

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF PATROL

BUREAU OF PATROL

Bureau of Patrol (BOP): Encompasses the largest number of personnel and provides the basic level of police response and services.

The Bureau of Patrol is comprised of the following:

- ❑ Deputy Chief, Bureau of Patrol
- ❑ Operations Commander, Bureau of Patrol
- ❑ Assistant Operations Commander, Bureau of Patrol
- ❑ Districts I – VII
- ❑ Special Operations Division
- ❑ On Duty Officials
- ❑ Juvenile Transition Center
- ❑ Community Services Division
- ❑ Telephone Reporting Unit
- ❑ Citizen Services Specialist

1. Deputy Chief, Bureau of Patrol

The Deputy Chief, Bureau of Patrol oversees all law enforcement and community-related activities.

The Deputy Chief, Bureau of Patrol performs duties assigned by the Chief of Police. As designated, the Deputy Chief, Bureau of Patrol may be the Acting Chief of Police in the Chief of Police's absence or disability. When acting as the Chief of Police, the Deputy Chief, Bureau of Patrol has all the powers and duties conferred upon the Chief of Police.

The Deputy Chief, Bureau of Patrol shall:

- ❑ Serve as the advisor to the Chief of Police in the coordination of law enforcement, military, or other resources in response to emergencies or unusual circumstances
- ❑ Submit a weekly report to the Chief of Police summarizing major activities that have occurred or have been planned within Bureau of Patrol
- ❑ Meet and confer with the other Deputy Chiefs and Division Commanders to resolve mutual problems
- ❑ Cause a review of any court case that a prosecuting authority declines to prosecute, dismisses, or files a motion for nolle prosequi due to alleged mishandling by subordinate employees
- ❑ Allocate personnel to components within Patrol Services according to workload assessment data
- ❑ Develop annual goals and objectives for the Bureau of Patrol, and ensure that all organizational components in the Bureau of Patrol develop annual Division- or Unit-specific goals and objectives

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- ❑ Promote coordination between the Bureau of Patrol and other components, soliciting recommendations from subordinates regarding methods to enhance intra-Departmental relations

Additional duties and responsibilities include:

- ❑ Assisting the Chief of Police in the preparation of reports, projects, and correspondence
- ❑ Representing the Department and the Chief of Police on various boards and committees
- ❑ Coordinating the response to unusual occurrences. In this regard, the Deputy Chief, Bureau of Patrol will act as an expeditor of resources during emergencies and be a principal advisor to the Chief of Police
- ❑ Attending briefings held by the Deputy Chiefs and summarizing significant information for the Chief of Police
- ❑ Participating in budget preparation

Citizen Services Specialist

The Citizen Services Specialist reports to the Deputy Chief, Bureau of Patrol.

The Citizen Services Specialist shall:

- ❑ Receive concerns and inquiries about departmental operations and officer performance from citizens
- ❑ Ensure that the issue or concern is resolved
- ❑ Enter the issue or concern into a database for tracking purposes
- ❑ Distribute information contained in the database to command personnel to assist in improving service to the community
- ❑ Coordinate the presentation of awards and retirement badges
- ❑ Assist or handle miscellaneous projects, as assigned

2. Operations Commander, Bureau of Patrol

The Operations Commander, BOP holds the rank of Major and has the following responsibilities:

- ❑ Assist in preparing correspondence, projects, and reports
- ❑ Assist in the planning function
- ❑ Act as a coordinator and liaison between the Deputy Chief , Bureau of Patrol and operational units as well as other components
- ❑ Coordinate the On Duty Official function

3. Assistant Operations Commander, Bureau of Patrol

The Assistant Operations Commander, BOP holds the rank of Captain and has the following responsibilities:

- ❑ Assist the Operations Commander, BOP in preparing correspondence, projects, and reports

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- ❑ Assist the Operations Commander, BOP in the planning function
- ❑ Act as the Operations Commander, BOP in his or her absence
- ❑ Coordinate the Telephone Reporting Unit and Community Services Division

Telephone Reporting Unit (TRU)

The Telephone Reporting Unit handles calls for service that do not require the presence of a police officer on the scene.

Community Services Division

The Community Services Division is the primary conduit through which the Department demonstrates its commitment to the development and perpetuation of programs that are:

- ❑ Youth-oriented
- ❑ Community-oriented
- ❑ Educational and focus on crime prevention

Commander, Community Services Division

The Commander, Community Services Division is responsible for:

- ❑ Planning and coordinating all activities of the Division
- ❑ Assigning work projects to subordinates
- ❑ Directing the implementation of specific new programs when necessary
- ❑ Assisting in the overall planning process of Division programs and activities
- ❑ Training staff
- ❑ Preparing analytical and other reports
- ❑ Keeping the Deputy Chief, BOP informed of Division efforts

Some of the responsibilities and programs of this Division include:

- ❑ Designing, developing, and implementing prevention, educational, and recreational programs
- ❑ Coordinating the School Safety Patrol program
- ❑ Coordinating the Police Athletic League
- ❑ Coordinating requests for classroom presentations in public and private schools
- ❑ Coordinating, through the Training and Education Division (TED), specialized training for officers who deal with juvenile and family-related matters
- ❑ Assisting investigators as needed
- ❑ Completing and submitting reports about Division activities to the Deputy Chief, BOP
- ❑ Conducting a documented written review/evaluation of the effectiveness of all crime prevention programs at least every three years (i.e., 2007, 2010, 2013)

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Community Education Section

The Community Education Section consists of:

- ❑ Police Athletic League
- ❑ Cadet Program
- ❑ Police Explorers
- ❑ Volunteers in Police Service

Police Athletic League and Cadet Programs

The Police Athletic League (PAL) offers young adults the opportunity to participate in recreational and other activities that are safe and healthy and promote team building, competition, and good sportsmanship.

Cadets are part-time employees of the Department that do not have the authority of a sworn officer, but who learn about the Department as they work in various locations within the Department and participate in varied activities.

Police Explorers and Volunteers

Police Explorers are young men and women (generally school-aged) who are not employees of the Department and do not have the authority of a sworn officer, but who participate in activities as part of their exploring the law enforcement profession.

Police Volunteers (Volunteers in Police Service) are individuals who volunteer of themselves to provide support for law enforcement. They do not have the authority of a sworn officer.

Community Safety Section

The Community Safety Section consists of the Crossing Guard Unit.

Crossing Guard Unit

The Crossing Guard Unit provides trained, non-sworn members of the Department to staff school crossings in order to assist school children to arrive safely at school

4. On Duty Officials

On Duty Officials report to the Operations Commander, Bureau of Patrol. Duties and work schedules are established by the Deputy Chief, Bureau of Patrol. Before the beginning of their tour of duty, the Operations Duty Commanders shall contact Public Safety Communications for entry into the CAD system.

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During a tour of duty, the On Duty Official acts as the senior officer charged with the authority and responsibility of management and operations, with the following exceptions:

- ❑ If a District Commander arrives on an incident scene or is so directed by a superior officer, that Commander may assume command of the incident
- ❑ During certain specific situations, incident command is provided for by other specified officers

5. Patrol Districts

District Commander

The District Commander has overall responsibility for the daily operation of the District and shall:

- ❑ Assist the Deputy Chief, Bureau of Patrol in the interpretation and analysis of crime and incident data
- ❑ Be alert to the development of community tensions and provide for prompt, remedial, or corrective action
- ❑ Cause general supervision and inspection of all public places within the District and cause the laws and ordinances pertinent to their operation to be enforced
- ❑ Conduct an annual inspection of all activities within the District and provide a report to the Deputy Chief, Bureau of Patrol regarding the effectiveness of each, including recommendations for revision, addition, or termination of such activities
- ❑ Conduct and document evaluations of all crime prevention programs in their respective districts at least every three years
- ❑ Monitor any need for improved patrol techniques and submit recommendations to the Deputy Chief, Bureau of Patrol
- ❑ Provide for continued training of probationary employees and ensure that performance evaluation reports are completed and submitted
- ❑ Submit to the Deputy Chief, Bureau of Patrol status reports reflecting the general conditions of facilities and equipment, personnel strength, and other information as may be required
- ❑ Assign officers to shifts based upon staffing and operational necessity
- ❑ Provide for continuous patrol coverage within the District by ensuring a staggered shift change provides a minimum of 15 minutes overlap between oncoming and off-going shifts
- ❑ Ensure that officers working a rotating shift schedule are provided, at least 60 days in advance of use, with a copy of such schedules, indicating the scheduled work days, days off, and rotation for at least one calendar year
- ❑ Oversee the daily operation of any detainee processing areas within the District

Assistant District Commander

The Assistant District Commander shall assist in the daily activities of the District and perform duties assigned by the District Commander. The Assistant District Commander directly supervises:

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- ❑ Property Supply Clerks
- ❑ Security Officers
- ❑ Shift Commanders

Juvenile Transition Center

The Juvenile Transition Center is a regional center at which juvenile offenders and non-offenders who have been taken into custody are processed for Juvenile Justice System proceedings. The Juvenile Transition Center operates out of the District III station and is under the command of the District III Commander.

Property Supply Clerk

The Property Supply Clerk is responsible to the District/Division Commander and shall:

- ❑ Review administrative reports
- ❑ Supervise the office routine at the District
- ❑ Supervise the activities of any Security Officers assigned to the District
- ❑ Ensure adequate resources are maintained at the District
- ❑ Maintain pool vehicles assigned to the District/Division
- ❑ Act as the summons control officer
- ❑ Compile monthly statistical reports for submission by the District Commander
- ❑ Coordinate Ride-Along Program participants and special requests from citizens for the District

Patrol Section

Shift Commanders

The Shift Commander is responsible to the Assistant District Commander and shall:

- ❑ Log on to the CAD at the beginning of each tour of duty
- ❑ Keep PSC advised of his or her status during the tour of duty
- ❑ Elicit pertinent information from the preceding Shift Commander and provide such information to the oncoming Shift Commander
- ❑ Supervise sector supervisors and provide for their performance evaluations
- ❑ Attend roll calls
- ❑ Disseminate information regarding special enforcement task forces, decoy operations, or other tactical operations occurring during the shift and relay any special instructions
- ❑ Study and evaluate traffic and crime conditions
- ❑ Make a personal inspection of the District at least once during each tour of duty, including an inspection of the detainee processing area to ensure proper prisoner accountability
- ❑ Request support personnel and equipment and ensure adequate resources are maintained
- ❑ Maintain liaison with other shift commanders
- ❑ Respond to major or unusual incidents within the District during the shift or as directed by a superior officer

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- ❑ Be alert to the development of community tension and provide for prompt, remedial, or corrective action; as necessary, notify superiors and provide instruction and guidance to subordinates
- ❑ Review administrative reports forwarded by subordinates
- ❑ Conduct disciplinary investigations when directed

Sector Supervisors

The Sector Supervisor shall:

- ❑ Conduct roll calls
- ❑ Deploy personnel to patrol beats throughout the sector, based on operational, manpower, or training needs considering:
 - Available manpower
 - Physical geography of the sector
 - Current demands for additional police presence
- ❑ Be familiar with Administrative Procedures, State and County laws, ordinances, and written directives
- ❑ Review written directives of the Department with employees pertaining to their duties
- ❑ Inspect the activities of personnel and equipment and take action to ensure compliance with Departmental standards
- ❑ Conduct at least two trail audits for each subordinate to be evaluated within each promotional evaluation period
- ❑ Patrol the sector as required
- ❑ Elicit pertinent information from the preceding Sector Supervisor and provide such information to the oncoming Sector Supervisor
- ❑ Evaluate conditions in the sector and recommend necessary corrective action to the Shift Commander
- ❑ Respond to major or unusual incidents within the sector, or as directed by a superior officer; provide the necessary control and direction of the police operation unless relieved by a superior officer
- ❑ Provide mandated in-service and other on-the-job training
- ❑ Periodically meet with subordinates to evaluate their performance and to identify training needs
- ❑ Review, or cause to be reviewed, reports submitted by subordinates
- ❑ Supervise the continued training of probationary officers; ensure the preparation and review of evaluation reports
- ❑ Inspect personnel at the beginning of their tour of duty in accordance with the requirements of the GOM
- ❑ Inspect subordinates' GOMs each January and July
- ❑ Ensure any officer working an assignment requiring the exercise of control over any detainee processing area has received training on the operation of the facility
- ❑ Monitor conditions within the sector and adjust areas of responsibility when appropriate

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The Sector Supervisor shall designate a Corporal to assume the position of sector supervisor in the Sector Supervisor's absence. The designated Corporal will then perform the duties and responsibilities of Sector Supervisor.

Patrol Officers

Patrol Officers are responsible for their respective areas of assignment. They shall be thoroughly knowledgeable of their area by becoming acquainted with the residents and merchants. The primary patrol method is by marked police cruiser. Officers may conduct foot patrols.

Patrol Officers shall:

- ❑ Proceed to their assigned areas at the beginning of the watch
- ❑ Provide continuous preventive patrol during the watch when not on specific assignment
- ❑ Maintain immediate access to a police radio while on-duty; except when otherwise required by an immediate task such as attending court, continually monitor the assigned frequency
- ❑ Respond immediately to assigned calls for service and provide a written report or appropriate call disposition
- ❑ Remain in their area of responsibility during the tour of duty except for official duties or personal necessity; exceptions require supervisory approval
- ❑ Report for roll-call on time, properly uniformed and equipped
- ❑ Keep uniform and equipment clean and neat at all times; defective equipment and vehicles shall be reported to the supervisor
- ❑ Be familiar with the laws, regulations, and ordinances that they are required to enforce
- ❑ Preserve the peace; prevent crime and disorder; arrest offenders; and enforce all laws, statutes, ordinances and regulations
- ❑ Problem solve by providing referral information to social service and criminal justice diversionary programs
- ❑ Promptly inform PSC of any information important to the police community
- ❑ Frequently patrol commercial buildings and vacant houses at night; buildings found open shall be secured after the proper investigation and notifications are made
- ❑ Perform field interviews as appropriate
- ❑ Ensure timely notification to their supervisor of activities and incidents in compliance with requirements in the GOM
- ❑ Be alert for signs of hazards in the community and upon the highways and make appropriate notifications through PSC
- ❑ Observe and report improperly operating traffic signal devices
- ❑ Monitor traffic and assist with traffic control at congested points by providing traffic direction or providing assistance to motorists
- ❑ When patrolling specifically for traffic violations, employ the most efficient patrol techniques for the given circumstances
- ❑ Monitor pedestrian traffic in order to curtail movement that could impede vehicular traffic and lead to motor vehicle/pedestrian accidents
- ❑ Monitor bicycle operations to ensure compliance with applicable provisions of the Maryland Vehicle Law

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- ❑ Enforce parking regulations by conducting general surveillance during patrol and being alert for vehicles impeding the free flow of traffic, especially during peak traffic hours
- ❑ Citing or impounding illegally parked vehicles
- ❑ Conform to any MPCTC-mandated procedures as demonstrated during recruit training or in-service training
- ❑ Read all roll-call information disseminated during any absence from duty
- ❑ Appropriately document and report self-initiated activities while on patrol

Patrol Officer's Responsibilities at Crime Scenes or Other Incidents

The primary responsibility of the patrol officer upon receiving notice of a crime or incident is to proceed to the scene promptly and safely.

The first officer arriving at the scene is responsible for the following actions as applicable, according to their importance:

- ❑ Summon medical assistance and the administration of first aid as may be required to prevent further injury or loss of life
- ❑ Arrest suspect(s) if still at the scene
- ❑ Secure the crime scene to preserve evidence
- ❑ Request assistance from and properly notify his or her supervisor
- ❑ Collect necessary information and complete appropriate reports

Patrol Officer's Responsibility to Conduct Preliminary Investigations

The Patrol Officer is responsible for conducting preliminary investigations at all incident scenes, unless otherwise directed.

The officer shall:

- ❑ Locate and identify all principals
- ❑ Interview the reporting person and witnesses to verify the crime and classify it; observe all conditions, events and remarks, making no assumptions; note factual discrepancies and unusual behavior
- ❑ Conduct suspect searches as necessary
- ❑ Secure the scene to protect evidence, including points of entry and departure
- ❑ Obtain concise information for a look-out, if applicable
- ❑ Interview suspects or yield responsibility to the component with investigative responsibility
- ❑ Collect evidence or arrange for its collection and processing
- ❑ Report the incident fully and accurately on the proper Departmental forms, providing complete descriptions of suspects, MO, and property
- ❑ Notify the component having investigative responsibility for the type of crime
- ❑ Yield responsibility for follow-up to the investigator

The officer shall not leave the incident scene unattended unless emergency circumstances exist; the dispatcher shall be notified in these cases.

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The preliminary investigator shall protect the scene from tampering and shall prohibit entry to unauthorized citizens or employees, regardless of rank or stature. Only those assigned to the investigation shall be allowed to enter. A list of all persons entering the scene shall be maintained. The officer shall remain at the crime scene until relieved.

This procedure shall be followed and the authority to preserve a crime scene shall be followed in order to safeguard the crime scene in its original condition.

Officers shall conduct the investigation to a point where a lapse in the investigation would not jeopardize its outcome. If an arrest cannot be immediately secured, the responsibility for further investigation shall be yielded to an investigator.

In felony cases, and others where follow-up investigation is probable, the officer shall provide principals with the CCN, name, and telephone number of the Departmental component that will assume the investigation. Principals shall be encouraged to contact the Department to obtain further information.

In all cases the officer shall, when necessary, explain the Department's operational considerations applicable to the case. Principals shall be informed that notification of case status may be via a court subpoena.

Patrol Officer's Responsibility for Evidence Collection

When sufficient personnel are available, the sector supervisor may designate an officer to serve as a Squad Evidence Officer.

When available, Squad Evidence Officers respond to all calls for burglaries. However, they may also be directed by the supervisor to respond to other calls, such as recovered stolen autos or thefts from autos, when their skills as an evidence collector are necessary.

Squad Evidence Officers shall handle the preliminary investigations of burglaries; ensure that physical evidence is collected, and that the neighborhood is canvassed. A complete and concise report shall be written and all investigative leads forwarded to the appropriate investigative section.

Upon arrival at a burglary scene, the officer responsible for collecting evidence shall:

- ☐ Ensure that the premises are secured and that a lookout for suspects and vehicles has been broadcast
- ☐ Collect any latent fingerprints or physical evidence
- ☐ Contact the victim's neighbors to determine if they have any information concerning the burglary, and provide them with crime prevention literature
- ☐ Complete and submit a detailed report, including the results of the neighborhood canvass and a description of any evidence collected
- ☐ Ensure notification to the Telecommunications Unit of available serial or identifying numbers on stolen property
- ☐ Work directly with assigned investigators

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If there is no one designated or the officer designated to perform evidence collection is unavailable, the on-scene patrol officer is responsible for ensuring that all evidence is properly collected. The unavailability of a Squad Evidence Officer does not relieve the patrol officer of following proper evidence collection procedures at a crime scene.

Enforcement Commander

The Enforcement Commander is accountable for their District's Special Assignment Teams and Community-Oriented Policing Squads. The Enforcement Commander shall perform the applicable duties of a Shift Commander.

6. Special Operations Division

SOD is comprised of the Tactical Section, Canine Section, Aviation Section, Special Services Section, National Harbor Section, and Traffic Enforcement Section.

Tactical Section

The Tactical Section consists of the following:

- ❑ Emergency Services Teams
- ❑ Tactical Training Supervisor

Emergency Services Teams (EST)

Emergency Services Teams handle high-risk situations, such as those involving a hostage/barricade or a sniper. EST may also:

- ❑ Assist other components in the execution of arrest or search warrants when their presence is considered to be appropriate
- ❑ Perform selected stake-out operations in coordination with other components in situations where there is danger of armed confrontations calling for the use of specialized weapons or tactics
- ❑ Provide protective services for governmental officials and other dignitaries
- ❑ Assist with the operation of the Firearms Range
- ❑ Conduct training programs on special weapons and tactics

Canine Section

The Canine Section consists of the following:

- ❑ Canine Units
- ❑ Conflict Management Team

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Canine Units

The Canine Units are responsible for conducting searches including searches at crime scenes, building searches, article searches, searches for suspects, and searches for lost or missing persons. In addition, canine units shall:

- ❑ Patrol public schools and commercial Districts
- ❑ Respond to emergency situations and provide support to other Departmental components
- ❑ Conduct routine patrol
- ❑ Support units involved in stakeout operations
- ❑ Conduct and participate in training programs for canines and their handlers
- ❑ Conduct presentations and demonstrations of the capabilities of canines to enhance police-community relations
- ❑ Provide the services of CDS and explosives detector dogs

Conflict Management Team

The Conflict Management Team consists of every unit that responds to a critical incident such as a barricade/hostage or similar situation.

Conflict Negotiators

Conflict negotiators shall:

- ❑ Respond to barricade/hostage situations
- ❑ Establish communications with barricaded subjects
- ❑ Serve as the Intelligence Coordinator on barricade/hostage situations
- ❑ Maintain a chronological activity log during hostage/barricade situations
- ❑ Perform dispatch-related functions for officers communicating on tactical radios/channels and relay information as needed to other units on the scene, through the PSC dispatcher
- ❑ Debrief hostages upon incident resolution when appropriate
- ❑ Complete after-action reports
- ❑ Attend scheduled training to maintain proficiency

Communication Specialists

Communication Specialists shall:

- ❑ Respond to barricade/hostage situations
- ❑ Set up and monitor communications equipment
- ❑ Ensure periodic maintenance of communication equipment
- ❑ Ensure the command post is maintained

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Aviation Section

The mission of the Aviation Section is to provide airborne support services to PGPD. The capabilities of the aircraft and its equipment make it uniquely suited for patrol, searches, pursuit, covert surveillance, observation, and aerial photography. The Aviation Section may also:

- ❑ Provide airborne law enforcement services for neighboring jurisdictions, with the approval of the Commander, SOD
- ❑ Serve as an aerial observation platform for other County agencies
- ❑ Provide traffic, crowd, and suspect monitoring at sporting events, civil disturbances, hostage-barricade situations, disasters, or any other large scale event
- ❑ Utilize the section's aircraft as a public relations tool at community events, air shows, and schools
- ❑ Transport personnel in situations where time, distance, and expedience dictate the need to travel by air
- ❑ Provide services in the preservation and furtherance of homeland security
- ❑ Transmit real-time video images from the aircraft to ground personnel via digital video downlink
- ❑ Provide a photography platform for other units such as CID, NED, and CARU

Special Services Section

The Special Services Section consists of the Special Event Unit, and Civil Disturbance Unit. The Commander, Special Services Section is responsible for coordinating and planning special events, and training of officers for the Civil Disturbance Unit.

The Special Services Section shall:

- ❑ Assume responsibility for coordinating, training, scheduling, and planning the Department's involvement at FedEx Field
- ❑ Act as the conduit for facilitation interaction between the private sector promoters, public safety entities, and the citizens of the community impacted by events at the stadium
- ❑ Schedule officers to work all events held at FedEx Field
- ❑ Coordinate and host traffic meetings with County and State agencies, and any private or commercial businesses impacted by FedEx Field events

Special Event Unit

The Special Event Unit develops plans and strategies for major events at the County level that require a sizable contingent of officers and resources, including, but not limited to, FedEx Field events.

Civil Disturbance Unit

The Civil Disturbance Unit (CDU) is responsible for the coordination and training of officers for the unit, ensuring that officers are prepared for pre-planned or spontaneous incidents.

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The primary purpose of the CDU is to provide the Department with the capability to respond to large public gatherings or demonstration disturbances within the County.

National Harbor Section

The National Harbor Section consists of the following:

- ☐ Marine Unit
- ☐ National Harbor Units

Marine Unit

The Marine Unit provides an enhanced law enforcement presence on the tidal waters of the County and enforces maritime and criminal laws on these waterways. Members of the Unit engage in educational efforts for citizens and conduct waterborne safety inspections on non-documented vessels.

National Harbor Units

The National Harbor units report to the Commander of the National Harbor Section. The National Harbor units perform a patrol function at the National Harbor and related adjacent business properties. Their duties, boundaries, and schedules are established by the Commander of the National Harbor Section.

Traffic Enforcement Section

The Traffic Enforcement Section consists of the following:

- ☐ Motors Unit
- ☐ Collision Analysis & Reconstruction Unit
- ☐ Traffic Enforcement Units
- ☐ DUI Task Force

Motors Unit

The Motors Unit shall:

- ☐ Perform traffic enforcement duties at locations having a high incidence of traffic violations or accidents
- ☐ Report traffic problems and take remedial action
- ☐ Provide escorts for funeral and dignitary motorcades
- ☐ Perform in motorcycle demonstrations and competitions
- ☐ Perform traffic surveys for school crossings at the request of the OIC, Crossing Guard Unit

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Motors officers will not normally investigate traffic accidents or reports of crime unless assigned to cruiser duties.

Collision Analysis & Reconstruction Unit (CARU)

The Collision Analysis and Reconstruction Unit shall:

- ❑ Investigate all fatal motor vehicle accidents
- ❑ Investigate all fatal hit-and-run motor vehicle accidents
- ❑ Investigate all Departmental accidents involving serious injury
- ❑ Enforce public carrier regulations
- ❑ Enforce commercial vehicle codes and conduct commercial vehicle safety inspections
- ❑ Enforce regulations dealing with the transportation of hazardous materials
- ❑ Enforce traffic laws through patrol or fixed observation post, such as sobriety checkpoints
- ❑ Perform selective enforcement at locations that sustain a high incidence of accidents or traffic violations based on accident data analysis

Supervisor, CARU

The supervisor of this unit shall:

- ❑ Maintain traffic records, including traffic accident data, traffic enforcement data, reports of roadway hazard, and other traffic-related matters
- ❑ Provide liaison with MSP to implement special enforcement projects and target programs dealing with highway safety
- ❑ Analyze the most recent three years' accident and traffic data for geographic, temporal and causative factors to base selective enforcement activities
- ❑ Evaluate selective enforcement activities annually to determine effectiveness
- ❑ Ensure DPW&T receives accident and enforcement data through ACRS summaries or directly from the Collision Analysis and Reconstruction Unit, if faulty traffic engineering contributed to a serious injury or fatal accident
- ❑ Establish and maintain a liaison with DPW&T and other agencies involved with traffic safety and prevention to facilitate the exchange of information regarding:
 - Traffic engineering
 - Accident and enforcement data
 - Complaint referral or suggestions concerning traffic engineering deficiencies to the responsible agency
- ❑ Maintain current rosters of officers trained in accident reconstruction and enforcement of the commercial vehicle code
- ❑ Detect violations and enforce regulations dealing with transportation of certain types of hazardous materials
- ❑ Ensure that PSC is supplied with a current roster of qualified accident reconstructionists
- ❑ Keep affected commanders informed of the status of investigations conducted by accident reconstructionists

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- ❑ Maintain a liaison with the Office of the State's Attorney regarding accident investigations

Traffic Enforcement Unit

The Traffic Enforcement Unit is responsible to the Commander of the Traffic Enforcement Section to provide selective traffic law enforcement and shall:

- ❑ Review traffic complaints and data
- ❑ Compile statistics of traffic complaints and accident data
- ❑ Analyze statistics and develop work plans based on the most recent three-year period
- ❑ Perform selective traffic enforcement at identified locations where speed-related violations have created hazardous situations
- ❑ Provide for calibration of the Department's speed measuring devices; ensure proper maintenance and maintain accurate records

DUI Coordinator

The DUI Program Coordinator is a member of the Collision Analysis and Reconstruction Unit (CARU) of SOD and shall ensure that:

- ❑ A state toxicologist certification letter is with each breath testing instrument
- ❑ Each instrument is clean and operational
- ❑ The State of Maryland Alcohol Program Testing Log is with each instrument and entries are completed properly
- ❑ Discrepancies are reported to the breath testing operator's Assistant District Commander
- ❑ All appropriate correspondence concerning operation of the Blood Alcohol Program is forwarded to the District's DUI Liaison Officer
- ❑ Fiscal Management Division is sent the appropriate copy of the Alcohol Analysis and Medical Payment Authorization
- ❑ All breath-testing instruments are certified in accordance with procedures promulgated by the State Toxicologist
- ❑ Blood test results received at CARU are sent to arresting officers
- ❑ Broken instruments are repaired; if the DUI Program Coordinator is unable to repair it, he or she shall arrange for repair through the Maryland State Police (MSP)