female investigators may wear conservative business attire consisting of a skirt or slacks and blouse with or without a blazer, suit, or dress.

Investigators may wear any authorized police uniforms as appropriate.

Investigators may wear a Departmental issued tactical style outer vest carrier over their clothing when necessary and approved by their Commander.

Investigators assigned to the Narcotics Enforcement Division (NED), Repeat Offenders Program Enforcement (ROPE), Auto Crimes Unit, and the Gang Unit, may be exempt from wearing uniform attire.

Temporary exceptions can be made by the District/Division Commander according to operational necessity. Details of all temporary exceptions shall be communicated in writing to the appropriate Deputy Chief. Permanent changes to this section may only be made by the Chief of Police.

Bike Patrol Uniform

The only authorized bike patrol uniform is outlined in the Bike Patrol SOP. Officers are only authorized to wear the uniform with supervisor's approval. ***See:*** **VOLUME II, CHAPTER 20. DEPARTMENTAL PROGRAMS**.

Security Officer Uniforms

Security Officers shall wear the summer or winter uniform of the day or utility uniform, if authorized, without the police equipment belt. The Security Officer badge is worn in lieu of the police breast badge. The following are authorized for wear on the garrison belt:

- Departmental cellular telephone
- Key ring
- Portable radio clip

Coverall Uniform

A supervisor may authorize the wearing of the coverall uniform to perform temporary duties in soiled environments or as otherwise directed. Rank insignia is not worn with this uniform.

Uniforms & Extra-Duty Employment

The summer or winter uniforms of the day (to include the turtleneck/mock turtleneck), or dress uniform are authorized for wear for extra-duty employment. The utility uniform may also be worn for extra-duty employment.

4. <u>Uniform Wear Criteria</u>

The dress uniform is authorized anytime a uniform may be worn. A winter uniform of the day or winter utility uniform may be worn year-round by commissioned officers.

Winter Uniform Mandatory

The winter uniform of the day or winter utility uniform shall be worn from November 1 through March 31.

Winter Uniform Optional

From April 1 through April 30, if the high temperature predicted by local weather reports for the scheduled watch is 70° Fahrenheit or higher, officers may wear the summer uniform of the day, summer utility uniform, or winter uniform of the day. When the predicted temperature for the scheduled watch is 69° Fahrenheit or below, an authorized winter uniform shall be worn.

Summer Uniform Mandatory

Except for commissioned officers, the summer uniform of the day or summer utility uniform shall be worn from May 1 through September 30.

Summer Uniform Optional

From October 1 through October 31, if local weather reports predict the low temperature for the scheduled watch to be 69° Fahrenheit or below, officers may wear the winter uniform of the day, winter utility uniform, or summer uniform of the day.

When the temperature for the scheduled watch is predicted to be 70° Fahrenheit or higher, an authorized summer uniform shall be worn.

5. Equipment Belt Optional In Certain Facilities

Within police or County facilities, the summer or winter uniform of the day or utility uniform may be worn without the police equipment belt. Within any area open to the public, an authorized firearm and holster shall be worn.

6. Badges

Authorized badges are those approved by the Chief of Police for issue or purchase.

Officers are issued one breast badge, one flat badge, and one hat badge. Officers may purchase one additional hat and breast badge. Officers in investigative components may purchase one flat investigative badge from the Fiscal Management Division. Except for uniforms that display an embroidered Prince George's County Police Department badge on the left chest, curved badges shall be worn on the left side of the uniform shirt and outer garments. Flat-badge use is limited to non-uniform identification purposes.

Change of Rank & Separation Procedures

Upon change of rank, officers shall submit their issued breast and flat badge to the Clothing & Supply Unit and shall receive a replacement for each. Officers who have purchased additional breast badges may keep those badges and purchase an additional badge for the rank to which they are assigned. Officers may keep one badge of each achieved rank.

Upon separation from employment, officers shall turn in all issued badges to the Clothing and Supply Unit. Officers will be reimbursed for purchased badges if they choose to turn them in. Officers that have not retained a badge for each achieved rank may submit a memorandum to the Chief of Police requesting permission to purchase them.

Officers may retain any badges purchased for specific occasions, such as Inaugural badges. Badges shall not be sold,

transferred, or presented to anyone without the approval of the Chief of Police.

7. Uniform Accouterments

Marksmanship Medals

The marksmanship medal worn shall represent the current qualification rating of the wearer.

Nameplate

The authorized nameplate is gold colored and rectangular, with rounded edges, beveled ends, 1 cm tall by 5½ cm wide, and bears the officer's last name centered on the plate in black, capitalized Roman letters.

Other styles of nameplates previously obtained from the Clothing and Supply Unit may be worn until they are unserviceable.

A nameplate shall be displayed on all outer garments except the raincoat.

Awards

Ribbons displayed on the blouse shall be positioned immediately above the left pocket. Valor medals may be worn in place of the award ribbon only on the dress uniform.

Ribbons displayed on gray or white uniform shirts shall be positioned immediately above the left pocket, below the badge. The badge may be adjusted upward to provide a ¼" clearance above the top ribbon row.

Multiple ribbons should be affixed with a multiple-ribbon bar holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type shall be denoted by an additional star placed upon the original ribbon. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster. Additional stars and oak leaf clusters shall be affixed to the original ribbon as appropriate.

A maximum of three ribbons shall be displayed on any one row. If additional rows are needed, the lower rows shall have three ribbons, with only the uppermost row having less than three.

The white half of valor medals shall be positioned to the inside toward the gigline.

Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. When multiple rows are needed, higher awards shall be displayed in the upper rows. The order of precedence is:

1. Gold Medal of Valor
2. Silver Medal of Valor
3. Bronze Medal of Valor
4. Critical Injury/Injury Citation
5. Police Officer of the Year
6. Chief's Special Achievement Award
7. Chief's Award
8. Award of Merit
9. Special Achievement Citation
10. Unit Citation
11. University of Maryland Citation
12. Baltimore Citation
13. Domino Award
14. District/Division Commander's Award
15. Officer of the Month
16. Lifesaving Award
17. Good Conduct Award
18. Non-Departmental Award
19. Departmental Service Award
20. Military Service Award

Insignia Pins

Officers may wear a maximum of two insignia pins on any uniform outer garment or uniform shirt, except rain gear. When two insignia pins are worn, they shall be side by side, ¼" above the nameplate.

The following are authorized insignia pins:

- Accreditation pin
- Conflict Management team
- FOP pin
- FTO pin (authorized for currently qualified FTOs only)

Component Pins

Officers are entitled to wear the authorized pins when assigned to the following components:

- Aviation Unit
- Canine Unit
- CARU
- EST
- Motor Unit
- Recruitment
- Tactical Unit
- Violent Crime Unit
- Traffic Enforcement Unit

SOD Patch

This patch is worn on the right sleeve of all uniform shirts and all outer garments of officers assigned permanently to SOD. The patch shall be worn centered on the sleeve, with top edge 1" below the right shoulder epaulet.

National Rifle Association Medal

Recipients may wear the NRA Distinguished Combat Shooter's Award. The award will only be worn on the dress uniform, in place of the issued marksmanship medal.

Tie & Tie Devices

The black clip-on tie is the authorized uniform tie. The collar of the shirt shall be buttoned with the knot fastened over top. Wearing the tie is mandatory with the winter uniform of the day.

Tie devices shall be worn centered on the tie at a point centered on the horizontal line formed by an extension of the tips of the shirt pocket flaps. The authorized tie devices are:

- Issued County seal tie tack
- Tie bar, if originally issued

8. <u>Non-Issued Uniform Accessories</u>

Socks

Officers shall wear black or dark blue, non-transparent socks.

Scarves

Authorized scarves are black or navy blue, plain design and even-ended. They will be worn inside the collar of the outer garment. They are authorized for wear only with the Gore-Tex® jacket.

Gloves

The only authorized gloves for uniformed officers are plain black or dark blue-colored gloves, the material of which covers the entire hand to the wrist. They may be worn during cold or inclement weather, or for officer safety while conducting pat-downs.

Gloves shall not contain lead, sand, or other weighted material.

Undershirts

Undershirts may be worn with any uniform. The authorized colors for undershirts are navy blue or white, with no lettering or designs visible. Officers may wear a navy blue undershirt with a blue vest carrier, or a white undershirt with either a blue or white vest carrier.

Turtlenecks

The only turtlenecks authorized for wear are those available for purchase at the Clothing and Supply Unit. The turtlenecks shall be embroidered with "PGPD" on the neck. Officers shall not wear the turtleneck to court.

Personnel may wear turtlenecks with the winter uniform of the day or the utility uniform during the winter uniform season.

Officers the rank of lieutenant and above shall not wear the turtleneck when wearing the winter uniform of the day.

9. Footwear

The following criteria apply to all articles described in this section:

- Visible materials and accouterments are black
- Labels or lettering shall not be visible

Shoes and boots shall be kept clean and shined. Athletic shoes are prohibited for wear with any uniform.

Shoes

Shoes shall be oxford style (low quarter) or chukka style (ankle high) with lace or zipper closure. Pull-on dress boots are authorized; they must be of a plain design. The body of the shoe may be leather or synthetic but must be of one material and capable of retaining a high shine. Soles may be leather, rubber, or plastic material.

Boots

The body of the boot may be of leather, synthetic material, or a combination of both. The boot must be capable of retaining a shine from the front to at least the laces. Soles may be leather, rubber, or plastic material.

Boots are authorized for wear with any uniform except the dress uniform. When wearing boots, the pants shall not be bloused.

Rain Boots

Only the issued boots are authorized. They may only be worn during periods of precipitation, standing water or snow.

10. Outer Garments

The following are authorized outer garments:

- Blouse
- Gore-Tex® jacket
- Blauer® bomber-style jacket
- Pullover sweater
- Raincoat
- Intermediate jacket
- 3 and 1 Tac Blauer® or Spiewak® jacket

Gore-Tex® jackets may be worn over any uniform except the dress uniform. When worn with the zipper closed, all snaps except the topmost shall also be closed.

Department authorized intermediate jackets may be worn until no longer serviceable. Intermediate jackets are no longer available through the Clothing and Supply Unit, and therefore may not be replaced.

The Blauer® jacket is the only authorized bomber-style jacket that is available through the Clothing and Supply Unit; all other bomber-style jackets are prohibited after July 1, 2012. The front of this jacket shall have the following embroidered on it:

- A PGPD badge
- The officer's last name

The following are no longer authorized outer garments:

- Quilted ballistic vest outer-garment carrier
- The Alpha Industries® bomber-style jacket after July 1, 2012

Authorized outer garments may only be worn with complete police uniforms.

Rain Gear

Officers may wear the issued raincoat or an identical substitute during periods of precipitation. The eight-point hat with rain cover is the authorized headgear for wear with the raincoat.

11. Sweaters

The ribbed, navy pullover sweater may be worn anytime over the winter uniform of the day or utility winter uniform. The sweater may be worn tucked in or left outside the belt.

Pullover (Non-Commissioned Officers)

The NCO sweater has a crew neck design. The collar of the uniform shirt shall be worn inside the sweater. The tie is optional when wearing the sweater. When a tie is not worn, the top button of the uniform shirt shall be unbuttoned.

Pullover (Commissioned Officers)

The commissioned officer's sweater has a "V" neck design. When wearing the white uniform shirt, the tie is mandatory. When wearing the utility uniform, commissioned officers may wear either the crew neck or the "V" neck sweater.

12. Hats

Headgear shall be worn straight and level on the head and is not usually worn indoors.

Uniform Hat

Except as noted in this section, the eight-point winter hat is the only authorized headgear for the summer or winter uniforms of the day or dress uniform. Officers wearing these uniforms shall keep a uniform hat readily available. The uniform hat is required when specifically directed by a supervisor or as required elsewhere in written directives. The uniform hat is optional at other times.

Baseball Cap

No baseball caps are authorized.

Fur Cap

The navy blue fur cap is only authorized for wear during inclement or freezing weather. The hat badge shall be affixed to the front holder. The fur cap is not worn with the dress uniform.

Alternative Winter Hat

The only alternative winter hat authorized for wear are those available for purchase at the Clothing and Supply Unit. This hat may only be worn when the temperature is below 35 degrees and shall not be worn in the court house.

The hat shall be worn flush to the head with no slack at the top. The hat may be worn with the grey or utility winter uniforms. It may not be worn with the dress uniform.

13. Rank Insignia, Commissioned Officers

Commissioned officers wear metal rank insignia on the jacket, blouse and pullover sweater, 1" from the outer edge of the epaulets. Small metal rank insignia are worn on the white or utility shirt collars as described below. Gold piping shall be displayed on the blouse sleeves.

Chief of Police

- Shirt insignia – Four silver stars, straight and centered on the collar with bottom interior point ¾" from inside collar edge
- Blouse sleeve – Five ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Assistant Chief of Police

- Shirt insignia – Three silver stars, centered on the collar with bottom interior point ¾" from inside collar edge
- Blouse sleeve – Four ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Deputy Chief

- Shirt insignia – Two silver stars, centered on collar with bottom interior point ¾" from inside collar edge
- Blouse Sleeve – Three ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Major

- Shirt insignia – Gold oak leaf, centered on collar with stem toward collar point, ¾" from inside collar edge
- Blouse sleeve – One ½" gold stripe, 3" from the bottom of the blouse sleeve, followed by a ¼" gold stripe 3/8" above it, followed by a ½" gold stripe 3/8" above the second stripe

Captain

- Shirt insignia – Two gold bars, centered parallel to, and 1" from, inside collar edge
- Blouse sleeve – Two ½" gold stripes, 3/8" apart, beginning 3" from bottom of blouse sleeve

First Lieutenant

- Shirt insignia – One silver bar, positioned same as captain
- Blouse sleeve – One ½" gold stripe, 3" from bottom of blouse sleeve

Lieutenant

- Shirt insignia – One gold bar, positioned same as captain
- Blouse sleeve – One ½" gold stripe, 3" from bottom of blouse sleeve

14. Rank Insignia, Non-Commissioned Officers

Officers of the ranks of Police Officer First Class through Sergeant shall wear chevrons. Large wool chevrons (with navy blue borders) are worn only on the blouse. Large chevrons (bright blue with silver borders) are worn on long-sleeved shirts. Small chevrons (bright blue with silver borders) are worn on short-sleeved shirts.

Sergeant uniforms have sleeve chevrons of three stripes, centered 6" below the shoulder seam.

Sergeant Major uniforms have four additional stripes (rockers) below the chevrons and a star in the center
First Sergeant uniforms have three additional stripes (rockers) below the chevrons and a diamond in the center.
Corporal uniforms have sleeve chevrons of two stripes, centered 6" below the shoulder seam.

Police Officer First Class uniforms have sleeve chevrons of one stripe, centered 6" below the shoulder seam.

Police Officer (Private) uniforms have no rank insignia.

Outer Garments

NCOs shall use brass or brass-colored rank insignia pinned to the ends of the epaulets of the Gore-Tex ® jacket, intermediate jacket, or pullover sweater.

Officers who currently have stripes sewn on outer garments may wear them until they are no longer serviceable. Chevrons and metallic rank insignia shall not be worn on the same garment simultaneously.

Service Stripes

One service stripe for each three years of completed service shall be worn on the left sleeve of the NCO dress blouse, ½" above the blue stripe.

15. Jewelry

Employees are prohibited from wearing body-piercing jewelry that would be visible to the public when on duty. This includes any jewelry that is worn as the result of piercing of the tongue, nose, eyebrow, face, or any other portion of the head or facial area.

Off-duty employees are prohibited from wearing any body-piercing jewelry that would be visible to the public when operating a Departmental vehicle.

Earrings

Male employees are prohibited from wearing earrings whenever in uniform or operating a Departmental vehicle.
Female employees may wear one earring per ear, centered on the earlobe, whenever in uniform or operating a Departmental vehicle. Earrings shall be a symmetrically matched set, shall not extend beyond the earlobe, and shall be of a conservative design.

Rings

Any ring worn by any employee shall be of the type that fits on only one finger.

In uniform, one ring per hand is authorized. For females, a wedding ring/engagement ring combination counts as one ring.

Necklaces & Bracelets

Necklaces or bracelets worn by uniformed employees shall not be visible, except medic-alert necklaces or bracelets.

16. Glasses

The following are prohibited when wearing eyeglasses or sunglasses in uniform:

- Straps, except plain black straps that secure the glasses to the face and have no slack
- Eccentric or faddish styles or frames

17. Grooming Regulations

The provisions of this section apply to:

- All uniformed employees, except as noted
- Any employee operating a Departmental vehicle

Off-duty employees operating a Departmental vehicle shall present a professional image at all times.

Hair

Officers shall conform to the following:

- Hair shall be clean and neatly groomed
- Hairstyle shall not interfere with proper wear of Departmental headgear
- Hair coloring must appear natural
- Bizarre, faddish or extreme hairstyles, such as Mohawks, and dreadlocks, are prohibited
- Ornamental hair accessories are prohibited

Hairstyles for males shall present a tapered appearance; hair shall not fall over the ears, eyebrows, or top edge of the shirt collar. Hairstyles for females shall be arranged in a manner that prevents any hair from extending below the top edge of the shirt collar. When an officer makes a reasonable attempt to comply with this subsection but some hair still touches or extends slightly beyond the top edge of the collar, she may be in compliance. Her Commander shall make the final determination of compliance.

Sideburns

Sideburns shall be neatly trimmed. They shall not extend below the bottom of the earlobe; they shall be of even width (not flared) and end with a clean-shaven horizontal line.

Beards

Beards are prohibited except as noted.

Beards - Medical Exceptions

An employee being treated for a facial skin disorder exacerbated by shaving may request permission to wear a beard. The employee shall submit a medical recommendation to his Commander. Based on the medical recommendation, the Commander may grant permission to forego shaving.

The employee shall submit a medical certification every four (4) months verifying the continued existence of the skin disorder. When a beard is authorized, a full profile beard shall be worn, with a maximum hair length of ¼”.

Mustaches

A neatly trimmed mustache is permissible. Mustache hair shall not extend more than ¼" below or beyond the line of the wearer's upper lip. The length of mustache hair shall not exceed ½".

Wigs

Wigs or hairpieces shall conform to hair regulations.

Fingernails

Designs, such as "sculptured nails," are prohibited. No objects shall be affixed to the fingernails.

Officers' fingernails shall not extend more than ¼" beyond the fingertips. They shall be kept clean.

All uniformed officers (male and female) may wear clear fingernail polish. Non-uniformed female officers may wear colored nail polish in neutral tones.

Cosmetics

Cosmetics shall be applied in good taste so colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are prohibited.

Tattoos and Body Art

Beginning April 1, 2012, visible permanent or temporary tattoos and body art including intentional body modifications that meet the following criteria are prohibited for both sworn and civilian police department applicants:

- Any tattoos and body art including intentional body modifications that are sexist, racist, vulgar, anti-social, gang-related, or represent criminal or historically oppressive organizations, or extremist groups
- Tattoos or body modifications above the collar bone, including the face, ears, and head
- Tattoos on the hands
- Full sleeve tattoos

This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment.

Employees who are hired after the effective date of this policy must maintain the above-mentioned standard and are not permitted to acquire the previously described tattoos or body art during their tenure with the Department.

Current employees who have tattoos or body art described in the above-mentioned standard are not permitted to obtain any additional tattoos or body art prohibited by the above mentioned standard during their tenure after the April 1, 2012, effective date.

Teeth

Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, or other decorations. Officers are prohibited from wearing dental ornamentation whenever in uniform or operating a Departmental vehicle.

18. <u>Uniform Committee</u>

The Chief of Police appoints the Uniform Committee Chair. The committee is, at minimum, comprised of:

- Bureau of Patrol NCO, the rank of Corporal or below
- Commissioned officer
- FOP 89 representative
- PCEA representative
- Planning and Research Division Representative
- Office of Secondary Employment Representative

Any employee may submit suggestions regarding uniform regulations to the chair through any committee member. Committee recommendations are transmitted to the Chief of Police.

VI. GOVERNING LEGISLATION & REFERENCE

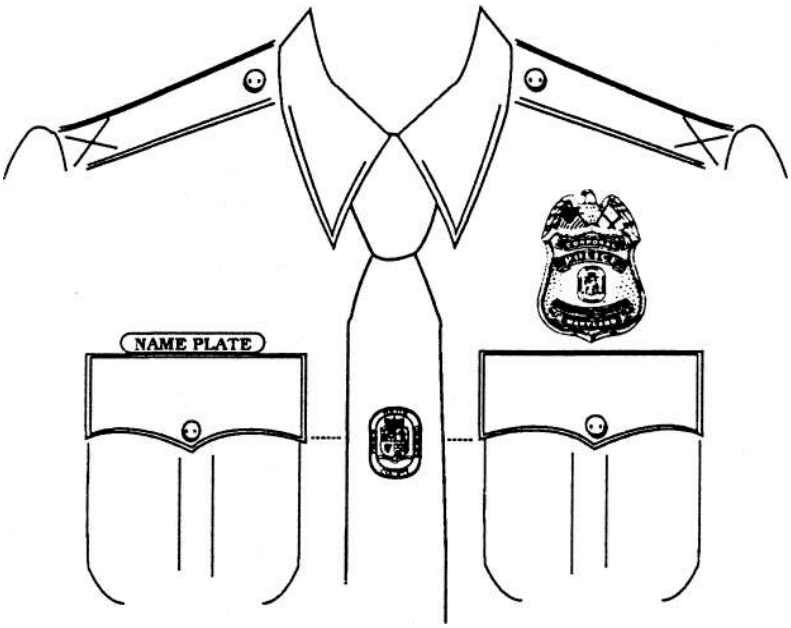
This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 17.5.1, 17.5.2, 17.5.3, 22.2.8, 26.1.1, 41.3.4

Reference:

- Negotiated Labor Agreements
- Bike Patrol Standard Operating Procedure

Basic Uniform Shirt & Accouterments



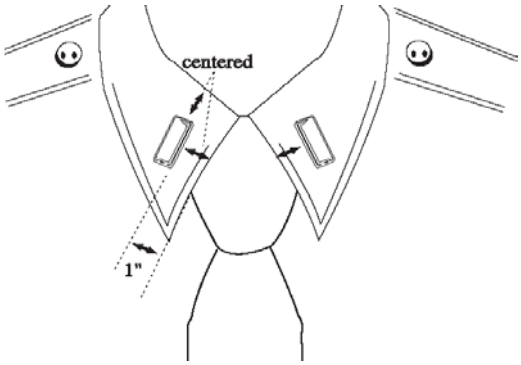
NAME PLATE: Worn with bottom edge against top of shirt pocket flap, and centered above the flap.

TIE DEVICE: Worn centered on the tie at a point centered on the horizontal line formed by an extension of the tips of the shirt pocket flaps.

Rank Devices - Commissioned Officers Winter Shirts

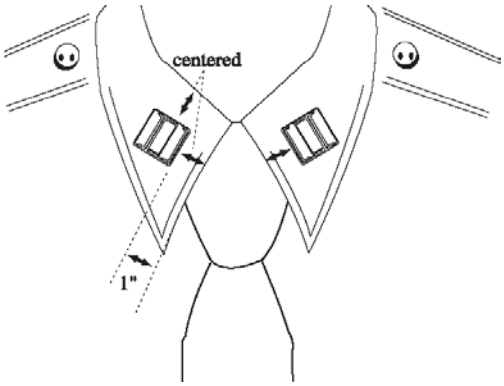
Lieutenant

Device centered parallel to collar edge



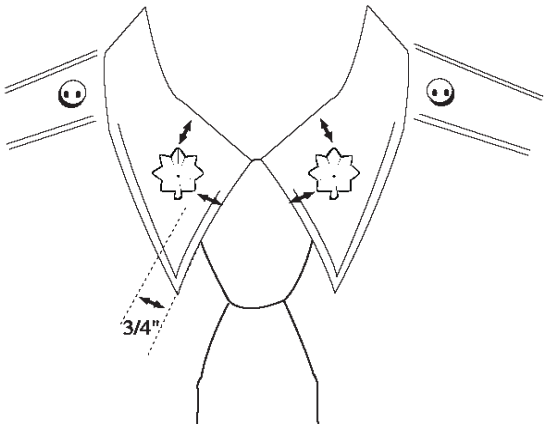
Captain

Device centered parallel to collar edge



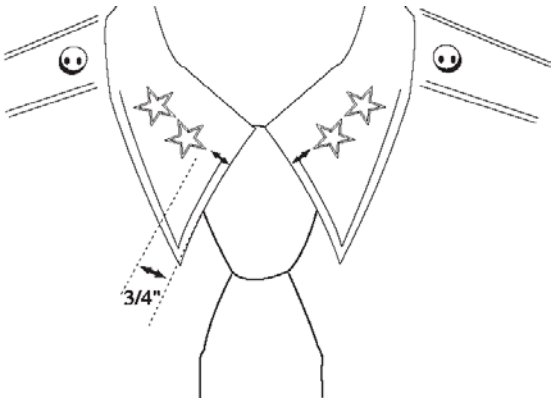
Major

Device centered on collar with stem toward collar point



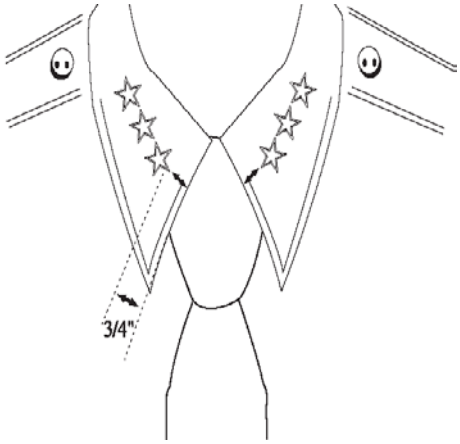
Deputy Chief

Device centered on collar with stars parallel to top collar edge



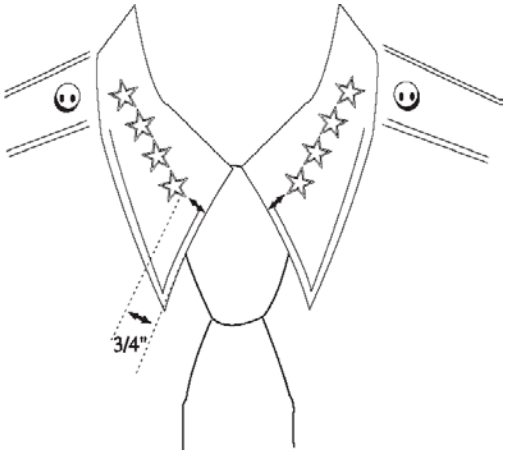
Assistant Chief

Device centered on collar with stars parallel to top collar edge

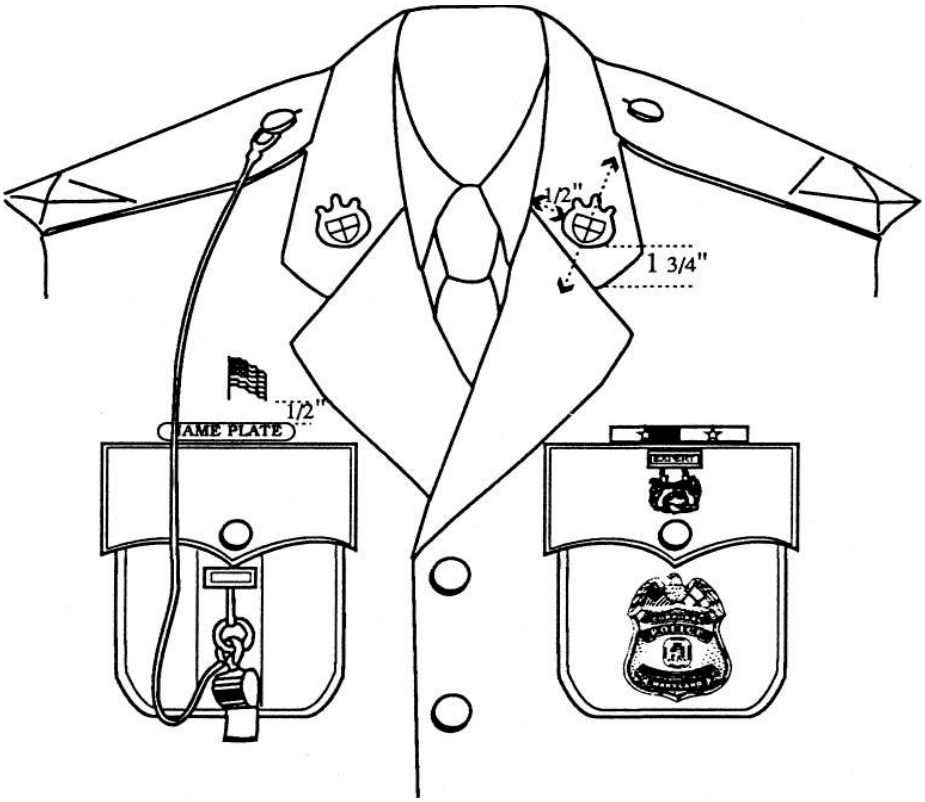


Chief of Police

Device centered on collar with stars parallel to top collar edge



Blouse & Accouterments



NAME PLATE: Worn with bottom edge against top of shirt pocket flap, and centered above the flap.

WHISTLE AND CORD: Worn as shown.

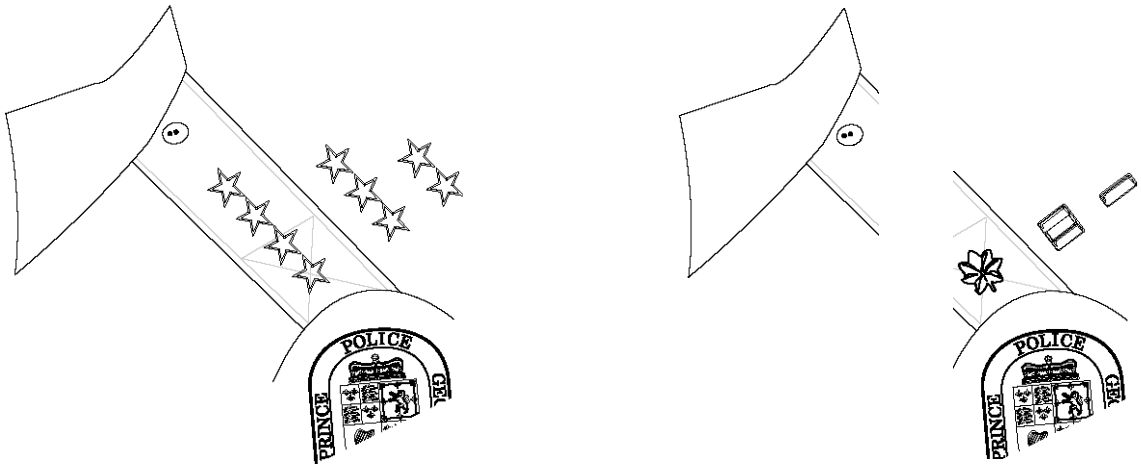
WHISTLE HOOK: Worn 1/4" and centered below the center point of the right pocket flap.

MARKSMANSHIP MEDAL: Worn centered 1/4" and centered below the top of the left pocket flap.

AWARDS: Worn above the left pocket ***See*: VOLUME I, CHAPTER 9. DEPARTMENTAL AWARDS.**

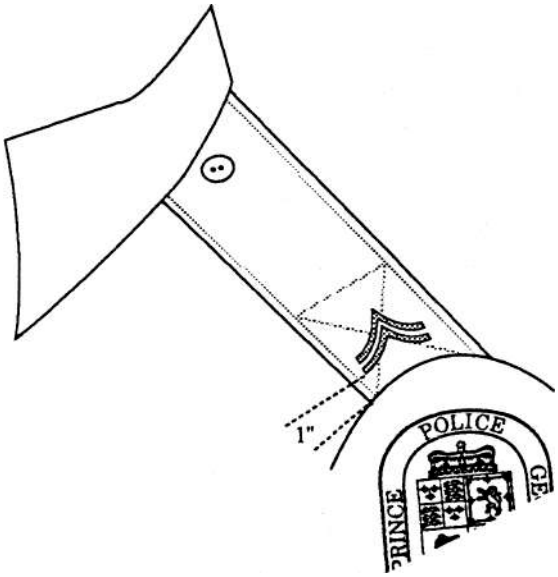
COLLAR ORNAMENT WITH STATE SEAL: Aligned as shown: Inside edge 1/2" from inside collar edge, and outside bottom edge closest to top collar point is 1 3/4" from the point.

Commissioned Officers Gore-Tex® Jacket, Sweater, & Blouse



Rank devices for commissioned officers shall be worn centered on the epaulet, with the edge of the device one inch from the end of the epaulet.

Non-Commissioned Officers
Gore-Tex® Jacket & Sweater



Rank devices shall be worn on the epaulets of the Gore-Tex® jacket and pullover sweater. The devices shall be worn centered on the epaulet, with the edge of the device one inch from the end of the epaulet.

Rank devices are those approved for wear by the following U.S. Army ranks:

Police Rank: Police Officer First Class

Police Rank: Corporal

Police Rank: Sergeant

Police Rank: 1st Lieutenant
30 Years of Continuous Service

Police Rank: Sergeant Major
Most Senior Sergeant w/ at least 30 Years of Continuous Service

Police Rank: First Sergeant
30 Years of Continuous Service

Police Rank: Master Corporal
Most Senior Corporal w/ at least 30 Years of Continuous Service

Police Rank: Senior Corporal
30 Years of Continuous Service

37. U-VISA CERTIFICATIONS
(July 2019)

I. POLICY

This sets forth the Department's policy on U-Visa certifications under the Victims of Trafficking and Violence Prevention Act. The U-Visa was developed by Congress to give law enforcement a tool in detecting, investigating, and prosecuting crimes against non-immigrants.

The U-Visa is a benefit to non-immigrants who are victims of a qualified crime and are assisting or have assisted law enforcement, or are likely to be helpful in the investigation of that crime. The U-Visa give non-immigrants a temporary visa to remain in the U.S. for up to 4 years, and non-immigrants can apply for permanent residency after 3 years.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS (N/A)

- USCIS Form I-918B, Non-immigrant Status Certification Form

V. PROCEDURES

1. Eligibility

To be eligible for a U-Visa certification, a person must show that they were a victim of a qualifying crime, has specific knowledge and details of the crime, and has been, is being, or is likely to be helpful to law enforcement in the detection, investigation, or prosecution of the crime.

Eligible applicants include:

- The victim of the crime
- If the victim is under the age of 16 or is unable to provide information because of disability, a parent, guardian or next-of-kin may give the information on the victim's behalf

2. Qualifying Crimes

The crime must occur in Prince George's County for PGPD to provide certification

Qualifying crimes include the listed crimes, as well as conspiracy, or attempts to commit any of the listed related crimes:

- Abduction
- Abusive sexual contact
- Blackmail
- Domestic Violence
- Extortion
- False imprisonment
- Felony Assault
- Female Genital Mutilation
- Being Held Hostage
- Incest
- Involuntary Servitude
- Kidnapping
- Manslaughter
- Rape
- Murder
- Obstruction of Justice
- Peonage
- Perjury
- Prostitution
- Sexual Assault
- Sexual Exploitation
- Slave Trade
- Torture
- Trafficking
- Witness Tampering
- Unlawful Criminal Restraint

3. Duty to Remain Helpful

Helpfulness means the victim was or is assisting law enforcement in the investigation or prosecution of the crime. The victim must provide assistance when reasonably requested. The victim has an ongoing responsibility to be helpful. Unreasonable refusal of assistance will disqualify the victim from a U-Visa. Duty to remain helpful remains after the U-Visa is granted and can be revoked if the victim does not remain helpful.

4. Certification

The Chief of Police has authority to sign certification or delegate that authority. The certification can be initiated through PGPD or the victim of the crime themselves. The Chief of Police or their designee is not required to certify a U-Visa for a qualified non-immigrant if anything during the certification process lead the Chief of Police or their designee to believe that the non-immigrant has not been completely truthful, has open warrants, or prior convictions. The Chief of Police or their designee also has the authority to revoke a U-Visa at any time if the non-immigrant does not fulfill their duty to remain helpful.

PGPD will only provide certifications for crimes that have not gone to trial. If a crime has gone to trial the applicant will need to contact the Prince George's County State's Attorney's Office for a U-Visa certification. A current investigation, prosecution or filing of charges is not required for U-Visa certification. Additionally, a certification can be signed even if the case is closed. There is no statute of limitations for U-Visa certifications.

All inquiries regarding U-Visas will be forwarded to Office of the Chief via the chain of command.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- US Department of Homeland Security, U-Visa Law Enforcement Certification Resource Guide available at https://www.dhs.gov/publication/u-visa-law-enforcement-certification-resource-guide