

CROFTON POLICE DEPARTMENT

RULES AND REGULATIONS *AND* MANUAL OF PROCEDURES

Adopted: October 1994

Issued to: _____

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Introduction

This edition of the Crofton Police Department Rules and Regulations and Manual of Procedure contains the most current information available on a wide range of subjects of interest to law enforcement employees. It is intended to be a reference source as well as a policy manual. Any material contained in this manual which is incorrect should be reported at once. Revisions will be published in the form of General Orders which can be inserted in the manual in the place of the material being revised.

The manual contains twenty five Articles, each of which describes a component of the Police Department or a law enforcement process or topic, or both. Because the Crofton Police department utilizes a number of Anne Arundel County Police Department's services, we will also utilize some of the directives issued by Anne Arundel County Police Department, tailored to the needs of the Crofton Police Department.

To simplify any conflicting issues involving the Crofton Police Department's Rules and Regulations Manual and the Anne Arundel County Police Department's Rules and Regulations Manual, we will follow the Anne Arundel County Rules and Regulations Manual. All officers will receive a copy of the Anne Arundel County Police Rules and Regulations Manual on a thumb drive, any updates will be provided in a paper form as they are received. A copy of the Crofton Rules and Regulations Manual will also be provided to each officer.

Earl D. Fox, Chief of Police

Crofton Police Department

Crofton, Maryland

SECRET

1. The purpose of this document is to provide information regarding the activities of the [redacted] in the [redacted] area. This information is being provided to you for your information only and should not be disseminated to other personnel.

2. The [redacted] has been identified as a [redacted] and is currently active in the [redacted] area. It is believed that the [redacted] is involved in [redacted] activities.

3. The [redacted] is believed to be a [redacted] and is currently active in the [redacted] area. It is believed that the [redacted] is involved in [redacted] activities.

SECRET

EMERGENCY AND DEPARTMENT PHONE NUMBERS

PHONE

DEPARTMENT / AGENCY

974-8700	Abuse and Neglect - Protective Services (24 Hour Service)
974-8680	Monday-Friday 0830 - 1630
222-6825 / 787-6829	Aging, Department of / Ombudsman
945-AIDS / 800-638-6252	Aids Hotline
222-6695	Alcohol and Drug Abuse Services
268-5441	Alcoholics Anonymous
222-6690	Animal Control
268-9000 / 268-4141	Annapolis City Police Department / Emergency
222-8050	Anne Arundel County Police Department
222-1950, 1951, 1998	Academy
222-1953	Captain
787-1610	Arson Task Force
222-8699	Boiler Room
222-8750	Central Records Manager
222-8752	Secretary
222-8755 - 8759	Service Window
222-8770	Micro Film
222-8765, 8767	Tickets - County and State
222-8775	Grand Jury Supplement
222-8780 - 8783	Data Entry
222-8785, 8786	Final Type
222-8550 - 8553	Criminal History
222-8540 - 8544	Warrants
222-8500	Chief of Police
222-8502	Secretary
222-8504	Adjutant
222-8600	Communications Lieutenant
222-8601	Lieutenant's Assistant
222-8606	Secretary
222-8620	Supervisor's Console
222-8631, 8632	Teletype
987-9046	Fax Machine
222-8630	Telecommunications Supervisor
222-8635, 8636	Telephone Reporting System
222-8610 - 8614	Call Taker
222-8640	Lunch Room
222-8723, 8514, 8593	CAD Room
222-8615	Dispatchers - Northern
222-8616	Dispatchers - Eastern
222-8617	Dispatchers - Western
222-8618	Dispatcher - Southern
222-8619	Dispatcher - Channel 5
222-8602, 8603	Supervisor's Officer
222-8604	Training Coordinator
222-8605	800 MHz / CAD Manager
222-8560	Community Relations Captain



EMERGENCY AND DEPARTMENT PHONE NUMBERS

PHONE #	DEPARTMENT / AGENCY
222-8571	Secretary
222-8562 - 8566	Crime Prevention
222-8568	Sergeant
222-6894	D.A.R.E.
222-8622	Juvenile / Victim Witness
222-8567	Manager
222-8621	Secretary
222-8625	Runaways / Missing Persons
222-8624	SHOCAP
222-6895	P.A.C.T.
222-6894	Sergeant
222-8569	Speakers Bureau
222-7233	S.A.F.E.
222-8573 - 8577	Traffic Safety
222-8578	Sergeant
222-8587	Secretary
222-8586	Crossing Guards
787-2054	Court Liaison
222-3566 - 3568	C.I.D.
222-3410	Major
621-7673	Outside Line
222-3421	Crimes Against Property
222-3450	Crimes Against Persons
222-3454	Evidence Technician
222-3452	Polygraph Unit
222-8531 - 8535	C.D.S. Laboratory
222-3419	Career Criminal Sergeant
222-3513	Secretary
222-3409, 3414 - 3418, 3751	Staff
222-8507	Deputy Chief Field Operations
222-8510	Secretary
222-8508	Major
222-8505	Deputy Chief Technical Services Bureau
222-8501	Secretary
222-8511	Captain
222-6140	Eastern District
222-6145 - 6148	District Lines
222-8800	Evidence Collection / Identification
222-8810 - 8812	E.C.U.
222-8813	Mug Shots
222-8815, 8806	Fingerprint Technician
222-8804	Photo Lab
222-8803	Latent Print Examiner
222-8802	E.C.U. / C.I.D. Coordinator
222-8700	Information Officer
222-8701	Secretary



EMERGENCY AND DEPARTMENT PHONE NUMBERS

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222-8731, 8732, 8581	Inspection Services Division Lieutenant Secretary Internal Affairs	
222-8730		
222-8740		
222-8741, 8742, 8744		
222-8656		
222-8658, 8659, 8662		
222-8509		
222-8651		
222-8652		
222-8650		
222-8655	Intelligence Unit Sergeant Detectives Legal Advisor	
222-8660		
222-8657		
222-8653		
222-8654		
222-8590, 8591		
222-6005 - 6009		
796-0900		
796-0990		
796-1019, 1061, 1063		Management Planning Lieutenant Sergeant Secretary Fleet Coordinator Budget Analyst Management Analyst Manpower Analyst Project Officer
796-1066, 1068, 1085		
796-1102, 1107, 1122, 1017		
796-1087, 1093, 1097		
796-1158, 1167, 1174		
796-1151, 1153, 1155		
796-1181, 1184		
222-6130		
222-6135 - 6138		
222-8678		
222-8671	Management Information Unit Narcotics Lieutenant Secretary County Wide Office District Drug Support P.O.P. Squad Interdiction Unit Task Force Pharmaceutical Unit	
222-8676		
222-8672 - 8675		
222-8690 - 8692		
222-1960		
222-1961 - 1965		
222-8520		
222-8522, 8523		
222-8525		
222-8524		
222-6150	F.A.S.T. Northern District Captain District Lines Personnel Manager Assistant Manager Secretary	
222-6155 - 6158		
672-3676		
267-1260		
396-2525		
887-2214		
268-4393 or 269-0378		
		Staff Property Management Southern District Captain District Lines Special Operations Lieutenant Sergeant's Office Staff K-9 Kennel
	Western District Captain District Lines Fax Machine Anne Arundel Medical Center Baltimore City Police Department Baltimore County Police Department Battered Spouse Shelter and Counseling	



EMERGENCY AND DEPARTMENT PHONE NUMBERS

PHONE #	DEPARTMENT / AGENCY
535-2800	Calvert County Sheriff's Department
222-1444	Central Services
576-2414	Child Abuse Prevention Center of Maryland
222-1397	Circuit Court
974-2614	Commissioner (Court) Annapolis
508-2370	Commissioner (Court) Glen Burnie
222-1530	Community Services
787-2230 or 974-2603	Community Arbitration Services
987-6200	Crownsville State Hospital
974-2249	Department of Natural Resources Police
222-7373	Detention Center, Anne Arundel County
974-2678	District Court, Annapolis Criminal
974-2616	District Court, Annapolis Traffic
787-2391	District Court, Glen Burnie Criminal
787-2390	District Court, Glen Burnie Traffic
222-1277	Domestic Relations Division
222-1443	Drug and Alcohol Programs
1-800-752-DRUG	Drug Hotline, Anne Arundel County Police Department
222-7777	Environmental Hotline
385-1200	Fellow of Lights (24 Hours)
987-4010	Fire Department
234-5000	Gas & Electric Emergencies (24 Hours)
497-7914	Greater Laurel Beltsville Hospital
347-3289 or 347-3509	Harbor Hospital
787-7650	Highway, State
222-6120	Highway, Bureau of Northern
222-1933	Highway, Bureau of Southern
222-1930	Highway, Bureau of Central
222-6126	Highway, Bureau of Western
222-6200	Housing Authority
222-7790	Inspections and Permits (construction, grading, licenses)
992-2266 or 313-2266	Howard County Police Department
222-7025, 7085	Jennifer Road Garage
498-0092 or 792-9047	Laurel City Police Department
222-7371	Library, Public
263-1835	Lighthouse Shelter
974-3301 or 268-6101	Maryland State Police - Annapolis
761-5130	Maryland State Police - Glen Burnie
222-8020	Millersville Garage
950-1682	Motor Vehicle Administration
787-4393 or 787-4565	North Arundel Hospital
222-7520	Operations, Bureau of
222-6680	Pascal Senior Center
222-7430	Planning and Zoning
528-7701 or 800-492-2414	Poison Control Center (24 Hours)
677-6622	Provost Marshall's Office



EMERGENCY AND DEPARTMENT PHONE NUMBERS

PHONE

DEPARTMENT / AGENCY

336-8800	Prince George's County Police Department
222-7058	Public Works
222-3613	Recreation and Parks
760-9600 or 467-9900	Red Cross Disaster Relief Services
222-6120	Road / Storm Drain Emergencies
222-7273	Runaways
1-800-231-6946	Runaway Hotline (24 Hours)
551-7722	Sarah's House
974-3181	Sediment / Storm water Complaints
222-7273 or 800-852-5672	Sexual Assault / Rape Crisis Center and Hotline
222-1189	Sheriff's Office, Anne Arundel County
328-3156	Shock Trauma
328-8965	Shock Trauma Critical Care
328-8869	Shock Trauma Admitting
974-8616	Social Services
222-6103	Solid Waste, Bureau of
222-1740	State's Attorney's Office
974-2603	State's Attorney's Office
222-1196	State's Attorney's Office F.A.S.T. Office Fax
354-8644 or 563-7104	Toll Facilities Police Department
222-8582	Utilities, Department of
222-1160	Victim Witness Assistance Center (State's Attorney)
768-7888	Water and Sewer Emergencies (24 Hours)



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Crofton Police Department Written Directive: Index Code 101

Mission Statement

Effective: 01 Oct 94

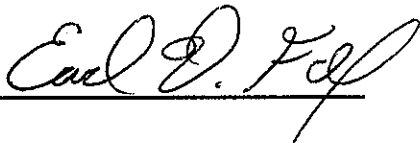
Revised: 13 Sept 16

Mission Statement of the Crofton Police Department

It is the mission of every member of the Crofton Police Department to provide the highest possible level of service to the citizens of Crofton in a nondiscriminatory manner. It is the Department mission not only to maintain order and control of crime, but to reduce the opportunity for crime and disorder, to reduce citizen's fears, to provide a sense of security for the people protecting life and property, to protect constitutional rights of all citizens, and to address the root causes of crime through creative problem solving.

Effective policing requires a partnership between the police and the community. Furthermore, in maintaining a partnership, the Department recognizes the willingness of residents to share the responsibility for maintenance of order and quality of life. The fundamental mission of the Crofton Police Department, therefore, is to provide professional leadership and support required to sustain and improve the community's efforts and to develop a balanced partnership directed against lawless and disorderly behavior.

Finally, it is the challenge of every member of the Department to be creative in developing new ways to deliver police services equitably, effectively, and within the context of democratic values in an environment of increasingly scarce fiscal resources.



Earl D. Fox, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 102

OATH OF OFFICE AND CODE OF ETHICS

EFFECTIVE: 01-OCT 94

REVISED: 13 SEPT 16

Oath of Office

All personnel, prior to assuming sworn status, will take an oath of office to uphold the Constitution of the United States and the State of Maryland, and to enforce the laws of the State of Maryland and Anne Arundel County. The oath of office will be administered by the Chief of Police. All sworn officers will abide by the oath of office while employed by the department as a law enforcement officer.

Code of Ethics

The law enforcement Code of Ethics which follows is adapted as the standard of conduct for officers of the Crofton Police Department.

"As a law enforcement officer, my fundamental duty is to serve mankind, to safeguard lives and property, and to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disaster, and to respect the Constitutional rights of all people to liberty, equality and justice. I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn or ridicule, develop self-restraint, and be constantly mindful for the welfare of others. Honest in thought and deed both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession – law enforcement."



Earl D. Fox, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 103

DEPARTMENTAL GOALS AND OBJECTIVES

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions
- II. Annual Development of Goals and Objectives
- III. Annual Evaluation
- IV. Proponent Unit

I. DEFINITIONS

A. Mission

A broad statement of purpose or reason for existence. Mission statements may be used to explain the overall purpose and philosophy of an agency, but generally are too broad to give specific direction. However, the mission statement provides direction to all members in formulating goals and objectives. The agency's mission should change very infrequently, and only in order to reflect fundamental changes of the agency's role in the community and in society.

B. Goal

A general statement of an end or a result that one ultimately intends to achieve. A goal usually requires a long time to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement. Due to their wide definition, agency goals should not frequently change. Characteristic goals are:

- affect many persons, are large scale
- may apply to programs of several components
- provide strategic, as opposed to tactical, direction from upper management - goals say what we want to do, but not how to do it

An example: "To solicit a partnership with the business community."

C. Objective

A specific end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and, therefore, requires a shorter time to accomplish than does a goal. An objective statement is the most definitive statement to provide specific direction to employees. The objective should deal with results, be as quantifiable, time-related, measurable, understandable, achievable and feasible so that it can be evaluated as to whether or not it was accomplished.

An example: "To reduce business robberies in [SPECIFIC LOCATION] by [PERCENTAGE] by [A TIME PERIOD OR DATE] of this year."

II. ANNUAL DEVELOPMENT OF GOALS AND OBJECTIVES

A. Criteria for Development

1. In conjunction with the annual budget development process, and as directed, each officer will develop and submit to the Chief of Police a list of goals for the upcoming fiscal year designed to address the department's needs based on:

- Department goals set by the Chief
- Current conditions and problems in the department

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Crofton Police Department Written Directive: INDEX CODE 103

DEPARTMENTAL GOALS AND OBJECTIVES

EFFECTIVE: 01 OCT 94

Revised:

Anticipated workloads
Current and anticipated personnel levels
The effect of population and other trends

2. In order to develop these goals, officers will obtain input from citizens as well as their own observations for identifying problems, examining opportunities, and to develop ideas, goals, objectives and strategies.
3. Goals will be formulated in accordance with the department mission. Goals and objectives will be distributed to all personnel.
4. Officers will submit their objectives, activities, and strategies that relate directly to departmental goals, with their budget requests to the Chief of Police.

III. Annual Evaluation

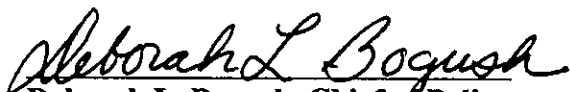
A. Budget Process

The Chief of Police will measure the process toward accomplishing the objectives of the previous fiscal year. This should include effectiveness measures (i.e., number of complaints received / number of complaints cleared), efficiency measures (ratio between input and output) and productivity measures (i.e., total number of reports written per day).

B. Written Report to Chief of Police

Supervisors will submit to the Chief of Police a written evaluation of the progress made toward the statement of departmental goals and objectives and strategies that were established for the previous fiscal year.

IV. PROPONENT UNIT: Office of the Chief


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 104

LIAISON WITH OTHER AGENCIES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Purpose
- III. Liaison Responsibilities
- IV. Proponent Unit

I. POLICY

It is the policy of the Crofton Police Department to enhance the continuing operational relationship between the department and other criminal justice system agencies. To facilitate that endeavor, the department recognizes the importance of maintaining a liaison with those agencies to develop and routinely evaluate our operational interaction.

II. PURPOSE

The purpose of maintaining a liaison with members of the Criminal Justice System include: planning and implementing operational and administrative objectives; providing a forum for examining and rectifying procedural and investigative errors; ensuring a process of ongoing communication and networking; a formal process to review and update Memoranda of Understanding (where applicable); and the sharing of information regarding improvements in technology and forensic science.

III. LIAISON RESPONSIBILITIES

Members of the Department are required to develop and maintain good rapport with other criminal justice and public safety agencies in the furtherance of positive relations. All members will conduct themselves in a helpful and professional manner when interacting with other criminal justice and public safety agencies, including, but not limited to the following.

- Local adult and juvenile courts
- State and federal prosecutors
- Parole and probation agencies
- Adult and juvenile correctional agencies
- Department of Social Services
- Department of Juvenile Services
- Juvenile Justice Advisory Council
- Maryland State Police
- Anne Arundel County Police Department
- Annapolis City Police Department
- Anne Arundel County Sheriff's Office
- Military Police assigned to military installations near / adjacent to Anne Arundel County Police Departments, Sheriff Offices, city and local government police agencies of neighboring jurisdictions

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Crofton Police Department Written Directive: INDEX CODE 104

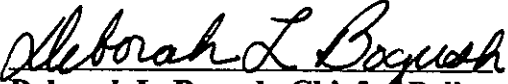
LIAISON WITH OTHER AGENCIES

EFFECTIVE: 01 OCT 94

Revised:

Federal Bureau of Investigation and Drug Enforcement Administration
Bureau of Alcohol, Tobacco and Firearms
Naval Investigative Service
Immigration and Naturalization Service and U.S. Customs
Mid-Atlantic Great Lakes Organized Crime Law Enforcement Network
Combined Law Enforcement Intelligence Network
U.S. Attorney Generals' Office
Board of Education

IV. Proponent Unit: Office of The Chief


Deborah L. Bogush, Chief of Police

LEGALLY MANDATED AUTHORITY

INDEX CODE: 105.1
EFFECTIVE DATE: 10-28-05

Contents:

- I. Anne Arundel County Charter
- II. Constitutional Requirements
- III. Law of Arrest
- IV. Authority of the Chief of Police
- V. Proponent Unit
- VI. Cancellation

I. ANNE ARUNDEL COUNTY CHARTER
The Anne Arundel County Charter, Article V, Section 543 and 544 establishes the Police Department and defines its responsibilities.

The Charter states that the Police Department is responsible for preservation of public peace, prevention of crime, apprehension of criminals, protection of the rights of persons and property and enforcement of the laws and the rules and regulations made in furtherance thereof. The Police Department will have and perform such other duties and functions as may from time to time be assigned by the County Executive or by ordinance of the County Council.

II. CONSTITUTIONAL REQUIREMENTS
All sworn officers of the Anne Arundel County Police Department will observe all Constitutional requirements in the discharge of their duties as law enforcement officers. The following topics are emphasized:

A. Coercion and Involuntary Confessions Prohibited; Right to Counsel

Officers will not coerce or obtain involuntary confessions from persons suspected of criminal involvement. Prior to interrogating a suspect who is in custody, an officer must first advise the suspect of his/her constitutional rights as required by the U.S. Supreme Court decision of *Miranda v. Arizona* (1966). The arrested person must be allowed to speak with his or her attorney if so requested.

The definition of custodial interrogation can be a confusing concept. Therefore, whenever there is doubt about a custodial interrogation, the suspect should be advised of his/her constitutional rights.

When Miranda warnings are not necessary:

1. Before questioning a person who was merely a witness to a crime or who may know something about a crime but is not a suspect.
2. Before questioning suspects who have not been deprived of their freedom in any significant way and realize that they are free to terminate the interview at any time.
3. Before questioning a motorist stopped for a routine traffic offense.
4. Before asking questions reasonably motivated by concern for public safety.
5. Without express questioning or its functional equivalent, there is no "interrogation" within the meaning of *Miranda*, even though the suspect may be in custody.

A written statement or confession must be prepared with a statement to the effect that the defendant knows the official character of the officer or officers to whom he/she is making the statement, that he/she has been advised of his/her right to remain silent and need not make a statement, that any statement made must be voluntary and may be used against him/her in a court of law, and that he/she has been advised of his/her right to the presence of counsel before making any statement. Officers will not use any language indicating that the statement may be used "for" the defendant in court. When more than one officer is present, the name of the officer advising the defendant of his/her rights must be set out in the preamble.

B. Prompt Presentment of Arrestee Before Judicial Officer

An arrested person is entitled to be presented without unnecessary delay before a judge or magistrate of the court having jurisdiction of the offense. The officer will file or cause to be filed a complaint describing the offense for which the person was arrested.

C. Pretrial Publicity

Employees of this department will make no statements to the public or the news media, which would have the effect or prejudicing the right of a defendant to a fair trial.

III. LAW OF ARREST

All sworn members of the department are governed by the following in the execution of their responsibilities as law enforcement officers.

The law of arrest in Maryland is in both common law and statutory form. The basic distinction in Maryland's law of arrest is between arrests for felonies and arrests for misdemeanors the "less serious" crimes. Most crimes are identified by statute as being either a felony or misdemeanor.

In Maryland, police officers may arrest an individual without an arrest warrant when the officer has probable cause to believe that a felony has been committed or attempted, and that a specific individual or individuals committed the felony.

Arrests for misdemeanors must be made on the basis of an arrest warrant or firsthand personal knowledge of the officer, except for certain statutory misdemeanors, where a warrant less arrest is permitted under certain circumstances. In addition, arrests for certain serious misdemeanor traffic violations may be made on the basis of probable cause. See Section 26-202 of the Transportation Article (Maryland Vehicle Law), which is issued annually to every officer.

Relevant excerpts of *Criminal Procedures Section 2-204* pertaining to the law of arrest are reprinted as Appendix A of this directive. Every sworn officer is issued an updated Digest of Criminal Laws once a year. This digest provides law enforcement officers with current laws pertaining to arrests, both with and without a warrant.

IV. AUTHORITY OF THE CHIEF OF POLICE

Section 543 of the Anne Arundel County Charter designates the Chief of Police as being responsible for managing the operations and administration of the Police Department. Nothing in the Anne Arundel County Police Department's Rules and Regulations and Manual of Procedures shall restrict the Chief of Police from taking any actions pursuant to the authority granted to the Chief of Police by Section 543 of the Anne Arundel County Charter. (See Index Code 202).

V. **PROPONENT UNIT:** Management & Planning Section.

VI. **CANCELLATION:** This directive cancels Index Code 105.1, dated 10-16-98.



P. Thomas Shanahan, Chief of Police

Criminal Procedure §2-202 Warrantless Arrests – In General

- (a) *A police officer may arrest without a warrant a person who commits or attempts to commit a felony or misdemeanor in the presence or within the view of the police officer.*
- (b) *A police officer who has probable cause to believe that a felony or misdemeanor is being committed in the presence or within the view of the police officer may arrest without a warrant any person whom the police officer reasonably believes to have committed the crime.*
- (c) *A police officer without a warrant may arrest a person if the police officer has probable cause to believe that a felony has been committed or attempted and the person has committed or attempted to commit the felony whether or not in the presence or within the view of the police officer.*

Criminal Procedure §2-203 Same – Commission of Specified Crimes

- (a) *In general - A police officer without a warrant may arrest a person if the police officer has probable cause to believe:*
 - (1) *that the person has committed a crime listed in subsection (b) of the section; and*
 - (2) *that unless the person is arrested immediately, the person:*
 - (i) *may not be apprehended;*
 - (ii) *may cause physical injury or property damage to another; or*
 - (iii) *may tamper with, dispose of, or destroy evidence*
- (b) *Specified crimes – The crimes referred to in subsection (a)(1) of this section are:*
 - (1) *manslaughter by vehicle or vessel under Sec. 2-209 of the Criminal Law Article;*
 - (2) *malicious burning under Sec. 6-104 or Sec. 6-105 of the Criminal Law Article or an attempt to commit the crime;*
 - (3) *malicious mischief under Sec. 6-301 of the Criminal Law Article or an attempt to commit the crime;*
 - (4) *a theft crime where the value of the property or services stolen is less than \$500 under Sec. 7-104 or Sec. 7-105 of the Criminal Law Article or an attempt to commit the crime;*
 - (5) *the crime of giving or causing to be given a false alarm of fire under Sec. 9-604 of the Criminal Law Article;*
 - (6) *indecent exposure under Sec. 11-107 of the Criminal Law Article;*
 - (7) *a crime that relates to controlled dangerous substances under Title 5 of the Criminal Law Article or an attempt to commit the crime;*
 - (8) *the wearing, carrying, or transporting of a handgun under Sec. 4-203 or Sec. 4-204 of the Criminal Law Article;*
 - (9) *carrying or wearing a concealed weapon under Sec. 4-101 of the Criminal Law Article; and*
 - (10) *prostitution and related crimes under Title 11, Subtitle 3 of the Criminal Law Article.*

Criminal Procedure §2-204 Same - For Domestic Abuse

- (a) *In general - A police officer without a warrant may arrest a person if:*
- (1) *the police officer has probable cause to believe that:*
 - (i) *the person battered the person's spouse or another person with whom the person resides;*
 - (ii) *there is evidence of physical injury; and*
 - (iii) *unless the person is arrested immediately, the person:*
 - (1) *may not be apprehended;*
 - (2) *may cause physical injury or property damage to another; or*
 - (3) *may tamper with, dispose of, or destroy evidence; and*
 - (2) *a report to the police was made within 48 hours of the alleged incident.*
- (b) *Self-defense – If the police officer has probable cause to believe that mutual battery occurred and arrest is necessary under subsection (a) of this Section, the police officer shall consider whether one of the persons acted in self-defense when determining whether to arrest the person whom the police officer believes to be the primary aggressor.*

Criminal Procedure §2-205 Same – For Stalking

A police officer without a warrant may arrest a person if:

- (1) *the police officer has probable cause to believe the person has engaged in stalking under Sec. 3-802 of the Criminal Law Article;*
- (2) *there is credible evidence other than the statements of the alleged stalking victim to support the probable cause under item (1) of this section; and*
- (3) *the police officer has reason to believe that the alleged stalking victim or another person is in danger of imminent bodily harm or death.*

Crofton Police Department Written Directive: INDEX CODE 105

JURISDICTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Jurisdiction in Anne Arundel County
- III. Anne Arundel County Police Department
- IV. Maryland State Police

I. PURPOSE

This directive explains the jurisdiction of the department and its police officers.

II. JURISDICTION IN ANNE ARUNDEL COUNTY

The Crofton Police Department exercises full law enforcement jurisdiction within the geographic confines of the Crofton Special Community Benefit District. All employees are issued or have access to a current copy of the Anne Arundel County, MD Street Map©, published by Alexandria Drafting Company. The geographic boundaries of the Crofton Police Department are depicted in that publication. The following is the excerpt from the Anne Arundel County Code stating the actual boundaries:

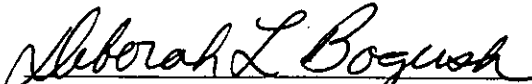
Crofton and Crofton Park are defined by a boundary starting at a point at the southwest corner of the Chapman property, at which the point the property lines meets Maryland Route 3, thence southerly along the eastern boundary of Route 3 to the northern edge of the Pigeon House property thence easterly and thence southerly along such boundary to its junction with Maryland Route 450, thence easterly along Maryland Route 450 for 3,089.86 feet thence northerly on a bearing north 0 degrees 6 minutes 10 seconds east for 1,683 feet thence on a bearing south 60 degrees 54 minutes 20 seconds east for 1,902.82 feet thence on a bearing north 70 degrees 15 minutes 40 seconds east for 835 feet thence on a bearing north 66 degrees 8 minutes 20 seconds west for 642.9 feet then on a bearing north 42 degrees 53 minutes 30 seconds west for 237.81 feet thence on a bearing north 71 degrees 10 minutes 10 seconds for 3,016.46 feet to its junction with Maryland Route 424 thence northwesterly along Route 424 to the eastern corner of the Sterling property following such property line southwesterly thence northwesterly then northeasterly until it again meets Route 424 thence continuing northwesterly along Route 424 to its junction with Route 3 thence southerly along Maryland Route 3 to the north boundary of the Chapman property following such property line easterly then southerly then westerly to the point of beginning

III. ANNE ARUNDEL COUNTY POLICE DEPARTMENT

Anne Arundel County Police officers possess full law enforcement authority in the Crofton Special Benefit Tax District and are expected to take appropriate law enforcement action when officers of the Crofton Police Department are not available. See Index 106 for the terms of concurrent jurisdiction agreements.

IV. MARYLAND STATE POLICE

The Maryland State Police exercises concurrent law enforcement jurisdiction within Anne Arundel County. See Index 106 for the terms of concurrent jurisdiction agreements.


Deborah L. Bogush, Chief of Police

Deborah 2/9/15



Crofton Police Department Written Directive: INDEX CODE 105.1

LEGALLY MANDATED AUTHORITY

EFFECTIVE: 01 OCT 94

Revised:

- I. Mandated Authority
- II. Constitutional Requirements
- III. Law of Arrest

I. MANDATED AUTHORITY

Maryland Law, under Article 26, Section 5, establishes the Crofton Police Department and defines its responsibilities. Article 26, Section 5 states that the Police Department is responsible for preservation of public peace, prevention of crime, apprehension of criminals, protection of the rights and rules and regulations made in furtherance thereof. The Police Department will have and perform such other duties and functions as may from time to time be assigned by the Governor of Maryland or the General Assembly of Maryland.

II. CONSTITUTIONAL REQUIREMENTS

Although officers of the Crofton Police Department will observe all Constitutional requirements in the discharge of their duties as law enforcement officers, the following topics are emphasized:

A. Coercion and Involuntary Confessions Prohibited; Right to Counsel

Officers will not coerce or obtain involuntary confessions from persons suspected of criminal involvement. Prior to interrogating a suspect who is in custody, a officer must first advise the suspect of his or her constitutional rights as required by the U.S. Supreme Court decision of *Miranda v. Arizona* (1966). The arrested person must be allowed to speak with his or her attorney if so requested.

The definition of custodial interrogation can be a confusing concept. Therefore, whenever there is doubt about a custodial interrogation, the suspect should be advised of his or her constitutional rights.

When Miranda warnings are not necessary:

1. Before questioning a person who was merely a witness to a crime or who may know something about a crime but is not a suspect.
2. Before questioning suspects who have not been deprived of their freedom in any significant way and realize that they are free to terminate the interview at any time.
3. Before questioning a motorist stopped for a routine traffic offense.
4. Before asking questions reasonably motivated by concern for public safety.
5. Without express questioning or its functional equivalent, there is no "interrogation" within the meaning of *Miranda*, even though the suspect may be in custody.

A written statement or confession must be prefaced with a statement to the effect that the defendant knows the official character of the officer or officers to whom he or she is making the statement, that he or she has been advised of his or her right to remain silent and need not make a statement, that any statement made must be voluntary and may be used against him or her in a court of law, and that he or she has been advised of his or her right to the presence of counsel before making any statement. Officers will not use any language indicating that the statement may be used

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Crofton Police Department Written Directive: INDEX CODE 105.1

LEGALLY MANDATED AUTHORITY

EFFECTIVE: 01 OCT 94

Revised:

"for" the defendant in court. When more than one officer is present, the name of the officer advising the defendant of his or her right must be set out in the preamble.

B. Prompt Presentment of Arrestee Before Judicial Officer

An arrested person is entitled to be presented without unnecessary delay before a judge or magistrate of the court having jurisdiction of the offense. The officer will file or cause to be filed a complaint describing the offense for which the person was arrested.

C. Pretrial Publicity

Employees of this department will make no statements to the public or the news media which would have the effect of prejudicing the right of a defendant to a fair trial.

III. LAW OF ARREST

All sworn members of the department are governed by the following in the execution of their responsibilities as law enforcement officers.

The law of arrest in Maryland is in both common law and statutory form. The basic distinction in Maryland's law of arrest is between arrests for felonies and arrests for misdemeanors. Generally, felonies are the "more serious" and misdemeanors are the "less serious" crimes. Most crimes are identified by statute as being either a felony or misdemeanor. In Maryland, police officers may arrest an individual without an arrest warrant when the officer has probable cause to believe that a felony has been committed or attempted, and that a specific individual or individuals committed the felony.

Arrests for misdemeanors must be made on the basis of an arrest warrant or firsthand personal knowledge of the officer, except for certain statutory misdemeanors, where a warrantless arrest is permitted under certain circumstances. In addition, arrests for certain serious misdemeanor traffic violations may be made on the basis of probable cause. See Section 26-202 of the Transportation Article, which is issued annually to every officer. Relevant excerpts of Article 27, Section 594B of the Annotated Code of Maryland pertaining to the law of arrest are reprinted as Appendix A of this directive.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 105.1

LEGALLY MANDATED AUTHORITY

EFFECTIVE: 01 OCT 94

Revised:

APPENDIX A: Excerpt of Maryland Code, Article 27, Section 594B

594B. Arrests without warrants generally.

(a) A police officer may arrest without a warrant any person who commits, or attempts to commit, any felony or misdemeanor in the presence of, or within the view of, such officer.

(b) A police officer who has probable cause to believe that a felony or misdemeanor is being committed in the officer's presence or within the officer's view, may arrest without a warrant any person whom the officer may reasonably believe to have committed such offense.

(c) A police officer may arrest a person without a warrant if the officer has probable cause to believe that a felony has been committed or attempted to be committed and that such person has committed or attempted to commit a felony whether or not in the officer's presence or view.

AT THIS POINT, SECTION 594B GOES ON TO ENUMERATE CERTAIN STATUTORY MISDEMEANORS FOR WHICH POLICE OFFICERS MAY ARREST WITHOUT A WARRANT, UNDER CERTAIN CONDITIONS:

(d) A police officer may arrest a person without a warrant if:

(1) the officer has probable cause to believe that:

(i) the person battered the person's spouse or other individual with whom the person resides

(ii) there is evidence of physical injury; and

(iii) unless the person is immediately arrested:

1. the person may not be apprehended;

2. the person may cause injury to the person or damage to the property of one or more other persons; or

3. the person may tamper with, dispose of, or destroy evidence; and

(2) A report to the police was made within two (2) hours of the alleged incident

(e) A police officer may arrest a person without a warrant if the officer has probable cause to believe

(1) That an offense listed in subsection (f) of this section has been committed;

(2) that the person has committed the offense; and

(3) that unless the person is immediately arrested:

(i) the person may not be apprehended;

(ii) the person may cause injury to the person or damage to the property of one or more other persons; or

(iii) the person may tamper with, dispose of, or destroy evidence; and

(f) the offenses referred to in section (e) of this section are:

(1) those offenses specified in the following sections of Article 27, as they may be amended from time to time

Crofton Police Department Written Directive: INDEX CODE 105.1

LEGALLY MANDATED AUTHORITY

EFFECTIVE: 01 OCT 94

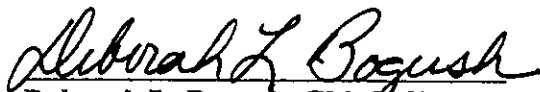
Revised:

APPENDIX A: Excerpt of Maryland Code, Article 27, Section 594B

- (i) Section 8 (relating to burning barracks, cribs, hay, corn, lumber, etc.; railway cars, water craft, vehicles, etc.)
- (ii) Section 11 (relating to setting fire while perpetrating a crime);
- (iii) Section 36 (relating to carrying or wearing weapon);
- (iv) Section 111 (relating to destroying, injuring, etc., property of another)
- (v) Section 156 (relating to giving a false alarm of fire);
- (vi) Section 287 (relating to possession of hypodermic syringes, etc., restricted);
- (vii) Section 342 through 344 (theft) where the value of the property stolen was less than \$300;
- (viii) Section 33A (relating to breaking into building or boat with intent to steal);
- (ix) The common law crime of assault when committed with intent to do great bodily harm;
- (x) Section 276 through 302 (relating to drugs and other dangerous substances) as they shall be amended from time to time;
- (xi) Section 36B (relating to handguns);
- (xii) Section 388 (relating to manslaughter by automobile, motorboat, etc.); and
- (xiii) Section 335A (relating to indecent exposure)

(2) Attempts to commit the offenses specified in the following sections of Article 27, as they may be amended from time to time:

- (i) Section 8 (relating to burning personal property of another);
- (ii) Section 11 (relating to setting fire while perpetrating crime);
- (iii) Section 111 (relating to destroying, injuring, etc., property of another);
- (iv) Section 342 through 344 (theft) where the value of the property stolen was less than \$300;
- (v) Section 33A (relating to breaking into a building or boat with intent to steal);
- (vi) Section 276 through 302 (relating to drugs and other dangerous substances), as they may be amended from time to time


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 105.2

POLICE DISCRETION AND ALTERNATIVES TO ARREST

EFFECTIVE: 01 OCT 94

Revised:

- I. Police Discretion**
- II. Alternatives to Arrest**
- III. Proponent Unit**

I. POLICE DISCRETION

Officers are vested with a broad range of discretion while deciding whether or not to make an arrest. This directive is not intended to deprive any officer of this discretion provided it is exercised in accordance with departmental rules and regulations and in furtherance of the police mission. The exercise of discretion, when not specifically restricted, will be governed by objectivity, equality of law enforcement action, and fairness. Officers will not allow personal prejudices or biases to influence the conduct of official duties. The proper exercise of discretion does not relieve the investigating officer of his or her responsibilities to conduct a thorough preliminary investigation of the event.

II. ALTERNATIVES TO ARREST

The authority of the police to arrest violators of the law is discussed at length in Code 105.1. Police officers often have several options available to aid them in the discharge of their obligations under the law. Good judgment and common sense frequently require that officers take measures less disruptive than physical arrests of citizens who violate minor traffic laws and misdemeanor criminal offenses. These alternatives include the issuance of citations for the citeable offenses under Maryland Uniform Criminal/Civil Citation system; the issuance of citations for juvenile misdemeanor and traffic violations; the use of criminal summonses in lieu of arrest. Officers are authorized, under certain circumstances, to release from pre-arraignment confinement individuals arrested for driving under the influence of alcohol. This and other alternatives to arrest traffic violations appear in the Index Codes dealing with traffic enforcement. For less serious violations, officers may exercise discretion and use formal action to solve the problem, such as referrals, written warnings or verbal warnings. In applying these informal alternatives, the officer will take into consideration the victim and nature of the offense.

III. PROPONENT UNIT: Office of the Chief of Police


Deborah L. Bogush, Chief of Police

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Crofton Police Department Written Directive: INDEX CODE 105.3

PRETRIAL RELEASE

EFFECTIVE: 01 OCT 94

Revised:

- I. Authority of Police Officers**
- II. Authority of the District Court**

I. AUTHORITY OF POLICE OFFICERS

Police officers are authorized under limited circumstances to release an arrested person on recognizance prior to trial. These circumstances are:

A. Maryland Uniform Complaint and Traffic Citation

Police officers are required to release on recognizance any person charged with most violations of the state's traffic laws, upon issuance of a Maryland Uniform Complaint and Citation, and after obtaining the person's written promise to appear for trial. Certain traffic violations require arrest and presentment of the violator to a District Court commissioner. Officers' authority in these areas is described in the Index Codes on Traffic Enforcement and in the Maryland Vehicle Law, a copy of which is issued to every officer.

B. Release of DUI Suspect to Sober Adult

Under certain circumstances, officers may release a person who has been arrested and charged with driving under the influence of alcohol to a sober adult. See Index Code 1947 for details.

C. Maryland Criminal / Civil Citation

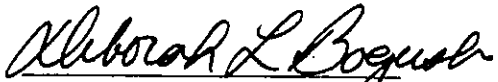
Officers may charge certain misdemeanor crimes on a Maryland Criminal / Civil Citation and then release the violator pending trial or payment of a fine. See Index Code 2190 for details.

D. Juvenile Citation

Juveniles who have been detained or arrested are referred to the Department of Juvenile Services upon the issuance of a Juvenile Citation. The juvenile is released to the custody of a parent or guardian upon obtaining the signature of the custodian guaranteeing the child's appearance at the hearing. See Index Code 1703.

II. AUTHORITY OF THE DISTRICT COURT

Except for the cases listed above, any person who is arrested and charged with the commission of a crime must be presented for an initial appearance before a judge or commissioner of the District Court. The court official has sole authority to release the person on recognizance, on bail, or to commit the person to the Detention Center.


Deborah L. Bogush, Chief of Police

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Crofton Police Department Written Directive: INDEX CODE 105.4

STATEWIDE LAW ENFORCEMENT AUTHORITY

EFFECTIVE: 01 SEP 95

Revised:

- * Obtain from the foreign officer all information necessary to complete the reporting, charging and prosecuting process; submit all reports and charging documents according to routine procedures

Booking personnel and prisoner transport officers from Anne Arundel County Police Department will follow all usual procedures, including processing prisoners in accordance with established procedures, detaining prisoners in holding facilities, and transporting them to the District Court Commissioner.

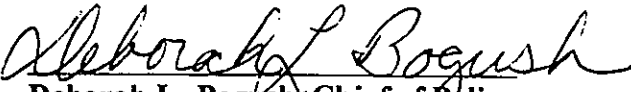
VII. EMPLOYMENT BENEFITS

NOTE: Anne Arundel County Police Department, Anne Arundel County Sheriff's Department, Maryland State Police or any other officer making an arrest by our concurrent jurisdictional agreement are not subject to this policy.

A police officer who is injured while taking action pursuant to this law is entitled to worker's compensation, disability, death benefits, life insurance and all other benefits to the same extent as if the injury had been sustained in the officer's jurisdiction.

When acting under the authority granted by this law, any police officer shall have all the immunities from liability and exemptions as that of a State Police Officer in addition to any other immunities and exemptions to which the police officer may be otherwise be entitled.

VIII. PROPONENT UNIT: Maryland State Legislature


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 107

MUTUAL AID

EFFECTIVE: 01 OCT 94

Revised:

- I. Mutual Aid
- II. Purpose of Mutual Aid
- III. Authority to Invoke Mutual Aid
- IV. Mutual Aid Procedures

I. MUTUAL AID

For purposes of mutual aid, the following terms have the meanings indicated.

A. Definitions

1. Aid - Aid provided pursuant to a mutual aid agreement means law enforcement personnel, equipment, facilities and or services.
2. Designated Official - Each party to a police mutual aid agreement will identify to all other parties the law enforcement official(s) within their jurisdictions who have the authority to invoke the agreement. See below.
3. Emergency Situation - An actual or potential condition that poses and immediate threat to life or property, and which exceeds the resources and capability of the local law enforcement agency(ies) to successfully bring the situation under control.

II. PURPOSE OF MUTUAL AID

The department enters into mutual aid agreements with area political subdivisions for the purpose of providing and receiving additional law enforcement resources during times when the capacity or ability of the home agency to meet the emergency demands is exceeded. A list of current mutual aid agreements is made available to all officers and to the Anne Arundel County Police Communications Division.

III. AUTHORITY TO INVOKE MUTUAL AID

The decision to request or provide inter jurisdictional mutual aid should be made by an officer of at least the rank of Police Sergeant or higher. If the Sergeant is not on duty and no ranking official can be contacted in a reasonable amount of time, then authority passes to the platoon leader of Anne Arundel County Police at the Western District.

IV. MUTUAL AID PROCEDURES

- A. When an emergency situation occurs, aid from other signatory agencies of the mutual aid agreement may be requested. The request for aid must be directed to the designated Official(s) of the other law enforcement agencies, either in writing or by telephone. Crofton Police Department may request aid from neighboring jurisdictions who have signed the agreement, or may be asked to supply aid to other member agencies.
- B. Any party requesting aid will provide to the assisting agencies a complete description of the nature of the emergency, and all types and amounts of assistance needed or to be provided.

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Crofton Police Department Written Directive: INDEX CODE 107

MUTUAL AID

EFFECTIVE: 01 OCT 94

Revised:

- C. If Crofton Police officers are authorized to be sent to another jurisdiction, the authorizing officer will appoint an officer to supervise the contingent of police. The supervisor will contact the designated official of the requesting agency and coordinate all tactical matters.
- D. During an emergency situation, all personnel from responding agencies will report to, and work under the direction and supervision of, the designated supervisor of the requesting agency of the emergency site.
- E. At all times, officers will adhere to the policies and procedures of their own departments, and are only required to obey lawful orders.
- F. Mutual aid rendered under any agreement may be denied or withdrawn if, in the opinion of the designated official of the providing agency, such action is necessary for the continued police protection of the assisting party's jurisdiction. The requesting party will be so advised before aid is withdrawn.
- G. Responding party law enforcement officers shall only make arrests in foreign jurisdictions for offenses directly related to the emergency situation, and are responsible for the following post-arrest activities:
 - 1. Identification of prisoners
 - 2. Control of property obtained from arrestees
 - 3. Completion of arrest reports and charging documents
 - 4. Transportation of arrestees to a booking facility and to a holding facility
 - 5. Court duty pertaining to the arrest
- H. In any emergency situation where mutual aid is invoked, radio communications will be established among the parties, where possible, through use of the local mutual aid radio network.


Deborah L. Bogush, Chief of Police

REGIONAL SERVICES

INDEX CODE: 108

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. *Baltimore Metropolitan Area* Radio System
- III. Centralized Statewide Fingerprint Records
- IV. Statewide Criminal Information System
- V. Statewide Crime Reporting System
- VI. Proponent Unit
- VII. Cancellation

VI. **PROPONENT UNIT:** Central Records Section.

VII. **CANCELLATION:** This directive cancels Index Code 108, dated 02-28-94.

I. POLICY

It is the Department's policy to coordinate law enforcement operations with regional law enforcement agencies to facilitate identification and apprehension of criminal suspects.

II. BALTIMORE METROPOLITAN AREA RADIO SYSTEM

The department participates in the *Metro* MARNIS law enforcement radio system, *radio communications for the Baltimore Metropolitan area*. The Communications Section is responsible for coordination of the Department's role in *Metro* MARNIS.

III. CENTRALIZED STATEWIDE FINGERPRINT RECORDS

The Department participates in the statewide fingerprint records and information system administered by the Maryland State Police. The Evidence Collection/Identification Unit and the Central Records Section are responsible for coordinating Department participation in this system.

IV. STATEWIDE CRIMINAL INFORMATION SYSTEM

The Department participates in the Maryland Criminal Justice Information System. The Central Records Section *and the Communications Section* are responsible for coordinating the Department's participation in this system.

V. STATEWIDE CRIME REPORTING SYSTEM

The Department participates in the Maryland Uniform Crime Reporting program administered by the Maryland State Police. The Central Records Section is responsible for coordinating the Department's participation in this system.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 108

REGIONAL SERVICES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Statewide Radio System**
- III. Centralized Statewide Fingerprint Records System**
- IV. Statewide Criminal Information System**
- V. Statewide Crime Reporting System**
- VI. Proponent Unit**

I. POLICY

It is the department's policy to coordinate law enforcement operations with regional law enforcement agencies to facilitate identification and apprehension of criminal suspects.

II. STATEWIDE RADIO SYSTEM

The department participates in the MARNIS statewide law enforcement radio system. The Communications Section of Anne Arundel County Police Department is responsible for coordination of this department's role in MARNIS.

III. CENTRALIZED STATEWIDE FINGERPRINT RECORDS

The department participates in the statewide fingerprint records and information system administered by the Maryland State Police, through Anne Arundel County Police Department's ID / ECU and the Central Records Section are. These sections are responsible for coordinating department participation in this system.

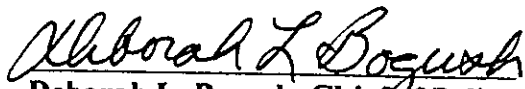
IV. STATEWIDE CRIMINAL INFORMATION SYSTEM

The department participates in the Maryland Criminal Justice Information System. The Central Records Section of the Anne Arundel County Police Department is responsible for coordinating the department's participation in this system.

V. STATEWIDE CRIME REPORTING SYSTEM

The department participates in the Maryland Uniform Crime Reporting System administered by the Maryland State Police. The Central records Section of Anne Arundel County Police Department is responsible for coordinating the department's participation in this system.

VI. Proponent Unit: Staff Inspections Section, Anne Arundel County Police


Deborah L. Bogush, Chief of Police

W. Trumbull 9/9/95



Crofton Police Department Written Directive: INDEX CODE 201

ORGANIZATION OF THE DEPARTMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Office of the Chief of Police

- I. PURPOSE

The purpose of this directive is to describe the department's organizational structure, and to establish the basic functions of the components that make up the department.

- II. OFFICE OF THE CHIEF OF POLICE

The Chief of Police and his or her administrative staff are collectively known as the Office of the Chief of Police.

- A. Chief of Police

The Chief of Police is the chief executive officer of the Police Department and the appointing authority for all Department employees. The Chief of Police is appointed by the Crofton Town Manager and serves at the pleasure of the Crofton Special Benefit Tax District / Crofton Civic Association Board of Directors.

The Chief of Police is responsible for the effective management of the department. The major components of this management responsibility are planning, organization, and controlling the department and its functions.

The following sections or units of Anne Arundel County Police Department will assist the Crofton Police Department, when necessary:

- Management Planning Section
- Staff Inspections Section
- Internal Affairs Section
- Intelligence Section
- Legal Advisor
- Chief's Adjutant
- Criminal Investigation / Field Services Division
- Night Commander / On Call Commander
- Technical Services
- Central Records
- Communications Section
- Patrol Division
- Community Relations Division
- Community Relations Function
- Crime Prevention Function
- Drug Education Program
- Evidence Management Section
- Training Academy
- Personnel Section

Druck 9/9/5

Crofton Police Department Written Directive: INDEX CODE 201

ORGANIZATION OF THE DEPARTMENT

EFFECTIVE: 01 OCT 94

Revised:

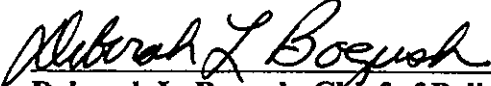
Each officer of the Crofton Police Department will assist the Chief in fulfilling these responsibilities. Each officer is responsible for, but not limited to the following areas:

Patrol - Crofton Police Department Officers are responsible for the uniformed patrol function. The officers provides the capabilities for initial response, investigation, and resolution of public safety and law enforcement issues through daily contact with citizens in daily incident and traffic accident investigations and response to public safety problems.

Community Relations - The Crofton Police Department provides community service oriented support in areas of crime prevention and community relations. It serves as a direct liaison with community groups to foster a better working relationship between the department and the community. Through its Crime Prevention Section, the division provides support and subject matter expertise in the area of crime prevention and avoidance. It conducts crime avoidance surveys for business and residences and oversees neighborhood watch programs. In cooperation with the Anne Arundel County Board of Education, Crofton Police teach students in the public schools skills in drug resistance, self esteem, and decision making. An officer will be specifically assigned in the DARE program.

Criminal Investigations - Crofton Police will provide specialized operations, drug enforcement efforts, and follow up investigative services

Evidence Control - Crofton Police are responsible for managing and controlling property, which is owned or used by the department, property which is in the custody of the department, and property which is acquired by the department, if found, recovered or evidentiary in nature.


Deborah L. Bogush, Chief of Police

ORGANIZATION OF THE POLICE DEPARTMENT

INDEX CODE: 201
EFFECTIVE DATE: 11-26-01

Contents:

- I. Purpose
- II. Organizational Chart
- III. General Organization
- IV. Office of the Chief of Police
- V. Management & Planning Section
- VI. Field Operations Bureau
- VII. Technical Services Bureau
- VIII. Proponent Unit
- IX. Cancellation

I. PURPOSE

The purpose of this directive is to describe the department's organizational structure, and to establish the basic functions of the components that make up the department. A table of functional responsibilities appears as "Appendix A" of this directive.

II. ORGANIZATIONAL CHART

The department's organizational structure is depicted graphically on an annually updated organizational chart and is made available to all personnel. The chart reflects formal lines of authority and communication within the department.

The current organizational chart appears as "Appendix B" of this directive.

III. GENERAL ORGANIZATION

The major organizational components within the personal span of control of the Chief of Police are grouped by function. Line functions are grouped into the Field Operations Bureau, support functions are grouped into the Technical Services Bureau; and administrative functions are grouped into the Management & Planning Section. The Office of Chief of Police oversees these components, as well as specialized functions described below.

IV. OFFICE OF THE CHIEF OF POLICE

The Chief of Police and his/her administrative staff are collectively known as the Office of the Chief of Police.

A. Chief of Police

The Chief of Police is the chief executive officer of the Police Department and the appointing authority for all Department employees. The Chief of Police is appointed by and serves at the pleasure of the County

Executive of Anne Arundel County, Maryland.

The bureau commanders and the commander or manager of each component or function in the Office of the Chief is appointed by and reports to the Chief.

B. Internal Affairs/Inspection Section

1. Internal Affairs Unit

The Internal Affairs Unit is primarily responsible for the administration of all internal affairs activities. The goal of the Internal Affairs Unit is to ensure that the department's integrity is maintained through a system that provides an objective and fair investigation and review of complaints against department employees.

2. Inspection Unit

The Inspection Unit conducts inspections and audits of departmental components and functions to ensure that proper administrative and operational controls are in place and being followed. Administrative Vice/Narcotics personnel ensure the integrity of the department's drug enforcement and vice enforcement efforts, by monitoring the operations, policies and procedures of the components responsible for enforcing vice and drug abuse laws.

C. Intelligence Section

The Intelligence Section is responsible for providing the Chief of Police with information on criminal activity in Anne Arundel County to enable the Chief to plan for future law enforcement needs.

D. Adjutant & Office Staff

The Chief's Adjutant is the senior administrative assistant to the Chief, and oversees the operations of the clerical and administrative staff in the Chief's office.

E. Public Information Office/Accreditation Unit

1. Public Information Office

The Public Information Office is responsible for the public information function. The Public Information Officer reports to the Chief of Police, and oversees the Public Information Office.

2. Accreditation Unit

The Accreditation Unit is responsible for managing the department's accreditation program, ensuring compliance with all applicable CALEA standards, maintaining the written directives system, and control of departmental forms.

V. MANAGEMENT & PLANNING SECTION

The Management & Planning Section assists the Chief of Police in performing the executive management functions: planning, budgeting, organizing, staffing, directing, controlling, and reporting.

A. Fiscal Unit

The Fiscal Unit is responsible for the department's fiscal management functions, including annual budget development and administration; supervision of internal expenditures and related controls; liaison with county government fiscal officers; coordinating requisitions and requests for purchase of equipment and supplies with the County Purchasing Office.

B. Grants/Planning Unit

1. Grants Administration

The Grants Coordinator is responsible for the development and financial tracking of all grant related programs secured by the department. Major functions include obtaining, developing, submitting, and tracking all grant applications pursued by the department; supervision of all financial records including expenditure requests and quarterly reports; maintaining grant binders; and maintaining a liaison with other departmental units.

2. Strategic Planning

The Strategic Planning Analyst conducts research and study projects; develops tactical and strategic plans by analyzing workload and crime analysis information; identifies present and future needs of the Department; and facilitates the attainment of Department goals and objectives.

VI. FIELD OPERATIONS BUREAU

The Field Operations Bureau provides direct police services through patrol, investigative, and specialized functions. The bureau is commanded by a Deputy Chief of Police, who is responsible for command, control, and administration of the Patrol Division, Special Operations Division, & Criminal Investigation Division.

A. Patrol Division

1. Uniformed Patrol

The Patrol Division is responsible for the uniformed patrol function, and is subdivided geographically as follows:

- a. Northern District
- b. Eastern District
- c. Western District
- d. Southern District

The patrol districts provide the capabilities for initial response, investigation, and resolution of public safety and law enforcement issues.

2. Problem Oriented Policing Section

Each patrol district has a Problem Oriented Policing (POP) Section, made up of a Team Police Unit and a Tactical Patrol Unit. The POP Section is staffed with specialized personnel who perform community-based follow up investigation and resolution of recurring problems, including, street-level drug abuse and crimes against property.

B. Special Operations Division

1. Special Operations Section

S.O.S. provides operational and tactical support to the Patrol Division. Major responsibilities include handling hostage/barricade situations, high risk felony arrests, entering and stabilizing raid locations, and providing canine support for high risk building/area searches, narcotic and explosives searches, and searches for missing persons.

2. Aviation Unit

The Aviation Unit provides air support for operational activities, including surveillance, traffic enforcement, and pursuit of fleeing offenders.

3. Traffic Safety Section

The Traffic Safety Section coordinates or oversees traffic-related services including the department's radar enforcement programs, chemical test for alcohol program, and traffic control during parades and other major events. Traffic Safety investigates all fatal motor vehicle traffic accidents. The Traffic Safety Section supervises the County's school crossing guards, who provide manual traffic direction at intersections identified as hazardous school crossings, to ensure the safe passage of children.

4. Animal Control Section

The division is responsible for the code enforcement and sheltering of animals in the county. Activities include: adoption and redemption of pets, licensing of pets and commercial pet business establishments, investigation of animal cruelty, liaison to Health Department working to quarantine and establish control measures on aggressive animals involved in bites, capture of potentially rabid/nuisance stray domestic animals and wildlife to control the spread of rabies. Provides numerous services to the public including the handling of animal field complaint calls and 24 hour emergency responses to animal incidents.

C. Criminal Investigation Division

The Criminal Investigation Division provides specialized follow up investigative services.

1. Central Narcotics Section

The Central Narcotics Section manages the department's major drug cases, organized crime and vice control efforts. It conducts County-wide or larger investigations.

2. Crimes Against Property Section

Crimes Against Property conducts follow up investigations of County-wide specialized property crimes such as auto theft, forgery, and passing bad checks.

3. Crimes Against Persons Section

Crimes Against Persons is responsible for follow up investigation of homicides and kidnappings, sex crimes, robberies, critical missing persons, and crimes committed by career criminals. It is also responsible for the department's Juvenile Victim/Witness Assistance Unit.

VII. TECHNICAL SERVICES BUREAU

The Technical Services Bureau, commanded by a Deputy Chief of Police, provides support services to line operations and administration in technical or specialized fields.

A. Technology Support Division

1. Central Records Section

Central Records is responsible for maintaining 24 hours/day operational access to central records information; criminal data entry; and uniform crime reporting.

2. Communications Section

Communications is responsible for receiving and screening emergency and routine telephone requests for police service from the public, and dispatching police officers to calls for service.

3. Crime Analysis Unit

The Crime Analysis Unit utilizes regularly collected information on reported crimes and criminals to prevent and suppress criminal activity and to enhance the apprehension of criminal offenders. The objectives of the Unit are to analyze and identify the modus operandi of criminals, recognize and forecast emerging crime patterns, and analyze data collected from field interrogations, arrests, and other sources of crime event and suspect information.

4. Management Information System (MIS) Unit

The MIS Unit is responsible for providing the appropriate and secure access to computer systems used within the police department and providing technical support to department users of computer systems. The MIS Unit is also responsible for providing statistical and data summaries of agency activities to various components of the department for use in strategic planning as it relates to such topics as crime trends, agency resource allocation, workloads, manpower, crime prevention, and other associated areas.

B. Evidence Management Section

The Evidence Management Section is responsible for managing and controlling property which is owned or used by the Department; property which is in the custody of the Department; and property which is acquired by the Department as found, recovered or evidentiary.

1. Evidence Collection & Identification Unit

Provides 24 hour/day evidence collection services to support line operations; responsible for crime scene evidence collection, photography, fingerprint lifting and analysis.

2. Crime Lab

Responsible for analyzing evidence, preparing scientific reports, and rendering expert testimony in court on evidentiary matters. Provides long-term storage of controlled dangerous substances pending court disposition.

3. Property Management Unit

Responsible for long-term storage and management of all forms of property in the care, custody, or control of the department, except controlled dangerous substances; and maintenance and control of agency supplies and property, except where specifically assigned elsewhere.

C. Community Relations Section

The section provides community service-oriented support in the areas of crime prevention and community relations, provides a variety of educational and community-based recreational youth programs and oversees the department's volunteer program and the Office of the Chaplain. The section serves as a direct liaison with community groups to foster a better working relationship between the department and the communities.

1. Crime Prevention Unit

Through its Crime Prevention Unit, the section provides support and subject matter expertise in the area of crime prevention and avoidance. It conducts crime avoidance surveys for businesses and residences, and oversees neighborhood watch programs. The Crime Prevention Unit also manages the department's volunteer Reserve Officer program, the Volunteers in Police Service (VIPS) program, and the Office of the Chaplain. The Office of the Chaplain provides counseling and spiritual support to Department employees.

2. Drug Education/DARE Unit

In cooperation with the Anne Arundel County Board of Education, the unit teaches students in the public schools skills in drug resistance, self esteem, and decision making.

3. Youth Activities Program

The Youth Activities Program provides a variety of community-based recreational youth programs intended to prevent delinquent and criminal behavior by youths.

4. Teen Court

Teen Court is a diversionary sentencing alternative provided to first time, non-violent juvenile offenders.

D. Personnel Section

The Personnel Section handles all personnel-related matters and activities within the department, and coordinates the department's personnel activities with the Anne Arundel County Office of Personnel. Major functions include assisting in the recruitment, selection, and promotion processes; and maintaining personnel files on all department employees.

E. Training Academy

The Training Academy, located in Davidsonville, Maryland, is responsible for providing entry-level and in-service training to all police officers, preparing training modules, and conducting all department firearms training and qualification programs.

VIII. PROPONENT UNIT: Management & Planning Section.

IX. CANCELLATION: This directive cancels Index Code 201, dated 08-16-99.



P. Thomas Shanahan, Chief of Police




MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 04-007

FILE BEHIND: Index Code 201

TO: All Personnel

FROM: Deputy Chief David Shipley 
Commander, Technical Services Bureau

EFFECTIVE DATE: February 25, 2004

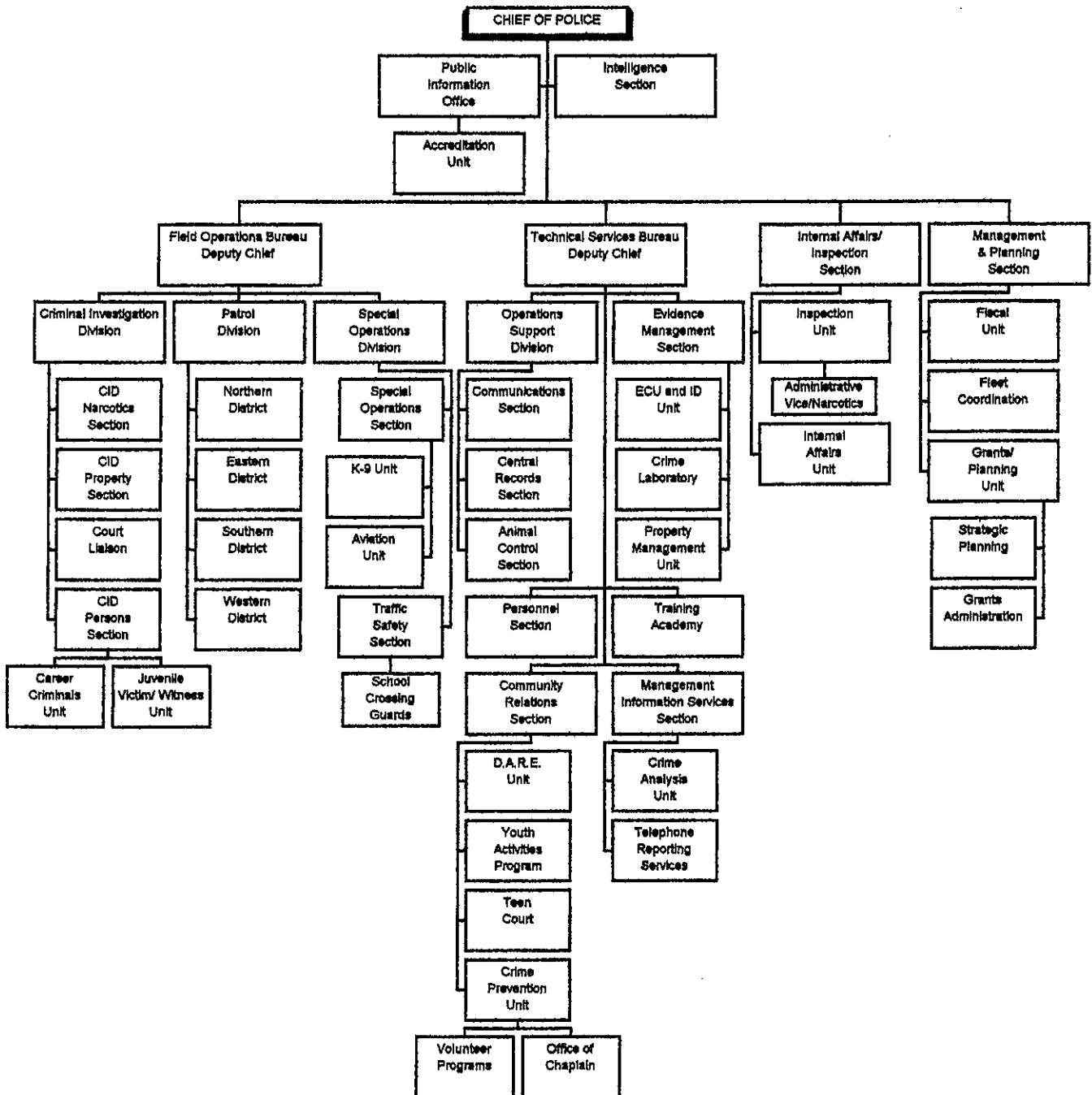
SUBJECT: Automated External Defibrillator (AED)

An AED Unit will be placed at all district stations (See Index Code 2004), Headquarters, and the Training Academy. The unit will be kept inside a wall cabinet. Only trained personnel (Officers, Booking Personnel, and trained civilian staff) will be allowed to operate the AED, in an emergency situation. Training and certification will be maintained by the Training Academy. The Commander of the Evidence Management Section will select a designee to inspect the AED located at Headquarters and the Training Academy. The Academy Commander will select a designee to inspect the Academy AED. The AED unit inspection will consist of a check of the battery indicator and a visual inspection that all equipment is present. The battery indicator should display "OK". An equipment list will be kept inside the wall cabinet. Missing equipment or a non-functioning AED unit should be reported to the Training Academy. The daily AED inspection sheet will be filled out upon completion of the inspection, and kept inside the wall cabinet.

All patient uses of the AED will be documented immediately on the Maryland Facility AED Report Form. A Police Incident Report will be completed by the main caregiver at the discretion of a supervisor. Blank Maryland Facility AED Report Forms will be kept with the AED unit. The completed form will be submitted to the Training Academy, attn: Commander, Training Academy, immediately after any use. The main caregiver should also notify the Training Academy immediately by telephone of any

patient use, so that the Training Academy can have stored medical information within the AED downloaded. If there are any malfunctions that occur with the AED Unit during a patient use, the Training Academy should be immediately notified by the main caregiver. The Training Academy (only) will complete the FDA Incident Form that is referred to on the Maryland Facility AED Report Form upon notification of a malfunction. The Training Academy will have ultimate responsibility over the maintenance/upkeep of all AED units.

**ANNE ARUNDEL COUNTY POLICE DEPARTMENT
FY 2002 ORGANIZATIONAL CHART**





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CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

MISSION STATEMENT OF THE CROFTON POLICE DEPARTMENT

Index Code Number: 0202
Effective Date: 01 Oct 1994
Revision Date: 01 Jul 2002

- I. Policy**
- II. Command**
- III. Command Protocol**
- IV. Direction & Supervision**

I. POLICY

It is the department's policy to adopt and follow generally accepted principles of command, direction and supervision.

II. COMMAND

A. Chain of Command

Except in emergency situations, all Department employees are expected to observe the established chain of command.

B. Unity of Command

Each organizational component of the department is under the direct command of only one supervisor. Except in emergencies, each employee is accountable to only one supervisor at any given time.

C. Authority Of the Chief of Police

Article 26, Section 5 of the Annotated Code of Maryland designates the Chief of Police as being responsible for managing the operations and administration of the Police Department.

D. Order of Rank

The order of rank for sworn personnel is:

- Chief of Police
- Police Sergeant
- Police Corporal
- Police Officer First Class
- Police Officer

E. Absence of the Chief of Police

An officer in charge will be designated by the Chief of Police in his or her absence. The following rules apply to the extended absence or incapacitation of the Chief.

1. Prior Designation of Acting Chief

Whenever the Chief of Police is absent from duty, the Chief will appoint an Acting Chief who will receive no additional compensation, but will possess all powers, authority, and duties conferred by statute upon the Chief of Police, subject to the following provisions:

- a. The Acting Chief may not promote nor demote any member of the department without authorization of the Chief.
- b. The Acting Chief may make temporary transfers. However, such transfers will be considered permanent only when approved by the Chief.
- c. The Acting Chief may not permanently change any department-wide policy, rule, regulation or procedure.

III. COMMAND PROTOCOL

Except where noted below, when two officers of the department are engaged in a single operation, the highest ranking officer at the scene will assume command. In the case of equal ranks, the senior ranking officer in date of appointment to rank will assume command. There are a limited number of incidents where command protocol is specifically enumerated. The designated command protocol will be followed in the following cases:

- A. The Criminal Investigation Division of Anne Arundel County Police Department has primary jurisdiction over all crimes against persons. The senior ranking C.I.D. officer available is in command of all crime scenes and investigations of homicide, sex crimes (except when in the 4th degree and not involving juveniles), robberies, kidnapping, and cases of child abuse.
- B. Hostage/barricades - command of the inner perimeter will be relinquished to the Special Operations Section supervisor of Anne Arundel County Police Department or senior officer upon his/her arrival. The ranking County patrol commander on the scene will assume the duties and responsibilities of field commander.
- C. During the temporary absence of supervisors, when no other designation has been made, command will automatically become the responsibility of the senior ranking subordinate of the component. For this purpose, seniority is established first by rank, and second by length of service within that rank. In cases of equal rank and length of service within rank, command falls to the officer with the greater length of service with the department

IV. DIRECTION AND SUPERVISION

A. Delegation of Authority

Responsibility delegated to supervisors will be accompanied by commensurate authority. At every level within the department, supervisors will be given the authority to make decisions necessary for the effective accomplishment of their responsibilities.

B. Accountability for Use of Authority

Each employee is accountable for the use of delegated authority, and the failure to use it.

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CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

MISSION STATEMENT OF THE CROFTON POLICE DEPARTMENT

Index Code Number: 0202
Effective Date: 01 Oct 1994
Revision Date: 01 Jul 2002

C. Accountability of Supervisors

Supervisory personnel are accountable for the performance of employees under their immediate control. This applies to all levels of supervision within the department. Employees will be apprised of their specific duties and responsibilities upon hiring and upon promotion.

D. Obedience to Orders

Employees are required to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.

E. Conflicting Orders

In the event an employee is given two different orders or directives that are in conflict, the employee will point out the conflict to the supervisor issuing the conflicting order. In the event that the conflicting order is not altered or retracted, the employee will obey it and will not be held responsible for disobedience of the order or directive previously issued. Supervisors are responsible for resolving situations involving conflicting orders.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.



Police Chief's Signature

Crofton Police Department Written Directive: INDEX CODE 203

ADMINISTRATION REPORTING SYSTEM

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Type of Reports

I. POLICY

Information is essential to the effective management of the department. An administrative reporting system is necessary to provide all members with current data needed to perform their assigned tasks. It is the department's policy that information about significant events, and summaries of routine events, will be submitted on a daily, monthly, quarterly, and annual basis.

II. TYPE OF REPORTS

DAILY: The following reports are due at the beginning of every shift, 365 days per year: The "Hot Sheet", a recap of major crimes, lookouts for wanted and missing persons and stolen property, and information of benefit to law enforcement officers. The Hot Sheet is prepared by the Teletype Section of Anne Arundel County Police and is disseminated by Fax to Crofton Police.

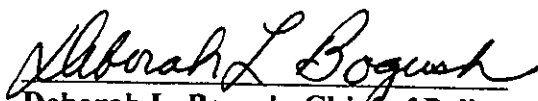
DAILY: Incident and daily activity reports are due prior to the end of the officer's tour of duty

MONTHLY: Monthly reports will be due no later than the 15th of the following month.

QUARTERLY: The following reports are due on the 15th business day of April, July, October, and January:

- A. Breakdown of all crimes / incidents handled by officers in the specified period;
- B. Breakdown of all citations, including warnings, handled by officers in the specified period;
- C. Breakdown of all special details, handled by officers in the specified period;
- D. Breakdown of all arrests, juvenile and adult, handled by officers, in the specified period;
- E. Breakdown of follow up investigation handled by officers in the specified period

ANNUAL: The Annual Report will be completed by the 15th business day of January. The Annual Report will include all of the required information as the quarterly reports, and a discussion of identifiable trends, if any.


Deborah L. Bogush, Chief of Police

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Dr. [unclear]



Crofton Police Department Written Directive: INDEX CODE 203.1

THE HOT SHEET

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Lookout and Hazards - The Hot Sheet**

I. POLICY

It is the department's policy and practice to identify potential and actual police hazards within Crofton and the surrounding areas and to disseminate information about them to all affected personnel. The Hot Sheet, prepared by the Anne Arundel County Police Department, Teletype Section, is published every eight hours prior to change of shift for this purpose. A copy is faxed to this department at that time.

II. LOOKOUTS AND HAZARDS - THE HOT SHEET

- A.** A police hazard is any situation, person, property, or place that may create or contribute to an incident calling for some police or law enforcement action.
- B.** Information regarding current and ongoing hazards will be passed on to all affected personnel over the police radio or by telephone, if appropriate. Officers receiving information on hazards, wanted persons, stolen property, and other information of interest to law enforcement will ensure that it is placed on the Hot Sheet.
- C.** Severe weather bulletins received by the Communications Section from the U.S. Weather Bureau will be broadcast over the police radio for information of patrol units in the field. Patrol units are responsible for advising Communications of severe road and weather related conditions which they encounter during patrol.

Deborah L. Bogush
Deborah L. Bogush, Chief of Police

Deborah 2/9/95



Crofton Police Department Written Directive: INDEX CODE 205

WRITTEN DIRECTIVE SYSTEM

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy and Purpose
- II. Definitions
- III. Types of Written Directives
- IV. Indexing
- V. Rules and Regulations
- VI. Accountability
- VII. Distribution List

I. POLICY AND PURPOSE

This directive describes changes in the department's written directives system that are intended to make the directives clearer and easier to develop, revise, file and understand.

It is the policy of the department to issue written directive in order to guide or affect the performance or conduct of employees. Written directives are issued by the Chief of Police, who retains the authority to issue, modify, or approve all written directives.

II. DEFINITIONS

A. Policies

Policies are general statements guiding the department to the attainment of its goals. Policies explain the reasons for, or build the foundation for, procedures and rules.

B. Procedures

Procedures are specific guidelines to assist employees in performing a wide range of tasks. They describe expected methods of operation, and generally allow some flexibility within certain constraints, or when justified by the circumstances applying to a specific case.

C. Rules

Rules are directives that prohibit specific behavior and or require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible, and apply to all employees.

D. Written Directives

Written directives are permanent, official documents that are intended to affect or guide the actions of department employees. The type of written directives used for this purpose are described below.

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Crofton Police Department Written Directive: INDEX CODE 205

WRITTEN DIRECTIVE SYSTEM

EFFECTIVE: 01 OCT 94

Revised:

III. TYPES OF WRITTEN DIRECTIVES

A. Departmental Directives

Departmental directives are issued by the Chief of Police, with the approval of the Town Manager, to establish policies, procedures and rules. They replace General Orders, Special Orders, and the Articles of the Rules and Regulations and Manual of Procedure. This document is a departmental directive.

Departmental directives will be filed in the Rules and Regulations manual in numerical order according to the Index Code. The hundred series of the Index Code indicates the appropriate chapter of the manual. The development, format and indexing of directives is explained in Index Code 205.1, "Development of Written Directives."

B. Formal Memoranda

Formal memoranda are issued by the Chief to implement or supplement department directives.

Formal memoranda may also be used to implement short term operational initiatives, to implement interim changes in policy or procedure, or to establish policies and procedures directed at employees of the issuing command only.

The purpose of formal memoranda, as opposed to inter office correspondence, is to provide a permanent record of the directive for accountability and reference purposes.

Memoranda will be issued on written directive stationary, and must display a sequential memorandum number. When applicable, a formal memorandum will include a reference to the Index Code of the department directive it is implementing or supplementing.

Memoranda will remain in effect until incorporated into a department directive or canceled by another memorandum. If related to a department directive, they will be filed behind that directive. Otherwise, they will be filed in the "Written Directive" sections of the Rules and Regulations and Manual of Procedure.

C. Standard Operating Procedure

S.O.P.'s are designed to give guidance and provide specific information, which is binding, to officers of the department. The Chief of Police will be responsible for developing, revising, issuing and retaining S.O.P.'s. The development and content of S.O.P.'s is discussed further in Index Code 205.2.

IV. INDEXING

A complete index of all department directives and formal memoranda will be maintained and will be issued to personnel periodically. It will be filed in the Rules and Regulation Manual. The Chief of Police is responsible for indexing of all S.O.P.'s that he or she establishes and providing subordinates of a copy of the current index.

V. RULES AND REGULATIONS MANUAL

Every employee will be issued a copy of the Crofton Police Department's Rules and Regulations and Manual of Procedure upon entry into the department. All written directives except S.O.P.'s are to be filed in the manual in the intended location, according to the hundred series of the Index Code.

Crofton Police Department Written Directive: INDEX CODE 205

WRITTEN DIRECTIVE SYSTEM

EFFECTIVE: 01 OCT 94

Revised:

Supervisors will inspect subordinates' Rules and Regulations manuals concurrently with the employee's annual performance evaluation. All employees are responsible for maintaining an up to date manual and for being knowledgeable about its contents.


VI. ACCOUNTABILITY

Every employee who receives a written directive will acknowledge in writing that he or she has received, reviewed, and understands the directive.

VII. DISTRIBUTION LIST

Copies of the "Rules and Regulations and Manual of Procedure" and all new Department Directives will be issued to the following personnel and / or components in the quantities indicated:

1. Sworn Police Officers - one copy per sworn officer
2. Town Manager - one copy
3. Civilian employees, if any - one copy per employee
4. Chief of Police for Anne Arundel County


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 205.1

DEVELOPMENT & REVIEW OF WRITTEN DIRECTIVES

EFFECTIVE: 01 OCT 94

Revised:

- I. Format of Department Directives**
- II. Development of Departmental Directives**
- III. Formal Memoranda**
- IV. Distribution and Review of Written Directive**
- V. Unit S.O.P.'s**

I. FORMAT OF DEPARTMENT DIRECTIVES

Each department directive will be assigned an Index Code number. The completed directive will be filed in the Rules and Regulation manual section corresponding to the hundred series of the Index Code. Formal memoranda that implement or supplement department directives will indicate the appropriate Index Code, and will be filed behind those directives. Crofton Police Department utilizes all Index Codes of the Anne Arundel County Police Department.

B. Effective Date and Revision Number

Department directives will have an effective date on each page. Page revisions will show a page revision date. Changes appearing in page revisions will be indicated in *bold italic type*.

C. Proponent Unit

Each department directive will have a section called "Proponent Unit" preceding the cancellation section. The proponent unit is the department component requesting or originating the directive. The Chief, the Town Manager or Anne Arundel County can be a proponent unit.

D. Cancellation

Before the signature line, the department directive will have a section called "Cancellation", indicating the reference number of written directives that are being canceled by the new directive.

E. Signature Line

Every department directive will conclude with a line for the Chief's signature or the signature of the official issuing the directive on the Chief's behalf.

II. DEVELOPMENT OF DEPARTMENT DIRECTIVE DIRECTIVES

While all department directives are issued by authority of the Chief of Police, most will be researched, drafted and submitted by other employees. The following procedures will govern that submission and the subsequent review and updating.

A. Primary Responsibility

New directives issued by the Chief of Police of Anne Arundel County Police Department may become department directives for the Crofton Police Department. All responsibility for those directives lies with the Section or Bureau for the County Police issuing the directives or memoranda.

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Crofton Police Department Written Directive: INDEX CODE 205.1

DEVELOPMENT & REVIEW OF WRITTEN DIRECTIVES

EFFECTIVE: 01 OCT 94

Revised:

B. All employees

All employees are encouraged to submit suggested changes or additions to department directives. Suggestions should be forwarded on inter office correspondence to the Chief of Police, who will authorize, modify or deny the suggestion. Employees may submit drafts of proposed changes or additions, or simply state the basis for the suggestion along with the recommended action. Employees who suggest changes will be kept informed of the status and final approval or rejection of the suggestion.

C. Staffing

Draft directives will be staffed for comment among officers or representatives of employee groups directly affected by the changes, and department components affected by the changes. Staff comments may be handwritten on the draft and returned to the component responsible for final preparation of the directive. Staffing and discussion of staff comments will occur at the Chief's periodic command staff meetings.

III. FORMAL MEMORANDA

A. Format

Formal memoranda will be issued on the written directive stationary, in standard business memorandum format. The first line of the heading will state in capital letters, "MEMORANDUM", followed by the sequential memorandum number. The remainder of the heading should indicate the date, addressees, author, and subject of the memorandum. The issuing commander will initial the memorandum next to his or her typed name to indicate final approval. It is not necessary to sign the memorandum.

B. Numbering and Indexing

Every formal memorandum requires a sequential number. If the memorandum is intended to implement or supplement a department directive, the appropriate index code of the directive will be indicated as well. A complete list of all department directives and formal memorandum will be maintained by the Chief and will be issued to all personnel periodically. It will be filed in the Rules and Regulations Manual. The Chief is responsible for indexing all S.O.P.'s that they establish, and providing subordinates with a copy of the current index.

IV. DISTRIBUTION AND REVIEW OF WRITTEN DIRECTIVES

A. Annual Review

The Chief will annually review written directives, whether department directives or formal memoranda. The purpose of this review is to determine if the directive still reflects current policies and procedures. If no changes are required during the annual review, a dated and signed memo will be attached to the manual stating that the directive still reflects current policies and needs. This documentation is required for accreditation purposes.

B. Distribution

Department directives will be distributed to all employees who are issued a copy of the Rules and Regulations and Manual of Procedure. The Chief is responsible for their distribution.

C. Retention

Department directives will be filed in the Rules and Regulation manual until they are canceled or revised. If a formal memorandum indicates reference to a department Index Code, it will be filed behind the affected department directive

Crofton Police Department Written Directive: INDEX CODE 205.1

DEVELOPMENT & REVIEW OF WRITTEN DIRECTIVES

EFFECTIVE: 01 OCT 94

Revised:

in the Rules and Regulations manual. If no index code appears on the memorandum, it will be filed in the "Written Directives" section of the manual. All employees are responsible for keeping their manuals up to date.

D. Accountability

Every employee who receives a written directive will acknowledge in writing that he or she has received, reviewed, and understands the directive. Accountability sheets for directives that are issued department wide or to a significant portion of the department will be distributed, and when returned, will be stored for permanent retention.

E. Replacement

Replacements for lost or unusable directives should be accomplished by photocopying the most recent directive from the supervisor's manual. The written directive index will indicate the most recent copy of a particular directive.

V. UNIT S.O.P.'s

Development of unit S.O.P.'s is discussed in Index Code 205.2

Deborah L. Bogush
Deborah L. Bogush, Chief of Police

Deborah 2/9/5



Crofton Police Department Written Directive: INDEX CODE 205.2

STANDARD OPERATING PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Purpose
- III. Criteria for Development of S.O.P.'s
- IV. Completion and Review
- V. Distribution
- VI. Format
- VII. Content

I. POLICY

Standard Operating Procedures (S.O.P.'s) are part of the department's formal written directives system.

It is the policy of the department to have Standard Operating Procedures (S.O.P.'s). The Chief will publish and make available these S.O.P.'s to each employee assigned to areas or operations covered with the S.O.P.

II. PURPOSE

- A. S.O.P.'s increase unit efficiency and effectiveness by providing guidance to line personnel in areas where no department level guidance or policy exists.
- B. S.O.P.'s ensure that department directives are implemented throughout the department by providing further specific procedure and guidance.
- C. S.O.P.'s enable supervisors to establish procedures for the accomplishment of daily operations.
- D. S.O.P.'s standardize the routine operations that are constantly conducted by officers. They are not intended to negate the department's initiatives regarding Problem Oriented Policing or Community Oriented Policing, both of which require broad granting of discretion and empowerment to take unilateral action to resolve problems. Rather, S.O.P.'s ensure that the resources necessary to be successful at both S.O.P. and C.O.P. are available and operating at all times.

III. CRITERIA FOR DEVELOPMENT

- A. The Chief will review all written directives and accreditation standards which apply to the department. Based on that review, the Chief will determine the content of their S.O.P.'s.
- B. The review of policies and development of S.O.P.'s should consider the following: What policies, procedures, or standards require further guidance from the Chief? For example, many directives specify an action will take place, but do not identify the actual person responsible for the action, nor the processing and filing of reports. What policies, procedures, requirements, or operations of the department are not found in department level directives or guidance? What written directives specifically require publication of unit or facility S.O.P.'s? As the department moves further toward Problem Oriented Policing and Community Oriented Policing, most written directive guidance will reflect greater emphasis on the unit S.O.P., to empower personnel throughout the department to direct their operations at the level closest to execution.

Crofton Police Department Written Directive: INDEX CODE 205.2

STANDARD OPERATING PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

IV. COMPLETION AND REVIEW

The Chief will review the completed S.O.P.'s.

V. DISTRIBUTING AND FILING

- A. Distribution of Hard Copy to Employees - The Chief will distribute to officers a copy of the S.O.P., ensuring that all unit employees submit a written acknowledgment that they have received and reviewed all new or revised S.O.P.'s. The commander will maintain a permanent files of these acknowledgments.
- B. Indexing - The Chief will publish and make available to all affected employees an up to date index of current unit S.O.P.'s.

IV. FORMAT

- A. All S.O.P.'s will be prepared in the following manner:

The S.O.P. document must clearly indicate that it is an official department written directive.

The date issued and effective date will be indicated on the order. S.O.P.'s must be in numerical sequence and prefixed with the last two digits of the current year. A new sequence will be initiated each calendar year. They will be categorized by subject and related sub-topic. Background, purpose, and procedure statements will be included, when applicable. Related department Index Codes and or accreditation standards will be referenced, when applicable, in the REFERENCES section of the title. When an S.O.P. is revised or an addition is made, it will be issued using the original number. The order will indicate a revision date and revision number. Each succeeding page will contain the S.O.P. number, the subject, issue or revision date, and page number. The name and signature of the issuing commander will appear at the conclusion of the S.O.P.

VII. CONTENT

All S.O.P.'s should contain the following minimum information:

Department mission; Department functions; Department goals and objective for current fiscal year;

Department chain of command and command relationships with other department components;

Performance appraisal responsibilities and requirements; Hours of work; leave and attendance policies; overtime management; and, Specialized equipment, if any, issued to unit employees; proper use and maintenance of same

The above areas are basic mandates. The Chief will expand the S.O.P.'s to cover all appropriate subjects.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 206

AGENCY CORRESPONDENCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Inter Office Correspondence**
- II. Department Letterhead**
- III. Personnel Orders**
- IV. Training Modules**
- V. Legal Bulletins**

I. INTER OFFICE CORRESPONDENCE

- A. Inter office correspondence is used to disseminate information to and among department employees in those situations not requiring the use of a formal written directive. Inter office correspondence can also be used to communicate and coordinate efforts with other agencies.
- B. Inter office correspondence is for communication purposes only. It is not suitable for providing formal direction to employees. No permanent record is kept of these documents.
- C. Any employee may use inter office correspondence to communicate information. Prior approval is not required.
- D. Members receiving inter office correspondence for transmission to a higher command will endorse it indicating approval, disapproval, or acknowledgment, and will forward it to the next level of command.
- E. The format for inter office correspondence is the standard business memo format: date, addressee, author, subject, message. The author will initial the inter office next to his or her type name. It is not necessary to sign the inter office.

II. DEPARTMENT LETTERHEAD

Letterhead correspondence is used for written communications to individuals outside of the department.

III. PERSONNEL ORDERS

Personnel orders provide a formal, written record of transactions such as:

- Transfers or promotions of employees;
- Appointment to positions;
- Disciplinary actions;
- Employee hiring and resignations;
- Departmental training / educational courses;
- Information about changes in benefits or personnel procedures, not warranting issuance of a written directive;
- Any other personnel matter deemed appropriate

These orders will be issued upon authorization from the Chief of Police, with the approval of the Town Manager. Personnel orders will be given appropriate distribution. A copy will be placed in the affected members' personnel files. Personnel orders will be consecutively numbered and a record of their issuance and distribution will be

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Crofton Police Department Written Directive: INDEX CODE 206

AGENCY CORRESPONDENCE

EFFECTIVE: 01 OCT 94

Revised:

maintained. Personnel orders will not be incorporated into the Rules and Regulations and Manual of Procedure. However, supervisors may wish to keep a file for Personnel Orders.

IV. TRAINING MODULES

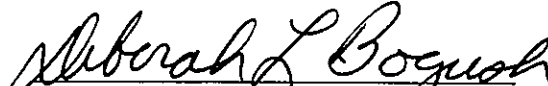
Training modules are developed by the Anne Arundel County Police Department's Training Academy to meet the training needs of the Crofton Police Department. Modular training may be used to supplement or replace in service training requirements, and usually is conducted at roll call sessions. Training modules may require employees to view audio or visual material, and to pass a written examination or demonstrate understanding and or proficiency in some other way.

Successful completion of certain modules may be required for retention or promotion of officers, so employees should keep their training modules for future reference.

All attendance records and testing results for training modules will be maintained by the Training Academy as well as a copy in the officer's personnel file.

V. LEGAL BULLETINS

The Anne Arundel County Police Department's legal advisor periodically publishes legal bulletins to inform employees of changes in laws that impact police operations. When these bulletins are received by the Crofton Police Department and disseminated to all affected personnel they should be retained and incorporated in the written directives system.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 207

DEPARTMENT FORMS CONTROL

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Approval Procedures**
- III. Annual Review**

I. POLICY


It is the policy of this department that all forms will be accounted for and new forms introduced only in response to an identified need. Further, all forms will be subject to periodic review as to their continued use, and be directive related, to the extent possible. The department will endeavor to reduce the number of authorized forms to only those necessary for efficient operations. The provisions of this directive apply only to forms created by the Police Department or its internal units; forms supplied by other agencies are exempt. **CROFTON POLICE DEPARTMENT USES SOME FORMS CREATED BY ANNE ARUNDEL COUNTY POLICE. CROFTON POLICE MAY NOT REQUEST ANY ANNE ARUNDEL COUNTY POLICE FORMS BE CHANGED, ALTERED, OR MODIFIED.**

II. APPROVAL PROCEDURES

- A. Prior to implementing a new form, the officers will review all existing forms. If a decision is made to implement or seek approval of a new form, the originator will design a draft form and submit it, along with the following information, to the Chief:
 - Form Title / Name
 - Reason for the form
 - Directive / S.O.P. that governs its use
 - An estimate of the time required to fill in the form and the estimated number used within a calendar year
- B. The Chief will evaluate the need for an additional form and if appropriate justification exists, will have the form printed.

III. ANNUAL REVIEW

During the annual review of written directives, the Chief will review the need for continuation of all forms.


Deborah L. Bogush, Chief of Police

Handwritten note: Draft 2/9/5



DEPARTMENT FORMS CONTROL

INDEX CODE: 207

EFFECTIVE DATE: 02-15-02

Contents:

- I. Policy
- II. Forms Control
- III. Approval Procedures
- IV. Revision of Forms
- V. Annual Review
- VI. Proponent Unit
- VII. Cancellation

I. POLICY

It is the policy of this department that all forms will be accounted for and new forms introduced only in response to an identified need. All forms will have a proponent unit, be subject to annual review as to their continued use, and be directive related, to the extent possible. The department will endeavor to reduce the number of authorized forms to only those necessary for efficient operations. The provisions of this directive apply only to forms created by the Police Department or its internal units. Forms supplied by other agencies are exempt.

II. FORMS CONTROL

The *Accreditation Unit* maintains a database of all Departmental forms. All forms that are duplicated in-house must have a police department "PD" number assigned to them (e.g., PD 516).

III. APPROVAL PROCEDURES

Before any form is placed into operation, it must be reviewed by the Commander of the *Accreditation Unit* to ensure that all mandated reporting requirements are included. The proposed form will then be forwarded to the proponent unit's bureau/division commander for final approval. Upon notification of approval by the appropriate bureau/division commander, *the Accreditation Unit* will assign a PD number that must be printed on the lower left hand corner of the form. The proponent unit will then forward a copy of the finalized form to the *Accreditation Unit*, and to the Quartermaster, who maintains a master file of all Departmental forms for reproduction purposes.

IV. REVISION OF FORMS

If an existing Departmental form needs to be revised, the procedures listed above in Section III also apply. After final approval is obtained, a revision date must be placed beside the "PD" number on the bottom of the form. A copy of the revised form will then be

forwarded to the Commander of the *Accreditation Unit* and the Quartermaster.

V. ANNUAL REVIEW

On an annual basis, the *Accreditation Unit* will request that proponent unit commanders review the list of Departmental forms. The purpose of this review is to determine if there are any forms that are no longer being used. Proponent unit commanders will inform the *Accreditation Unit*, in writing, of any forms whose use is not longer needed.

VI. PROPONENT UNIT: Accreditation Unit

VII. CANCELLATION: This directive cancels Index Code 207, dated 09-01-98.



P. Thomas Shanahan, Chief of Police

Dear Sir,
I have the pleasure to acknowledge the receipt of your letter of the 14th inst. in relation to the above mentioned matter.
The same has been referred to the appropriate authorities for their consideration.

I am, Sir, very respectfully,
Yours faithfully,
[Signature]

Very truly yours,
[Signature]

DEPARTMENT COMMENDATIONS

INDEX CODE:

301

EFFECTIVE DATE:

01-15-05

Contents:

- I. Policy & Purpose
- II. Commendation Board
- III. Department Commendations
- IV. Citizen Recognition Policy
- V. Wearing of Commendations
- VI. Nominating Procedures
- VII. Proponent Unit
- VIII. Cancellation

I. POLICY & PURPOSE

The Anne Arundel County Police Department expects a high level of professional conduct from members of the department. When members exceed the standards of the department, it is appropriate for them to be commended. The official commendation of such performance and the arrangement of appropriate publicity is provided by the department to give full public recognition to those who have brought honor to themselves and to the department.

II. COMMENDATION BOARD

The Commendation Board consists of at least four (4) members who are appointed by the Chief of Police. The Board meets periodically and considers all recommendations for commendations. The Commendation Board is given access to all information regarding each recommendation, and may investigate the circumstances surrounding the recommendation in any manner it deems necessary. The Commendation Board forwards all recommendations and the results of their investigations to the Chief of Police.

The chairperson of the Commendation Board will be identified via inter-office correspondence to all personnel by the Public Information Office at least once annually and/or upon a change in the position.

III. DEPARTMENT COMMENDATIONS

A. The Distinguished Officer Award

The Distinguished Officer Award is awarded by the County Executive to an officer whose performance of duty during a specific police action is exceptional. The award consists of a "Distinguished Service" shoulder patch worn on the right shoulder of the

uniform, and may include a monetary award provided by the county government. A certificate accompanies the award.

B. Department Medal of Honor

The Department Medal of Honor is awarded when an officer, in the line of duty, performs an act of extraordinary heroism or bravery involving death, personal injury, or risk of imminent personal danger to life, in direct combat or in saving or attempting to save or rescue the life of another with knowledge of the danger assumed. The Department Medal of Honor may be awarded posthumously. The commendation ribbon is dark blue, light blue and white.

C. Department Silver Star Award

The Department Silver Star Award may be awarded for:

1. An act of extraordinary police work involving grave personal danger, protecting the life of another, or effecting arrest where circumstances indicate that firearms or other deadly weapons could have been used against the member;
2. Extraordinary cases in which clues and circumstances are correctly weighed and evaluated and where diligent investigation leads to an arrest which terminated the career of one who, while at large, had been detrimental to the welfare and safety of the public;
3. An act of courage involving personal risk to one's self while protecting or saving the life of another.

The commendation ribbon is blue and silver.

D. Department Commendation Award

The Department Commendation Award may be awarded for:

1. An arrest of an armed adversary not necessarily at imminent risk to life, or under direct combat;
2. An act of extraordinary intelligence reflecting highly credible police

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- accomplishment and displaying perseverance and devotion to duty, which results in the prevention or solution of a crime or act and apprehension of those responsible;
3. Saving the life of another without personal risk to one's self;
 4. An arrest culminating in clearing one or more of a series of important cases through diligent investigation, alertness, and professional skill.

The commendation ribbon has a white background with red and blue stripes.

E. Purple Heart Award

This award is presented by the Chief of Police to a sworn member who is wounded by a weapon in the performance of his/her duty.

The Purple Heart commendation ribbon has a light blue background with red and white stripes.

F. Chief's Award for Job Excellence

The Chief's Award for Job Excellence is given to sworn or civilian members who the Chief of Police determines have performed their assigned tasks in a manner above and beyond the written job description. The recipients of this award are selected directly by the Chief of Police – not through the Commendation Board.

The commendation ribbon is red and white with a blue background.

G. Department Unit/Section Award

This award presented by the Chief of Police for those situations in which an entire Unit or Section, by displaying an extraordinary degree of teamwork, has made a significant contribution to the department's mission. The Department Unit/Section Commendation Award may be awarded for:

1. An act of extraordinary police work from a group of individuals in a particular Unit/Section that results in the prevention or solution of a crime or act and apprehension of those responsible.
2. An arrest culminating in the clearance of one or more important cases through the diligent investigation, alertness, and

professional skill of a combined group of individual officers.

3. Activities, which have made a significant contribution to the Department's mission and to enhancing community welfare such as major crime prevention endeavors.

Those activities or actions cited should have occurred in the current calendar year, but may be submitted no later than January 31st of the next calendar year. Any supporting statistical information should also be based on the current calendar year; however, the Board chairperson retains the authority to consider exceptions.

The Unit/Section citation ribbon is red, white and blue. The Unit/Section Award also consists of a certificate embossed with a gold seal. Each member involved in the particular act will be named in the certificate and a letter of commendation is placed in each members' personnel file.

H. Department Letter of Commendation

A letter of commendation may be directed to a member for proficient performance of duty in circumstances which do not merit the aforementioned awards but where some form of recognition for distinguished service is warranted.

I. Community Service Award

The Community Service Award is presented by the Chief of Police for those situations in which an officer or a group of officers makes a significant difference in improving the quality of life for the citizens, the community or the neighborhood they serve.

The Community Service Award may be awarded for:

1. The development, organization, and management of a unique program specifically designed to provide the community with a service that was not previously available. Such a program will have made a significant impact upon the community or its residents by further enhancing their quality of life.
2. The consistent resolution of community conflict or problems by an individual officer. Such an officer would consistently demonstrate the ability to identify problems

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EFFECTIVE DATE: 01-15-05

and seek appropriate solutions through his or her own creativity or the use of other resources. The actions of this officer will have made significant impact on the community or its residents by enhancing their quality of life.

3. The active participation of an individual officer in community events or services not directly associated with his or her employment as a police officer. The actions of this officer will have made a significant impact on the community or its residents by enhancing their quality of life.

The Community Service Award ribbon has a blue background with red and yellow stripes.

J. AWARDING OF CERTIFICATE

In addition to the awarding of ribbons, a certificate is also given to all award recipients.

IV. CITIZEN RECOGNITION POLICY

A. The consistent, effective investigation, prosecution, and reduction of crime cannot be accomplished by the police without the support and cooperation of the citizens. Each citizen must recognize his or her obligation to the community and the shared responsibility for its welfare. The department seeks to further the acceptance of these duties through recognition of those citizens whose actions have contributed to the accomplishments of the department's mission or the safety of the community.

B. The award is known as the "Citizen Award for Outstanding Service to the Community". The certificate consists of a document properly inscribed stating the situation, type of assistance, and the result, and is presented by the Chief of Police.

V. WEARING OF COMMENDATIONS

A. Commendation ribbons are worn one half inch below the top seam of the right pocket, centered on the pocket flap button. The ribbon will be framed by a chrome or gold metal frame, depending on the rank of the officer. Members who receive more than one commendation in the same category receive a small star (silver or gold as appropriate) for each additional commendation in that category to be placed on the ribbon. Civilian employees wearing

uniforms are permitted to display ribbons on their uniform as previously stated.

B. If the Medal of Honor ribbon is worn, all other ribbons must be worn centered, directly below the Medal of Honor. If the Silver Star ribbon and the Commendation ribbon are both worn, the Commendation ribbon is worn next to and left of the Silver Star. The Purple Heart ribbon is worn to the right of the Silver Star. The Chief's Award for Job Excellence ribbon is worn to the right of the Purple Heart ribbon or Silver Star ribbon, whichever is appropriate.

VI. NOMINATING PROCEDURES FOR AWARDS

All members are encouraged to recognize outstanding performance of sworn personnel, civilian personnel and citizens. *Any member who has knowledge of a commendable action deserving of recognition by one of the aforementioned awards, may submit a nomination to the Board chairperson.*

A. Nominations should be submitted to the chairperson of the Commendation Board using PD form 301, "Report-Commendation Award". *Nominations may be submitted as an inter-office correspondence using PD 301 as a coversheet and guide.*

B. The Commendation Board chairperson will retain all submissions received for consideration. The chairperson will convene the Commendation Board *as needed*. *All nominations for activities or actions occurring in the calendar year must be submitted by January 31st of the following calendar year.*

C. *At the conclusion* of the Commendation Board review of a submitted nomination, a recommendation will be forwarded to the Chief of Police using PD form 301A, "Action of Commendation Board", by the Board chairperson. The appropriate PD form 301, "Report-Commendation Award", will be forwarded along with "Action of Commendation Board" form.

D. The Chief of Police will make a final ruling, which will be noted on the appropriate PD form 301A, "Action of Commendation Board". The Chief of Police will forward to the Public Information

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Officer (PIO) those nominations for which a final disposition has been made. The PIO will maintain a permanent file of the nominations approved by the Chief of Police. *The PIO will coordinate with the Board chairperson to notify the affected personnel, and/or the nominator, in writing of the results of the nomination and the procedure to obtain their ribbon if appropriate. The PIO will forward a copy of the correspondence for the recipients of an award to both the Property Management Unit, which is responsible for distribution of the appropriate ribbons within seven workdays, and the Police Personnel Section for inclusion in the affected employee's personnel file.*

E. The PIO and Police Foundation liaison officer are responsible for planning and making all the necessary arrangements for the Anne Arundel County Police Foundation Annual Awards Banquet, to be held in February of each year.

VII. PROPONENT UNIT: Staff Inspections Section

VIII. CANCELLATION: This directive cancels Index Code 301, dated 05-01-97.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 302

DEPARTMENT RULES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Definitions
- III. Department Rules
- IV. Exceptions

I. POLICY

This directive identifies the most standard of conduct expected of Police Department employees and or the most obvious forms of unacceptable behavior. This list is not intended to be encompassing, nor is it intended to prevent the department from disciplining employees for acts or omissions not specifically enumerated within it.

The policy of the department is to ensure that all employees maintain an exemplary standard of personal integrity and ethical conduct in their relationship with other employees and the community. The recognition that our primary responsibility is to the community requires the understanding that police powers are limited and police action, in whatever form, must be accountable to the community.

The rules contained in this directive are designed to serve as a professional standard governing employee's conduct. The department also recognizes that employees possess certain basic individual rights. Protection of employee rights enhances the department and further promotes the goal furnishing to the community the highest quality of public services.

II. DEFINITIONS

- A. Employee: All personnel, sworn and non-sworn
- B. Officer, police officer: A commissioned (sworn) police officer

III. DEPARTMENT RULES

A department rule is designed to cover situations in which no deviation or flexibility is permitted. Except where specifically noted, the following rules apply to all employees. It is the employee's responsibility to familiarize themselves with the following rules:

Rule 1 Conformance to Law: Employees are required to adhere to department rules, department written directives, County Code, and to conform to all laws applicable to the general public.

Rule 2 Authority to Suspend: The Chief of Police or any supervisor may temporarily suspend, with pay, any subordinate employee from duty and or require the surrender of credentials and or issued weapons. Emergency suspension without pay as well as subsequent procedures in the case of police officers, will be in accordance with the Law Enforcement Officer's Bill of Rights (Article 27, Sections 727 through 734, Annotated Code of Maryland).

Rule 3 Compliance with Orders: Employees will obey a supervisor's lawful order. Should a supervisor issue an order which conflicts with a previously issued order or directive, the employee should respectfully call attention to the

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conflicting order and if not rescinded by the superior, the order will stand. The responsibility for the order will rest with the issuing superior and the employee will not be answerable for disobedience of any previously issued order. Superiors will not issue any order which they know would require a subordinate to commit any illegal, immoral, or unethical act. Employees will not obey any order which they know would require them to commit any illegal, immoral or unethical act. Employees will obey a lawful order which has been relayed from a superior by an employee of the same or lesser rank.

Rule 4 Abuse of Power: Employees must not intentionally manufacture, tamper with, falsify, destroy, or withhold evidence or information, nor make any false accusations or statements for the purpose of influencing the outcome of any investigation, hearing, or trial. Employees are prohibited from providing confidential information concerning department investigations or operations to any unauthorized person. Employees are prohibited from providing information obtained from the Criminal Justice Information System (CJIS), Motor Vehicle Administration (MVA), National Crime Information Center (NCIC) or confidential or privileged information obtained from any other source to any unauthorized person, except in the performance of their duties and in accordance with proper police procedure and law.

Rule 5 Abuse of Authority: The lawful authority entrusted to police officers will not be used improperly to interfere with the lawful conduct of anyone. All officers must carry out their duties in a nondiscriminatory manner.

Rule 6 Use of Force: Officers will use force only in accordance with law and department policy and will not use more force than is reasonably necessary under the circumstances to effect the arrest or protect themselves or citizens from harm. No officer will use force in a discriminatory manner.

Rule 7 Integrity of the Reporting System: Employees will submit all necessary reports in accordance with established department procedures. Reports submitted by employees will be accurate and timely.

Rule 8 Punctuality: Employees of the department will be punctual in reporting for duty at the time and place specified by their supervisor. No employee will be absent from duty without approved leave or without authorization from his or her supervisor. No employee will leave the work site prior to the end of the scheduled work day without the approval of a supervisor. An employee who fails to report for duty as scheduled or who leaves the work site prior to the end of the scheduled work day without the approval of a supervisor may be considered absent without leave and placed in a non-pay status for the period in question, and be subject to disciplinary action.

Rule 9 Attentiveness to Duty / Use of Alcohol or Drugs: To ensure each employee's own protection and the protection of citizens and fellow employees, employees will remain awake and alert while on duty. Employees will not consume alcohol while at work or on duty, except while under the proper and specific orders of a superior officer. Alcoholic beverages will not be consumed while wearing any part of an official uniform. Further, all employees are prohibited from operating a police vehicle while, or after, consuming alcoholic beverages. An officer will not exercise any police authority, take any official police action or represent himself as a police officer while impaired by, or under the influence of, alcohol or drugs, except in a life threatening situation. An officer will not be armed while impaired by, or under the influence of, alcohol or drugs. Employee's will not take any narcotic or controlled dangerous substance unless prescribed by a physician. Police officers are subject to unannounced, random drug testing. Employees taking a medication which may impair their performance prior to or while on duty will notify their supervisors of the medication prescribed.

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Rule 10 Telephone Maintenance: Whenever a department employee changes his or her telephone number the employee will forward this information on inter-office correspondence to the Comptroller via the chain of command and also to Anne Arundel County Police Department Communications Section. Notification must occur within twenty four (24) hours of the change. Both the old and new information should be included in the inter-office memo. Any member of the department who does not have a telephone at his or her private residence must provide the Chief of Police with a telephone number where he or she can be reached within thirty (30) minutes. This "will call" number will be maintained in the same manner as a regular residence telephone number. Should the "will call" number change, the sworn member must notify the Chief of Police within twenty four (24) hours of the change. The Communications Division of Anne Arundel County Police will also be notified.

Rule 11 Carrying of Credentials / Identification: Officers will carry their department credentials while on duty and while off duty when armed or operating a department vehicle, unless exempted by the Chief of Police. Credentials will be displayed upon request. Employees of the department will identify themselves to any citizen requesting such identification by supplying their full name and identification number.

Rule 12 Gratuities: No compensation, reward, gift or other consideration may be solicited or accepted by employees without permission from the Chief of Police.

Rule 13 Secondary Employment: Police officers may not engage in any other employment without the prior written approval of the Chief of Police and the Town Manager. No employee may engage in any activity related to other employment while on duty.

Rule 14 Conduct Unbecoming Police Officer: No employee will commit any act which constitutes conduct unbecoming an employee of the department. Conduct unbecoming includes, but is not limited to, any criminal, dishonest or improper conduct.

COMMENTS: We are constantly being observed and judged by the community we serve. Improper behavior on the part of any employee, or on off duty, tends to reflect unfavorably on all employees of the department.

"Conduct unbecoming" is often viewed as a "catch all" offense. Although non specific, "conduct unbecoming" has been upheld in court for certain acts committed by police officers both on and off duty. The following examples have been upheld by various state and local courts throughout the country as "conduct unbecoming": speeding, placing unauthorized posters in squad room, lying in department investigations, excessive absenteeism, profane language in public, barroom fighting off duty, ticket fixing, assault on a fellow officer, annoying and or molesting bar patrons off duty, males dressing in women's clothing, illegal possession of marijuana, horseplay with firearms, misuse of a police radio to criticize a superior, and the failure to cooperate with an internal investigation. The following examples of conduct which the courts have found not to be unbecoming include: embarrassing the department by neglecting "discretion" and vigorously enforcing municipal ordinances; disrespectful, but private language to the Chief of Police while under emotional stress; and filing a libel suit. These lists, although not inclusive, further indicate how courts nationally view police conduct both on and off duty. Although these court cases have involved police officers, no employee will commit any act which would reflect unfavorably on the department.

Rule 15 Soliciting / Endorsements: Employees may not solicit votes or contributions for any prize contest, nor engage in the sale of tickets or the solicitations of advertisements of businesses of any nature while in uniform or while

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representing themselves as employees of the department without prior approval of the Chief. Employees will not authorize the use of their names, photographs or other official titles which identify themselves as employees of the department in connection with the endorsement of political candidates or causes, testimonials, or endorsements of any product or enterprise.

Rule 16 Neglect of Duty / Unsatisfactory Performance: Neglect of Duty : employees will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Unsatisfactory Performance: employees will demonstrate an ability or willingness to perform assigned tasks, take appropriate action in a situation deserving police attention, and to conform to work standards established for the employee's rank, grade or position.

COMMENTS: Due to the nature of police work, employees must maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Repeated poor evaluations or a documented record of repeated infractions of the rules, directives or orders of the department may be considered as evidence of unsatisfactory performance.

Rule 17 Maintenance of Property: Employees will be held accountable for the proper care and maintenance of all uniforms, vehicles, weapons and equipment in their charge. Employees who lose or damage department property, will report in writing such loss or damage to their supervisor. If the employee is incapacitated, the supervisor will file the required report.

Rule 18 Pay Account Withheld for Unreturned Equipment: Upon separation from the department, employees will promptly return to the Chief or his designee, all issued equipment. The Chief of Police is authorized to withhold certification of the employee's pay account until all property has been accounted for.

Rule 19 Wearing the Uniform: The uniform will be worn by employees while on duty, when authorized for secondary employment, or when going to or from their place of assignment. Uniforms will be clean and pressed, and will be worn in its entirety, in the manner intended; shoes and metal objects will be shined.

Rule 20 Mutual Protection: An officer will promptly come to the aid of any officer who, when carrying out official duties, is in need of assistance.

Rule 21 Untruthful Statements: Employees will not make untruthful statements, either verbal or written, pertaining to official duties.

Rule 22 Courtesy: Employees will be courteous and discreet to members of the public, and all members of the law enforcement community including department personnel. Employees will maintain proper decorum and command of temper, and will not use violent, insolent, sarcastic, or obscene language.

Rule 23 Property: Property and or contraband coming into the possession of an employee in an official capacity will be reported and properly stored or otherwise disposed of in accordance with department procedures and state and local laws.

Rule 24 Meal Periods: Officers are considered on duty while on meal periods during their workday.

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Rule 25 Recognition of Plainclothes Officers: No employee of the department will, either visually or verbally, recognize or acknowledge any plainclothes officer until and unless that officer acknowledges them first. (A plainclothes officer is any sworn officer who is not working in uniform. This will include Criminal Investigation Division officers, Intelligence officers, officers assigned to Internal Affairs, and any uniform officers on special assignment.)

COMMENTS: To provide for the safety of undercover officers and to protect the integrity of investigations it is imperative that all officers comply with this rule. In regard to this issue, the department recognizes that the initial contact or acknowledgment is normally accidental. This, however, does not reduce the potential for serious repercussions. Particular emphasis is placed on the recognition of officers assigned to the Narcotics Section and the Intelligence Section because their activities take place in and out of the county, range 24 hours a day, and take place in unexpected locations. Further, it is an accepted tool of law enforcement for these officers to use different identities and not to carry police credentials.

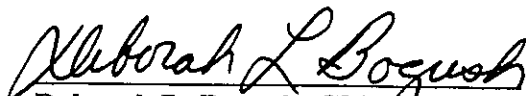
Rule 26 Discrimination / Harassment and Use of Derogatory Language: Employees of the department will not discriminate against, harass, or use derogatory language in referring to any other employee or citizen on the basis of race, color, national origin, religion, sex or any other basis as prohibited by county, state and federal law. Employees will not take nor contribute to any reprisal or adverse action against any individual or group of individuals having opposed discriminatory practices or having participated or assisted in a charge, investigation or preceding brought under department policy, county, state or federal law. The Chief of Police is a supervisor of the department and will conduct a prompt and thorough inquiry into any instance of alleged discrimination or harassment which comes to their attention. All information regarding such allegations will be documented and forwarded to the Town Manager.

Rule 27 Recommending Attorney, Bail Bond Services, or Other Services Prohibited: In performance of their official duties, employees will not suggest, recommend, advise or otherwise counsel the retention of any specific attorney, bail bond service, towing service or any specific service to any person coming into their attention as a result of police business.

COMMENTS: The intent of this rule is to prohibit employees from making suggestions, recommendations, etc., for any specific attorney, bail bond service, etc., by name. General reference such as informing defendants they should retain counsel or seek legal assistance is acceptable. When employees are the subjects of internal administrative investigations, they should be advised that they have the right to representation.

V. EXCEPTIONS

In certain instances, the Chief of Police may exempt individuals or units from complying with specific rules contained in this directive. Such exceptions will be made on a case by case basis in recognition of individual or unit requirements for the performance of their job.


Deborah L. Bogush, Chief of Police

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DISCIPLINARY PROCESS

EFFECTIVE: 01 OCT 94

Revised:

- 2/9/85
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- I. Policy
 - II. Definitions
 - III. Disciplinary System
 - IV. Progressive Discipline
 - V. Authority of the Chief of Police
 - VI. Authority of Sworn Police Supervisors
 - VII. Emergency Suspension
 - VIII. Fines and Payment Procedures

I. POLICY

A relationship of trust and confidence between the department and the community is essential to effective law enforcement. Officers must be free to exercise their own judgment and take enforcement action in a reasonable, lawful, and impartial manner without fear of reprisal.

It is therefore important to establish a disciplinary process which enables the department to initiate positive, corrective action for improper conduct while at the same time protecting officers from unwarranted criticism for properly discharging their duties. It is the policy of this department to provide a thorough, fair, and expeditious disposition of complaints about the conduct of its employees. Further, it is the policy to invite individuals to bring to the department's attention complaints about its employees whenever that person feels the employee acted improperly.

This directive applies to all allegations of misconduct against department police officers, regardless of duty status.

II. DEFINITIONS

1. **Law Enforcement Officer** - any person, who in his or her official capacity, is authorized by law to make arrests and who is a member of a bona fide law enforcement agency; for disciplinary purposes under the LEOBOR, the term law enforcement officer does not include an officer serving in a probationary status except when allegations of brutality in the execution of duties are made
2. **Probationary Status** - a police officer is on probationary status for one year from the date of hire
3. **Summary Punishment** - punishment imposed by the highest ranking officer; summary punishment may not exceed three (3) days suspension without pay or a fine of \$150 and may be imposed for minor violations of departmental rules and regulations when: (1) the facts which constitute the minor violation are not in dispute, (2) the officer waives his or her right to a hearing provided by the LEOBOR, and (3) the officer accepts the punishment
4. **Complaint** - an allegation of misconduct made against an employee of the department
5. **Violation** - any infringement of a law, rule, regulation, procedure, standard of conduct, or lawful order
6. **Counseling** -supervisory counseling of subordinates is non disciplinary corrective action; in most cases it is not made part of the employee's personnel file (an exception is counseling taken as a result of at fault departmental traffic accidents)
7. **Brutality** - use of unnecessary or excessive physical force by an officer while acting in an official capacity

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8. **Hearing Board** - any board formed in compliance with the LEOBOR to hear formal charges brought against an officer
9. **LEOBOR** - the Law Enforcement Officer's Bill of Rights, Maryland Code, Article 27, Section 727-734, as amended
10. **Non Punitive Transfer** - the Chief of Police has the authority to "regulate the competent and efficient operation and management of a law enforcement agency by any reasonable means. Maryland Code, Article 27, Section 728

III. DISCIPLINARY SYSTEM

This directive establishes the department's disciplinary system. The disciplinary system includes the following elements:

- A. **Rewarding** - the department's procedures and criteria for rewarding employees are explained in Index Code 301, "Department Commendations."
- B. **Counseling and Retraining** - the department's procedures and criteria for using counseling and retraining as a function of discipline are explained in Index Code 303.4.
- C. **Punitive Action** - the department's criteria for taking punitive action against employees are explained in the remainder of this directive

IV. PROGRESSIVE DISCIPLINE

A. Considerations

Disciplinary action is administered in an aggressive fashion. The seriousness of the incident, the circumstances surrounding the incident, the member's past disciplinary record, the member's past work performance, the overall negative impact on the organization caused by the incident, and the likelihood for future similar problems are taken into consideration in the administration of disciplinary action.

B. Categories and Criteria

The following criteria for progressive disciplinary action alternatives. The description of each category is intended to provide guidance to supervisors in the administration of disciplinary action, but it is not binding on the supervisor or the department; this policy does not require or imply a required sequence of punitive acts.

1. Documented Verbal Reprimand: employee misconduct which warrants more severe disciplinary action than counseling or training, but less than that which is described below, may be resolved by documenting a verbal reprimand; documented verbal reprimands are noted in the formal files of the department
2. Written Reprimand; Reassignment: if the employee's misconduct is part of a continuing pattern of behavior, involving repeated acts of misconduct or mistakes, a written reprimand may be issued, or the employee may be reassigned; such actions are noted in the formal files of the department
3. Suspension Without Pay; Fines; Loss of Leave; Demotion: this level of disciplinary action is appropriate in the following situations: a. the employee has deliberately or flagrantly violated a law, rule, regulation, procedure or standard of conduct; b. the employee's conduct impairs the achievement of the department's mission or brings the department into

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- disrepute; c. the employee's conduct represents a continuing pattern of disregard for the rules, regulations, standards of conduct required of police officers; or, d. in cases where lesser applications of disciplinary action have failed to correct the employee's conduct. Corrective action of this magnitude is noted in the formal files of the department.
4. Dismissal: if progressive discipline fails or the employee's misconduct warrants disciplinary action greater than that described, the employee may be dismissed from employment.

V. AUTHORITY OF THE CHIEF OF POLICE

The Chief of Police is authorized by Article 26, Section 5 of the Annotated Code of Maryland to promulgate and enforce such rules, regulations and procedures as he or she deems necessary for the efficient operation and government of the Crofton Police Department.

The Chief of Police has final authority for disciplinary action involving sworn personnel (within the requirements of the Law Enforcement Officer's Bill of Rights [LEOBOR]). Only the Chief of Police or Acting Chief has the authority to dismiss an employee from employment, or to suspend an employee without pay for longer than 30 days.

Consistent with the Law Enforcement Officer's Bill of Rights, the Chief of Police may administer any form or combination of punishment authorized by this directive or by personnel rules of the Crofton Special Community Benefit Tax District and Crofton Civic Association.

VI. AUTHORITY OF SWORN POLICE SUPERVISORS

A. Role of Supervisors

The role of supervisors, especially first line supervisors, is crucial in the disciplinary process. First line supervisors have the best opportunity to observe the conduct and appearance of officers and detect those instances when disciplinary actions are warranted (remedial training, counseling, or punishment). First line supervisors also have the opportunity to understand the personality traits of the personnel under their supervision and to determine the most effective methods of discipline.

B. Authority of Supervisors

sergeants or first line supervisors are authorized

- a. to counsel employees
- b. to recommend and or conduct retraining of employees
- c. to investigate complaints of employee misconduct, subject to approval and review
- d. to offer and impose summary punishment, upon consequence from the Chief of Police
- e. to effect emergency suspension of employees
- f. to serve as members of department administrative hearing boards

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VII. EMERGENCY SUSPENSION

A. Administrative Suspension

1. Emotionally Unfit for Duty: Supervisors may suspend an employee on an emergency basis in the light of evidence that the employee is emotionally or psychologically unfit for duty; this is an administrative action, as opposed to punitive action; see Index Code 306 for details of the "emotional fitness for duty" evaluation process; the supervisor must immediately submit written justification for this action, via the chain of command
2. Use of Force Cases: When a police officer's use of force causes death or serious injury, the officer will be relieved from line duty pending an administrative review of the incident; see Index Code 401 for details

B. Punitive Suspensions

Supervisors may suspend from duty on an emergency basis any employee who:

1. refuses to obey a lawful order of a supervisor officer, or,
2. engages in conduct such that it is in the best interest of the employee, the department or Crofton Special Community Special Benefit Tax District that he or she be temporarily suspended from duty

C. Payroll Status

Employees suspended on an emergency basis will be suspended with full pay and benefits until the Chief of Police or Town Manager changes their payroll status.

D. Follow Up Action - Punitive Suspensions

If the emergency suspension was made for disciplinary reasons the following rules apply:

1. a sworn member subjected to emergency suspension for disciplinary reasons is required to report to the Chief of Police immediately following the suspension (if not suspended by the Chief of Police);
2. whenever a supervisor effects an emergency suspension he or she will promptly submit a report to the Chief of Police via the chain of command, unless the Chief of Police made the suspension. Reasons for the suspensions will be justified in the report;
3. the Chief of Police will review the report and forward his or her decision to the affected employee; or,
4. any police officer so suspended is entitled to a prompt hearing; said hearing will determine whether the suspension should be continued, and if so, whether it shall be with or without pay.

VIII. FINES AND PAYMENT PROCEDURES

Individual Responsibilities:

EMPLOYEE PAYING FINE: All fines will be submitted to the Chief of Police on or before the date specified in the disposition of the disciplinary event. All disciplinary fines must be paid by check or money order made payable to "Crofton Civic Association." Cash will not be accepted.

CHIEF: Deliver the collected fines to the Town Manager along with a written explanation including the related Internal Affairs case control number.

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TOWN MANAGER: Forward a receipt to the individual paying the fine. Deposit the collected fines according to established procedures.


Deborah L. Bogush, Chief of Police



DISCIPLINARY PROCESS FOR CIVILIAN EMPLOYEES

INDEX CODE: 303.A
EFFECTIVE DATE: 01-15-05

Contents:

- I. Disciplinary Process for Civilian Employees
- II. Investigation of Civilian Employees
- III. Suspension-Discharge-Reduction in Classification of Civilian Employees
- IV. Appeals & Records
- V. Proponent Unit
- VI. Cancellation

I. DISCIPLINARY PROCESS FOR CIVILIAN EMPLOYEES

Except where specifically noted, or where a process or function by definition has no applicability to civilian employees, the disciplinary process and system described in Index Codes 301, 302, 303, 303.4 and 306 apply to civilian employees as well as sworn officers. Civilian employees will be provided copies of all directives relating to conduct and discipline that apply to them. This directive describes aspects of the disciplinary process and system that are unique to civilian employees.

II. INVESTIGATION OF CIVILIAN EMPLOYEES

A. Disciplinary matters involving civilian employees are documented on regular Inter-Office correspondence, and not on the "Complaint Against Personnel" form.

B. The Internal Affairs Section does not routinely investigate civilian employees unless the Chief of Police determines that professional investigative support is warranted, such as in the case of suspected criminal behavior.

C. The disciplinary process to be followed for civilian employees must be in accordance with the County Code, County Charter, and the terms of the applicable labor contracts in force at the time of the disciplinary action. Refer to Memorandums of Agreement between Anne Arundel County and AFSCME Locals 582 and 2563.

D. Verbal and written reprimands are initiated and administered by the employee's immediate supervisor *after obtaining the approval of the appropriate Deputy Chief of Police*. The employee will sign the letter of written reprimand and the supervisor will forward the document to Police Personnel to be placed in the employee's personnel file.

III. SUSPENSION-DISCHARGE-REDUCTION IN CLASSIFICATION OF CIVILIAN EMPLOYEES

A. The authority to discipline civilian employees is contained in Section 808 of the Anne Arundel County Charter (AACC), which states in part:

A permanent classified employee may be suspended, reduced in classification, or removed by the appointing authority for any of the following reasons to include:

1. That the employee has committed an act on or off duty which amounts to conduct unbecoming to the employee's classification or position.
2. That the employee is incompetent or inefficient in the performance of the employee's duty.
3. That the employee has violated any lawful and official regulation or order, or failed to obey any lawful and reasonable direction made or given by the employee's superior officer.

Additional information regarding Section 808 of the AACC can be found in the Anne Arundel County Employees Relations Manual (ERM), the section on DISCIPLINE.

B. Any action taken to suspend, reduce in classification, or remove a civilian employee from employment must be for reason(s) cited in Section 808 of the AACC as mentioned above. Violation(s)

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of the department's regulations would be used and cited in support of a violation of Section 808 of the AACC.

1. Oral and written reprimands are not covered by Section 808 of the AACC; thus current guidelines for these types of disciplinary action remain in effect, conforming to the procedures cited in the ERM, the section on DISCIPLINE.

2. Sample correspondence regarding letters of suspension and suspension pending pre-discharge hearing are contained in the ERM. Any questions or assistance needed related to disciplinary action(s) being initiated against a civilian employee should be directed to the department's Personnel Section manager. Review copies of the Anne Arundel County ERM are maintained by the department's Personnel Section and senior command staff personnel, as well as on-line on the County's internal intranet.

C. Suspension Of Civilian Employee

Suspensions from duty without pay may be given in the course of progressive discipline or when the seriousness of the offense dictates suspension as the appropriate action.

1. When a supervisor determines that suspension without pay is the appropriate discipline, they will prepare correspondence to the employee receiving the suspension. Such correspondence must include the specific nature of the infraction and the date(s) of the suspension. Refer to the ERM, the section on DISCIPLINE, for sample letter and further guidelines regarding suspensions.

2. Prior to presenting the employee with the letter of suspension, the immediate supervisor is required to obtain the approval through the chain of command from the appropriate Deputy Chief.

3. The letter of suspension will be presented to the employee in accordance with the requirements of the applicable labor agreement. The employee is required to sign a copy of the correspondence. See section III(D) for format of suspension letter.

4. A copy of the letter of suspension, signed by the employee, will be forwarded to the Police Personnel Section no later than the day prior to the day the suspension begins. The Police Personnel

Section will prepare the necessary Personnel Action Authorization and forward it and a copy of the letter documenting the offense to the County Office of Personnel.

D. Discharge of Civilian Employee

Discharge of a civilian employee may be initiated when the employee has committed a serious offense or when

1. When a supervisor determines that discharge is warranted, they must submit a detailed report including all supporting documentation to the Chief of Police along with a recommendation that the employee be dismissed from employment with the Department.

2. If after review of the matter the Chief of Police agrees with the recommendation, they will initiate termination of employment proceedings in accordance with applicable contractual agreements and county personnel procedures. Discharge of civilian employees are coordinated through the Police Department's Personnel Section. (Refer to section III; items A & B of this Index Code)

3. Before any final action is taken, the employee shall be given a five-day suspension pending termination, followed by a pre-discharge hearing. The pre-discharge hearing shall be held by the Chief of Police or the Chief's designated representative (Refer to section III, item D of this Index Code). At this hearing, the employee shall be given an opportunity to hear the charges against them and to present reasons why the employee should not be terminated. The employee may bring a representative (union representative or attorney) to this hearing. This requirement does not apply to termination of an employee on probation.

E. Reduction In Classification

1. When a supervisor determines that reduction in classification is appropriate, they must submit a detailed report including all supporting documentation to the Chief of Police along with a recommendation that the employee be demoted for consideration.

2. The reduction in classification of a civilian employee will be coordinated through the Police Department's Personnel Section. Such action will

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be governed by the procedures outlined in the ERM and the appropriate labor agreement.

IV. APPEALS & RECORDS

A. Civilian appeals of disciplinary actions are handled in accordance with applicable labor agreements and the County Charter and Code.

B. All records of civilian disciplinary actions will be maintained by the Personnel Section, in accordance with Maryland and Anne Arundel County law and County personnel rules.

V. PROPONENT UNIT: Personnel Section

VI. CANCELLATION: This directive cancels Index Code 303.A, dated *12-20-02*.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 303.1

INTERNAL AFFAIRS

EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

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The Crofton Police Department does not have a separate Internal Affairs Section. The department does wish to ensure that its integrity is maintained through a system that provides an objective and fair investigation and review of complaints against department personnel. Complaints will be handled by the Chief of Police in consultation with the Town Manager. If a complaint is made where they feel the necessity of review should be made by the Internal Affairs Section of the Anne Arundel County Police Department, they will request same. There may also be times where the complaint is initially made to the Internal Affairs Section of Anne Arundel County Police Department. In those cases, they will notify the Chief of Police of Crofton Police Department and / or the Town Manager for further review, investigation, or disposition.

A. WRITTEN RECORDS REQUIRED

The Chief of Police will ensure that there is a written record of every complaint against the department or its employees, and of all disciplinary actions.

B. SECURITY OF RECORDS

The Chief of Police will ensure that the records of complaints against the department and / or its employees, and all records of disciplinary action, are permanently filed in a secure area.

C. PERSONNEL FILE CONTENTS

Complaints and investigative reports may not be placed in employee's personnel files. The fact that disciplinary action was administered will be included in personnel files. Unless otherwise directed by the Chief of Police, records of disciplinary action will be kept in employee's personnel files indefinitely. Employees may review the contents of their personnel files.

D. EXPUNGEMENT OF RECORDS

Complaints ruled unfounded, exonerated, or not sustained may be expunged from all department files as provided in the Law Enforcement Officer's Bill of Rights. See Index Code 305 for procedures.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

COMPLAINT RECEPTION AND INVESTIGATION

Index Code Number: 0303.2

Effective Date: 01 Oct 1994

Revision Date: 10 Mar 2006

- I. Policy
- II. Complaint Reception
- III. Complaints Alleging Brutality
- IV. Complaint Investigation
- V. Conclusion & Report
- VI. Final Disposition

I. POLICY

It is the policy of this department to provide a thorough, fair, and expeditious disposition of complaints about the conduct of its employees. Further, it is the policy to invite individuals to bring to the department's attention complaints about its employees whenever that person feels the employee acted improperly. Complaints will be received courteously, and the department will make every effort to ensure that no adverse consequences occur to any person as a result of having brought what they believed was a legitimate complaint to our attention. All complaints will be investigated according to the procedures described in this directive. The complaint disposition will be consistent with the obligation of providing equitable process for all parties involved. This directive applies to all allegations of misconduct against department police officers, regardless of duty status.

II. COMPLAINT RECEPTION

It is the policy of the Crofton Police Department to investigate all complaints against the Department and/or its employees, including anonymous complaints.

A. Citizen Complaints

Citizens wishing to file a complaint against an employee will be encouraged to submit the complaint in writing. If the citizen cannot submit the complaint in writing, the supervisor will take the complaint and document it on a Complaint Against Personnel report and obtain the citizen's signature. If the citizen refuses to sign the complaint, it will be considered unfounded, or the Chief of Police may direct that an investigation be conducted. [Except in the case of brutality allegations. See Section III]

B. Notification to the Town Manager

Upon receipt of a signed complaint, the Chief of Police will notify the Town Manager within 24 hours or by 1600 hours on the next business day. If the complaint is received by the Town Manager or other department member, notification will be made as stated above.

C. Frivolous or Malicious Complaints

The Chief of Police is authorized to rule as unfounded any complaint that, after suitable investigation, is determined to be malicious, deliberately false, fictitious, or baseless. These accusations must be investigated and documented to protect the integrity of the department and its employees. In such cases, the extent of the investigation may be limited to substantiating the falsity of the accusations. Once the investigation has been investigated, it will be documented on a Complaint Against Personnel form, closed as "unfounded" by the Chief of Police and filed. No further action will be taken against the employee, and the employee may have the complaint expunged according to the provisions of the LEOBOR. A photocopy of the completed report should be forwarded to the employee.

D. Written Verification of Complaint

Except for anonymous complaints, the Chief of Police will provide written verification to complainants that the complaint has been received for processing.

E. Status of Investigation

The Chief of Police or the Town Manager is responsible for informing the complainant of the status of the investigation, in writing, periodically and at the conclusion of the investigation. Citizens whose complaints are sustained will be informed that the officer received disciplinary action. The nature of the punishment will not be disclosed.

F. Employee Complaints

Any employee desiring to file a complaint of misconduct against another department employee will complete the Complaint Against Personnel report and forward it to the Chief of Police or the Town Manager. The report need not be forwarded through the chain of command.

III. COMPLAINTS ALLEGING BRUTALITY

A. Sworn Affidavit Required

Complaints alleging brutality must be properly sworn to prior to any investigation. The complaint may be duly sworn to by the aggrieved person, a member of the aggrieved person's immediate family, or by any person with first hand knowledge obtained as a result of their presence at and observation of the alleged incident, or by the parent or guardian in the case of a minor child, before an official authorized to administer oaths.

B. Time Limit

Generally, an investigation which could lead to disciplinary action for brutality may not be initiated and an action may not be taken unless the complaint is filed within 90 days of the alleged brutality.

C. Exceptions to 90 Day Rule

Maryland courts have created some exceptions to the 90 day requirement. The 90 day rule is a statutory requirement that should be followed in most circumstances. However, if the 90 day period has expired but it appears that good cause has been shown for not

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

COMPLAINT RECEPTION AND INVESTIGATION

Index Code Number: 0303.2

Effective Date: 01 Oct 1994

Revision Date: 10 Mar 2006

meeting it, the brutality complaint will be accepted and forwarded to Internal Affairs of Anne Arundel County Police Department. The decision to investigate or not will be made by the Chief of Police or his or her designee on a case by case basis.

D. Supervisor's Responsibilities

A supervisor receiving a complaint alleging brutality will determine the extent of the injuries, if any, and take the necessary action to preserve evidence related to the brutality complaint. Color photographs will be taken of all visible injuries, torn clothing, scuff marks indicating a struggle, or any other evidence. The supervisor will instruct the complainant that the complaint must be duly sworn to. Forms for this purpose are available at the Internal Affairs office of the Anne Arundel County Police Department. Alternatively, the complainant may write the complaint on his or her own paper and take it to an official who is authorized to administer oaths. Once sworn to, the complaint must be forwarded to the Chief of Police.

IV. COMPLAINT INVESTIGATION

All investigations will include interviews of the complainant, any known witnesses, and the officer(s) involved. In addition, the investigator will obtain all available physical and documentary evidence. Investigations must be conducted in full respect of the requirements of LEOBOR.

A. Interviews of Complainant and Witnesses

Whenever possible, complainants' and witnesses' statements should be tape recorded, with their permission. If the complaint is sustained, the tape recordings must be transcribed into hard copy form.

B. Notification to Police Officer; Interrogation of Police Officers

The employee under investigation need not be informed of the investigation until it becomes necessary to interview or interrogate him or her. When employees are notified that they have become the subject of an internal investigation, the investigator will issue the employee a written statement of the nature of the complaint prior to any interrogation. The notification will include a statement of the employee's rights and responsibilities relative to the investigation. *The notification will be made to the officer through an inter-office correspondence.* In addition, police officers under investigation are provided with a copy of the Maryland Code, Public Safety Article, Title 3, Sections 3-101 through 3-113, the "Law Enforcement Officer's Bill of Rights."

C. Special Investigative Procedures

Polygraph examinations of employees under investigation will not be done unless specifically requested in writing by the employee under investigation, with the consent of the Chief of Police. Police officers may be ordered to submit to a medical or laboratory examination for the purpose of detecting the presence of controlled dangerous substances in the employee's bodies. Police officers may be ordered to submit to a chemical test of their blood, breath or urine, pursuant to the provisions of the LEOBOR. Such a test will be at the department's expense, and will be specifically directed and narrowly related to the subject matter of the internal investigation. Employees may be required to allow themselves to be photographed, upon or of the Chief of Police or his or her designee. Photographs of employees are maintained on file in the office of the Chief of Police and are updated as necessary. Employees may be required to participate in lineup identification sessions upon order of the Chief of Police or his or her designee. A law enforcement officer may not be required or requested to disclose any item of his or her property, income, assets, source of income, debts, or personal or domestic expenditures (including those of any member of his or her family or household) unless that information is necessary in investigating a possible conflict of interest with respect to the performance of his or her duties, or unless such disclosure is required by state or federal law.

D. Liaison with State's Attorney

In cases involving alleged criminal misconduct by a department employee, the Chief of Police will seek legal advice and assistance in case preparation from the State's Attorney. Cases of this nature will not be delegated to line officers for investigation.

V. CONCLUSION AND REPORT

After completing the investigation, the investigator will submit an internal report for review to the Chief of Police and Town Manager. The report will be submitted in inter-office correspondence to the Chief of Police. The report will include: (1) The allegations; (2) A statement of facts in chronological order; and, (3) The findings of the investigation. The following are classifications of findings of each allegation of employee misconduct:

A. Exonerated

The alleged act occurred but was justified, legal and proper. The action of the agency or the employee was consistent with agency policy and the complainant suffered no harm.

B. Policy Failure

Although the action of the agency or the employee was consistent with agency policy, the complainant suffered harm. The deficient policy will be subject to review and revision.

C. Sustained

The accused employee committed all or part of the alleged acts of improper conduct.

D. Not Sustained

The investigation produced insufficient information to prove or disprove the allegation.

E. Unreported Misconduct

This is used to indicate the discovery of sustained acts of misconduct that were not alleged in the original complaint.

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VI. FINAL DISPOSITION

Officers will be informed in writing of the final conclusion of any investigation. The Chief of Police is responsible for this notification. Cases resulting in sustained complaints will be presented to a trial board according to the requirements of LEOBOR, unless the officer waives this in writing or is still in a probationary status and the complaints does not include an allegation of brutality by the officer. See Index Code 304, "Department Hearing Boards" for procedures.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



SUMMARY PUNISHMENT

Index Code Number: 0303.3
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Summary Punishment Criteria
- II. Statutory Provisions
- III. Summary Punishment Procedures
- IV. Review By Chief of Police
- V. File Distribution
- VI. Notice to Complainant

I. SUMMARY PUNISHMENT CRITERIA

Summary punishment is a disciplinary tool intended for use by supervisory and command personnel. For the purposes of administering summary punishment, the term "commanding officer" when used in this directive means the Chief of Police. The above procedure does not preclude counseling a subordinate. Use of the counseling process can correct undesirable behavior while maintaining maximum harmony between a supervisor and subordinate. Summary punishment may be imposed after all the following conditions are met:

- A. A complaint of employee misconduct is reported on a Complaint Against Personnel form;
- B. The complaint was an on-view violation, or has been investigated and classified as "sustained";
- C. The Chief of Police has been contacted and has determined that the misconduct can be resolved by the administration of summary punishment;
- D. The Chief of Police approves the level or type of summary punishment to be offered;
- E. The employee waives any applicable LEOBR rights and accepts the summary punishment in writing, within five (5) working days of the offer.

In all cases, summary punishment will be imposed within 30 days from the date of review by the Chief of Police and in the case of suspension, concluded in consecutive working days after imposition.

II. STATUTORY PROVISIONS

Summary punishment may be imposed for minor violations of department rules and regulations when: (i) "The facts that constitute the minor violation are not in dispute; (ii) the law enforcement officer waives the hearing provided by this subtitle; and (iii) the law enforcement officer accepts the punishment imposed by the highest ranking law enforcement officer, or individual acting in that capacity, of the unit to which the officer is attached." Summary punishment may not exceed suspension of three days without pay or a fine of \$150. (Md. Code, Public Safety Article, Title 3, Section 3-111)

III. PROCEDURES

A. Notification to the Chief of Police

If the sergeant wishes to impose summary punishment he must first brief the Chief of Police on the circumstances of the case. The Chief will determine if the violation or complaint may be resolved with summary punishment. The Chief will brief the Town Manager regarding the complaint and his decision regarding summary punishment. If summary punishment is authorized, the Chief of Police will inform the sergeant of the employee's disciplinary history and the range of summary punishment options that are appropriate for the violation.

B. Sergeant's Responsibility

In cases of on-view violations, the sergeant will conduct an investigation and document his findings to the Chief of Police. If the complaint is sustained, the sergeant will also submit a recommendation for summary punishment.

C. Investigation

The investigative file must be complete. It must include an appropriate charging document (memorandum, Police Practices Complaint Form, Traffic Accident Review Report, etc.). In addition the following items will also be included, as appropriate, depending on the circumstances of the complaint and investigation:

- 1. Notice to officer to appear for a Statement
- 2. Statement of accused officer
- 3. Statement of victim or complainant
- 4. Witness statements
- 5. Summary of all items of evidence

D. In the case of a Departmental accident the file must contain:

- 1. Accident Report and related reports
- 2. Driver statements
- 3. Witness statements
- 4. Supervisor Report
- 5. Any Worker's Compensation/Injured officer reports
- 6. Photographs from accident scene

E. Conclusion of Fact

The investigative report will conclude that the alleged misconduct was at least one of the following:

- 1. Exonerated: The alleged act occurred, but was justified, legal and proper. The action of the agency or the employee was consistent with agency policy and the complainant suffered no harm.



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2. Policy Failure: Although the action of the agency or the employee was consistent with agency policy, the complainant suffered harm.
3. Sustained: The accused employee committed all or part of the alleged acts of improper conduct.

IV. Review by Chief of Police

- A. After reviewing the file and recommendations of the sergeant, the Chief of Police will, if he concurs, return the entire file to the sergeant with an authorization to impose summary punishment.
- B. If the Chief of Police does not authorize summary punishment after his review, the file will be returned to the sergeant stating the action to be taken or requesting further justification or investigation.
- C. If summary punishment is approved, the sergeant will notify the accused officer of the specific charges and proposed summary punishment offered. The accused officer may consider the offer of summary punishment for five working days to decide whether to accept or refuse the offered summary punishment.

V. File Distribution

- A. If the accused officer accepts the punishment and waives a trial board, the sergeant will impose the summary punishment, place the "Offer of Summary Punishment", "Acceptance of Summary Punishment & Waiver of Trial Board" in the investigative file, and forward the file to the Chief of Police.
- B. If the accused officer request a trial board, the sergeant will forward the file to the Chief of Police. The Chief of Police will take action to either initiate a trial board or file the investigative report.
- C. Official notice of disciplinary action will be made to the officer in an inter-office correspondence, distributed as follows:
 1. The original, signed by the accused officer, is kept in the investigative file with copies to the Police Personnel file and Town Manager.
 2. One copy is given to the accused officer.

VI. Notification to Complainant

The sergeant will write a letter to the complainant, stating the results of the investigation (sustained, not sustained, unfounded, exonerated, or policy failure) and the fact that disciplinary action has or has not been imposed. By law, the exact level or nature of disciplinary action will not be specified.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.



Police Chief's Signature



Handwritten text, possibly a signature or name, located in the center of the page.



Crofton Police Department Written Directive: INDEX CODE 303.4

EMPLOYEE COUNSELING AND RETRAINING - SUPERVISOR'S REMEDIAL ACTION FORM

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose & Use
- II. Procedure
- III. Employee Retraining

I. PURPOSE & USE

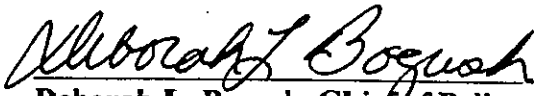
The purpose of the Remedial Action Form is to provide supervisors with an instrument to document counseling and recommended corrective action for minor infractions of rules, procedures, and policies. The Remedial Action Form may be used for supervisor-initiated counseling, training, or correction of subordinates' actions. The following are examples of such use: employee lateness; disruptive comments/behavior at roll call; failure to respond to calls promptly; speeding or improper parking in a police vehicle; or other minor infractions which should be pointed out and corrected immediately. The Remedial Action Form may also be used, at the discretion of the Town Manager, for minor citizen-generated complaints where, after initial inquiry, the supervisor and Town Manager determine the incident does not warrant formal disciplinary action. Examples of this include citizen complaints of improperly parked police vehicles, or complaints about an officer's attitude or demeanor.

II. PROCEDURES

Supervisors will make an initial inquiry by listening to complainants, through personal observation, or by listening to other employees, and then determine whether the incident, if true, should be handled through the formal disciplinary process or through use of the Remedial Action Form. This decision must be made before asking the officer for an explanation of the incident. If the complaint originates from a citizen, the supervisor will inform the complainant that the complaint will be documented and the officer counseled. The form is designed to provide a complete record of the incident and disposition for the supervisor. It is not a letter of reprimand or record of disciplinary action. Future use of the completed form will be only for purposes of documenting pre-disciplinary communication. Unless the form is required as evidence of pre-disciplinary counseling in some future disciplinary action, the original will be retained by the supervisor for one year and then destroyed. The form should be completed in an original and one copy. The copy will be given to the employee. No copies of the form are to be placed in the employee's personnel file, or service records. Before the incident is closed, the employee will be given an opportunity to review the form, make written comments, and sign the form.

III. EMPLOYEE RETRAINING

Supervisors who identify subordinates who are in need of additional training (firearms use, pursuit driving, reporting, interpersonal skills, etc.) will coordinate directly with the Commander of the Anne Arundel County Police Department, Police Training Academy to obtain training support from academy resources. Examples include attendance at specialized training, driver re-training, and report writing classes.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 304

ADMINISTRATIVE HEARING AND SUSPENSION BOARD

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Definitions
- III. Administrative Hearing Board
- IV. Suspension Hearing Board
- V. Summary Punishment Hearing Board
- VI. Firearms Control

I. POLICY

It is the policy of this department to provide fair and thorough hearings for those employees accused of misconduct in order to maintain an atmosphere of integrity and professionalism. The Anne Arundel County Police Department may assist the Crofton Police Department in administering this directive.

II. DEFINITIONS

A. Administrative Leave

Leave with pay (non punitive) as opposed to an action resulting in an employee being suspended (which is punitive and is without pay). Placing an employee on administrative leave is not disciplinary; however, some events require this action.

B. Emergency Suspension

An action by the Chief of Police or his designee to temporarily relieve an officer of his powers of arrest and use of police equipment.

III. ADMINISTRATIVE HEARING BOARDS

A. Right to Hearing Board

"If the investigation or interrogation of the law enforcement officer results in the recommendation of some action, such as demotion, dismissal, transfer, loss of pay, reassignment, or similar action which would be considered a punitive measure, then, except in the case of summary punishment or emergency suspension as allowed by Section 734A of this subtitle and before taking action, the law enforcement agency shall give notice to the law enforcement officer that he or she is entitled to a hearing on the issues by a hearing board. The notice shall state the time, place of the hearing and the issues involved. An official record, including testimony and exhibits, shall be kept of the hearing." (Maryland Annotated Code, Article 27, Section 730 [a])

B. Waiver of Hearing

When an officer chooses to waive the hearing, such waiver will be documented and forwarded to the Chief of Police prior to the hearing date. In consideration of the potential inconvenience to witnesses, it is required that this waiver be made in time to allow proper notification. A waiver will result in a predetermined punitive action being administered.

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ADMINISTRATIVE HEARING AND SUSPENSION BOARD

EFFECTIVE: 01 OCT 94

Revised:

C. General Duties and Responsibilities of the Administrative Hearing Board

The Administrative Hearing Board, convened by the direction of the Chief of Police, conducts administrative hearings to hear charges against department personnel and brings forth to the Chief of Police a finding of fact concerning the charges, and, in sustained cases, recommends a course of action.

It is the duty of the board to judge the validity of charges made against officers. The decision will be made upon the information contained in the investigative reports, statements, documents, testimony of witnesses, and other appropriate evidence introduced during the hearing. The recommendation of the board is based on a simple majority vote.

A hearing by the board is an administrative proceeding in which neither life nor liberty is placed in jeopardy. The rules of evidence applicable in a criminal trial need not be strictly adhered to; hearsay and other evidence may be introduced by probative value. However, a hearing by the board is a quasi judicial proceeding; as such should be conducted in adherence to appropriate guidelines. The proceeding will be conducted with a certain amount of informality; however, a set agenda and definite rules of procedure will be established and explained to the parties at the opening of the hearing.

D. Type of Hearing Boards

1. Full Board

The Law Enforcement Officer's Bill of Rights (LEOBOR) historically has provided for an officer's right to a hearing on sustained charges. It also provided a process by which the Chief of Police shall select hearing board chairpersons and numbers. The Chief of Police is empowered to select all board members. The only other specification in the LEOBOR hearing is that one of the board members be of the same rank as the accused. Police officers who are represented by recognized bargaining units may be entitled to additional rights and privileges during the hearing board process. They should consult their advice of their attorney.

2. Suspension Board

"Emergency suspension may be imposed by the Chief of Police when it appears that the action is in the best interest of the public and the law enforcement agency. Any person so suspended shall be entitled to a prompt hearing." (Maryland Annotated Code, Article 27, Section 734 [A(2)]). If the Chief of Police or his designee imposes suspension, he or she shall notify the employee promptly in writing of that decision and inform the employee that he or she is entitled to a prompt hearing. If the employee requests a hearing the Chief will ensure that a hearing is scheduled as soon as possible and that the employee is notified in writing of the date and time of that hearing.

3. Summary Punishment Board

The Chief of Police may appoint a one member hearing board for an officer who disputes the facts constituting a violation and who has been offered summary punishment for the violation. The function and responsibilities of the one member hearing board are the same as the three member board, and its hearings will be conducted in accordance with applicable procedures under the Law Enforcement Officer's Bill of Rights and current labor contracts.

The one member board may not impose summary punishment in excess of statutory limits, which currently are a suspension without pay not to exceed three days or a fine of \$ 150.00.

Crofton Police Department Written Directive: INDEX CODE 304

ADMINISTRATIVE HEARING AND SUSPENSION BOARD

EFFECTIVE: 01 OCT 94

Revised:

E. Chairman of the Administrative Hearing Board - Duties and Authority

The administrative Hearing Board Chairman will be an executive officer appointed by the Chief of Police. The Chairman will contact the other board members prior to the hearing, inform them of the name of the accused officer and the charge(s), and ensure they are familiar with their responsibilities as hearing board members. Additionally, the Chairman will explicitly instruct the board members that all information obtained through their assignment as a board member be held in strictly confidential. The Chairman will also issue witness summonses upon request by either party to the hearing.

The Chairman will preside over the board proceedings and decide any questions of procedure, acceptability, and relevancy of evidence. He or she will rule on objections which are raised and all other related matters. The Chairman will inquire into any discrepancies arising from any testimony, evidence or other facts presented at the hearing. If an issue is identified at the hearing which is unrelated to the issue(s) in questions, and in the opinion of the board the new issue warrants formal attention, the board should so recommend in the memorandum they forward to the Chief. They will not further consider such an issue in the deliberations at hand, but if the Chief concurs with such recommendation, he or she may direct an investigation into the newly developed issue.

The Administrative Hearing Board Chairman will be responsible for appraising the Chief of Police and the affected employee of the board's finding, recommendations, and actual vote in writing. After deliberation by the board on the issue(s) in question, the Chairman shall reach a consensus of the board members as to the appropriate finding of fact for each issue. Included within such finding will be a concise statement applicable to each issue. The discussion of each issue will include references to any testimony or evidence which were relied on for the decision. In the event a board member dissents from any portion of the finding of fact or the recommendation for action, the Chairman will note the fact in the report to the Chief. The dissenting member will also submit the rationale for such dissent, and this opinion will be included in the report to the Chief.

In setting forth the duties of the Chairman, it is to be understood that it is not feasible to enumerate all the decisions, rulings, and findings that he or she may be called upon to make. The Chairman will make the necessary rulings according to his or her knowledge and objectives, keeping in mind the relevancy of the issue at hand. In the event that an objection or constitutional challenge to the introduction of certain evidence is made and the Chairman decides to allow admission of the evidence, the Chairman should note the objection or challenge in the record and proceed with the testimony.

F. General Administrative Hearing Board Proceedings

1. Presentation of Evidence
 - a. Police Department Presentation
 - presentation of department's case
 - cross examination by defense
 - examination by board
 - b. Defense Presentation
 - presentation by defense
 - cross examination by department
 - examination by board
 - c. Conclusion

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ADMINISTRATIVE HEARING AND SUSPENSION BOARD

EFFECTIVE: 01 OCT 94

Revised:

- summation by department
- summation by defense
- final rebuttal by department
- d. Role of the Administrative Hearing Board
 - examination of all witnesses who testify at the hearing
 - examination of all evidence presented at the hearing
 - examination of all officers who testify at the hearing
 - deliberation leading to findings of fact and recommendations by the board; this is done in closed session
- e. Degree of Proof
 - unlike criminal trials where "beyond a reasonable doubt" is the degree of proof necessary to establish a finding of guilt, the degree of proof necessary for a hearing board to make a finding of guilt is the "preponderance of the evidence"; preponderance of evidence denotes evidence which is of greater weight or more convincing than that which is offered in opposition to it; that is, evidence which as a whole shows that fact or causation sought to be proved is more probable than not; the tier of facts has to determine on which side of an issue the majority or "preponderance" of credible evidence falls
- f. Refusal to Testify
 - Should an officer disobey a direct order to testify specifically, directly, and narrowly to the facts, he or she may be subjected to disciplinary action for failing to obey a lawful and proper order
- g. Hearing Board Results and Subsequent Action
 - "any decision, order, or action taken as a result of the hearing shall be in writing and shall be accompanied by the findings of fact; the findings shall consist of a concise statement upon each issue in the case; a finding of not guilty terminates the action" (Maryland Annotated Code, Article 27, Section 731 [a]); findings should be made as a matter of principle; this is important for several reasons: the case may be subject to further review and a more intelligent review and a more intelligent review is thus made possible; findings appraise the parties of the basis for the decision and finally, a statement of findings demonstrates that matters were carefully considered; the members of the board, during their deliberations, should consider the evidence related to each issue (charge) and come to a conclusion as to their validity

"if a finding of guilt is made, the hearing board shall reconvene the hearing, receive evidence, and consider the law enforcement officer's past job performance and other relevant information as factors before making its recommendation to the Chief." (Maryland Annotated Code,

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ADMINISTRATIVE HEARING AND SUSPENSION BOARD

EFFECTIVE: 01 OCT 94

Revised:

Article 27, Section 731 [a]) "The hearing board may recommend punishment as it deems appropriate under the circumstances, including but not limited to demotion, dismissal, transfer, loss of pay, reassignment or other similar action which would be considered a punitive measure." (Maryland Annotated Code, Article 27, Section 731 [b])

"a copy of the decision or order and accompanying findings and conclusions, along with written recommendations for action, shall be delivered or mailed promptly to the law enforcement officer or his or her attorney or representative of record and to the Chief." (Maryland Annotated Code, Article 27, Section 731 [a]) The written recommendations will be completed by the board and forwarded to the Chief of Police and the officer within ten (10) working days after the board fully adjourns. An extension may be granted by the Chief upon request; the board will then notify the officer of that action.

"the person who may taken any disciplinary action following any hearing in which there is a finding of guilt, shall consider the law enforcement officer's past performance as a factor before he or she imposes any penalty." (Maryland Annotated Code, Article 27, Section 731 [a])

"the written recommendation as to punishment are not binding upon the Chief. Within 30 days of receipt of the hearing board's recommendations, the Chief shall review the findings, conclusions and recommendations of the hearing board and then he or she will issue the final order. The Chief's final order and decision is binding and may be appealed in accordance with this subtitle. Before the Chief may increase the recommended penalty of the hearing board, he or she will personally review the entire record of the hearing board proceedings, shall permit the law enforcement officer to be heard and shall state the reason for increasing the recommended penalty." (Maryland Annotated Code, Article 27, Section 731 [c])

"appeal from the decisions rendered in accordance with Section 731 shall be taken to the Circuit Court of the counties or to Baltimore City Court pursuant to Maryland Rule B2. Any party aggrieved by a decision of a court under this subtitle may appeal to the Court of Special Appeals." (Maryland Annotated Code, Article 27, Section 732)

IV. SUSPENSION HEARING BOARD

A. Purpose

The purpose of the suspension hearing is to determine whether the suspension of an officer by the Chief of Police or his or her designee is reasonable under the circumstances. The procedures for the suspension hearing will follow that of the Administrative Hearing Board with the following exceptions:

1. the Suspension Hearing Board does not bring forth to the Chief a finding of fact, but merely examines the evidence to the point of determining the reasonableness of the suspension;
2. since the board does not determine guilt or innocence, the "preponderance of the evidence" rule applies only to the amount of evidence necessary to determine the reasonableness of the suspension, and;

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ADMINISTRATIVE HEARING AND SUSPENSION BOARD

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Revised:

3. the board does not recommend punishment, but merely recommends action on the issue of suspension

B. Recommendation

The hearing board can make any of the following recommendations:

1. the officer be placed on administrative leave
2. the officer be suspended without pay
3. the officer returned to full duty
4. the officer be assigned to administrative restricted duty

C. Post Hearing Procedures

The recommendations of the board will be put in writing and forwarded to the Chief of Police and the employee within three (3) days of the hearing.

Upon receipt of the board's recommendation, the Chief shall review the recommendation and notify the officer promptly in writing of his or her status.

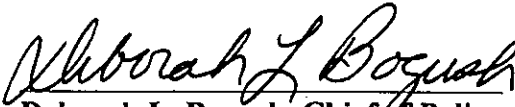
V. SUMMARY PUNISHMENT BOARD

The procedures of the Summary Punishment Board will follow those of the Administrative Hearing Board with the following exceptions:

1. the Summary Punishment Board does not bring forth to the Chief a finding of fact, but merely examines the evidence to the point of determining the suitable degree of summary punishment to be imposed;
2. since the board does not determine guilt or innocence, the "preponderance of the evidence" rule applies only to that amount of evidence necessary to determine the degree of summary punishment to be imposed, and;
3. the board consists of one member selected by the Chief, there is no provision or any requirement that the board member be of equal rank as the appellant officer

VI. FIREARMS CONTROL

Officers who become the subject of internal investigation are prohibited from wearing or carrying a firearm or other weapon while attending any hearing board as described in Section III.D or while being interviewed as part of an internal investigation process.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 304.1

POST CONVICTION ACTION AND APPEALS

EFFECTIVE: 01 OCT 94

Revised:

- I. Post Conviction Actions**
- II. Dismissal Notice**
- III. Appeal of Disciplinary Action**

I. POST CONVICTION ACTIONS

A. In cases where the hearing board renders a guilty verdict and recommends dismissal of the accused officer, the following procedures apply:

1. the Chief of Police will immediately suspend the police powers of the accused officer. The suspension is with pay, pending the final decision of the Chief of Police
2. the commander of Internal Affairs will notify the Chief of Police so that the required documents can be generated

B. In cases where the hearing board renders a guilty verdict and recommends disciplinary action other than dismissal, the Town Manager will review the case against the accused officer and render one of three actions based on the commander's determination of the seriousness of the offense.

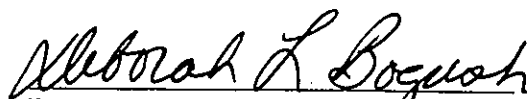
1. the accused officer may be permitted to return to regularly assigned duties pending the decision of the Chief of Police
2. the police powers of the accused officer may be suspended and the member may be given an administrative assignment pending the decision of the Chief of Police
3. the police powers of the accused officer may be suspended and the officer may be suspended with pay pending the decision of the Chief of Police.

II. DISMISSAL NOTICE

If an incident of misconduct results in the dismissal of an officer from the department, the officer will be afforded all of the rights and provisions enumerated in the Law Enforcement Officer's Bill of Rights. Probationary officers are not covered by LEOBOR except in cases where brutality are alleged.

III. APPEAL OF DISCIPLINARY ACTION

The final order and decision of the Chief of Police is binding, but may be appealed to the Circuit Court in accordance with Article 27, Section 727 through 734D of the Annotated Code of Maryland.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 305

EXPUNGEMENT OF COMPLAINTS

EFFECTIVE: 01 OCT 94

Revised:

- I. Scope of the Law**
- II. Procedures for Expungement**

I. SCOPE OF THE LAW

The Law Enforcement Officer's Bill of Rights provides that a law enforcement officer, upon written request, may have a record of formal complaint made against him or her expunged from any file if: A. The law enforcement agency investigating the complaint has exonerated the officer of all charges in the complaint, or determined that the charges were unsustainable or unfounded, or; B. 3 years have passed since the findings by the law enforcement agency. The file of a case resulting in a "not guilty" finding at a hearing board will also be expunged at the officer's request.

II. PROCEDURES FOR EXPUNGEMENT

If an officer wishes to have complaint records expunged, he or she must forward a memorandum (original and one copy) directly to the Chief of Police requesting the expungement.

If the statutory requirements for EXPUNGEMENT are met, the Chief of Police will:

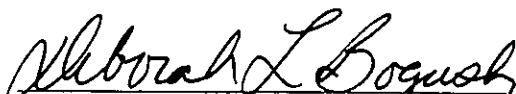
1. expunge the file
2. notify the officer within thirty (30) days by returning the copy of the memorandum marked with the date of the expungement completed

If the expungement requirements are not met, the Chief of Police will:

1. notify the officer by returning the copy of the memorandum within thirty (30) days and indicating the expungement will not be granted
2. list on the memorandum the reasons for the expungement request denial

In both situations, the original of the expungement request (with the action taken indicated on it) will be placed in the case file.

The method of expungement will be destruction (shredding). If a file contains names of two or more accused officers and charges against one or more were sustained, the entire file will be placed in limited access. Any reference to those officers who were exonerated, or who had charges placed that were unfounded or not sustained, will be obliterated (marked over.)


Deborah L. Bogush, Chief of Police



1



Crofton Police Department Written Directive: INDEX CODE 306

NON-PUNITIVE DIVERSION AND EVALUATION PROGRAMS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Authorization for Use
- III. Confidentiality Required
- IV. Diversion & Evaluation Programs
- V. Cost & Leave

I. POLICY

It is the policy of the Crofton Special Community Benefit District and the department to provide employees and supervisors with adequate resources to meet employees' special needs in times of crisis or personal difficulty. The Crofton Special Community Benefit District and the department recognize their obligation to the emotional well-being of employees, and also their obligation to the public to ensure that all employees are emotionally capable of performing their normal duties.

II. AUTHORIZATION FOR USE

This directive describes programs which provide supervisors with counseling and evaluation resources for managing the performance of subordinates. These programs are intended primarily for those employees who are suffering from personal or emotional problems, whether or not their job performance is affected.

However, when job performance is obviously affected, it should be documented. None of these programs are intended to substitute for disciplinary action where it is warranted. The Chief may at his or her discretion defer disciplinary action pending successful completion of any of these programs, upon a determination that such action is in the best interest of the employee and the Crofton Special Community Special Benefit District government. The decision to proceed with disciplinary action would then be made after considering the effect of the counseling or evaluation on the employee's job performance.

III. CONFIDENTIALITY REQUIRED

Whenever a supervisor uses any of these programs, he or she is required to take every precaution to ensure that the situation remains confidential. The only persons within the department authorized to receive employee information on these matters are those in the employee's chain of command up to and including the Chief of Police, and the Town Manager.

IV. DIVERSION & EVALUATION PROGRAMS

A. Traumatic Incident Counseling

Traumatic incident counseling is provided to employees who are exposed to traumatic incidents, usually involving a death. In some cases it is mandatory. It is available to any employee who feels that they would benefit from it. Additionally, supervisors who believe that traumatic incident counseling would be helpful for any employee should discuss this option with the employee, and if the employee expresses interest, the supervisor should contact Town Manager to make the necessary arrangements.

Crofton Police Department Written Directive: INDEX CODE 306

NON-PUNITIVE DIVERSION AND EVALUATION PROGRAMS

EFFECTIVE: 01 OCT 94

Revised:

Traumatic incident counseling is available to all employees, not only police officers. It is important that any other component where exposure to traumatic incidents is possible, are aware of its availability.

Employees who desire more information on traumatic incident counseling should contact the Town Manager.

B. Emotional Fitness For Duty Evaluation

An "emotional fitness for duty" evaluation is an administrative process, not a disciplinary process. It is available when a supervisor believes that an employee is temporarily or permanently unqualified for continued employment in his or her current position due to a mental or emotional problem.

When a supervisor believes that an employee is unfit for duty, based on the supervisor's direct or indirect knowledge or observations, he or she must request that the employee be required to attend a fitness for duty evaluation. This evaluation process is appropriate when the employee's conduct or behavior raise questions about his or her mental fitness to perform the duties of a police officer, or the duties of the position the employee holds if not that of a police officer.

This request must be supported by detailed written documentation of the conduct or behavior in question. The supervisor and members of the chain of command must include a recommendation to the Town Manager on whether to continue the employee in the present duty status and assignment while the evaluation process is progressing.

A fitness for duty request should be submitted in inter-office correspondence to the Chief of Police via the chain of command. The Chief will coordinate the scheduling of these evaluations with the Town Manager.

Employees who are suspended from duty pending a fitness for duty evaluation may be reassigned to an administrative job or placed on leave with pay.

Police officers suspended from duty as a result of this process are entitled to a prompt hearing under LEOBR to determine whether the suspension should be continued, and if so, whether it should be with or without pay.

However, a fitness for duty evaluation is administrative, not disciplinary, in nature. Its purpose is to determine whether an employee still possesses the minimum mental or psychological qualifications for his or her job. In cases involving police officers, the department's legal advisor and the Internal Affairs commander will determine whether the other requirements of LEOBR apply, on a case-by-case basis.

V. COST & LEAVE POLICY

A. Cost

The Crofton Special Community Benefit District will pay for the costs of traumatic counseling and emotional fitness for duty evaluations.

B. Leave

Employees who are required by the department to attend counseling or evaluation programs will be placed on special assignment while actually attending the initial sessions. If extended counseling or treatment is indicated as a result of the initial evaluation, the employee will be expected to use disability leave, annual leave, or his/her off-duty time.

Crofton Police Department Written Directive: INDEX CODE 306

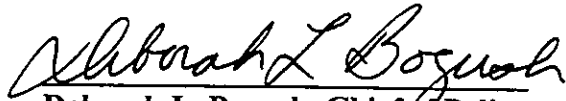
NON-PUNITIVE DIVERSION AND EVALUATION PROGRAMS

EFFECTIVE: 01 OCT 94

Revised:

The current provider of employee assistance for employees is:

Introspect
1833-D Forest Drive
Annapolis MD 21401
(410) 269-5544


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 401

USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions
- II. Training Requirements
- III. Use of Force
- IV. Deadly Force
- V. Guidance for Officers: Use of Force
- VI. Guidance for Officers: Deadly Force
- VII. Other Uses of Firearms
- VIII. Display of Firearms
- IX. Prohibited Use of Firearms
- X. Medical Care
- XI. Post Incident Procedures
- XII. Reporting Requirements
- XIII. Relief from Duty
- XIV. Disclaimer

I. DEFINITIONS

A. Deadly Force

Any use of reasonable and necessary force which is intended to or likely to cause death or serious physical injury.

B. Nondeadly Force

Any use of reasonable and necessary force (other than that which is considered deadly force) which is applied to effect an arrest or to protect the officer or others from personal attack, physical resistance, harm, or death.

C. Lethal Weapon

A weapon whose law enforcement purpose is to cause death or life threatening injury. The only lethal weapons authorized for use by its officers of this department are firearms.

D. Non-lethal Weapon

Any device (other than a firearm) authorized by the department, and used to apply force to another individual. Examples of non-lethal weapons are batons and chemical spray.

E. Weapons of Opportunity

Any other object that an officer uses to apply force to another individual. Examples of weapons of opportunity are handcuffs, portable radios, and flashlights.

F. Reasonable Belief

Belief based on facts or circumstances the officer knows, or should know, and sufficient to cause a reasonable and prudent person to act or think in a similar way under similar circumstances.

Crofton Police Department Written Directive: INDEX CODE 401

USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

G. Serious Physical Injury

Bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long term loss or impairment of the functioning of any bodily member or organ.

II. TRAINING REQUIREMENTS

- A. Every police officer will be issued a copy of the department's policy on the use of force, both deadly and nondeadly, and will receive classroom instruction on it, before being authorized to carry a firearm.
- B. Only officers who have demonstrated proficiency in the use of the department authorized firearms are allowed to carry and use such weapons. This includes all firearms, not only sidearms. Proficiency includes:
 - 1. achieving minimum scores on a prescribed course;
 - 2. attaining and demonstrating knowledge of laws concerning use of firearms;
 - 3. being familiar with recognized safe handling procedures for use of firearms
- C. Each sworn officer will qualify at least annually with any firearm that the officer is authorized to use.

III. USE OF FORCE

It is the policy of the Crofton Police Department that police officers are authorized to use only the degree of force that is necessary to achieve the lawful objectives of the Department. The use of excessive force or unnecessary force for any reason is prohibited.

IV. DEADLY FORCE

A police officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person who is in immediate danger of serious physical injury.

A police officer may use deadly force to prevent the escape of a suspect fleeing from a felony of violence whom the officer has probable cause to believe will pose an immediate threat to human life should escape occur.

V. GUIDANCE FOR OFFICERS: USE OF FORCE

- A. Police officers are permitted and authorized to use force that reasonably appears necessary under the circumstances known to them, in order to defend themselves or others from attack or assault; to effect a lawful arrest; or to prevent the escape of a person who is in lawful custody of a law enforcement or criminal justice agency.
- B. The prohibition against the use of excessive or unnecessary force is not to be construed as requiring police officers to meet assault, attack or resistance with exactly equal force. Officers are authorized to use greater force if necessary in order to repel an attack or arresting a resisting offender.
- C. The degree of force employed must be considered in the context of all the circumstances known to the officer at the time force is employed - including but not limited to: the degree and nature of force directed at the officer or other victim; the number of assailants, attackers, or arrestees involved in the incident; the number of police officers present; and all other relevant circumstances.

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USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

VI. GUIDANCE FOR OFFICERS: DEADLY FORCE

- A. Police officers are required to use reasonable and informed judgment in the discharge of their duties, being aware that death is the weapon of last resort. The decision to use deadly force can be justified only by the facts or information known to the officer when making the decision. Facts unknown to the officer, no matter how compelling, cannot be considered in later determining whether or not the use of deadly force was justified.
- B. When possible, police officers must use methods less extreme than deadly force to achieve their purposes.
- C. When feasible, officers must give some warning of their intent to employ deadly force.
- D. The age of the intended target of deadly force is not relevant to the officer's decision to use deadly force.

VII. OTHER USES OF FIREARMS

- A. An officer may use a firearm to destroy an animal that represents a threat to public safety, either in self defense of others, or as a humanitarian measure where the animal is seriously injured.
- B. Firearms may be discharged for training purposes at an approved firing range.

VIII. DISPLAY OF FIREARMS

- A. Firearms may be drawn whenever officers have reason to fear their safety or the safety of others.
- B. Officers who are not in uniform must carry firearms in such a manner that they are not visible to the public.

IX. PROHIBITED USES OF FIREARMS

- A. Firearms will never be discharged from a moving vehicle;
- B. Firearms will not be discharged when it appears likely that innocent bystanders may be injured.
- C. Officers shall not carry a firearm when consuming alcoholic beverages unless participating in a covert investigation
- D. Officers shall not carry a firearm under the influence of alcohol or drugs, or when under the influence of medication that may hinder judgment or motor coordination.
- E. Warning shots are prohibited

X. MEDICAL CARE

- A. Officers and supervisors are responsible for obtaining medical care for individuals:
 - 1. who show signs of injury as a result of any use of force;
 - 2. who complain of injury as a result of use of force;
 - 3. who become unconscious;
 - 4. when the officer or supervisor reasonably believes the individual needs medical attention.
- B. The officer will begin medical evaluation and care of such individuals immediately or as soon as practical, to the best of his or her ability. Further medical evaluation may be performed by hospital emergency room staff, or by Fire Department emergency medical (EMS) personnel at the scene of the incident. EMS personnel will access the need for further medical care beyond that provided at the scene, and

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USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

offer an opinion. Any person who requests medical care at a hospital will be taken to one immediately.

XI. POST INCIDENT PROCEDURES

The procedures of this section will be implemented after any **use of force that results in serious injury or death, or any discharge of a firearm by an officer** (except firearms discharged during range qualification or humane destruction of an injured animal.)

A. Officer's Responsibilities

1. Request any necessary emergency medical aid;
2. Notify the dispatcher of the incident and the location;
3. Remain at the scene, unless injured, until the arrival of the appropriate investigators
4. Protect the weapon and all ammunition for examination and submit them to the first supervisor at the scene
5. Do not discuss the case with anyone except supervisory and assigned investigative personnel, the Police Department Legal Advisor, and the officer's personal attorney.

B. Patrol Supervisor (Crofton Police Department or Anne Arundel County Police Department)

1. Proceed immediately to the scene;
2. Secure the scene; if circumstances are such that the continued presence of the officer may provoke a hazardous situation such as a violent crowd, the supervisor has the discretion to instruct the officer to report to a more appropriate location;
3. Assist the involved officer;
4. Inspect the involved officer's weapon and ammunition. If the weapon is a firearm, note the make, model, and serial number. If there is suspected tampering, the weapon and ammunition will be sent to the Anne Arundel County Police Department's armorer for further inspection. In such case the involved officer will be issued, on a temporary basis, another weapon;
5. In injury or death cases, the supervisor will give the firearm and ammunition to the Criminal Investigation Division investigator;
6. If the weapon is not needed for purposes of criminal investigation or mechanical inspection, and the officer's law enforcement authority has not been suspended, the weapon will be returned to the officer;
7. In cases involving traumatic incidents, the involved officer's immediate supervisor is responsible for scheduling an appointment between the officer and a psychologist within 72 hours of the incident.

C. Platoon Commander (Anne Arundel County Police Department)

Upon notification of the use of force incident, the platoon commander will:

1. Proceed immediately to the scene;
2. Assist the involved officer;
3. Conduct a preliminary field investigation;
4. Render command assistance to the assigned investigator(s);

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USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

5. Submit a written supplemental report of his or her investigation within twenty four (24) hours of the incident submitted via the chain of command to the Chief of Police, with copies to the CID investigators.

XII. REPORTING REQUIREMENTS

A. When to Report

A written report detailing all circumstances is required in each of the following circumstances:

1. An officer takes an action that results in (or is alleged to have resulted in) injury or death of another person;
2. An officer applies force through the use of nonlethal weapons;
3. An officer discharges a firearm, other than for training or recreational purposes.

A report is not required in those instances where a firearm is displayed to assure officer safety.

B. Officers' Responsibilities

1. Officers will immediately report to their supervisor any use of force that meets the reporting requirements listed in this directive;
2. Officers will immediately report any firearms discharge (except authorized range training);
3. Officers will complete or provide information for the completion of the following documents:
 - a. Incident Report
 - b. Use of Force Report
 - c. Charging Documents, if applicable
4. Off duty officers who are involved in a reportable use of force incident will immediately report the event to the on Chief of Police of the patrol district of occurrence and are required to fulfill all the reporting requirements of this directive

C. Supervisors' Responsibilities (Crofton Police Department or Anne Arundel County Police Department)

A patrol supervisor in the district of occurrence is responsible for the following actions:

1. Ensure that any officer involved in a reportable use of force event fulfills the requirements of this directive. Complete required reports if the officer is unable or refuses to complete them;
2. Review all reports and charging documents for accuracy and completeness. Approve completed reports and submit via chain of command;
3. Notify the on call CID Persons supervisor of Anne Arundel County Police Department in cases involving use of deadly force;
4. Notify the Internal Affairs Section of the Anne Arundel County Police Department, if the use of force appears to be excessive or in violation of this policy;
5. If the officer is injured, complete the First Report of Injury report, authorization for medical treatment form, and any other required worker's compensation or administrative reports.

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USE OF FORCE

EFFECTIVE: 01 OCT 94


Revised:

XIII. RELIEF FROM LINE DUTY

- A. When a police officer's use of force causes death or serious physical injury, the officer will be relieved from duty and reassigned to a non-enforcement position pending administrative review of the incident. The officers' supervisor will relieve the officer immediately. After completion of all medical, investigative and reporting requirements, the officer will be taken home.
- B. For the purposes of this section, administrative review will consist of a review of the incident by the Chief of Police, and aided (if necessary) by personnel from the Anne Arundel County Police Department's Internal Affairs Section. The purpose of this review is to decide whether the officer may return to line duty, and if so, in what capacity.
- C. The officers return to line duty will depend on the results of the administrative review, the criminal investigation (if any), and successful compliance with the procedures for dealing with traumatic incidents.

XIV. DISCLAIMER

The Crofton Police Department's policy on the use of force is for department use only and does not apply in any criminal or civil proceeding. The department's policy will not be construed as the establishment of a higher legal standard or safety or care with respect to third party claims. Violations of this policy will form the basis for civil and criminal sanctions in a recognized judicial setting.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 401.1

USE OF FORCE REPORT

EFFECTIVE: 01 OCT 94

Revised:

I. Policy II. Procedures

I. POLICY

- A. The Use of Force Report will be used to comply with the reporting requirements of Index Code 401.
- B. The Use of Force Report does not replace the Incident Report or revoke any current reporting requirements. It is to be submitted **in addition to** any reports that are currently required.
- C. The Use of Force Report will be submitted whenever any of the following conditions exist:
 - 1. An officer takes an action that results in (or is alleged to have resulted in) injury or death of another person.
 - 2. An officer applies force through the use of nonlethal weapons.
 - 3. An officer discharges a firearm, other than for training or recreational purposes.


II. PROCEDURES

A. Responsibilities

- 1. Whenever a police officer's actions meet the reporting requirements stated above, he or she is required to complete and submit a Use of Force Report prior to the end of the tour of duty.
- 2. If the officer is unable to complete the report, his or her immediate supervisor will complete it and forward it as required.
- 3. If the officer is off duty, the report will be submitted to (or completed by) a Crofton officer or an Anne Arundel County Police supervisor in the patrol district where the incident occurred. A copy will be forwarded to the officer's immediate supervisor.
- 4. If the incident occurred outside of Crofton, the report will be submitted to the officer's immediate supervisor immediately upon return to Crofton.

B. Routing

- 1. The Use of Force Report will be forwarded via the chain of command to the Chief of Police.
- 2. After the Chief has reviewed the report, it will be forwarded to the Town Manager.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 401.2

INVESTIGATION AND REVIEW OF THE USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Criminal Investigation Division**
- II. Staff Inspections Section**
- III. Internal Affairs Section**
- IV. Deadly Force Review Board**
- V. Chief of Police**

I. CRIMINAL INVESTIGATION DIVISION [ANNE ARUNDEL COUNTY POLICE DEPARTMENT]

Every use of force by a member of the department that results in serious injury or death will be investigated by the Crimes Against Persons Section of the Criminal Investigation Division of the Anne Arundel County Police Department. The investigation will focus on possible violations of the law. A report of the investigation will be submitted to the State's Attorney's Office. The State's Attorney will decide whether the officer's actions were lawful or unlawful, and whether to initiate criminal action against officers whose actions are deemed unlawful.

II. STAFF INSPECTIONS SECTION [ANNE ARUNDEL COUNTY POLICE DEPARTMENT]

- A. The Staff Inspections Section of the Anne Arundel County Police Department will review the circumstances of every incident where:
 - 1. an officer takes an action that results in (or is alleged to have resulted in) injury or death of another person;
 - 2. an officer applies force through the use of weapons;
 - 3. an officer discharges a firearm, other than for training or recreational purposes
- B. The Staff Inspections Section will submit a report on each review of the use of force or discharge of a firearm to the Chief of Police of Crofton for review. The report will include the relevant facts and circumstances surrounding the incident and a conclusion as to whether the officer's actions were in violation of any policy.
- C. Actions deemed to be in violation of policy will be referred to the Internal Affairs Section of the Anne Arundel County Police Department for investigation.
- D. The Staff Inspections Section will prepare and present all deadly force cases to the Deadly Force Review Board.

III. INTERNAL AFFAIRS SECTION [ANNE ARUNDEL COUNTY POLICE DEPARTMENT]

- A. If requested by the chief of Police of Crofton the Internal Affairs Section of Anne Arundel County Police Department will investigate any use of force by an member of the department:
 - 1. that is deemed by an officer involved in the investigation or subsequent review to be excessive or in violation of policy, or;
 - 2. that results in a sworn allegation of brutality or excessive force
- B. A report of the Internal Affairs Section investigation will be submitted to the Chief of Police of Crofton for review.

Crofton Police Department Written Directive: INDEX CODE 401.2

INVESTIGATION AND REVIEW OF THE USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

IV. DEADLY FORCE REVIEW BOARD

A. Purpose

1. The Deadly Force Review Board provides a critique to the Chief of Police of any incident involving the use of deadly force by a department member
2. the purpose of the critique is:
 - a. to evaluate the factors which led to the use of deadly force and the events which occurred before, during and after the use of deadly force;
 - b. to evaluate the adequacy of department policies and procedures on the use of force;
 - c. to recommend changes in training, tactics, supervision, investigatory procedures or written policy in order to prevent or avoid a similar incident in the future
3. it is not the purpose of the board to gather evidence for criminal or administrative prosecution of individual officers, or to duplicate previous investigations or reviews of the incident

B. Membership and Composition

1. The Deadly Force Review Board will consist of the following members from Anne Arundel County Police:
 - a. a Deputy Chief of Police [Chairperson]
 - b. a Patrol Division district commander
 - c. the commander of the Training Academy
 - d. the involved officer's platoon
 - e. two officers of the same rank as the involved officer (can be a Crofton officer)
 - f. the Anne Arundel County Human Relations officer

C. Procedures

1. the board will meet at the time, location and time established by the chairperson
2. a member of the Staff Inspections Section will present the case to the board; the case file will include reports of the Criminal Investigation Division, Staff Inspections Section and Internal Affairs Section, if any
3. at the chairperson's discretion, the board may hear testimony from the involved officer, witnesses and or investigators
4. because the board is performing an administrative function, sworn personnel whose testimony is required will appear before the board in accordance with their requirement to obey lawful orders; in cases where the testimony of an individual who is not an employee is needed, compliance with the request to testify will be on a voluntary basis
5. members of the board may not discuss the case under review with any person not authorized by the chairperson to have knowledge of the case

Crofton Police Department Written Directive: INDEX CODE 401.2

INVESTIGATION AND REVIEW OF THE USE OF FORCE

EFFECTIVE: 01 OCT 94

Revised:

D. Chairperson's Duties and Responsibilities

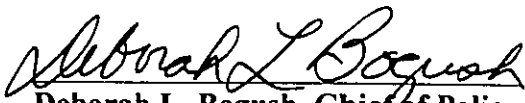
1. schedule the meeting to take place after any criminal and or administrative charges have been resolved; if no charges are placed, the chairperson will convene the board at the earliest practical date
2. notify board members and the Staff Inspections Section commander of the date, time and location that the board will convene
3. summons witnesses and acquaint witnesses with the purpose and function of the board
4. instruct board members as to the confidentiality of the material to which they will have access, their duties and responsibilities, and the procedures which will be followed
5. the chairperson may allow discussion of issues and details of the case with any person he or she deems necessary, in order that the board is fully and completely apprised of all circumstances in the case
6. the chairperson will take reasonable steps to ensure that outside parties, such as expert witnesses, who are consulted on matters under review, do not divulge confidential information
7. the chairperson will function as a working member of the board during its deliberations, conclusions, and final recommendations; his or her input will be considered to have the same value as that of any other member

E. Findings and Recommendations

The board will come to the determination and will comment on the following facets of the incident under review: tactical considerations; quality of supervision; training considerations; the quality of post incident investigations and reviews; and, review of the department's deadly force policy. The board chairperson will prepare and submit the written findings and recommendations to the Chief of Police within fifteen (15) working days from the time the board concludes its deliberations. The chairperson will sign the report; it is not necessary for all board members to sign the report, but the chairperson will ensure that board members have an opportunity to review the report, sign it if they care to, and submit dissenting opinions

V. REVIEW BY CHIEF OF POLICE

The Chief of Police will review the report of the Deadly Force Review Board and will determine whether the department should modify or refine any aspects of training, tactics, supervision, investigatory procedures or written policy in order to prevent or avoid a similar incident of the use of deadly force in the future.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

WEAPONS AND AMMUNITIONS

Index Code Number: 402
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Firearms: On Duty**
- III. Firearms: Off Duty**
- IV. Training Requirements**
- V. Safety, Maintenance, & Repairs**
- VI. Inspections**

I. POLICY

The following regulations apply to the wearing, carrying, or use in an official capacity of all issued and personal *firearms*. Only *firearms* and ammunition meeting Department specifications listed in Index Code 402.2 may be used by employees in law enforcement responsibilities, both on and off duty.

II. FIREARMS: ON DUTY

- A. Uniformed officers in law enforcement assignments will wear the issued sidearm, loaded with department-issued ammunition, while on duty. Plainclothes officers and uniformed officers in administrative or technical assignments may wear either the issued sidearm or an approved personal sidearm loaded with department approved ammunition. All officers will be armed with a sidearm while on duty, or operating a department vehicle, or in uniform. Plainclothes officers must conceal their firearm from public view.
- B. Officers may carry approved personal firearms while on duty to supplement issued firearms, provided they meet the specifications listed in Index Code 402.2, and all requirements of Section III of this directive are satisfied. Supplemental firearms must be concealed from public view when not in use.
- C. Officers will carry sufficient ammunition to fully reload the issued sidearm two times. Non-uniformed officers and officers in administrative assignments may carry the reloads in their vehicles instead of their persons. It is highly recommended that all personnel carry at least one reload/magazine on their person at all times while armed.

III. FIREARMS: OFF DUTY

- A. Officers are encouraged to carry a firearm while off duty but are not required to do so unless they are in uniform or operating a Police Department vehicle.
- B. No officer may wear, carry or use a firearm while his or her ability to use the firearm is impaired for any reason.
- C. Unless the officer is in uniform, all *firearms* carried while off duty must be concealed from public view when not in use.
- D. Firearms will be carried in a properly fitting holster designed to carry that particular *firearm*. Only fanny packs designed to hold firearms securely are authorized.
- E. If a firearm is carried in a purse, the purse must be specifically designed to hold a handgun utilizing a dedicated pouch; OR if a standard purse is being used, the firearm must be secured in a properly fitting holster to prevent loss or accidental discharges.
- F. For approved procedures for storage of firearms in PPV's, refer to Index Code 1502, Section IV, paragraph F.

IV. TRAINING REQUIREMENTS

A. All Police Officers:

- 1. Must demonstrate proficiency in the use of all authorized *firearms* before being granted approval to carry such *firearms*. Officers who are unable to qualify with an issued *firearm* must complete mandatory remedial training before resuming official duties. Officers who are unable to qualify with an authorized personal *firearm* may not carry the *firearm*.
- 2. Must receive in-service training on the department's use of force policies at least annually.
- 3. At least annually, must demonstrate proficiency with any approved *firearm* that the officer is authorized to use, except officers authorized to use the .223 caliber carbine or rifle must qualify with that *firearm* semi-annually.
- 4. Except where authorized in writing *by the Chief of Police or his/her designee*, are prohibited from carrying or using in an official capacity any *firearm* or ammunition that has been altered, tampered with, or whose construction or mechanical condition has been changed from the original manufacturer's specifications.

B. Training Academy Commander:

- 1. Will establish written procedures for review, inspection, and approval of all *firearms* intended for use by each police officer in the performance of duty, prior to carrying, by a qualified *firearms* instructor or armorer; and a process to remove unsafe *firearms*.
- 2. Will maintain a qualification record on each *firearm* approved by the department for official use.
- 3. Will provide mandatory remedial training for those employees who are unable to qualify with an authorized *firearm*, before resuming official duties.
- 4. Will ensure that all *firearms* proficiency training is monitored by a certified *firearms* instructor.
- 5. Will document all *firearms* training and proficiency results.
- 6. Will ensure that all police officers who are authorized to carry *firearms* are instructed in and issued a copy of the Department's policies on *firearms* and the use of force before being authorized to carry them; and that such instruction and issuance is documented.
- 7. The Academy Commander will specify the length of remedial training programs for all officers failing to qualify with *firearms*. Based on the demonstrated skills and proficiency, remedial training may be set quarterly, tri-annually, or at any interval which will ensure proficiency as determined by the Anne Arundel County Police Department's Academy Commander.



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

WEAPONS AND AMMUNITIONS

Index Code Number: 402
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

V. SAFETY, MAINTENANCE & REPAIRS

- A. Officers will maintain all *firearms* and ammunition in a clean and operable condition at all times.
- B. When not in use, firearms will be kept in a secure place, inaccessible to all persons who are not members of the Department.
- C. Except during emergencies and formal training, firearms may be loaded or unloaded only at a loading/unloading canister.
- D. Officers will obey all orders issued by firearms qualification instructors at any approved firing range.
- E. Officers with *firearms* that need repair, inspection or adjustments, should contact the Armorer at the Anne Arundel County Police Academy. If necessary, the officer should request a loaner firearm. If for some reason a loaner is not made available, the officer should contact the Sergeant or Chief immediately.
- F. All repairs made by the Armorer at the Anne Arundel County Police Academy, will be documented on the Armorer's log sheet and forwarded to the Firearms Training Unit Supervisor. If a Crofton officer's issued firearm is retained by the Armorer for repairs, the officer will document in writing the fact that the firearm was repaired and subsequently returned to the officer, and provide that documentation to the Chief of Police.

VI. INSPECTIONS

- A. Issued weapons and ammunition will be inspected at least once a year at qualification. Additional inspections will be conducted as directed by the Chief of Police.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.



Police Chief's Signature



Concealed Carry Procedures:

At the department's Retired Officers Dinner, Lt. Tom Wilson presented copies of the Chief's directive with regard to the Law Enforcement Officers Safety Act of 2004. That directive has been copied below...

WRITTEN DIRECTIVE

MEMORANDUM: 04-047

FILE BEHIND: Index Code 402

TO: All Sworn and Retired Sworn Personnel

FROM: P. Thomas Shanahan
Chief of Police

EFFECTIVE DATE: December 20, 2004

SUBJECT: Law Enforcement Officers Safety Act of 2004

FYI

BACKGROUND

On July 22, 2004, President George Bush signed the Law Enforcement Officers Safety Act of 2004, Public Law No. 108-277. The Act permits both qualified active and qualified retired law enforcement officers to carry a concealed firearm in any U.S. State of political subdivision without a permit or license. It further exempts qualified active and retired law enforcement officers from State and local laws prohibiting the carrying of concealed firearms. The Act is codified in Chapter 44 of Title 18 of the United States Code, §926 B and C.

The purpose of this policy is to provide direction and assistance to qualified active and retired police personnel with compliance of this new law. **Qualified officers and retired officers must remember that it is their responsibility to ensure full compliance with this Act.**

PROCEDURE

I. Qualified Active Anne Arundel County Police Officers

All active Anne Arundel County Police Officers will abide by Index Code 402 and 402.2 with regards to this law. The carrying of any personally owned weapon outside the State of Maryland must be in compliance with the Index Code identified above.

Concealed Carry Procedures

2004. That directive has been copied below. Chief's directive with regard to the Law Enforcement Officers Safety Act of 2004. The department's Retired Officers Dinner, Lt. Tom Wilson presented copies of

QUALITY DIRECTIVE

MEMORANDUM 04-017

TO: THE BOARD (Index Code 412)

FROM: All Active and Retired Law Enforcement Personnel

DATE: December 20, 2004

SUBJECT: Law Enforcement Officers Safety Act of 2004

BACK GROUND

On July 23, 2004 President George Bush signed the Law Enforcement Officers Safety Act of 2004, Public Law No. 108-277. The Act permits both qualified active and qualified retired law enforcement officers to carry a concealed firearm in any U.S. State of political subdivision without a permit or license. It further exempts qualified active and retired law enforcement officers from State and local laws prohibiting the carrying of concealed firearms. The Act is codified in Chapter 44 of Title 18 of the United States Code, §§201B and C.

The purpose of this policy is to provide direction and assistance to qualified active and retired police personnel with compliance of this new law. Qualified officers and retired officers must remember that it is their responsibility to ensure full compliance with this Act.

PROCEDURE

1. Qualified Active Anne Arundel County Police Officers

All active Anne Arundel County Police Officers will abide by Index Code 402 and 403 with regards to this law. The carrying of any personally owned weapon outside the State of Maryland must be in compliance with the Index Code identified above.

II. Qualified Retired Anne Arundel County Police Officers

The Department will provide retired Anne Arundel County Police Officers the opportunity to qualify with a Department approved weapon (see Appendix A) during "Open Range" days at the Police Academy. Although the dates and times do vary, the Academy often runs up to nine (9) "Open Range" days per year. Qualified retired officers will be required to successfully complete the Maryland Police & Correctional Training Commission (MPCTC) approved off-duty qualification course for active law enforcement officers along with any MPCTC required classroom instruction.

This instruction will include but is not limited to topics such as firearm care and cleaning, shooting fundamentals, and use of force. Police Academy personnel will advise those officers wishing to qualify of the times and dates available to them. Pursuant to successful qualification, Police Academy personnel will forward the retired officers score, weapon type, and date of expiration to the ECU / Identification Unit Office Support Assistant (410-222-8811) via departmental email.

This course of fire and classroom instruction will be provided to retired Anne Arundel County Police officers at no cost to them. All approved weapons and ammunition must be supplied by the retired officer at their own expense. Police Academy personnel must be contacted in advance at 410-222-1950 to schedule your qualification date and time.

In furtherance of this law, the Department will provide retired officers with a new identification card indicating the individual is a retired Anne Arundel County Police Officer, that he/she has met the MPCTC minimum firearm qualifications, the type of weapon(s) they are qualified with, and the date which that qualification will expire. Not less than five (5) working days after a successful qualification, retired officers will need to travel to Police Headquarters in Millersville by appointment only to obtain this identification card. All appointments must be arranged with the ECU / Identification Unit Office Support Assistant at 410-222-8811. This service will also be provided free of charge.

Retired officers must review and sign Appendix A of this directive prior to qualifying with an approved weapon. Retired officers will be permitted to qualify with up to two weapons per year. Retired officers must report to the Police Academy firing range with at least 100 hundred rounds of approved ammunition and two additional magazines or speed loaders. Academy personnel will maintain the original signed "Application for Firearms Qualification" form on file at the Training Academy. A copy of the form will be provided to the retired officer for his/her record.

Below is a sample of the Application for Firearms Qualification (Retired Officers). Do not use this form. Contact the Academy.

Application for Firearms Qualification (Retired Officers)

Name _____ ID# _____

Address _____

Home Phone _____ Work Phone _____

Retirement Date _____ Social Security # _____

MEMORANDUM FOR THE DIRECTOR

On 10/10/54, the following information was received from the [redacted] regarding the activities of [redacted] in the [redacted] area. [redacted] has been observed in the [redacted] area on several occasions. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted].

It is noted that [redacted] has been observed in the [redacted] area on several occasions. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted]. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted].

It is noted that [redacted] has been observed in the [redacted] area on several occasions. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted]. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted].

It is noted that [redacted] has been observed in the [redacted] area on several occasions. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted]. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted]. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted].

It is noted that [redacted] has been observed in the [redacted] area on several occasions. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted]. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted]. [redacted] is believed to be a member of the [redacted] organization. [redacted] is currently residing at [redacted] address. [redacted] is believed to be in contact with [redacted] and [redacted].

Very truly yours,
[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Emergency _____

_____ Firearm

Make _____ Model _____ Serial # _____

WAIVER OF LIABILITY AND RELEASE OF ALL CLAIMS

I, _____, (Print name) execute this Waiver and Release in favor of Anne Arundel County, Maryland, and its departments, officers, employees, agents, assigns and insurers (herein called "the County").

I, the undersigned, hereby request permission to participate in the Anne Arundel County Police Department's Firearm's Qualification Course for the purpose of qualifying with my personal firearm under the provisions of Title 18, Chapter 44, Section 926C of the United States Code. I understand that there are dangers inherent in this training, and I agree to assume all risks of injury to my person and property that may be sustained in connection with the stated and associated activities.

In consideration of being permitted to participate in the Anne Arundel County Police Department's Firearm's Qualification Course on _____, (Print date) I, myself, my heirs, insurers, legal representatives and assigns, release and hold harmless the County from all claims, demands and causes of action for all damage, bodily injury or liability of any kind that might accrue to me or arise out of this activity. I hereby agree not to bring suit or other legal action, either State or Federal, based upon any claims against the County arising directly or indirectly from my participation in the Anne Arundel County Police Department's Firearms Qualification Course.

I attest that I meet or will meet all the following requirements as required by Title 18, Chapter 44, Section 926C of the U.S. Code, before carrying or wearing a concealed firearm.

1. Retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;
2. Before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of the law, and had statutory powers of arrest;
3.
 - A. Before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or
 - B. Retired from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as

10/1/88



Dear Mr. [Name]:

I have received your letter of [Date] regarding [Subject].

The information you provided is being reviewed.

We will contact you again once a decision has been reached.

Thank you for your patience and understanding.



Sincerely,
[Signature]

[Name]
[Title]

[Address]
[City, State, Zip]

[Phone Number]



[Additional information]

[Page footer]

determined by such agency;

- 4. Has a nonforfeitable right to benefits under the retirement plan of the agency;
- 5. During the most recent 12-month period, has met, at the expense of the individual, the State's standards for training and qualification for active law enforcement officers to carry firearms;
- 6. Is not under the influence of alcohol or another intoxication or hallucinatory drug or substance; and
- 7. Is not prohibited by Federal law from receiving a firearm.

I agree to the following list of restrictions, delineated by the Anne Arundel County Police Rules and Regulations Manual (Index Code 402.2), on the type of handgun that I am allowed to wear, carry or use in a concealed manner.

1. **Approved Manufacturers for Personal Handguns**

- a. Beretta
- b. Browning
- c. Colt
- d. Glock
- e. H & K
- f. Ruger
- g. Sig Sauer
- h. Smith & Wesson
- i. Walther
- j. Kahr
- k. Taurus

2. **Authorized Calibers of Handguns for Personal Use**

- a. 9mm Luger or 9mm Parabellum
- b. .380 ACP
- c. .40 S&W
- d. .45 ACP
- e. .38 Special Revolver
- f. .45 GAP

3. **Authorized Ammunition for Personal Use**

- a. Retired Officers must use Federal Hydra-Shok ammunition when carrying a concealed handgun.
- b. Retired Officers may use jacketed ball ammunition during qualification. The ammunition must be brass or nickel cased. No aluminum-cased ammunition

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will be allowed. Retired Officers will need 100 rounds of ammunition for qualification, along with two additional magazines or speed loaders.

4. Operating Characteristics of Handguns for Personal Use

- a. **The firearm must be a double action/single action semiautomatic handgun capable of being decocked without manually lowering the hammer, OR**
- b. **Have a safe action (Glock style) which does not have to be decocked, OR**
- c. **Be a double action only, which does not require decocking; AND in addition, the firearm must not be capable of being carried in a cocked and locked condition (hammer cocked and safety on).**
- d. **Revolvers with both double and single action, or double action only, with a barrel length of not less than 2 inches and not more than 4 inches, in an approved caliber listed in "2" above.**

By signing below, I acknowledge that I have read and fully understand the terms of this Release. My agreement to this release and attendance and participation in this activity is voluntary and I am not in any way employed by or an agent of Anne Arundel County Maryland.

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CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

APPROVED WEAPONS & WEAPON EQUIPMENT

Index Code Number: 0402.2
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Disqualification of Firearm**
- III. Issued Handguns**
- IV. Substitute Grips**
- V. Handguns Approved for Personal Use**
- VI. Carbines & Shotguns**
- VII. Ammunition**
- VIII. Holsters & Magazine Pouches**
- IX. Mounting & Locking Devices for Carbines and Shotguns**
- X. Non-Lethal Weapons**
- XI. Prohibited Non-Lethal Weapons**
- XII. Weapons of Opportunity**
- XIII. Ownership of Firearms Conditional Employment**

I. POLICY

It is the department's policy to approve only those weapons deemed to be of quality manufacture and which are reliable, accurate, and safe, for use in the performance of duty. The Chief of Police will have final approval, on all weapons, ammunitions, and related firearms accessories which will be authorized for both on and off-duty use. The Crofton Police Department will utilize the weapons and ammunition used by the Anne Arundel County Police Department. The only exceptions, will be those authorized by the Chief of Police.

II. DISQUALIFICATION OF FIREARM

To ensure that only reliable firearms are being used by officers, any firearm that malfunctions more than once during qualification firing will immediately be disapproved for further use. The officer must have the firearm repaired, and must re-qualify with it before the weapon is authorized for further use in the performance of duty. All repairs or adjustments to agency-owned weapons will only be performed by a certified armorer, normally the Anne Arundel County Police Department Armorer. Personally owned weapons will be repaired by factory certified armorers or gunsmiths.

III. ISSUED HANDGUNS

The SIG Sauer Model P229 .40 caliber pistol is the standard issue pistol for all personnel.

IV. SUBSTITUTE GRIPS

A. Officers may replace, at their own expense, the manufacturer's grips that come with the SIG P229. The only substitute grip allowed is the Hogue Rubber Grip (Product Code #28010-Rev 3/98). The substitute grip must be installed by a certified SIG armorer, normally the County Police Armorer.

B. No other grip or grip sleeves are approved.

V. HANDGUNS APPROVED FOR PERSONAL USE

A. Approved Manufacturers

Firearms manufactured by the following companies are approved for personal use by officers in the performance of duty, subject to the requirements of Index Code 402. The department feels these manufacturers' products provide a sufficient amount of options to meet all officers' needs. Manufacturers are necessarily restricted to ensure that approved weapons are only those produced by companies with an established record of quality and dependability. In addition, the number of approved manufacturers must be limited to ensure instructors can stay abreast of the design characteristics of approved weapons.

1. Beretta
2. Browning
3. Colt
4. Glock
5. H & K
6. Ruger
7. Sig Sauer
8. Smith & Wesson
9. Walther
10. Kahr
11. Taurus

B. Authorized Calibers

1. 9x19 millimeter (also known as 9mm Luger or 9mm Parabellum)
2. .380 ACP (Officers who have qualified with weapons in this caliber as of December 31, 2000, are approved to continue to use them. There will be no new approvals of .380 ACP caliber handguns after that date.)
3. .40 S&W
4. .45 ACP
5. .38 special revolver (off-duty or back-up only, the Chief of Police, or his/her designee, can approve exceptions for on-duty use.)
6. .45 GAP



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

APPROVED WEAPONS & WEAPON EQUIPMENT

Index Code Number: 0402.2

Effective Date: 01 Oct 1994

Revision Date: 31 Dec 2006

7. *.357 Sig Sauer*

C. Models & Operating Characteristics

In lieu of listing the various models of approved firearms produced by the above listed manufacturers, the following operating characteristics will be used to determine the suitability of the firearm for approved use:

1. The firearm must be a double action/single action semiautomatic handgun capable of being decocked without manually lowering the hammer, OR
 2. Have a safe action (Glock style) which does not have to be decocked, OR
 3. Be a double action only, which does not require decocking; AND, in addition, the firearm must not be capable of being carried in a cocked and locked condition (hammer cocked and safety on).
 4. Revolvers with both double and single action, or double action only, with a barrel length of not less than 2 inches and not more than 4 inches, in an approved caliber listed in "B" above, are approved for off-duty and back-up use.
- See **Section XIII** for additional information.

VI. CARBINES & SHOTGUNS

The following carbines and shotguns are approved for use by trained personnel:

- A. Remington model 870, 12-gauge shotgun (and variants such as the Express and Special Purpose), must be maximum barrel length of 22 inches. Officers who have a Remington folding stock on a personally owned shotgun must meet the training requirements established by the Academy prior to carrying it on duty.
- B. AR15 carbines and rifles in .223 Remington (5.56x45mm) caliber meeting the following standards:
 1. Manufactured by Colt, Bushmaster (aka Quality Parts Co.), or Olympic Arms.
 2. Barrel length of 16 to 20 inches.
 3. Capable of semi-automatic fire only.
 4. Standard military style fixed or collapsible butt stock, or a stock resembling the collapsible stock but permanently fixed in the open position.
 5. Fixed carry handle or flat top upper receiver with a detachable carry handle are both acceptable, but the detachable carry handle must be in place and the factory iron sights must be used.
 6. ***Electronic sighting devices may be used upon qualification and approval by the Training Academy Commander or his/her designee.***
 7. Any light attached to a carbine or rifle must be approved by the Training Academy Commander or his/her designee.
 8. Rifles or carbines made by manufacturers other than Colt, Bushmaster, or Olympic Arms MAY be approved after a review by the Training Academy Commander or his/her designee.
- C. Flashlights and light mounts are approved for shotguns, carbines, and rifles for low light use. The Surefire Tactical Light with appropriate mount is approved for this use. The supervisor of the Firearms Training Unit at the Academy will maintain a list of any other lighting systems when they are approved. Personnel are required to qualify using the flashlight prior to carrying them. Contact the Firearms Training Unit for any further information.
- D. A carrying sling is **REQUIRED** on all carbines and rifles used on duty, whether departmentally or personally owned. Slings are highly recommended on shotguns.

VII. AMMUNITION

The following ammunition is approved for use in the performance of duty:

- A. Only Department issued ammunition will be used with department issued handguns (.40 S&W cal.) and carbines (.223 Remington caliber).
- B. Off-duty and secondary weapons must be loaded with ammunition approved by the County's Firearms Training Unit.
- C. Shotguns: Federal 12 gauge, 2 ¾ inch, 9 pellet, 00 buckshot will be utilized in all approved shotguns.
- D. Carbines: Federal 55 grain Soft Point ammunition, as approved by the Firearms Training Unit, will be utilized in all carbines and rifles, regardless of whether Department issued or privately owned.

VIII. HOLSTERS & MAGAZINE POUCHES

A. SIG P229 – Uniform Duty Holster (Class A & B)

The Safariland "SLS" model 6280 holster will be the issued uniform duty holster. This holster must be worn on the Sam Browne belt by officers, corporals, and sergeants.

B. SIG P229 – Uniform Magazine Pouch (Class A & B)

The Safariland Model 77, hidden snap double magazine pouch will be the issued uniform magazine pouch. This magazine pouch must be worn on the Sam Browne belt – NO SUBSTITUTIONS.

C. SIG P229 – Paddle Holster

The Safariland model 518 paddle holster will be the issued paddle holster for the Department when authorized by the Chief of Police.

D. Administrative/ Magazine Pouch

A suitable magazine pouch will be issued for administrative use as deemed appropriate by the Chief of Police.



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

APPROVED WEAPONS & WEAPON EQUIPMENT

Index Code Number: 0402.2

Effective Date: 01 Oct 1994

Revision Date: 31 Dec 2006

IX. MOUNTING & LOCKING DEVICES FOR CARBINES AND SHOTGUNS

A. Authorized Mounting/Locking Devices

The following mounting/locking devices may be authorized for installation in police vehicles. However, if the installation will interfere with the proper operation or approved installation of other police equipment, or the installation will result in unsafe carrying of the weapon, no installation will be permitted. No installation will be made without the written approval of the Chief of Police.

1. The only mounting/locking device for an AR15 carbine or rifle allowed for installation in police vehicles is the Santa Cruz Model SC-1/A gunlock for a AR15 carbine or rifle, with butt plate model SC-1901 and time delay mechanism model SC-7009.

2. The only mounting/locking device for Remington model 870 shotguns allowed for installation in police vehicles is the Santa Cruz Model SC-1 gunlock for a shotgun, with a butt plate model SC-1901 and time delay mechanism SC-7009.

B. Location

The mounting/locking device will be secured to the back seat floor, up against the front of the back seat. Exceptions to this policy may be authorized only by the Chief of Police.

C. Installation of Devices

Mounting/locking devices must be professionally installed.

X. NON-LETHAL WEAPONS

The following non-lethal weapons are approved for use by trained personnel:

A. Straight Batons: Wooden nightsticks, Polymer nightsticks, ASP expandable baton

B. Chemical Sprays: Oleoresin Capsicum (O.C.) stream spray

XI. WEAPONS OF OPPORTUNITY

This is an object that an officer uses to apply force to another individual and which has not been previously listed in this index code. If a weapon of opportunity is used to gain control and compliance, its use will be governed by the same standards as established in the Department's Use of Force Policy. An example of a weapon of opportunity would be a flashlight.

XII. OWNERSHIP OF FIREARMS CONDITIONAL EMPLOYMENT

Federal law *imposes a waiting period for ownership of* certain firearms, firearms accessories, and ammunition feeding devices and/or magazines. Bonafide law enforcement officers *may be granted a waiver to the firearms waiting period, if the weapon to be purchased is for use in an official law enforcement capacity.* In such cases, the law usually requires written approval from an officer's employer in order for the officer to *be exempt from the purchasing waiting period.* It is the Department's policy in such cases to approve employee requests to purchase only those firearms, ammunition feeding devices, and accessories that are necessary to accomplish the law enforcement mission and approved for law enforcement use.

Employees seeking Department authorization or employment verification in order to *apply for an exemption to the waiting period for the purchase of* a firearm, firearm accessory, or ammunition, should submit a written request to the Chief of Police, who will review, approve, or deny such requests on behalf of the Department.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 403

TRAUMATIC INCIDENT COUNSELING

EFFECTIVE: 01 OCT 94

Revised:

- I. Definition**
- II. Policy**
- III. Implementation**

I. DEFINITION

A traumatic incident is defined as a situation where a person is seriously or fatally wounded by a police officer or in the presence of the police officer. Traumatic incidents include situations where a citizen is seriously or fatally wounded in the presence of or by a police officer, or where a police officer is seriously wounded in a shooting.

II. POLICY

The health and welfare of employees are of the utmost importance to the department. Therefore, psychological counseling will be provided and required of all officers involved in a traumatic incident.

III. IMPLEMENTATION

A. It is the responsibility of the affected officer's immediate supervisor to set an appointment for the officer with a departmentally contracted psychologist. The appointment will be set within 72 hours of the incident. When required by emergency circumstances, arrangements may be made for the counselor to come to the Police Department. In addition, the supervisor will advise, through the chain of command, the Chief of Police of the appointment.

B. Consultation with the psychologist is mandatory except for those officers represented by counsel. There will be no cost to the officer for mandatory psychological counseling.

C. The involved officer is guaranteed the highest level of confidentiality consistent with professional, ethical standards. This means that any information given to the psychologist may not be transferred to any officer within the department without written consent by the involved officer. An exception is where there is clear, immediate physical danger to the officers or others, in which case the psychologist must immediately notify the officer's supervisor or an appropriate ranking officer.

D. The psychologist will provide prompt verbal report, followed by a written report, to the officer's supervisor as to when the officer may return to regular duty.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 404

OC [Oleoresin Capsicum) SPRAY

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose**
- II. Policy**
- III. Procedures**

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of oleoresin capsicum (OC) aerosol restraint spray.

II. POLICY

This department has issued OC aerosol restraint spray to provide officers with additional use of force options for gaining compliance of restraint or aggressive individuals in arrest and other enforcement situations. It is the policy of this department that personnel may use OC spray when warranted, but only in accordance with the guidelines and procedures set forth here and in this department's use of force policy.

III. PROCEDURES

A. Authorization

1. Only personnel who have demonstrated proficiency with OC spray are authorized to carry and use it. Proficiency must be demonstrated at least annually, and be monitored by a certified weapons instructor
2. Authorized personnel whose normal duties or assignments require them to make arrests or supervise arrestees are required to carry departmental issued OC spray while duty (SEE INDEX CODE 504)
3. Only the OC spray meeting department specifications and issued by the department may be used by agency personnel in law enforcement responsibilities, both on and off duty

B. Usage Criteria

1. OC spray is considered a use of force and will be employed in a manner consistent with this department's use of force policy. OC spray is a force option following verbal compliance tactics on the use of force continuum
2. OC spray may be used when verbal dialogue has failed to bring about a subject's compliance, and the subject indicates the intention to actively resist the officer's efforts to arrest him or her
3. Whenever practical and reasonable, personnel should be a verbal warning prior to using OC spray on a person
4. Officers may use deadly force to protect themselves from the use or threatened use of OC spray when the officer reasonably believes that deadly force will be used against them if they become incapacitated
5. Once a person is incapacitated, restrained, handcuffed, or otherwise under control, use of OC spray is no longer justified

C. Usage Procedures

1. Whenever possible, personnel should be upwind from the suspect before using OC spray and should avoid entering the spray area
2. Personnel should maintain a safe distance from the suspect of between two (02) and ten (10) feet
3. A single spray burst of between one and three seconds should be directed at the suspect's eyes, nose and mouth. Additional bursts may be used if the initial bursts prove ineffective
4. Use of OC spray should be avoided, if possible, under conditions where it may affect innocent bystanders

Crofton Police Department Written Directive: INDEX CODE 404

OC (Oleoresin Capsicum) SPRAY

EFFECTIVE: 01 OCT 94

Revised:

D. Effects of OC Spray

1. Within several seconds of being sprayed by OC spray, a suspect will normally display symptoms of temporary blindness, have temporary difficulty breathing, a burning sensation in the throat, nausea, lung pain and or impaired thought processes
2. The effects of OC spray vary among individuals. Therefore, all suspects will be handcuffed as soon as possible after being sprayed. **CAUTION:** Personnel should also be prepared to employ other means to control the suspect - to include, if necessary, other force options consistent with departmental policy - if the suspect does not respond sufficiently to the spray and cannot otherwise be subdued
3. Immediately after spraying a suspect, personnel will be alert to any indications that the individual needs medical care. This includes, but is not limited to, breathing difficulties, gagging, profuse sweating, and loss of consciousness. Upon observing these or other medical problems or if the suspect requests medical assistance, personnel will immediately summon emergency medical aid
4. Suspects that have been sprayed will be monitored for indications of medical problems and will not be left alone while in police custody, until the effects have subsided
5. Personnel should provide assurance to suspects who have been sprayed that the effects are temporary, and should encourage them to relax
6. Air will normally begin reducing the effects of OC spray within 15 minutes of exposure. If the suspect is cooperative. Personnel should assist him by rinsing the exposed area with water
7. Assistance will be offered to any individuals accidentally exposed to OC spray. All such incidents will be reported as soon as possible to the officer's and will be detailed in an incident report

E. Reporting Procedures

1. Accidental discharges or intentional uses of OC spray will be reported to the immediate supervisor as soon as possible
2. A use of force report will be completed following all discharges of OC spray except during testing, training, or accidental discharge

F. Replacement

1. All OC spray devices will be maintained in an operational and charged state. Replacements for damaged, inoperable or empty devices are the responsibility of personnel to whom they are issued
2. Replacements of OC spray canisters will occur when the unit is less than half full, as determined by weighing the canister
3. OC spray canisters shall be inspected and weighed at the academy during annual weapons recertification. A record of this fact will be maintained by the appropriate department authority
4. Unexplained depletion of OC spray canisters will require an investigation and written report to the Chief


Deborah L. Bogush, Chief of Police

OC SPRAY

INDEX CODE: 404
EFFECTIVE DATE: 10-28-05

Contents:

- I. Purpose
- II. Policy
- III. Procedures
- IV. Proponent Unit
- V. Cancellation

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of oleoresin (OC) aerosol restraint spray.

II. POLICY

This department has issued OC aerosol restraint spray to provide officers with additional use-of-force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this department that personnel may use OC spray when warranted, but only in accordance with the guidelines and procedures set forth here and in this department's use-of-force policy.

III. PROCEDURES

A. Authorization

- 1. Only personnel who have demonstrated proficiency with OC spray are authorized to carry and use it. Proficiency must be demonstrated at least *biennially (every two years)*, and be monitored by a certified weapons instructor.
- 2. *All uniformed officers and sergeants on patrol are required to carry the issued OC Spray on their duty belt while on duty.*
- 3. Only the OC spray meeting department specifications and issued by the department may be used by agency personnel in law enforcement responsibilities, both on and off duty.

B. Usage Criteria

- 1. OC spray is considered a use of force and will be employed in a manner consistent with this department's use-of-force policy. OC spray is a force option following control and restraint tactics (refer to item 5 of this section) on the use-of-force continuum.
- 2. OC spray may be used when verbal dialogue has failed to bring about a subject's compliance, and the subject indicates the intention to actively resist the officer's efforts to arrest him or her.

- 3. Whenever practical and reasonable, personnel should issue a verbal warning prior to using OC spray on a person.
- 4. Officers may use deadly force to protect themselves from the use or threatened use of OC spray when the officer reasonably believes that deadly force will be used against them if they become incapacitated.
- 5. Once a person is handcuffed or otherwise restrained and they are still combative and/or violent, officers must first attempt to exercise additional control over the individual by using empty handed or non-striking impact tool techniques before the use of OC spray is justified. (Any officer who uses OC spray on an already-restrained person must be prepared to explain that use). Once an individual is incapacitated, the use of OC spray is no longer justified.

C. Usage Procedures

- 1. Whenever possible, personnel should be upwind from the suspect before using OC spray and should avoid entering the spray area.
- 2. Personnel should maintain a safe distance from the suspect of between two and ten feet.
- 3. A single spray burst of between one and three seconds should be directed at the suspect's eyes, nose and mouth. Additional bursts may be used if the initial bursts prove ineffective.
- 4. Use of OC spray should be avoided, if possible, under conditions where it may affect innocent bystanders.

D. Effects of OC Spray

- 1. Within several seconds of being sprayed by OC spray, a suspect will normally display symptoms of temporary blindness, have temporary difficulty with breathing, a burning sensation in the throat, nausea, lung pain and/or impaired thought processes.
- 2. The effects of OC spray vary among individuals. Therefore, all suspects will be handcuffed as soon as possible after being sprayed. CAUTION: Personnel should also be prepared to employ other means to control the suspect – to include, if necessary, other force options consistent with department policy – if the suspect does not respond sufficiently to the spray and cannot otherwise be subdued.

3. Immediately after spraying a suspect, personnel will be alert to any indications that the individual needs medical care. This includes, but is not necessarily limited to, breathing difficulties, gagging, profuse sweating, and loss of consciousness. Upon observing these or other medical problems, or if the suspect requests medical assistance, personnel will immediately summon emergency medical aid.
4. Suspects that have been sprayed will be monitored for indications of medical problems and will not be left alone while in police custody, until the effects have subsided.
5. Personnel should provide assurance to suspects who have been sprayed that the effects are temporary, and should encourage them to relax.
6. Air will normally begin reducing the effects of OC spray within 15 minutes of exposure. If the suspect is cooperative, personnel should assist him or her by rinsing the exposed area with water.
7. Assistance will be offered to any individuals accidentally exposed to OC spray. All such incidents will be reported as soon as possible to the officer's immediate supervisor and will be detailed in an incident report.

E. Reporting Procedures

1. Accidental discharges as well as intentional uses of OC spray will be reported to the immediate supervisor as soon as possible.
2. A Use-of-Force Report will be completed following all discharges of OC spray except during testing, training, or accidental discharge.

F. Replacement

1. All OC spray devices will be maintained in an operational and charged state. Replacements for damaged, inoperable or empty devices are the responsibility of personnel to whom they are issued.
2. Replacements of OC spray canisters will occur when the unit has had 2 or 3 significant uses, or the canister has expired. The expiration date is 5 years beyond the manufacture date printed on the canister.
3. OC spray canisters shall be inspected *at least biennially* by Academy staff. This should consist of a test spray, to determine if the canister is still functional.

IV. PROPONENT UNIT: Training Academy

V. CANCELLATION: This directive cancels Index Code 404, dated 09-15-04.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 405

DEADLY FORCE REVIEW BOARD

EFFECTIVE: 01 OCT 94

Revised:

I. Deadly Force Review Board

I. DEADLY FORCE REVIEW BOARD

A. Purpose

The Deadly Force Review Board provides a critique to the Chief of Police of an incident involving the use of deadly force by a Department member. The purpose of this critique is:

1. To evaluate the factors which led to the use of deadly force and the events which occurred before, during and after the use of deadly force;
2. To evaluate the adequacy of departmental policies and procedures on the use of force;
3. To recommend changes in training, tactics, supervision, investigatory procedures or written policy in order to prevent or avoid a similar incident in the future

It is not the purpose of the board to gather evidence for criminal or administrative prosecution of individual officers, or to duplicate previous investigations or reviews of the incident.

B. Membership and Composition

The Chief of Police will appoint members to the Deadly Force Review Board. A separate board will be convened for each incident of deadly force. Membership consists of:

1. A Deputy Chief of Police of Anne Arundel County Police Department;
2. A Patrol Division District Commander of the Anne Arundel County Police Department;
3. The Commanding officer of the Anne Arundel County Police Department Training Academy;
4. The involved officer's supervisor;
5. Two (02) officers of the same rank as the involved officer (can be a Crofton officer);
6. The Anne Arundel County Human Relations Officer

C. Procedures

1. The board will meet at the time and location and date established by the chairperson
2. A member of the Anne Arundel County Police Department's Staff Inspections Section will present the case to the board. The case will include the reports of the Criminal Investigation Division, the Staff Inspections Section, and the Internal Affairs Section of the Anne Arundel County Police Department (if any)
3. At the chairperson's discretion, the board may hear testimony from the involved officer, witnesses, and/or investigators
4. Because the board is performing an administrative function, sworn personnel whose testimony is required will appear before the board in accordance with their requirement to obey lawful orders. In cases where the testimony of an individual who is not an employee is needed, compliance with the request to testify will be on a voluntary basis


Crofton Police Department Written Directive: INDEX CODE 405

DEADLY FORCE REVIEW BOARD

EFFECTIVE: 01 OCT 94

Revised:

5. Members of the board may not discuss the case under review with any person not authorized by the chairperson to have knowledge of the case
- D. Chairperson's Duties and Responsibilities**
1. Schedule the meeting to take place after any criminal and/or administrative charges have been resolved. If no charges are placed, the chairperson will convene the board at the earliest practical date
 2. Notify board members and the Staff Inspections Section commander of the Anne Arundel County Police Department of the date, time and location that the board will convene
 3. Summon witnesses, and acquaint witnesses with the purpose and function of the board
 4. Instruct board members as to the confidentiality of the material to which they will have access, their duties and responsibilities, and the procedures which will be followed
 5. The chairperson may allow discussion of issues and details of the case with any person he or she deems necessary, in order that the board is fully and completely apprised of all circumstances bearing on the case
 6. The chairperson will take reasonable steps to ensure that outside parties, such as expert witnesses, who are consulted on matters under review, do not divulge confidential information
 7. The chairperson will function as a working member of the board during its deliberations, conclusions, and final recommendations. His or her input will be considered to have the same value as that of any other member
- E. Findings and Recommendations**
1. The board will come to a determination and will comment on the following facets of the incident under review:
 - a. Tactical considerations
 - b. Quality of supervision
 - c. Training considerations
 - d. The quality of post incident investigations and reviews
 - e. Review of the department's deadly force policy
 2. The board chairperson will prepare and submit the written findings and recommendations to the Chief of Police within **fifteen (15)** working days from the time the board concludes its deliberations
 3. The chairperson will sign the report; it is not necessary for all board members to sign the report, but the chairperson will ensure that board members have an opportunity to review the report, sign it if they care to, and submit dissenting opinions


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 500

UNIFORMS AND EQUIPMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions**
- II. Equipment Issue**
- III. Replacement**
- IV. Repairs and Alterations**
- V. Disposal**
- VI. Return Upon Termination of Employment**

I. DEFINITIONS

Department equipment and or property means and includes:

- A. All uniforms and equipment issued to employees
- B. Departmental vehicles (if applicable), accessories, and department owned property, contained therein
- C. Departmental buildings, including Crofton owned equipment and or the property they contain
- D. All other department equipment or property which comes into the possession of an employee at any time

II. EQUIPMENT ISSUE AND ALLOWANCES

The department provides all sworn personnel with uniforms and equipment, at no cost to the employee.

III. REPLACEMENT

Upon a written request of an employee the department will replace or repair any issued property which has been destroyed or damaged in the line of duty or through the normal wear and tear. Department property which has been lost, damaged, or destroyed due to carelessness, negligence, or neglect on the part of the employee, may be replaced at the employee's expense.

Reimbursement for a member's personal property that is damaged or destroyed while engaged in any law enforcement duty is considered on a case by case basis. Requests for reimbursement should be made via the chain of command to the Chief of Police. The complete circumstances surrounding the loss should be explained. The employee should forward a copy of the sales receipt for the newly replaced merchandise with a written request for reimbursement. If the request is approved a check will be given to the employee for the replacement cost of the property.

IV. REPAIRS AND ALTERATIONS

All sworn members, regardless of assignment, are required to have on hand a well fitting set of summer and winter uniforms. Any member whose physical size and body weight has changed, thereby necessitating re-measuring for the uniform, will submit a written request to be re-measured. Department uniforms are made solely by vendors contracted by this department. Repairs to uniforms may be made by a competent tailor, but such repairs must conform to the specification prescribed.

Crofton Police Department Written Directive: INDEX CODE 500

UNIFORMS AND EQUIPMENT

EFFECTIVE: 01 OCT 94

Revised:

V. DISPOSAL

No department property will be thrown away, sold, destroyed, or otherwise disposed of, except with the permission of the Chief of Police. Inventory records for equipment will reflect the disposition of the property.

VI. RETURN UPON TERMINATION OF EMPLOYMENT

Employees must return all departmental issued equipment to the Chief of Police upon termination of employment with the department. Equipment returned will be compared to that issued. Any discrepancies will be the responsibility of the employee leaving the department. The employee's final check will be adjusted for any discrepancies in non-returned equipment.

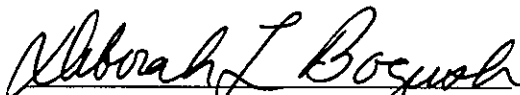
The following equipment is either issued or non issued:

The following uniform items and equipment are issued by the department

- | | |
|---|---|
| - Blauer jacket | - Blouse (Full Dress jacket) |
| - Baseball Hat | - Shirts (Long Sleeve - Winter) |
| - Shirts (Short Sleeve - Summer) | - Necktie or dickey or turtle neck shirt |
| - Trousers (Summer and Winter) | - Rainsuit / reflective vest |
| - Body Armor and cover | - Portable radio and holder |
| - Semi Automatic handgun and holster | - Ammunition and magazines for issued weapon |
| - Baton / ASP Baton and holder for either | - Chemical spray and holder |
| - Handcuffs and case | - Rules and Regulations and Manual of Procedure |
| - Dress Hat | - Identification Card / Badges (2) |
| - Department approved sweater | - Duty belt / Black leather belt keepers |
| - Nameplate | - Anne Arundel County Map Book |
| - Utility Uniform as required | |

The following uniform items and equipment are not issued by the department

- | | |
|---|--|
| - Black Shoes | - Dark blue or black socks |
| - Department approved tie clasp / tack | - Dark blue / black scarf |
| - Dark blue / black gloves (cold weather) | - Black rubber footwear only |
| - Flashlight (issued to remain in patrol vehicle;
personal ones must be purchased by officers) | - Department approved tie clasp / tack |


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 500

UNIFORMS AND EQUIPMENT

EFFECTIVE: 01 OCT 94

Revised:

APPENDIX A:

The following uniform items and equipment are issued by the Department:

- * Blauer jacket
- * Blouse (Full Dress jacket)
- * Hat - Summer
- * Hat - Winter
- * Hat - Utility (baseball style)
- * Hat cover
- * Shirt - White long sleeve (Winter)
- * Shirt - White short sleeve (Summer)
- * Shirt - Dark blue (Utility)
- * Necktie - clip on
- * Trousers - Summer
- * Trousers - All season
- * Trousers - Dark blue (Utility)
- * Trousers - Breeches (specialized units)
- * Raincoat - Dress uniform (command officers only)
- * Rain suit w/reflective vest
- * Leather jacket (specialized units)
- * Body armor and cover
- * Combat boots (special circumstances)
- * Sam Browne leather outfit
- * Portable radio and belt holder
- * Semi-automatic handgun and holster
- * Ammunition, magazines for issued weapon
- * Baton or ASP with belt holder
- * Chemical spray and belt holder
- * Handcuff set and belt case
- * Flashlight (in vehicle)
- * Badges
- * Nameplate
- * Pen
- * Identification card
- * Rules and Regulations and Manual of Procedure
- * Anne Arundel County map book
- * Riot helmet (in storage room)
- * Portable two-way radio and belt holder



Crofton Police Department Written Directive: INDEX CODE 501

WEARING THE UNIFORM

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Rank Insignia
- III. Emblems, Patches, Insignia, Ribbons
- IV. Boots
- V. Hats
- VI. Leather
- VII. Nameplate
- VIII. Rainwear
- IX. Shirts
- X. Shooting Medal
- XI. Identification Card
- XII. Chemical Spray
- XIII. Flashlight
- XIV. Handcuffs
- XV. Baton and/or ASP
- XVI. Weapons, Holsters, Ammunition
- XVII. Body Armor
- XVIII. Equipment Used In Civil Emergencies
- XIX. Communications Equipment
- XX. Reflective Vest
- XXI. Non-Issued Accessories and Equipment

I. POLICY

Unless otherwise directed, members of the department while on duty, will wear the uniform and equipment issued by the department and prescribed by the Chief of Police. Uniforms will be worn in their entirety and in the intended fashion, and will be kept clean, well brushed and pressed. The badge and nameplate will be displayed on the outer most garment being worn by the uniformed officer. Non-uniformed personnel will affix the badge to the jacket pocket or lapel, or to their belt while at a crime scene or police operation. Buttons and other metal accessories will be kept clean and bright. The remainder of this directive describes the proper wearing and display of issued and approved personal uniforms and equipment.

II. RANK INSIGNIA

Rank insignia is issued by the department and worn as follows:

- A. Shoulder rank insignia are worn on jackets, coats and outer sweaters on both epaulets so that the center of the insignia is one (1) inch from the shoulder seam. Shoulder rank insignia will not be worn on shirts.

Crofton Police Department Written Directive: INDEX CODE 501

WEARING THE UNIFORM

EFFECTIVE: 01 OCT 94

Revised:

- B. Collar rank insignia on shirts are worn on both collars between one half inch and one inch from and parallel to the front edge of the collar.
- C. Sleeve rank insignia and longevity recognition insignia will be sewn onto both sleeves of each outer garment or shirt so that the uppermost point of the left sleeve insignia is approximately one inch beneath the bottom of the uniform shoulder patch, and the right sleeve insignia matches the height of the left.
- D. Insignia by rank:
 - 1. Chief of Police - gold eagle or star and gold badge
 - 2. Police Sergeant - three blue chevrons and silver badge
 - 3. Police Corporal - two blue chevrons and silver badge
 - 4. Police Officer - no chevrons, silver badge

III. EMBLEMS, PATCHES, INSIGNIA, COMMENDATION RIBBONS

No emblem, patch, insignia, or commendation ribbon may be worn or displayed on a Crofton Police Department uniform unless authorized by the Chief of Police. Commendation ribbons by other agencies to a member of this department, if authorized by the Chief of Police, may be worn one half (1.2) inch below the nameplate on the uniform blouse, coat, or shirt or sweater.

All Crofton Police Commendation Ribbons must be worn in accordance with Index Code 301.

All shirt and uniform coat patches must be centered on the left sleeve with the top of the patch three quarter (3/4) to one half (1/2) inch from the shoulder seam.

IV. BOOTS

Combat style boots may be worn during inclement weather, while wearing the utility uniform or by reason of documentation medical need.

V. HATS

Baseball hats may be worn at the officers discretion. The dress hat will be worn with the dress uniform.

VI. LEATHER

The gun belt must fit snugly around the waist with the following accessories worn on the side opposite the holster.

- 1. radio case
- 2. mace and holder
- 3. handcuff case
- 4. baton holder / ASP holder
- 5. flashlight holder (optional)

When the "Class A" uniform is worn the gun belt will sit on the belt hooks. The only exception is the Chief of Police's dress blouse.

Crofton Police Department Written Directive: INDEX CODE 501

WEARING THE UNIFORM

EFFECTIVE: 01 OCT 94

Revised:

Off duty holsters must be purchased by the respective officer while on uniformed secondary employment within the tax district, the uniform belt may be worn.

VII. NAMEPLATE

Nameplates are to be worn at all times on the outer shirt, sweater, jacket or coat, directly even with the top of the seam or right jacket pocket flap, and centered with the bottom of the right pocket.

VIII. RAINWEAR

Rainsuits are issued for use in inclement weather.

IX. SHIRTS

Nothing may be carried in the shirt pockets except a ball-point pen and a mechanical pencil in the left pocket. When wearing the long sleeved shirt, all buttons will be fastened, the sleeves will be rolled down and the issued necktie or "dickey" will be worn. When wearing the short sleeve shirt only one button may be left unbuttoned. The tie or "dickey" must be worn if the member is wearing a jacket or sweater. The sleeves will not be rolled up in any fashion.

X. SHOOTING MEDAL

Shooting medals issued or approved by the Anne Arundel County Police Department's Training Academy may be worn one half (½) inch under the badge.

XI. IDENTIFICATION CARDS

All employees of the Crofton Police Department are issued an identification card and must carry it on their person at all times while in uniform, on duty, or while operating a department vehicle. Members will immediately report the loss of the identification card to their supervisor in writing. The Anne Arundel County Police Department Identification unit will assist in the photographing and sealing of the identification card. Each employee's identification number will appear on the card.

XII. CHEMICAL SPRAY

Only department issued chemical spray may be carried and used in the performance of duty.

XIII. FLASHLIGHT

The flashlight will be accessible at all times while on duty operating a departmental vehicle.

XIV. HANDCUFFS

Each sworn member of the department is issued one set of handcuffs and a handcuff case. Members will carry the handcuffs at all times when on duty or operating a departmental vehicle.

Crofton Police Department Written Directive: INDEX CODE 501

WEARING THE UNIFORM

EFFECTIVE: 01 OCT 94

Revised:

XV. BATON AND/OR ASP

Batons or ASP batons will be accessible at all times to uniformed officers while on patrol. Batons may be left in the patrol vehicle while the officer is in court or engaged in a similar non-enforcement activity.

XVI. WEAPONS, HOLSTERS, AND AMMUNITION

All sworn officers are required to be armed while in uniform, on duty, or while operating a departmental vehicle. Refer to Index Code 402 for details. All sworn officers are required to be armed while off duty unless circumstances prevent same. Examples: playing tennis, baseball, etc.

XVII. BODY ARMOR

Body armor is issued to all sworn personnel. All officers **will** wear body armor while engaged in patrol oriented law enforcement activities. A medical release will be the only justification for not wearing body armor.

XVIII. EQUIPMENT USED IN CIVIL EMERGENCIES

Riot helmets and other related equipment will be provided as needed. It will be stored in the Crofton Police Department's storage room.

XIX. COMMUNICATIONS EQUIPMENT

All sworn personnel are issued a portable two way radios and are required to have it on and have constant access to it while in uniform, on duty, or operating a departmental vehicle. Officers may rent or purchase pagers, cellular telephones and associated communications equipment as required for the conduct of their duties. All charges for pagers, cellular telephones, and associated equipment are the responsibility of the purchasing officer.

XX. REFLECTIVE VESTS

A reflective vest is issued to every officer assigned to patrol duties. When practical, the vest should be worn when directing traffic.

XXI. NON-ISSUED ACCESSORIES AND EQUIPMENT

The following items, if used, must be furnished by the employee and worn with the uniform in the manner or style stated below. Required items are noted in *italics*.

- A. **Belt Keepers:** Belt keeps will be black with fasteners being Velcro or metal snap; metal snaps will be the color of the officers badge
- B. ***Belt:*** Belts will be black; buckle chrome or gold to match the badge

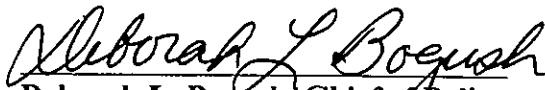
Crofton Police Department Written Directive: INDEX CODE 501

WEARING THE UNIFORM

EFFECTIVE: 01 OCT 94

Revised:

- C. **Gloves:** White gloves for special occasions are issued as needed; cold weather gloves will be black or dark blue
- D. **Rubber Footwear:** Approved boots, galoshes and rubbers in black color may be worn during rainy periods or flooding conditions
- E. **Scarves:** Solid black or dark blue in color; to be worn with the winter uniform only during intensely cold or windy weather
- F. **Shoes:** Approved shoes are black, smooth leather or plastic, plain toe, either high or low cut; shoes will be highly polished
- G. **Socks:** Approved socks of solid black or navy blue in color; socks may have white bottom, however, white cannot be seen
- H. **Sweater - Outer Garment:** A sweater may be worn as the outermost garment provided it meets the following criteria:
 - 1. Commando 2000 dark blue with long sleeves, with V Neck
 - 2. rank insignia required for sergeant or above (sergeant on sleeves, all other on epaulets)
 - 3. badge and nameplate must be affixed to the padded areas provided on the front of the sweater
 - 4. sweater will be tucked into the trouser at all times at the belt, and either a neck tie or "dickey" may be worn
- I. **Sweater - Under Uniform Jacket:** A sweater may be worn under the uniform jacket provided it is black or dark blue, pullover style in long sleeve or vest type or cardigan style that remains closed
- J. **Tie Clasp / Tie Tack:** Approved tie clasps or tacks of a plain design may be worn; chrome or gold plated to match the officer's badge color


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

UNIFORM CLASSES

Index Code Number: 0502
Effective Date: 01 Oct 1994
Revision Date: 26 Mar 2003

- I. Classes of Uniforms**
- II. Class A**
- III. Class B**
- IV. Utility Uniform**
- V. *Wearing Dates of Specific Uniforms***

I. CLASSES OF UNIFORMS

The Crofton Police Department uniform is classified as follows:

Class A uniform (Full dress)

Class B uniform (uniform of the day)

Utility uniform (for midnight shift, [if required])

Training officers while training, if applicable

II. CLASS A UNIFORM

A. The Class A uniform consists of the Class B uniform with: the uniform blouse worn as the outer garment; plain toe, black shoes; dress hat and white gloves, depending on the occasion; Regular belt

B. The Class A uniform is worn at the direction of the Chief of Police for ceremonial events such as awards ceremonies, promotions ceremonies, and funerals. Officers may wear the Class A uniform while attending court on department business.

III. CLASS B UNIFORM

The Class B uniform is the department's uniform of the day. The Class B uniform consists of the summer or winter uniform as listed below, with authorized personal items.

A. Summer uniform

Black shoes, dark blue or black socks, summer or all season trousers, black belt, short sleeve shirt, baseball hat (optional), issued gun belt, holster, and leather accessories, badge, nameplate and insignia of rank. A long sleeve shirt may be worn with the summer uniform. If worn, the issued tie must be worn.

B. Winter Uniform

Black shoes, dark blue or black socks, winter or all season trousers, black belt, issued tie or dickey, long sleeve shirt, baseball hat (optional), issued gun belt, holster, and leather accessories, Blauer jacket or approved sweater, badge and nameplate to be worn on outer garment, insignia of rank

An approved scarf (dark blue or black), gloves (black) and or dark blue arctic cap may be worn during periods of intense cold or during snow storms.

IV. UTILITY UNIFORM

The Utility Uniform is worn on the overlap or midnight shifts and or Training Officers while on a training detail. The Utility Uniform will not be worn to court or any other type of hearing unless prior approval has been granted from the Chief of Police. The Utility Uniform consists of the following: all equipment items in the Class B Uniform, winter or summer, and; the utility uniform (shirt, trouser, boots)

V. WEARING DATES OF SPECIFIC UNIFORMS

The winter uniform will be the basic uniform from 15 October to 14 March

Between 15 March and 14 April, the summer uniform may be worn when the forecast high temperature for the shift the officer is working is 70 degrees or higher

The summer uniform will be the basic uniform from 15 April to 14 September

Between 15 September and 14 October, the winter uniform may be worn when the forecast high temperature for the shift the officer is working is below 70 degrees

In the event of extremely unseasonable weather with unusually high or low temperatures during summer or winter uniform seasons, officers may wear the summer or winter uniform as appropriate, in accordance with the 70-degree criteria.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 503

GROOMING AND APPEARANCE STANDARDS

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose**
- II. Policy**
- III. Uniformed Officers**
- IV. Plain Clothes Officers**
- V. Exceptions**

I. PURPOSE

The purpose of this directive is to establish appearance standards for the department's sworn personnel.

II. POLICY

It is the department's policy that its officers be well groomed and present a professional appearance to maintain the public's trust and respect. Both the self esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the department.

III. UNIFORMED OFFICERS

A. Haircuts

1. hair will be neatly groomed
2. the length or bulk of the hair will not be excessive or present a ragged, unkept or extreme appearance
3. male officer's must wear their hair neatly trimmed and tapered to the sides of the head and to the back of the neck
4. female officer's hair shall be arranged in a style not to present a ragged or unkept appearance; the style shall not interfere with the normal wearing of departmental head gear
5. in all cases the bulk or length of hair shall not interfere with the normal wearing of departmental head gear

B. Sideburns

1. sideburns are to be kept neatly trimmed at all times, not extending below the midpoint of the ear

C. Facial Hair

1. Mustaches must be kept trimmed with no hair extending down over the upper lip nor extending past either side of the mouth; "handle bar" mustaches are prohibited. Bears are permitted for officers assigned to covert operations and for certified medical reasons. Officers assigned to patrol duties are not permitted to wear beards

Crofton Police Department Written Directive: INDEX CODE 503

GROOMING AND APPEARANCE STANDARDS

EFFECTIVE: 01 OCT 94

Revised:

D. Wigs

Wigs or hair pieces may be worn as long as they conform to Section III, Sub Section A.

E. Cosmetics and Colognes

Cosmetics, colognes, after shave lotion, perfumes, light makeup, etc., are permitted to be worn. Makeup, when worn, should give as natural an appearance as possible.

F. Fingernails

Fingernails must be kept clean and trimmed. Only clear nail polish may be used.

G. Undergarments

Appropriate undergarments (tee shirts, bras) are to be worn.

H. Jewelry

The wearing of visible jewelry will be limited to a wrist watch, rings, religious necklaces, and small earrings or as approved by the Chief of Police.

IV. PLAIN CLOTHES OFFICER

Plain clothes officers will at all times be neat, clean and well groomed. Police officers permitted to wear civilian clothing must conform to the standards normally followed by personnel in business offices, unless otherwise directed. Only articles of clothing of a conservative nature are permitted. Police officers must use discretion in their dress and appearance so as not to invite unfavorable comment upon the department.

V. EXCEPTIONS

Personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from the provisions of this directive upon approval of the Chief of Police.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 504

UNIFORMS AND EQUIPMENT REQUIRED FOR DUTY

EFFECTIVE: 01 OCT 94

Revised:

- I. Uniformed officers**
- II. Plainclothes officers**
- III. Court appearances**
- IV. Training functions**
- V. Reflective vests**

I. UNIFORMED OFFICERS

Uniformed officers must be equipped with the following items while on duty, unless excused by the Chief of Police.

- * Ammunition magazines & issued or approved ammunition
- * Anne Arundel County Citation book.
- * Anne Arundel County map book
- * Badge
- * Baton and holder; authorized impact weapon
- * Flashlight and holder
- * Handcuffs and case
- * Holster (issued or approved)
- * Chemical spray and case
- * Maryland Uniform Criminal/Civil Citation book
- * Maryland driver's license
- * Maryland Uniform Traffic Citation book
- * Motor Vehicle Code Book
- * Nameplate
- * Notebook, pen and pencil
- * Police Department identification card
- * Portable radio and holder
- * Rain gear/suit
- * Reflective vest
- * Rules & Regulations manual
- * Sidearm (issued or approved, fully loaded)
- * Whistle (optional)

Supervisors will inspect their personnel to ensure that uniforms and other equipment are clean and in good order, and that each officer is properly equipped and attired, and that he/she is physically fit for duty.

II. PLAINCLOTHES OFFICERS

When a member is on duty in civilian dress he/she must be equipped with the following unless assigned to an undercover/covert unit or excused by his/her commanding officer.

- * Ammunition magazines & issued or approved ammunition with sidearm (issued or approved, fully loaded)
- * Badge

Crofton Police Department Written Directive: INDEX CODE 504

UNIFORMS AND EQUIPMENT REQUIRED FOR DUTY

EFFECTIVE: 01 OCT 94

Revised:

- * Chemical spray and case
- * Handcuffs
- * Maryland Drivers license
- * Notebook, pen, and pencil
- * Police Department identification card
- * Portable radio and holder

III. COURT APPEARANCES

Officers who attend court will wear the uniform of the day or a business suit with a tie for males, dress or dress suit for females.

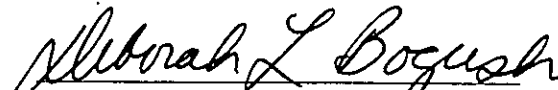
IV. TRAINING FUNCTIONS

The following regulations apply to all members attending training functions conducted by this department or any outside agency.

1. Uniform of the day or business suit with a tie for males, dress or dress suit for females
2. Plainclothes may be worn for the range day only, unless otherwise specified

VI. REFLECTIVE VESTS

All department personnel who have been issued reflective vests are urged to wear them when directing traffic. Reflective raincoats may be worn instead of the reflective vests when weather permits.


Deborah L. Bogush, Chief of Police

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DEPARTMENTAL PERSONAL COMPUTERS

Index Code Number: 0505
Effective Date: 06 Jun 1996
Revision Date: 31 Dec 2006

- I. Purpose**
- II. Definitions**
- III. Obtaining PC Equipment**
- IV. Configuration**
- V. Software**
- VI. Repair, Maintenance & Upgrades**
- VII. County Internet Connection**

I. PURPOSE

To institute a policy establishing:

- A. The responsibility for the purchase, issuance, configuration, maintenance, upgrading and disposition of all departmental computers and related equipment.
- B. The proper use of and prohibited uses of departmental computer-related equipment including personal computers (PC's); servers; software; Crofton internal and Internet connection.

II. DEFINITIONS

A. Approved Computer Software

Includes only legally licensed software for use on a County computer workstation or on a specific computer server.

B. Departmental Computer (workstation)

All computer workstations or servers purchased by, donated to the Department, or otherwise owned by the Crofton Police Department.

C. Firewall

Software maintained by the Crofton Police Department, which creates a virtual "wall" at our Internet gateway. It is designed to protect the Local Area Network (LAN) from unauthorized access from the Internet.

D. Internet

The Worldwide Web (www).

E. Local Area Network (LAN)

Also known as the **Intranet** (as opposed to the **Internet**). It is composed of a physical system of cables, routers, telephone lines, and hubs. It is the cable highway through which information passes back and forth between servers and workstations. This system of wiring is used to link workstations to the various network servers (Novell and NT) and to network printers. Except for the Internet gateway, the LAN is a closed system.

F. Server

A specialized computer, which controls the communications between workstations that are attached to a network. The server provides the network operating system, such as Novell, Windows NT or Windows 2000 server software.

G. Workstation

Commonly referred to as a personal computer or PC, which is network connected. It is also known as a "client" PC. It is the typical networked computer that is used by employees to perform their jobs.

III. OBTAINING PC EQUIPMENT

A. Purchase

The Chief of Police may designate an individual, either sworn or non-sworn personnel to have the primary responsibility to evaluate all requests for computer-related hardware and software. Purchase of all hardware, software, and peripherals will be coordinated through the Chief of Police to ensure compatibility with current and future configurations and needs of the Department.

All such proposed purchases, including those purchased through grants, should be sent to the Chief of Police for endorsement prior to submission.

B. New Computer Equipment

New computer software and hardware are to be delivered to the Chief of Police or his designee. The Chief of Police or designee will evaluate and inventory all new hardware/software and arrange for installation. The Chief of Police or designee will maintain any documentation, software licenses, and warranty information pertaining to newly received equipment and software.

C. Donated Computer Equipment

Prior to accepting any donated computer hardware or software, approval must be received from the Chief of Police or designee to ensure that the donated material is compatible with current and future configurations and needs of the Department. Once received, the equipment must be inspected and installed. All software installed on a donated computer must be accompanied by a legal license, or should attempt to obtain legally licensed software for installation. All of the provisions of Section V (Software) also apply to donated computers. The Chief of Police or designee will maintain any documentation, software licenses, and warranty information pertaining to donated computers, equipment, and software.

D. Recovered Computer Equipment

1. Computer equipment and related software which is recovered by this Department in the normal course of operations, will be placed into the Property Room and handled as any other recovered property until the time of disposition.

2. **An attempt will be made to contact the owner of said recovered computer equipment or software. If any**



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recovered computer equipment or software that has been recovered is due for disposal and whose owner cannot be identified or located, then personnel, designated by the Chief of Police will evaluate the equipment to determine if it is usable by the Department and to ensure compatibility with current and future configurations and needs of the Department.

3. If the Chief of Police or his designee determines that the equipment/software is usable to the Department and compatible with the needs of the Department, the equipment will be converted to Departmental use in accordance with the guidelines set forth in Index Code 1201.3, Section V.

4. The converted equipment will be placed into service within the Department according to the Department-wide needs.

IV. CONFIGURATION

A. Hardware

Configuration of all hardware and programs will comply with existing Department standards. The configuration of the computer workstation or server (including its peripherals and software) will be determined and implemented by the Chief of Police or his designee, and may not be altered by the user.

B. Passwords

Users may not utilize any workstation passwords other than a screensaver password unless authorized by the Chief of police or his designee.

V. SOFTWARE

A. Licensing

Only legally licensed PC software which has been approved by the Chief of Police or his designee may be installed on or reside on any Crofton-owned computer workstation or server. All licenses and original software distribution diskettes or compact diskettes (CD-ROMs) will be stored as directed by the Chief of Police or his designee.

B. Personally Owned Software

Any request to install personally owned or any non-departmental software programs on a Crofton owned PC must be endorsed by the Chief of Police. Such requests must contain justification for the request and certification that the software is legally licensed for installation onto the Departmental computer or that no license is required. Any original software license for installations approved under this subsection must be provided.

C. Office Software

To avoid compatibility problems between documents created by different office programs, Crofton Police Department has adopted the Microsoft Office product line as the only supported word processing, database, and spreadsheet programs. The use of other office suites is not supported nor allowed.

D. Screensavers and Desktop Backgrounds

1. Screensavers and desktop background pictures that come preloaded with the operating system may be used. The password features of these provided screensavers may also be utilized.

2. No other screensaver may be installed on Departmental computers, as these animated screensavers are programs that can cause software conflicts or deplete the resources of the workstation.

VI. REPAIR, MAINTENANCE & UPGRADES

A. Repair

The Chief of Police or his designee is responsible for all repairs and upgrades to Departmental computers and computer-related equipment.

B. Maintenance

1. Anti-Virus Program

On all computers where Norton Anti-Virus or other approved anti-viral software is installed, the user is responsible for ensuring that the virus definitions are recent. This may be accomplished by either running the "Live Update" program associated with Norton Anti-Virus or by enabling any anti-virus update program that may be offered when signing onto the Windows 2000 Network. If "Live Update" will not operate because it has expired, contact the Chief of Police or his designee. Users should occasionally scan their hard drive using the Norton Anti-Virus program, as this will detect any virus that might have slipped past the Norton Auto-Protect feature. Any questions about updating the virus definitions or scanning the hard drive should be directed to the Chief of police or his designee.

To protect their workstations, as well as the Network from virus attacks, users will ensure that their workstation is equipped with an active anti-virus program (including recent virus definitions) prior to browsing the Internet.

2. Hard Drive Defragmentation

The user is also responsible for running the defragmentation program provided by the operating system at least monthly. Running this program regularly will ensure that the computer works at peak speed. Since defragmentation programs may take several hours to run, it is suggested that they be started just before the close of the business day and allowed to run overnight. Any questions about running the defragmentation programs should be directed to the Chief of Police or designee.

C. Upgrades

Only a certified technician may make or perform upgrades in hardware. Software upgrades will be left to the Chief of Police or his designee.

VII. INTERNET CONNECTION

The Crofton Police Department provides a protected gateway to the Worldwide Web (Internet). This connection, if enabled at a



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networked station, uses Microsoft Internet Explorer and a protocol called TCP/IP to enable a user to access the Internet.

A. Internet Security

1. Internet connectivity, while providing valuable resources and communication capabilities to enable employees to accomplish their duties more efficiently, also presents a formidable threat to the networks and workstations that comprise our Local Area Network (LAN). Hackers, viruses, and "worms" can all enter our system through the Internet and destroy or corrupt data and computers.
2. The primary protection from hackers comes from the "firewall" software installed at our Internet gateway.

B. Internet Security Policies and Rules

Protection from viruses and worms is dependent upon computer users following proper security policies.

1. E-Mail Attachments

Users will never open e-mail attachments received over the Internet unless the user knows the person sending the attachment and knows that the attachment was actually sent by that person by contacting the sender. (Some virus programs will be transmitted this way.)

2. Modems

- a. Users will not use a dial-up modem to sign onto the Internet, nor will dial-up modems ever be left set on the "dial-in" access mode. Modems are gateways for hackers, viruses, and worms to circumvent our firewall.
- b. Modems, internal or external, are not permitted on any Departmental computer unless specifically authorized and installed by the MIS Unit. The primary purpose of authorized dial-up modems will be to connect to the paging service only.
- c. Modems will not be used for any purpose unless the user first logs the workstation off of all network connections.

C. Internet Usage Restrictions

The connection to the Internet has been provided to enable employees to use the access, information, communication, and resources available through the Worldwide Web to more efficiently perform their jobs. Inappropriate uses of the Internet will not be tolerated and may result in disciplinary action. These inappropriate and prohibited uses of the Internet connection include:

1. "Visiting" or browsing any pornographic, illegal, gambling, or offensive sites, or other sites which might reflect poorly on the Crofton Police Department, unless required as part of the employee's official duties or as part of an official investigation. The employee's immediate supervisor will monitor Internet usage to ensure that this does not occur.
2. Downloading of any programs or executable files from the Internet without specific authorization.
3. Excess usage of the Internet that interferes with an employee's performance of assigned duties. It will be the responsibility of the employee's immediate supervisor to ensure that this does not occur.

It should be noted that the Crofton police Department maintains software which can track the Internet activity of individual users.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 602

MANAGEMENT PLANNING SECTION

EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

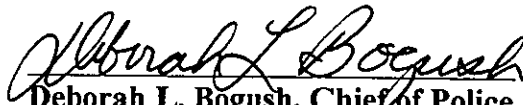
The Crofton Police Department has no Management Planning Section. The Crofton Police Department will utilize the Anne Arundel County Police Department's Management Planning Section as needed.

A. Planning and Research Function

Officers are encouraged to provide input to the Chief of Police as to present or future needs of the department.

B. Fleet Officer

An officer will be assigned to maintain records of the department's motor vehicle, to access vehicle needs, to be the liaison with Anne Arundel County Police Department for maintenance purposes, to complete any required paperwork with Motor Vehicle Administration as needed, and generally be responsible for ensuring that departmental vehicles are maintained in a state of operational readiness.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 603

INSPECTIONS

EFFECTIVE: 01 OCT 94

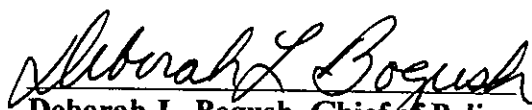
Revised:

I. Policy

I. POLICY

It is the responsibility of all supervisors to conduct daily inspections of officers. Supervisors will inspect the physical condition, appearance, and grooming of officers, and will verify the accountability and conditions of issued equipment. Spot checks will be made at supervisors discretion for vehicle inspections and written directive manuals and inspections.

Facility inspections will be conducted on a quarterly basis with a goal of identifying maintenance or security problems, officer safety, evidence control, and files. This inspection will be conducted by the Chief of Police.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 605

INTELLIGENCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Purpose
- III. Authority & Responsibility
- IV. Duties & Responsibilities of the Section
- V. Dissemination of Intelligence
- VI. Criteria for Data Collection and Prohibitions
- VII. Responsibilities of Departmental Personnel
- VIII. Review of Department/Officer Files

I. POLICY

The department will diligently seek to identify the existence, nature, and scope of criminal activity by any person, group, or organization operating within Crofton. Intelligence information gathered by the department will be crime-related, mission-related and subject to the strictest standards of verification. The process of gathering, reporting and storing criminal intelligence will be accomplished in accordance with all applicable state and federal privacy laws.

II. PURPOSE

The purpose of this directive is to establish the duties and responsibilities of the officers pertaining to the criminal intelligence function and to establish guidelines for intelligence gathering for the entire department.

III. AUTHORITY AND RESPONSIBILITY

A. Officers are responsible for gathering, analyzing, disseminating, and storing criminal intelligence, as they receive such information and forwarding same to the Intelligence Section of the Anne Arundel County Police Department.

Intelligence data will be collected on the following criminal activities:

- Narcotics
- Bribery
- Extortion
- Gambling, loan sharking, and prostitution
- Labor racketeering
- Arson
- Trafficking in stolen goods
- Government corruption
- Hate/violence acts associated with extremist groups
- Money laundering
- Domestic terrorism

Crofton Police Department Written Directive: INDEX CODE 605

INTELLIGENCE

EFFECTIVE: 01 OCT 94

Revised:

- Predatory crimes perpetrated by criminal groups
- Organized criminal gang activity
- Cults/deviate movements associated with criminal acts

C. Administrative responsibility for the intelligence function with respect to organized crime control resides with the Commander, Intelligence Section of the Anne Arundel County Police Department.

IV. DUTIES AND RESPONSIBILITIES OF THE SECTION OF ANNE ARUNDEL COUNTY POLICE, INTELLIGENCE SECTION

The primary responsibility for the intelligence function will reside with the Intelligence Section of the Anne Arundel County Police Department.

V. DISSEMINATION OF INTELLIGENCE

Intelligence information will be disseminated under the following guidelines:

A. Intelligence information will be proactively disseminated to the Crofton Police Department when it is determined by the Intelligence Section supervisor that the information is relevant to Crofton Police Department's mission.

B. Requests for dissemination of classified intelligence information will be complied with according to the following criteria:

- Requestor's need and right to know;
- Whether the accuracy and reliability of the information have been established;
- Whether dissemination would compromise the identity of a confidential source; and
- Agreement that the intelligence information will not be further disseminated to a third party.

C. Supervisors and crime analysts shall review reports and investigative files for intelligence information. Supervisor's will maintain liaison with the Intelligence Section for briefings, information exchange, and to receive special reports (threat assessments, protective details, etc.).

VI. CRITERIA FOR DATA COLLECTION AND PROHIBITIONS

A. The department recognizes the need to preserve the delicate balance between the constitutional rights afforded to each citizen and the legitimate needs of law enforcement. Based on the paramount need to protect these rights, intelligence gathering will be confined to those situations which require a legitimate law enforcement response to a criminal threat or potential for the well-being of the citizens of Anne Arundel County. To ensure that the democratic process is not subverted, the following practices will be adhered to.

Intelligence data will not be collected on:

Crofton Police Department Written Directive: INDEX CODE 605

INTELLIGENCE

EFFECTIVE: 01 OCT 94

Revised:

- any individual on the basis that such person(s) supports unpopular causes;
- person(s) merely on the basis of ethnicity or race;
- any person(s) merely on the basis of religious and/or political affiliations;
- any person(s) merely on the basis of noncriminal personal habits.

No members of the department will:

- engage in any illegal activities in the collection or dissemination of intelligence data;
- employ or direct an individual to engage in illegal activities in order to obtain intelligence data;
- use confidential data for political and/or economic purposes or for personal gain;
- provide confidential data to any person(s) outside the law enforcement community without the expressed permission of their Bureau Chief.

B. The Department will not use intelligence data derived through illegal means, unless such data was voluntarily provided during lawful interviews and interrogations of arrested persons. The use of such information must be lawful under current court decisions.

C. Intelligence data will be limited to persons or organizations which are involved, or suspected of being involved, in criminal activity or who present a threat to the community. The following criteria are established to regulate the type of information to be contained in intelligence files:

- any information concerning the arrest, indictment or outstanding warrants for arrest of an individual;
- any data with reference made to the general criminal history of a subject;
- information on any individual who has been identified as a perpetrator of a crime by a witness or by competent evidence;
- information on any individual who threatens violent conduct affecting a person and/or property;
- information on any individual wherein reasonable suspicion exists to believe the individual is engaged in or conspiring to engage in criminal activity;
- any information concerning an individual's criminal activities that when properly analyzed would provide tactical and/or strategic intelligence.

VII. RESPONSIBILITIES OF DEPARTMENT PERSONNEL

A. The intelligence process begins with the collection of information from a variety of sources. Patrol officers are often a valuable source of information due to frequent contacts in the community and awareness of criminal activities and perpetrators. All officers should document criminal intelligence information coming to their attention, whether pertaining to persons or groups, and forward it to the Intelligence Section of the Anne Arundel County Police Department.

B. Supervisors will maintain liaison with the Intelligence Section Supervisor to determine the need to share information and prevent duplication of data.

Crofton Police Department Written Directive: INDEX CODE 605

INTELLIGENCE

EFFECTIVE: 01 OCT 94

Revised:

VIII. REVIEW OF DEPARTMENT/OFFICER FILES

All intelligence information/files within the department, or those individually maintained, will be reviewed immediately to eliminate improper materials or documents obtained in violation of the standards imposed in these guidelines. Supervisors will periodically review all future intelligence information/files to ensure these guidelines are maintained.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 609

POLICE CHAPLAINS

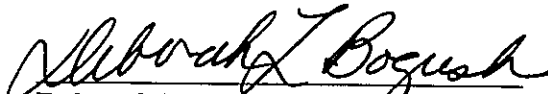
EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

The Crofton Police Department, at the present time, utilizes the Fraternal Order of Police chaplain. Police Chaplains will counsel members of the department requesting emotional and spiritual guidance and will be available to assist members both on and off the job. Members are encouraged to call upon the Chaplin for his service as necessary. Chaplains may be called upon directly for personal needs. Supervisory permission must be obtained to call out a Chaplin for a police incident.


Deborah L. Bogush, Chief of Police



POLICE CHAPLAINS

INDEX CODE: 609

EFFECTIVE DATE: 10-15-03

Contents:

- I. *Mission Statement*
- II. Organization
- III. Administrator of Program
- IV. Role of the Police Chaplain
- V. Chaplain Attire
- VI. Duties & Responsibilities of Chaplains
- VII. Proponent Unit
- VIII. Cancellation

I. MISSION STATEMENT

The missions statement of the police chaplain shall be to provide a ministry of presence to the department. They shall provide pastoral care to members of the department and to persons involved in disasters or community disturbances according to provisions set forth in this document.

II. ORGANIZATION

Police chaplains are appointed by the Chief of Police. Administrative coordination of the Chaplains' corps is the responsibility of the Community Relations Section.

III. ADMINISTRATOR OF PROGRAM

Police chaplains provide staff assistance to the Chief of Police. The chaplain coordinator will assume the responsibility for administering the Chaplain Corps with direct supervision provided by the Commander of the Community Relations Section. Departmental personnel will extend all courtesies to the chaplains.

IV. ROLE OF THE POLICE CHAPLAIN

Police chaplains will provide pastoral care for members of the department requesting emotional and spiritual guidance and will be available to assist members both on and off the job. Members are encouraged to call upon the chaplains for their services as necessary. Chaplains may be called directly for personal needs. Supervisors should call out chaplains in situations and occasions where their presence may enhance the operations of the police units involved or be of service to the community on behalf of the Anne Arundel County Police Department.

In fulfillment of the ministry of presence, the chaplains are authorized open access to the department. Commanders may restrict this access at certain internal affairs, intelligence or other sensitive operations where such presence may endanger the operations or police personnel.

V. CHAPLAIN ATTIRE

A. Formal Attire
When acting in a formal capacity, Chaplains will wear the blue departmental blazer with suitable professional attire, and will be identified by the chaplain patch or badge.

B. Emergency Call-Out of Field Conditions
Conservative civilian clothing may be worn with the badge or ID card displayed. Chaplains must use discretion in their dress so as to avoid unfavorable comment on the department.


VI. DUTIES AND RESPONSIBILITIES OF CHAPLAINS

Chaplains will perform the following tasks and other such duties requested by the department:

- A. When an officer has been killed or seriously wounded/*injured*, a police chaplain will be called out to respond and offer spiritual counsel to those affected.
- B. Police Chaplains will be called out to assist officials in making notifications to families of officers receiving serious injuries or upon death.
- C. Police Chaplains should be called out to assist officers in making other serious injury or death notifications in particularly difficult situations. *Chaplains will be called out to assist at the scene of just occurred confirmed fatal traffic accidents assisting with associated notifications as needed.*
- D. Attend and participate in funerals of active and retired members of the department.
- E. Counsel officers with personal problems when requested.
- F. Call on sick and injured police personnel at home or in the hospital.
- G. Conduct memorial services and religious activities.
- H. Participate in departmental ceremonies.

Index Code: 609
Effective Date: 10-15-03

- I. Attend staff meetings as directed by the Chief of Police or his designee.
 - J. When requested by the department, provide liaison to other religious leaders in the community.
 - K. Provide pastoral care in crisis situations.
 - L. Maintain a visible presence to all departmental personnel.
 - M. Upon request, assist supervisors or police officers with minor tasks to temporarily relieve officers.
 - N. *Chaplains will participate in Ride-Alongs at least quarterly.*
- VII. Proponent Unit: Community Relations Section.
- VIII. Cancellation: *This directive cancels Index Code 609, dated 02-15-98.*



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 612

DEPARTMENT BUDGET PROCESS

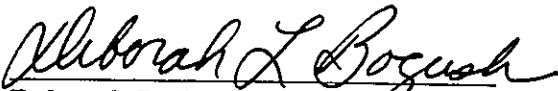
EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

The Crofton Police Department at the present time has its own budget prepared by the Town Manager. Any member of this department wishing to make suggestions pertaining to the budget will forward same through the proper chain of command.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 618
GRANTS - APPLICATION, PROCESSING, AND ADMINISTRATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose**
- II. Responsibilities**
- III. Procedures for Requesting a Grant**

I. PURPOSE

The purpose of this directive is to familiarize members of the Department with the guidelines for requesting a grant, to establish procedures for requesting, and administering grants, and to explain the responsibilities associated with the administration of a grant.

All employees are encouraged to seek out grant opportunities for the Department. Any information obtained should be forwarded to the Chief of Police for review.

II. RESPONSIBILITIES

All grant activity will be coordinated with the Chief of Police and or Town Manager.

A. Grant Coordinator

The responsibilities of the grant coordinator are as follows:

1. Assist with the completion of the grant applications. The grant coordinator will serve as a consultant in this effort rather than the primary author of any grant document
2. Ensure that the proper internal and external procedures are followed. Ensure that conditions required by the grant are complied with, to include the filing of reports, maintaining copies of all documentation related to any grant, and ensuring that the necessary documentation is forwarded to the Town Manager and other agencies as required
3. Ensure cost center number tracking is created within the tax district's accounting system to capture all expenditures associated with each specific grant. The grant coordinator will ensure reconciliation of financial reports produced for each grant. Copies of the financial reports will be kept on file in the Comptroller's office

B. Grant Administrator

The responsibilities of the grant administrator are as follows:

1. Complete, with assistance of the grant coordinator, all applications and required supporting documentation for the grant. Ensure that internal processing procedures are followed, pursuant to this directive, and any direction provided by the grant coordinator. Forward copies of all documentation to the grant coordinator
2. Reconcile and submit financial reports in a style and format required by the grant coordinator and Comptroller
3. Ensure that all grant conditions and requirements are complied with, including proper record keeping and the completion and filing of required initial and periodic reports

Crofton Police Department Written Directive: INDEX CODE 618
GRANTS - APPLICATION, PROCESSING, AND ADMINISTRATION

EFFECTIVE: 01 OCT 94

Revised:

4. Periodically report on the status of grant activities to the Town Manager and grant coordinator

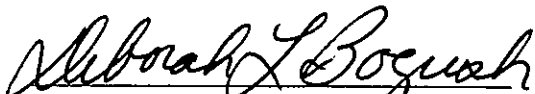
III. PROCEDURES FOR REQUESTING A GRANT

A. Upcoming or Future Fiscal Years

The procedures for requesting a grant in an upcoming fiscal year are as follows:

1. Grant Applications

The officer will complete the grant application required by the granting organization or agency. After completion, the grant application will be submitted to the Chief of Police, *not to the granting agency*. Most grant applications require the Town Manager's approval and signature before being submitted to the granting agency.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 619

PROCEDURES FOR ACQUIRING GOODS AND SERVICES

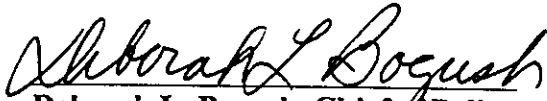
EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

Crofton Police Department purchases items by approval of the Chief of Police or the Town Manager. Once an item or items have been ordered, and the merchandise has been received, the bill is sent off with payment by the Crofton Special Community Benefit District Comptroller. Minor items can be purchased with petty cash from the Comptroller's Office.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DEPARTMENT GASOLINE CREDIT CARDS

Index Code Number: 0619.2

Effective Date: 01 Oct 1994

Revision Date: 01 Jul 2002

- I. Purpose**
- II. Form**

I. PURPOSE

Effective immediately we will no longer be able to procure gasoline from Anne Arundel fueling sites.

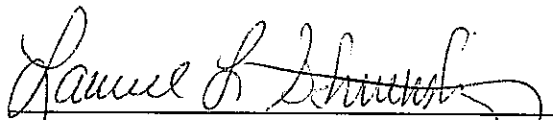
As a result we have secured credit cards from Mobile/Exxon and Amoco. The cards will be disseminated to each officer. Each individual vehicle will no longer have a County gas card. Officers must have their Mobile/Exxon or Amoco gas credit card with them anytime they are working in their official capacity as part of their required equipment.

II. FORM

Attached to this directive is the form which the Department will utilize to record gas purchases and to monitor gas mileage.

The form is mandatory and will be filled in by every officer using any patrol vehicle for any shift or part of. All partially or totally completed forms will be forwarded to the Chief of Police by the first officer using that patrol vehicle on the first day of the new month or as close to the first day of the new month as feasible.

The comments section of the form will be used for any vehicle problems detected or concerns about the vehicle. If the problem or concern is paramount, it will be brought to the attention of a supervisor immediately, or at least, a message will be left for the Chief or supervisor advising of the problem.



Police Chief's Signature #950



DEPARTMENT CREDIT CARDS

INDEX CODE:

619.2

EFFECTIVE DATE:

09-15-04

Contents:

- I. Policy Application
- II. Authorized Expenditures
- III. Records and Documentation
- IV. Review of Expenditures
- V. Payments of Credit Card Charges
- VI. Authorization
- VII. Credit Card Limits
- VIII. *Proponent Unit*
- IX. *Cancellation*

2. Gasoline purchases for these covert vehicles, limited to:
 - a. 87 octane for four and six cylinder powered vehicles
 - b. 87 or 89 octane for eight cylinder powered vehicles

Exceptions to the above must be supported by vehicle manufacture documentation that requires the use of higher octane gasoline and must be approved by the Department's Fleet Coordinator.

I. POLICY APPLICATION

This directive, and *Management & Planning Section* Standard Operating Procedure A/S-9, governs the maintenance of all credit card accounts, and the issuance and use of all department credit cards. Department credit cards are issued, controlled, and subject to the direction of the commander of the *Management & Planning Section*.

The use of department credit cards is not intended to take the place of the procurement procedures mentioned in Index Code 619 unless otherwise specified in this directive.

For the purpose of this policy, each department credit card is classified as one of the following types:

- Covert Vehicle Cards
- Travel Cards
- Administrative Services Card
- S.O.S. Card
- Aviation Card
- Career Criminal Card
- Grant Cards

II. AUTHORIZED EXPENDITURES

A. Covert Vehicle Cards

The covert vehicle cards are utilized by detectives that operate covert (direct charge) police vehicles. They may be used for:

1. The maintenance and repair of these covert vehicles (Repairs over \$300.00 must be approved by the Department's Fleet Coordinator);

B. Travel Cards

The travel cards (*T-1 through T-6 except for T-3*) are maintained by the *Management & Planning Section* and are to be used for authorized travel expenses incurred by personnel while on department business when no other arrangements can be made to cover the expenditures. *T-3 is maintained by CID*. The authorized expenses are:

1. Purchase of gasoline as needed while out of county (see restrictions in section II.A.2. above);
2. Emergency repairs to county vehicles while out of county (see restrictions in section II.A.1. above);
3. Other expenses as approved by the Commander of *Management & Planning Section*, or designee.

C. Administrative Services Card

This card, which is maintained by the *Management & Planning Section*, will be used:

1. To supplement the credit cards used for the repair and maintenance of covert operation vehicles;
2. As necessary for the maintenance of other non-lease rate department vehicles;
3. As authorized by the Commander of the *Management & Planning Section*, or designee.

D. S.O.S. Card

The Special Operations Section card which is maintained by the section commander is used for:

1. The maintenance and repair of the section tactical van that can not be completed at the county garage (Repairs over \$100.00 must be approved by the department's Fleet Coordinator);
2. The emergency purchase of items during extraordinary incidents, with section supervisory approval.

E. Aviation Card

The Aviation Unit card is maintained by the Aviation Unit officer in charge. It may be used for:

1. The purchase of fuel when an invoicing arrangement can not be used;
2. For procurement purposes caused by extraordinary situations that must be addressed immediately.

F. Career Criminal Cards

The Career Criminal Unit is assigned two cards for use when traveling out of county for expenses incurred during extraditions. The State's Attorney's Office establishes guidelines and pays these expenses. The Credit Card Usage Form(s) are to be submitted to the State's Attorney's Office, after review by the supervisor in charge of the Career Criminal Unit, instead of Staff Inspections. *Management & Planning Section* will forward the bank statement to the State's Attorney's Office for payment in a timely manner.

G. Grant Cards

When authorized, these cards are used for grant-related travel expenses and grant seminars/training expenses.

III. RECORDS & DOCUMENTATION

Each person that is issued or controls a department credit card account is responsible for obtaining receipts for all expenses. The receipts will be submitted with a completed Credit Card Usage Form at least monthly, or upon return of the card, to the *Management & Planning Section* for review and payment. (See Administrative Services Division Standard Operating Procedure A/S-9 for further details.)

IV. REVIEW OF EXPENDITURES

A. Line Review

1. The supervisor of person(s) issued a department credit card will verify expenses are authorized, the Credit Card Usage Form is completed, and

that receipts are attached. (See *Management & Planning Section* Standard Operating Procedure A/S-9 for further details.)

2. The unit commander will review the completed Credit Card Usage Form and ensure it is forwarded to Staff Inspections for final review within 10 days of the end of the month. A Credit Card Usage Form must be completed and submitted for each department credit card even if the credit card was not used during the month in question.

B. Staff Review

1. The Staff Inspections Section will review all submitted Credit Card Usage Forms, bring any expenditures in question to the attention of the Staff Inspection Section commander.
2. Upon the completion of the Staff Inspections Section review, all Credit Card Usage Forms will be forwarded to the Police Budget Analyst in a timely manner.

V. PAYMENT OF CREDIT CARD CHARGES

The Police Budget Analyst will confer with the commander of the *Management & Planning Section* before the payment of any department credit card bills. This action will ensure that charges are made against appropriate *accounts* within the police department operational budget.

Unauthorized charges may require reimbursement by the card holder.

VI. AUTHORIZATION

The Commander of the *Management & Planning Section* is responsible for the Fiscal Management Functions (Index Code 602) of the department having the staff authority to establish minimum controls governing the department's credit cards. Any transfer of a card, or use by any individual other than the individual the card was issued to, must be authorized by the Commander of the *Management & Planning Section*. (See *Management & Planning Section* Standard Operating Procedure A/S-9 for further details.)

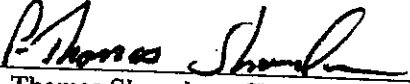
Personnel using the Travel Cards, the Administrative Services Card, and the Grant Card must complete the "Sign Out Log" which is kept by the Police Budget Analyst. The only persons authorized to issue these cards are the Commander of the *Management & Planning Section* and the Police Budget Analyst.

VII. CREDIT CARD LIMITS

Credit card limits are controlled by the Commander of the *Management & Planning Section*. Anyone requiring a change in their department credit card limit should contact the Police Budget Analyst. (See *Management & Planning Section* Standard Operating Procedure A/S-9 for further details.)

VIII. PROPONENT UNIT: *Management & Planning Section*

IX. CANCELLATION: This directive cancels Index Code 619.2, dated 09-28-98.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 700

JOB ANALYSIS AND DESCRIPTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Job Task Analysis**
- II. Statement of Duties & Responsibilities**

I. JOB TASK ANALYSIS

A. Definition

Job task analysis is a systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge, and abilities required to perform the tasks or duties of the job.

B. Objectives

The objectives of job task analysis are to:

1. serve as a basis for the determination of a position classification plan and compensation;
2. provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion;
3. assist in the establishment of training curricula; and
4. provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

C. Maintenance

A written job task analysis of every position in the department is maintained in the Personnel Manual.

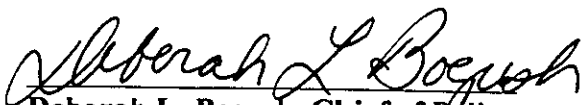
D. Content

The written job task analysis maintained on file includes, at a minimum:

1. the duties, responsibilities, and tasks of each position;
2. the frequency with which each task is performed; and
3. the minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors.

II. STATEMENTS OF DUTIES & RESPONSIBILITIES

The Town Manager is responsible for maintaining on file a statement of the duties and responsibilities of each position in the department. These records are available in the Personnel Manual for viewing by any Police Department employee.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 700.2

PROMOTION

EFFECTIVE: 01 OCT 94

Revised:

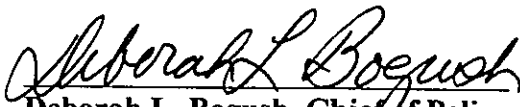
- I. Purpose**
- II. Equal Employment Opportunity**

I. PURPOSE

The purpose of this directive is to inform employees of the current policies, procedures and practices involved in the promotion process. This directive will be amended to add more information in the future.

II. EQUAL EMPLOYMENT OPPORTUNITY

Crofton Police Department is an Equal Employment Opportunity employer. It is the policy of the Crofton Police Department that all procedures used in promotions are job related and will not discriminate in any way.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 700.3

RECRUITMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Equal Employment Opportunity
- III. Community Outreach
- IV. Job Announcement and Publicity
- V. Application Process

I. PURPOSE

The purpose of this directive is to establish the department's recruiting program to attract applicants to police service.

II. EQUAL EMPLOYMENT OPPORTUNITY

Crofton Police Department is an Equal Employment Opportunity Employer. The Crofton Police Department adheres to the federally mandated law as well as state and local laws regarding discrimination.

III. COMMUNITY OUTREACH

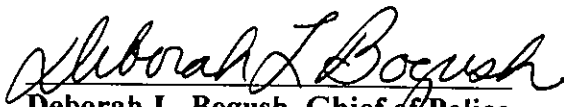
Because cooperative assistance from community organizations and key leaders should increase and broaden the agency's exposure within the service community, the department seeks recruitment assistance, referrals, and advice from community organizations and key leaders. In addition, the department posts job announcements with community service organizations, particularly those that are believed to be in contact with individuals who are likely candidates for recruitment.

IV. JOB ANNOUNCEMENTS AND PUBLICITY

The department's job announcements provide a description of the duties, responsibilities, and requisite skills, education level, and physical requirements for the position to be filled. Usually, the predominate placement of announcements are placed through mass media, using the most economical means of providing information on employment opportunities to potential applicants.

V. APPLICATION PROCESS

The Crofton Police Department adopts the following practices relating to the application process: a filing deadline for applications is mandatory; or, contact with the applicant will be maintained from the initial application to all final employment dispositions.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

SELECTION

Index Code Number: 0700.4
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Purpose**
- II. Policy**
- III. Administrative Responsibility**
- IV. Legal Requirements**
- V. Selection Procedures**

I. PURPOSE

The purpose of this directive is to describe the process of selecting applicants for employment as sworn police officers of the Crofton Police Department.

II. POLICY

It is the policy of the Crofton Police Department to select the most qualified applicants for police officer.

III. ADMINISTRATIVE RESPONSIBILITIES

The overall responsibility for the selection process shall reside with the Chief of Police. Applications will be received and the data from those applications will be placed into files. At the present time, no type of applicant testing is conducted. Character background standards will remain high. The Anne Arundel County Police Department may assist the Crofton Police Department in conducting background evaluations. All other sections within the selection process will be conducted by the Crofton Police Department.

IV. LEGAL REQUIREMENTS

Every component of the selection process *singularly and in combination will be developed, implemented, and monitored to insure validity, utility and minimum adverse impact. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner. All selection materials will be stored in a secure area when not being used. When selection materials are disposed of, the manner of disposal will be performed in a manner that prevents disclosure of the information therein. All candidate records will be stored in a secure location. All candidate records related to physical and psychological examinations will be maintained in a confidential, secure file.*

V. SELECTION PROCEDURES

A. Selection Criteria - All applicants applying for the position of police officer under a general announcement will be required to complete the entire process.

B. Reapplication - No individual shall be refused employment consideration on the basis of past performance in the competition for police officer positions. All applicants who have previously applied for police officer position shall be allowed to reapply, unless there are legal considerations that preclude the applicant from employment as a police officer.

C. Selection Elements - The selection process includes the following elements;

- Application
- Oral interview
- Background investigation.
- Medical examination (after conditional offer of employment)
- Psychological examination (after conditional offer of employment)
- Probationary period (see Index Code 714)
- Any additional elements required by the Maryland Police Training Commission.

D. All applicants must have already graduated from an accredited Police Academy and must be certified by the Maryland Police Training Commission, or eligible for re-certification in accordance with MPTC regulations regarding officers who have been certified within the last 3 years.

E. If a polygraph examination is required, a list of areas from which questions may be drawn, will be provided to the candidate. Only trained, certified operators will administer a polygraph. The results of any polygraph will not be used as the single determination of selection status.

F. Medical Examination - A medical examination of each candidate is conducted as part of the selection process. This examination is conducted after a conditional offer of employment as required by the Americans with Disabilities Act, prior to the final job offer and appointment to probationary status. The medical examination is based on valid, useful, and non-discretionary procedures and only license physicians will be sued to certify the general health of the candidate. A record of the results of the medical examination is maintained on file.

G. Psychological Evaluation - An emotional stability and psychological fitness examination of each candidate will be conducted after a conditional offer of employment and prior to the final job offer and appointment to probationary status. The psychological evaluation is



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

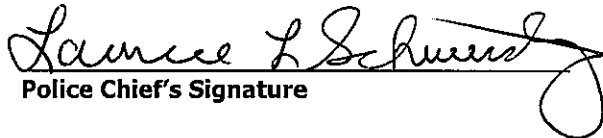
SELECTION

Index Code Number: 0700.4
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

based on valid, useful, and non-discretionary procedures. Only qualified professionals are used to assess the emotional stability and psychological fitness of candidates. A record of the results of emotional stability and psychological fitness examination is maintained on file.

H. Probationary Period - See Index Code 714.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 701

LEAVE BENEFITS AND PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Type of Leave Benefits**
- II. Applying for Leave**
- III. Authority to Grant Leave**
- IV. Unauthorized Absence**
- V. Maintenance of Leave Records**

I. TYPE OF LEAVE BENEFITS

Police Department employees are entitled to the following types of leave benefits:

Holiday leave	Annual (vacation) leave	Disability (sick) leave	Military leave
Jury Duty Leave	Leave Without Pay	Compensatory Leave	Funeral Leave

II. APPLYING FOR LEAVE

Employees will familiarize themselves with and follow regulations regarding prior approval for leave of absence. Requests for leave will be in writing. Employees will complete the department form designed for this purpose.

III. AUTHORITY TO GRANT LEAVE

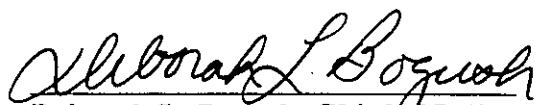
Leave will be taken at such times as approved or directed by the approving authority. In most cases the immediate supervisor is authorized to grant or deny requests for leave. In determining whether leave will be granted, the supervisor will take into consideration the duties and responsibilities of the department and the provisions of this manual.

IV. UNAUTHORIZED ABSENCE

An employee who is absent from duty without approval will receive no pay for the duration of the absence, and is subject to disciplinary action which may include dismissal.

V. MAINTENANCE OF LEAVE RECORDS

The appointing authority is responsible for the maintenance of accurate leave records. Such records will be kept by the Comptroller of Town Hall.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 701.A

ANNUAL LEAVE AND HOLIDAY PAY

EFFECTIVE: 01 OCT 94

Revised:

- I. **Methods for Receiving Annual and Holiday Leave**
- II. **Holiday Leave**
- III. **Annual Leave - General Policies**
- IV. **Scheduling Annual Leave for Patrol**
- V. **Payment for Annual Leave Upon Separation from Crofton Police Department**

I. METHODS OF RECEIVING ANNUAL AND HOLIDAY LEAVE

For the purpose of annual and holiday leave administration, employees receive leave as follows:

1. sworn personnel receive annual leave in accordance with the number of days specified in Section III of this directive;
2. if sworn personnel work on specified holidays as indicated in Section III, double time is paid to that employee

II. HOLIDAY LEAVE

The Town Manager designates those holidays for which Town Hall is closed. The Board of Directors and the Crofton Civic Association designates the holidays for which all full time employees of the Crofton Special Community Benefit District are entitled holiday leave. They are, as follows:

Holidays

New Years Day (01 Jan)

Martin Luther King's Birthday (3rd Monday in Jan)

George Washington's Birthday (3rd Monday in Feb)

Good Friday (Friday before Easter)

Memorial Day (Last Monday in May)

Independence Day (04 Jul)

Labor Day (First Monday in Sep)

Columbus Day (Second Monday in Oct)

Veteran's Day (11 Nov)

Thanksgiving Day

Christmas Day (25 Dec)

III. ANNUAL LEAVE - GENERAL POLICIES

A. Annual Leave Entitlement

The amount of annual leave earned by employees depends on the employee's length of service with Crofton Special Community Special Benefit District and the Crofton Police Department. Each employee shall accrue annual leave at the following payroll period rate:

Years of Service	Earned hours
<i>Less than 3 years</i>	4
<i>3 to 15 years</i>	6
<i>Over 15 years</i>	8

Crofton Police Department Written Directive: INDEX CODE 701.A

ANNUAL LEAVE AND HOLIDAY PAY

EFFECTIVE: 01 OCT 94

Revised:

B. Accumulation of Unused Leave

Employees may accumulate annual leave in accordance with the following schedule:

An employee may not accumulate more than 320 hours of unused annual in a calendar year or carry over more than 240 hours of annual leave in a calendar year.

C. Annual Leave and Record Keeping

1. annual leave records are maintained and calculated on a calendar year basis
2. vacations may run from December to January; however, any time taken in January will be charged against the new year's leave
3. new employee's may take annual leave as they accrue it subject to approval


IV. SCHEDULING ANNUAL LEAVE FOR PATROL

Scheduling annual leave should keep one consideration in mind: adequate police coverage on all shifts.

V. PAYMENT FOR ANNUAL LEAVE UPON SEPARATION FROM CROFTON POLICE DEPARTMENT

In order to provide the department employees with accurate information so that they may plan ahead to establish a retirement date most advantageous to them, the following information is provided on the subject of annual leave payments.

Upon separation from Crofton Police Department service, an employee is entitled to all unused annual leave accumulated up to the date of separation.


Deborah L. Bogush, Chief of Police

ANNUAL & HOLIDAY LEAVE

INDEX CODE: 701.A
EFFECTIVE DATE: 10-28-05

Contents:

- I. Methods of Receiving Annual & Holiday Leave
- II. Holiday Leave
- III. Annual Leave – General Policies
- IV. Scheduling Annual Leave for Patrol Division Police Officers
- V. Scheduling Annual Leave for Civilian Employees Working Shift Work
- VI. Scheduling Annual Leave for All Other Employees
- VII. Payment for Annual Leave Upon Separation from County Employment
- VIII. Proponent Unit
- IX. Cancellation

I. METHODS OF RECEIVING ANNUAL & HOLIDAY LEAVE

For the purposes of annual and holiday leave administration, employees receive leave as follows:

A. Sworn personnel receive annual leave in accordance with the number of days specified in Section III of this directive. Sworn personnel will receive fifteen (15) additional days of annual leave each calendar year in lieu of the holidays listed in Article 8, Section 1-301 of the County Code.

B. Civilian employees in the following classes of work receive their annual leave and holiday leave in the same manner as sworn personnel and subject to the provisions of their collective bargaining agreement:

- 1. *Crime Scene Technician I/II*
- 2. Police Communications Operators
- 3. Booking Officers

C. All other employees of the department receive annual leave in accordance with Section III of this directive, and receive holiday leave in accordance with Section II of this directive, and Section 1-301 of the County Code.

II. HOLIDAY LEAVE

Anne Arundel County government designates those holidays for which the government is closed. The County government maintains normal operations on three holidays: Lincoln's Birthday, Defender's Day, and Columbus Day. Civilian employees who are entitled to holiday leave will follow applicable personnel bulletins about taking these holidays.

Sworn personnel in the Patrol Division, Booking Officers, *Crime Scene Technicians*, and Police Communications Operators will work their normal schedule regardless of any holiday, and will schedule leave according to this directive and the procedures established by their supervisors. All other civilian employees will take holiday leave on the days designated by the County, except for the three holidays when normal County operations continue.

III. ANNUAL LEAVE – GENERAL POLICIES

A. Annual Leave Entitlement

The amount of annual leave earned by employees depends on the employee's length of service with the County and any applicable labor contracts. Non-represented *civilian* employees earn annual leave in the following increments:

1 – less than 3 years service:	13 days
3 – less than 15 years service:	20 days
15 and over years service:	26 days

Non-represented sworn employees and civilian employees that receive leave up front earn annual leave in the following increments:

1 – less than 3 years service:	28 days
3 – less than 15 years service:	35 days
15 and over years service:	41 days

Employees who are represented by bargaining groups may have different leave entitlements and should consult their current labor agreement with Anne Arundel County.

B. Accumulation of Unused Leave

In accordance with Article 8, Section 1-302 of the County Code, an employee may accumulate annual leave in accordance with the following schedule:

A civilian employee who is represented by a certified bargaining unit may not carry over more than thirty (30) days of annual leave into a calendar year.

Sworn police officers (represented by FOP Lodge 70) may not carry over more than thirty-five (35) days of annual leave into a calendar year.

Sergeants (in accordance with their collective bargaining agreement) and employees not represented by a certified bargaining unit may not carry over more than thirty-five (35) days of annual leave into a calendar year.

With the exception of non-represented employees, whose excess annual leave is converted to disability leave, any accrued annual leave in excess of that permitted to be carried over to the next calendar year, will be lost at the close of the calendar year. It will be the responsibility of the employee to be aware of, and review with their timekeeper, their annual leave balances to determine if any "use or lose" annual leave may be lost at the close of the calendar year. If any employee has reason to believe that annual leave may be lost, or that there may be an error in the accrual computation, the employee should, via the chain of command, contact the Police Personnel Section for verification and resolution. The responsibility to be aware of, review, and monitor one's own "use or lose" annual leave also applies to employees on extended disability leave, and/or absence due to a workers compensation claim (see Index Code 702).

C. Annual Leave Scheduling & Record Keeping

1. Annual leave records are maintained and calculated on a calendar year basis.
2. Vacations may run from December into January; however, any time taken in January will be charged against the new year's leave.
3. New employees may take annual leave as they accrue it subject to the supervisor's approval.
4. All sworn personnel, and civilians working a 6/3 schedule, will have their total annual leave days for the forthcoming year credited to them on the first day of that year. However, the use of such "up-front" annual leave may be restricted by competent authority. Civilian employees working normal business hours will accrue annual leave weekly or bi-weekly depending on their pay schedule (weekly or bi-weekly accrual will be indicated on the employee's pay stub).

IV. SCHEDULING ANNUAL LEAVE FOR PATROL DIVISION POLICE OFFICERS

To assure adequate police coverage at all times, the following procedure will be adhered to when scheduling annual leave on a calendar year basis for those sworn members serving in Field Operation Bureau patrol functions. Deviations or exceptions to this policy may be permitted by the applicable district commander.

A. Definitions

1. "Extended Annual Leave" means annual leave taken in blocks of six (6) to twelve (12) working days as a regularly scheduled planned vacation.
2. "Short-term Annual Leave" means annual leave taken in increments of one (1) to three (3) working days, to meet unexpected or unanticipated needs for time off. *Generally, short-term leave should be requested no more than 30 days prior to the requested leave date. Officers will submit their leave request to the appropriate supervisor via inter-office correspondence.*
3. "Compensatory Leave" is time off with pay in lieu of annual leave and should be taken in increments of 1 to 3 days. Compensatory leave taken in increments greater than 3 days may be approved by the District Commander. Compensatory leave requests made with at least 7 days notice will be granted up to 1 position below Required Patrol Post Staffing Levels (see below). Compensatory leave requested 6 days or less from the date of the requested leave may be denied at the discretion of the Police Department if the leave request brings staffing levels below the Required Patrol Post Staffing Levels.
4. "Required Patrol Post Staffing Levels" means the number of posts that must be filled per district, per shift. Required staffing levels can be found in Index Code 1615. Supervisors will authorize overtime to maintain Required Patrol Staffing Levels.

When Compensatory Leave and/or unexpected Sick Leave has taken the number of platoon personnel below required staffing levels, supervisors shall initiate "Drafting" procedures (see below). Supervisors will either broadcast a radio transmission, or request through the Communication's supervisor console, for a volunteer to work the required hours. If a volunteer is not identified within a reasonable and timely manner, the officer who is next on the preceding or succeeding platoon's Draft Log (see below) will be required to work.

5. "Drafting" means requiring an employee to work overtime to maintain Required Patrol Post Staffing Levels. This will be done through the use of a platoon Draft Log. This Draft Log will maintain a list of platoon personnel from junior to senior. The log's purpose is to indicate which officer may be selected to work during times when another of the district's platoon staffing drops below required staffing levels.

Note: Item "C" of this Section contains information related to the maximum number of officers permitted off.

B. Extended Annual Leave

1. Northern, Southern and Western Districts
Patrol Division Platoons 1, 2, 3 and 4 – A maximum of three (3) patrol officers (excluding supervisors) will be permitted to take extended annual leave at the same time, except during spring and fall in-service training when a maximum of two (2) patrol officers will be permitted to take extended annual leave.

2. Eastern District

a. Patrol Division Platoons 1, 2, and 3 – A maximum of three (3) patrol officers (excluding supervisors) will be permitted to take extended annual leave at the same time, except during spring and fall in-service training when a maximum of two (2) patrol officers will be permitted to take extended annual leave.

b. Patrol Division Platoon 4 – A maximum of three (3) patrol officers (excluding supervisors) will be permitted to take extended annual leave at the same time throughout the year.

3. Supervisors may make their selections for annual leave independent of their subordinate officers' selections. Only one supervisor per platoon may take extended annual leave at the same time.

4. Selections for extended annual leave will be made by the following method:

a. Each officer *should* submit three (3) extended annual leave selections *unless planning to accumulate no more than 35 days of Annual Leave into the next calendar year. Officers intending to bank more than 18 days of annual leave will notify their supervisor via inter-office correspondence during extended annual leave selections.* Each selection will be a minimum of six (6) to a maximum of twelve (12) consecutive working days in duration. *Any request for annual leave beyond 12 consecutive working days can only be approved by the District Commander or above. These selections are to be submitted during the fall court scheduling process of the calendar year preceding the year in which the annual leave is to be taken. The selections must be made in time for the department's court schedules submission deadline to be met, typically October 1st of each year.*

b. To maximize the number of annual leave days available to officers assigned to Platoon 4 the third extended annual leave selection can be a

minimum of three (3) to a maximum of twelve (12) consecutive working days.

c. Extended annual leave will be selected by seniority. The senior officer on the platoon will select his/her first selection, followed by the next senior officer, down to the junior officer. The selection process then repeats in the same order for the second and third selections.

d. Extended annual leave selection on Platoon 4 will be done in the same manner as Platoons 1, 2, and 3, and not on a squad basis.

e. Extended annual leave selections must be completed before the scheduling of any short-term annual leave.

C. Short-Term Annual Leave

With the approval of the officer's supervisor, any officer assigned to Patrol Division Platoons 1, 2, 3 and 4 may take one (1) to three (3) annual leave days (short-term annual leave) of the officer's choice as long as the total number of patrol officers on extended annual leave, short-term annual leave, and/or attending departmental in-service training does not exceed four (4). Additional leave requests may only be approved by the Platoon Commander or his/her designee.

D. Short-Term Annual Leave for Supervisors

With the approval of *their* commander, any supervisor may take one (1) to three (3) annual leave (short-term annual leave) days of their choice so long as the total number of supervisors on extended annual leave, short-term annual leave, and/or attending in-service training does not exceed two (2).

V. SCHEDULING ANNUAL LEAVE FOR CIVILIAN EMPLOYEES WORKING SHIFT WORK

Civilians working shift work will have their total annual leave days for the forthcoming year credited to them on the first day of that year.

A. Booking Officers

District commanders will ensure that no more than one booking officer is scheduled for annual leave at a time in their respective districts.

B. Police Communications Operators (PCOs)

Communications shift administrators are responsible for scheduling annual leave for the PCOs assigned to their shifts.

C. Crime Scene Technician (CST)

The supervisor of the Evidence Collection Unit is responsible for scheduling annual leave for *CST's*.

VI. SCHEDULING ANNUAL LEAVE FOR ALL OTHER EMPLOYEES

Employees not specifically addressed in this directive will schedule their annual leave according to the terms of Index Code 701.

VII. PAYMENT FOR ANNUAL LEAVE UPON SEPARATION FROM COUNTY EMPLOYMENT

In order to provide Police Department employees with accurate information so that they may plan ahead to establish a retirement date most advantageous to them, the following information is provided on the subject of annual leave payments.

Upon separation from County service, an employee is entitled to all unused annual leave accumulated up to the date of separation and all unused annual leave carried forward into the new calendar year.


An employee, who separates from County service with an effective date of December, will be paid for all unused annual leave carried into the new calendar year, as well as all unused, accrued leave from the current year.

Likewise, an employee who separates from County service with an effective date of January will be paid only for annual leave that is carried into that new calendar year.

In both of these situations, the provisions regarding Annual Leave in Article 8, Section 1-302 of the County Code must be followed.

VIII. PROPONENT UNIT: Management & Planning Section

IX. CANCELLATION: This directive cancels Index Code 701.A, dated 01-15-99.



P. Thomas Shanahan, Chief of Police

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

SICK LEAVE

Index Code Number: 0701.C
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

I. SICK LEAVE BENEFITS AND PROCEDURES

- A. All sworn employees accumulate sick leave at the rate of four (4) hours per bi-weekly pay period (13 days per year, maximum). Employees may accumulate an unlimited amount of sick leave. Employees will not be paid for sick leave balances when they leave employment.
- B. Accumulated sick leave is available for use in the following circumstances:
1. when it is established that an employee is incapacitated for the performance of duty because of physical or mental impairment;
 2. when a spouse, child or parent of the employee is incapacitated by physical or mental impairment;
 3. when the presence of the employee at work would jeopardize the health of others due to exposure to a contagious disease;
 4. for medical, dental, or optical examination or treatment; such requests must be made prior to the absence and supported by evidence of appointment; whenever possible, such examinations and or treatments should be scheduled on days off.
- C. When an employee becomes disabled or quarantined while on annual leave, the period of such illness, injury or quarantine may be charged back to sick leave if the employee submits a written certificate by a physician or other recognized practitioner confirming the sick or quarantine and the length of such confinement.
- D. Normally the employee's personal certification will be sufficient for use of sick leave for absences of three (3) working days or less. Absence resulting in the use of sick leave in excess of three (3) working days (whether paid or unpaid) require support of a medical certificate attesting to the incapacity of the employee. The sergeant will ensure that required medical certificates are submitted by employees.
- E. Upon recovery the employee will submit a statement from the attending physician attesting to the employee's ability to resume assigned work.
- F. When there is reason to believe that the sick leave privilege has been abused, a medical certificate may be requested to justify any period of absence. In such cases, the employee will be advised in advance that a medical certificate will be required to support any further granting of sick leave, regardless of the duration.

II. Advanced Sick Leave

- A. Advance sick leave may be granted subject to the following provisions:
1. all available accumulated sick leave in the employee's account must be exhausted;
 2. the amount of advanced sick leave credited to an employee's account must never exceed thirty (30) days at a time;
 3. when it is known that the employee is to be retired or where it is anticipated that the employee will be separated from Crofton Police service, the total advance may not exceed an amount which can be liquidated by subsequent accrual prior to the separation;
 4. there must be a reasonable assurance that the employee will return to duty;
 5. a medical certificate attesting to the necessity for the absence must support the request for advanced sick leave;
 6. only employees with permanent status (non-probationary) are eligible to receive advanced sick leave;
 7. total advance of sick leave cannot exceed an amount that can be liquidated by the employee's accumulated annual leave, except with the express approval of the Chief of Police and Town Manager.

8. *Employees may donate accumulated sick leave to employees who have either exhausted their sick leave or will use up their sick leave as a result of an injury or illness*

III. Sick Leave Abuse

- A. Sick Leave Abuse – defined as a consistent pattern of sick leave use, which may include, but is not limited to, leave occurring before or after regularly scheduled days off, including holidays and weekends; use of sick leave as fast as it is accrued or regularly request for advance sick leave; failure to provide the required medical certificate from a physician or other health care provider for absences requiring medical certificates. Disciplinary action may be taken if there is reason to believe that there has been sick leave abuse. In determining the severity of the discipline, the following shall be considered:
- the nature and gravity of the offense; the employee's sick leave record; the employee's work record; and any other factors including, but not limited to, extenuating or mitigating circumstances presented by the employee.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 701.E

OTHER LEAVE

EFFECTIVE: 01 OCT 94

Revised:

- I. Military Leave
- II. Funeral Leave
- III. Leave Without Pay
- IV. Special Assignments
- V. Other Leave Benefits

I. MILITARY LEAVE

Leave with pay shall be granted in an amount of not to exceed twenty (20) days in a calendar year to an employee who is a member of the reserve components of the armed forces when called upon to perform active military duty, including duty on the active list, full time training duty, annual training duty, and attendance at military schools. An employee entering extended active service in the armed forces is entitled to unpaid leave of absence and reemployment rights as provided by federal law. The employee shall furnish the Chief of Police or Town Manager a copy of the orders calling the employee to active military leave.

II. FUNERAL LEAVE

Funeral leave will be granted under the following:

1. Immediate Family - six (6) total work days with pay (husband, wife, father, mother, sister, brother, child or children, grand parents)
2. Non Immediate Family - three (3) total work days with pay (in law, uncles, aunts, etc.)

III. LEAVE WITHOUT PAY

- A. An employee may apply to the Chief of Police for leave of absence without pay for personal reasons. The Chief of Police may authorize the leave with approval of the Town Manager for periods not to exceed thirty (30) work days in a calendar year to any full time employee who has completed six (6) months of continuous employment.
- B. The request must be made at least thirty (30) days in advance;
- C. An employee who is granted leave of absence without pay for more than forty five (45) days is not guaranteed to be restored to the position that the employee left, unless the position is available and vacant.
- D. The employee is not entitled to annual or disability leave credits that would normally have accrued during the leave of absence.
- E. Misrepresentations of the purpose for personal leave of absence may be cause for termination of employment.
- F. Employment with another organization which is not specifically approved in the terms of a personal leave of absence is not allowed and may be cause for termination.

IV. SPECIAL ASSIGNMENTS

The Chief of Police may authorize absence from work for training, education, professional enrichment, or other causes of benefit to the department and the employee as determined by the Chief of Police. When such absence is authorized during the employee's normal work hours, the employee will receive his or her regular rate of pay.

Crofton Police Department Written Directive: INDEX CODE 701.E

OTHER LEAVE

EFFECTIVE: 01 OCT 94

Revised:

V. OTHER LEAVE BENEFITS

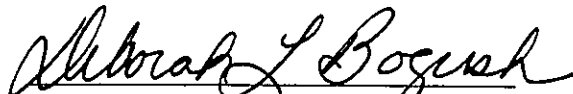
Leave such as jury, civic and court will be taken and charged as follows:

A. Jury Leave

Full time employees called to serve as a member of a jury may be absent from work without loss of pay or charge of leave. If an employee is excused and released by the court for a day or substantial portion of a day, the employee shall return to duty. Failure to return to duty when possible shall result in a charge to annual leave.

B. Court Leave

Full time employees who appear before a court, public body, or commission in connection with community business may be granted the necessary time off regularly scheduled hours of work without loss of pay or charge of leave.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 701.F

FAMILY AND MEDICAL LEAVE ACT

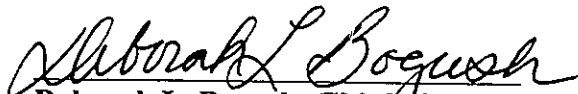
EFFECTIVE: 01 OCT 94

Revised:

I. Covered Employees

I. COVERED EMPLOYEES

The Family and Medical Leave Act (FMLA) **does not** cover any individuals employed by the Crofton Police Department. Federally mandated requirements are for employers with a minimum of fifty (50) employees.


Deborah L. Bogush, Chief of Police



FAMILY AND MEDICAL LEAVE ACT

INDEX CODE: 701.F
EFFECTIVE DATE: 03-18-02

Contents:

- I. Covered Employees
- II. Provisions
- III. Basis for Requesting Leave Under FMLA and Other Information Relative to FMLA
- IV. Procedures for Requesting or Placement on FMLA
- V. **Employee's Responsibility**
- VI. **FMLA Benefits**
- VII. Proponent Unit
- VIII. Cancellation

I. COVERED EMPLOYEES

The Family and Medical Leave Act (FMLA) covers all individuals who have been employed by Anne Arundel County for at least 12 months prior to taking the leave, and who worked at least 1250 hours in the 12 month period immediately preceding the leave.

II. PROVISIONS

The FMLA provides for up to 12 work weeks (or 60 work days) of leave in any 12 month period. Anne Arundel County uses the calendar year as the 12 month period during which family/medical leave may be granted.

III. BASIS FOR REQUESTING LEAVE UNDER FMLA AND OTHER INFORMATION RELATIVE TO FMLA

A. Leave under FMLA will be granted to an eligible employee under the following circumstances:

1. The birth and care for the employee's newborn child within the first 12 months after childbirth;
2. The placement of a child with the employee for adoption or foster care, within the first 12 months of placement;
3. The serious health condition of a spouse, child or parent. This leave may be taken intermittently or on a reduced time basis, i.e., by working fewer days or fewer hours, but only if such a schedule is medically necessary. Note: Spouse, child, and parent may be broadly defined. Should a question arise, the Police Personnel Section should be contacted.
4. The employee's own serious health condition, where the employee is unable to perform his or her job. As with a family member's illness, this leave may be taken intermittently or on a reduced time basis if medically necessary.

B. FMLA leave may be requested by the employee; or if it appears that the employee will be absent from work for an extended period of time, the Department may place the employee under the provisions of FMLA even if the employee has not requested such action.

C. The intent of FMLA is to provide for 12 weeks of unpaid leave if there is a medical/family necessity to be absent from work.

1. However, the Act provides the employer with the option of requiring the employee to substitute accrued paid leave for unpaid FMLA leave. As the employer, Anne Arundel County has determined that leave under FMLA shall be a combination of allowable sick leave, annual leave, earned compensatory time, personal leave, and leave without pay (unless the FMLA leave is related to Workers Compensation).

2. If leave without pay is necessary, the employee must request such leave by completing the "Leave Without Pay Approval Form" (available from the Police Personnel Section). A total of twenty (20) days of leave without pay may be granted by the Chief of Police. If additional leave without pay is required, the Chief of Police, with the approval of the Personnel Officer, may grant an additional forty (40) days. Any additional leave without pay beyond these sixty (60) days must be approved by the Chief Administrative Officer.

D. The use of accrued sick leave for absence under FMLA is limited to that authorized by Article 8, Section 1-303 of the Anne Arundel County Code. For example, if an employee wishes to take "12 weeks for the birth and care of a child in the first 12 months after childbirth" (as allowed by FMLA), only that time which is medically necessary, as documented by the attending physician, may be charged to sick leave. The balance of time off will be charged to annual leave (or other forms of non-sick leave) or leave without pay. Likewise, if FMLA leave is used for the illness of a non-dependent parent or child, only *the sick leave allowable by union agreement or County Code* may be used. The remainder of the time off (up to twelve weeks) will be charged to other available paid leave, followed by leave without pay.

IV. PROCEDURES FOR REQUESTING OR PLACEMENT ON FMLA

A. Employees who *wish to* apply for leave under the FMLA shall contact the Police Personnel Section to determine their eligibility for such leave and discuss their rights and obligations under the Act.

1. To the extent possible, employees are expected to provide at least thirty (30) days advance notice for foreseeable FMLA leave. Obviously, there may be circumstances that do not permit timely notice of the need for FMLA leave, such as a sudden onset of a serious health condition. In such cases, the employee's immediate supervisor shall contact the Police Personnel Section.

2. The supervisor's responsibility in contacting an employee who is absent from work for three (3) or more days to determine the employee's medical status (and subsequent notification to the Police Personnel Section) is addressed in Index Code 701.D (Extended Sick Leave and Light Duty).

B. *When it is determined that an employee is eligible for FMLA leave, the Police Personnel Section will:*

1. *Prepare an "Employer Response Form" which describes the employee's obligations under FMLA.*

2. *Provide the employee with a "Certification of Health Care Provider" form which is to be completed by the employee's, or affected family member's, physician and returned to the Police Personnel Section within fifteen (15) days.*

3. *Provide the employee with an "Information Sheet on FMLA" published by the Office of Personnel.*

4. *In the case of an employee's own serious health condition, provide the employee with a "Notice of Intention to Return from Leave" form which is to be completed by the employee's physician and returned to the Police Personnel Section BEFORE returning to duty.*

V. EMPLOYEE'S RESPONSIBILITY

A. *The employee must comply with the reporting requirements set forth in this Index Code. The "Certification of Health Care Provider" form must be submitted within fifteen (15) days. If the "Certification of Health Care Provider" form is not received within the specified time constraints, a reminder letter will be sent to the employee instructing him/her to submit the form within five (5) days. If it becomes necessary to send a second reminder letter,*

failure to respond to this letter may result in corrective action being taken.

B. *The "Notice of Intention to Return from Leave" form must be submitted before returning to duty. If an employee reports for duty without this form, he/she may be sent home until the form is submitted (refer to Section IV.B.4 of this Index Code.)*

C. *The reporting requirements identified on the "Employer Response Form," in items #3, #8, and #9a, must be complied with without exception.*

VI. FMLA BENEFITS

All benefits; i.e., health care, pension, and insurance, will be continued throughout the 60 day FMLA period, even if the employee is on Leave Without Pay.

VII. PROPONENT UNIT: Personnel Section.

VIII. CANCELLATION: This directive cancels Index Code 701.F, dated 04-07-99.



P. Thomas Shanahan, Chief of Police

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

INFECTIOUS DISEASES

Index Code Number: 703
Effective Date: 01 Oct 1994
Revision Date: 10 Mar 2006

- I. Definitions
- II. Exposure Defined
- III. Employees at Risk
- IV. Managing an Exposure
- V. AIDS Testing a Source Individual
- VI. Prevention Techniques
- VII. Employees' Responsibilities

I. DEFINITIONS

- A. **Biohazard** - A material of biological composition, especially if infective in nature, that constitutes a threat to man/woman or his/her environment.
- B. **Blood** - Human blood; all human blood products and components of human blood.
- C. **Body Fluids** - In the law enforcement environment exposures tend to occur in uncontrollable circumstances; therefore, no distinction will be made between the different body fluids, and all body fluids will be treated as though they have the potential to transmit blood borne diseases.
- D. **Airborne/ Airborne Pathogens** - Microorganisms which are present in blood and body fluids *and in the air*, and which can cause disease in humans. Such diseases include, but are not limited to Hepatitis, HIV, *and Tuberculosis*.
- E. **OSHA** - The Occupational Safety and Health Administration is the federal agency responsible for regulating workplace safety. OSHA has established standards for infectious disease control, which are contained in this section.
- F. **Source or Source Individual** - Any human *or animal*, living or dead, whose blood, *exhaled air*, or potentially infectious materials may be a source of occupational exposure. The ability to have a source individual tested for the presence of HIV is governed by Maryland law.
- G. **Standard Precautions** - Procedures established by the Centers for Disease Control that emphasize precautions based on the assumption that all blood and body fluids are potentially infectious with the AIDS (HIV) and hepatitis B (HBV) viruses or with some other blood borne pathogens.

II. EXPOSURE DEFINED

- A. Under OSHA definitions, an exposure to *infectious diseases* occurs in the following circumstances:
 - 1. The employee's eye, mouth, or other mucous membrane comes into contact with blood or body fluids;
 - 2. The employee has non-intact skin where blood or other body fluid contact occurs; or,
 - 3. The employee is subjected to a needle stick, human bite, or has cuts and abrasions where contact with blood or other body fluid occurs.
- 4. *The employee has a prolonged exposure to the exhaled air of an individual with active Tuberculosis Disease (TB), or an individual believed to have active TB.*
- B. Any of the above situations constitutes an exposure. An employee who experiences any of these situations must report such exposure immediately. For initial reporting purposes, there cannot be a presumption that the source of the blood, body fluids, *or exhaled air* is not positive for *an infectious disease*.
- C. In law enforcement, it is possible that employees will encounter situations other than those described above. If an employee has doubts as to whether an occupational exposure occurred, the required forms should be completed so appropriate assessment can be made.

III. EMPLOYEES AT RISK

- A. Category I employees are those employees who routinely perform job tasks which have the potential for an occupational exposure, and include:
 - 1. Patrol Division police officers
 - 2. Police supervisors

IV. MANAGING AN EXPOSURE

A. Types of Human Exposures

There are five (5) basic infectious disease exposures that may be encountered:

- 1. **Blood borne Pathogens (Exposure to blood/body fluids containing blood):**
 - a. *HIV - Spread by exposure to blood or by stick of a contaminated needle or instrument.*
 - b. *Hepatitis B - Spread by exposure to blood or by stick of a contaminated needle or instrument. The infection may be severe and result in prolonged illness and the destruction of liver cells.*
 - c. *Hepatitis C - Spread by exposure to blood. It is serious for some persons, but not for others. Many people do not feel sick.*
- 2. **Other Exposures:**
 - a. *Hepatitis A - Spread by direct contact or through contaminated food or water. With rest, proper diet, and medication, there usually is a complete recovery.*
 - b. *Tuberculosis (TB) - Spread by prolonged exposure to the exhaled air of an individual with active Tuberculosis Disease.*

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

INFECTIOUS DISEASES

Index Code Number: 703
 Effective Date: 01 Oct 1994
 Revision Date: 10 Mar 2006

B. Type of Animal Exposure

1. Rabies

Exposure to rabies may occur by an animal breaking the skin, scratching, or licking an open wound or mucous membrane.

C. Immediate Treatment Required

When an exposure occurs, or you and your supervisor cannot determine if you experienced a true exposure, treatment should be sought within two (2) hours. If treatment is not secured within the two (2) hour limit, medical attention should still be sought. Whenever in doubt, consult the Concentra Medical Center. The Concentra Medical Center we would most often use is located at 811 Cromwell Park Drive. (Cromwell Park Drive is off Dorsey Road, just past the Maryland State Police. At the light turn right and then make a left and go to Suite #105.) Concentra's hours of operation are 0730-1700, Monday through Friday.

Location	City	Phone	Monday-Friday Hours	Saturday Hours
811 Cromwell Park Drive, Suite #105	Glen Burnie MD	410-553-0110	0730-2000	
4551 Parliament Place	Lanham MD	301-459-1214	0700-2000	0700-1200
6566 Dobbin Road	Columbia MD	410-381-1330	0700-2000	0700-1200
1419 Knecht Avenue	Halthorpe MD	410-247-9595	After Hours	After Hours
110 Saint Paul Street Suite H	Baltimore MD	410-752-3010	0800-2000	0700-1200
8101 Pulaski Highway Suite H	Rosedale MD	410-687-6462	0700-1900	0700-1200

All infectious disease exposure claims are coordinated through Concentra Medical Center as well. An officer does have the option of consulting his/her personal physician, but should follow Concentra Medical Center's direction. The Crofton Police Department (or its worker compensation insurance carrier) will pay the costs of the medical examination and treatment. If an officer goes to the emergency room for treatment for a possible infectious disease exposure, the officer should report to Concentra Medical Center the next business day for follow-up care.

D. Steps to Take When You Have an Exposure to an Infectious Disease

- 1. Notify a supervisor immediately. For this purpose the supervisor may be the Chief, the Sergeant or corporal. If no Crofton supervisor is working, call one at home. If it is impossible to get assistance from a Crofton Supervisor, a County Police supervisor may be willing to assist. However, a County Supervisor understandably may not be willing to sign an Authorization For Initial Treatment form. Therefore, a small supply of pre-signed Authorization forms (CPD Form V, page five (5)) will be available in the Workers Compensation report slot (B-12) in the Squad Room.*
- 2. The supervisor will call Concentra Medical Center and then send the officer to the appropriate location within two (2) hours of the exposure or as soon as possible. The officer will take the following forms with him/her to Concentra: If no supervisor is available, the officer will complete the forms to the extent possible and contact Concentra. Remember to take a pre-signed Treatment Authorization form if needed. Copies of these forms must be turned into the Chief of Police.*

*Employee Report of Exposure Incident (CPD Form V, page 2)
 Authorization for Initial Doctor or Hospital Treatment (CPD Form V, page 5)
 Report of Evaluation by Medical Consultant (CPD Form V, page 6)
 Supervisor's Report to Physician (CPD Form V, page 7)*

- 3. The supervisor (or Chief if no supervisor was present) will complete the remaining forms in an "Exposure Packet." The Chief (or his designee) will contact IWIF within 48 hours of the incident to make the "First Report of Injury" and to secure a claim number. A copy of the entire Exposure Packet will be given to the Town Manager and the Comptroller.*
- 4. All follow-up visits should be kept to ensure the well being of the employee.*

E. Forms Package for Exposure Management

The forms package for exposure management will be completed **immediately**. The Chief or supervisor is responsible for ensuring that all forms are completed and forwarded to the appropriate locations. The forms and a brief explanation of each follows:

1. First Report of Injury

Supervisor will complete and forward the First Report of Injury form to the Chief of Police.

2. Authorization for Initial Treatment

To be completed and signed by the supervisor, and given to the employee to present to the treating physician.

3. Employee's Report of Exposure

To be completed by the employee with the assistance of and for review by the supervisor. The supervisor will forward the form to the Chief who will forward it as appropriate.

4. Physician's Assessment

Employee will be provided a copy to take to the treating physician. Will be completed by the physician and returned to the Chief of Police.

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

INFECTIOUS DISEASES

Index Code Number: 703
Effective Date: 01 Oct 1994
Revision Date: 10 Mar 2006

5. Animal Exposures

Animal exposures will be reported to the Communications Section of the Anne Arundel County Police Department so that an Animal Bite/Exposure Report is completed. Animal Control will take the necessary steps to conduct the bite investigation and report the findings to the Health Officer.

V. AIDS TESTING OF SOURCE INDIVIDUALS

There are two categories in which an officer may be classified due to an exposure: an "assistance" classification or a "victim" classification. The ability of the department and/or the officer to require that the source individual be tested for AIDS or HIV depends on the classification.

A. Police Officer Assistance Cases

Defined as a police officer providing assistance to an individual or in an arrest situation where the offender does not commit a crime against the officer. Maryland law requires that our department be notified of a possible exposure. But the law does not require that an HIV test be administered to a possible carrier just to determine if an officer has been exposed. An individual is not tested for HIV by a medical facility unless it occurs in the normal course of medical treatment. If an individual tests positive for HIV during the normal course of medical treatment, the department is notified. If a test was not administered or was negative the department is not notified. Officers must ensure that their full name and agency is given to the individuals responsible for transporting the possible carrier or if the officer does the transporting, that the medical facility receives the information. Examples: victims of crimes, accident victims, an arrest situation where the offender offers no resistance but is bleeding on the officer.

B. Police Officer as Victim

Police officer is in an arrest situation and he/she is the victim of a crime.

Article 27, Section 855 of the Annotated Code of Maryland, provides procedures for officers exposed to contagious disease to obtain testing of possible carriers that were charged with a criminal offense. In such cases, the affected officer should contact the State's Attorney's Office in writing advising that he/she was the victim of a crime, have suffered an exposure, and is requesting that the offender be tested. The correspondence must include the detailed circumstances of the incident so that probable cause may be established. The following basic identifying information must also be included: name and address of the officer and offender; date and location of possible exposure. A copy of the incident report must accompany the correspondence.

Example: an officer breaks up a fight and is bitten on the hand by the offender - the officer has been assaulted and, therefore, he/she is the victim of a crime.

VI. PREVENTION TECHNIQUES

A. Training

1. Employees in Category I or Category II will receive training in reducing the risk of occupational exposure through appropriate work practices and the use of protective equipment.
2. The Commander of the Training Academy is responsible for ensuring that all Category I & II employees receive:
 - a. Appropriate training upon initial entry to the department;
 - b. Training on personal protective equipment that is appropriate for the job duties of each employee or class of employees; and
 - c. Updated training on an annual basis.
3. The Training Academy Commander will ensure that training records are maintained a minimum of three (3) years and contain:
 - a. The dates of the training sessions;
 - b. The contents or a summary of the training sessions;
 - c. The names and qualifications of persons conducting the training; and,
 - d. The names and job titles of all persons attending the training sessions.

B. Vaccination

1. All Police Department employees determined to be Category I or Category II workers will be offered Hepatitis B vaccination.
2. The cost of such vaccination will be borne by the Crofton and provided at a reasonable time and place.
3. All newly hired Category I and Category II employees will be informed within ten (10) days from the date of hire of the vaccination program.
4. If an employee declines the vaccination then he/she must complete a vaccination declination form. Such form will inform the employee of the right to a future vaccination should the employee later wish to participate in the program
5. ***Employees of the Crofton Special Community Benefit District are eligible to receive a free Tetanus vaccination if they have not received one in the past ten years. This is not limited to Category I and II employees, but is available to all employees. Employees of the police department can contact Police Personnel for the procedures on how to obtain this vaccination.***

C. Personal Protective Equipment

1. Personal protective equipment is issued and must be used to reduce the risk of occupational exposures. All employees are to take the time necessary to use the personal protective equipment whenever it is appropriate.
2. The infectious disease control kit contains the following items:
 - a. 1 package of clean paper towels
 - b. 1 pair of goggles
 - c. 1 pair of heavy rubber gloves
 - d. 1 can of alcohol hand-cleaning solution
 - e. 1 pocket facemask
 - f. 2 pairs of disposable, surgical gloves (hypoallergenic gloves are available to employees who are allergic to regular gloves)

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

INFECTIOUS DISEASES

Index Code Number: 703
Effective Date: 01 Oct 1994
Revision Date: 10 Mar 2006

- g. 1 disposable facemask
- h. 2 BIOHAZARD labels for bags, or red biohazard bags
- i. 1 disposable syringe container
- j. 1 disposable apron
- k. 3 packets of antimicrobial hand wipes**

D. Disposal of Contaminated Wastes

All biohazards, from needles to soiled disposable gloves, must be handled, transported, stored, and eventually destroyed in a manner that protects employees, the public, and the environment from the biohazard. Employees will use the appropriate personal protective equipment (disposable gloves, apron, face mask, goggles, etc.) when handling any object that is or may be contaminated with blood or body fluids. The containers used to ensure that biohazards do not pose an infection problem upon disposal are:

- 1. Disposable syringe containers;
- 2. Red plastic biohazard bags or green/black plastic bags to which "Biohazard" labels must be affixed whenever used for biohazardous materials;
- 3. Sharps containers for items such as razors and glass fragments; and,
- 4. Biohazard collection boxes, located at each district station and in Property Management, for large, biohazardous items and for any of the above biohazard containers when they are ready for disposal.

Needles and other sharps pose a particularly high risk as means of occupational exposure. Accordingly, the following procedures must be followed to reduce this potential risk:

- 1. Needles or sharps will not be bent, recapped, sheared, or broken.
- 2. Needles will not be removed from a syringe without the use of an *authorized* appropriate mechanical device.
- 3. Needles recovered during the course of duty will be sealed in the disposable syringe container issued for that specific purpose.
- 4. Once placed in the disposable syringe container, the needle will be taken to the district station, where the entire container will be placed in the biohazard collection box (unless it is needed as evidence - see #5 below).
- 5. Needles needed as evidence will be sealed in the disposable syringe container and processed in accordance with *Index Code 1201 (Evidence & Recovered Property - Reports & Packaging.)*
- 6. Other sharps, such as razors and fragments of glass, must be handled with extreme care and placed in a sharps container at the earliest opportunity.

E. Workplace Conduct

- 1. Employees are prohibited from eating, drinking, applying cosmetics or lip balm, and handling contact lenses in work areas where there is a reasonable likelihood of exposure to biohazards.
- 2. Employees are prohibited from keeping food and drink in refrigerators, freezers, shelves, cabinets or on counter tops where blood or other potentially infectious materials are present.
- 3. Hand washing is an important part of enhancing occupational safety. Employees must wash their hands, whether protective equipment was used or not, immediately after performing tasks where there is a chance that they may have come into contact with infectious materials. When hand washing facilities are not available, employees will use the issued alcohol-based hand cleaner *and hand wipes* immediately and then wash with soap and water as soon as possible.
- 4. Items contaminated with blood or body fluids will be placed in the appropriate biohazard container at the earliest possible time. Contaminated items may not be transported from the Police Department for disposal, decontamination, or repair unless they are labeled as biohazards and packaged appropriately.

F. Sanitation Procedures

All work sites will be maintained in a clean and sanitary manner at all times. Commanders, or their designees, will conduct periodic inspections to ensure these conditions are maintained.

G. Contamination Management

All equipment and surfaces must be cleaned and decontaminated immediately after contact with blood or other potentially infectious materials. Contaminated surfaces will first be cleaned with hot water and soap to enhance the decontamination process. Decontamination will then be accomplished through the use of *biohazard* disinfectant solutions distributed by Property Management. Employee clothing that becomes contaminated with blood or body fluids will be handled in one of the following manners:

- 1. If clothing is contaminated with a relatively small amount of blood or body fluid, the employee should change clothes prior to leaving the district station. The contaminated area must be treated with alcohol, peroxide, or some other product issued for that purpose. The item can then be cleaned in the normal manner.
- 2. If the amount of blood or body fluid on clothing is large, the employee will change clothes at the district station, and place the contaminated clothing in a plastic bag with a biohazard label affixed. The bag will then be placed in a biohazard collection box. Contaminated uniforms should be taken to Property Management for disposal and exchange.

H. Decontamination of Vehicles

If a department vehicle becomes contaminated with blood or body fluids then one of the following methods will be used to decontaminate it:

- 1. A cleaning product which will decontaminate without harm to vehicle upholstery will be available. Employees will use the decontamination product on relatively small amounts of blood or body fluids.
- 2. If the vehicle is contaminated with a large quantity of blood or body fluid, decontamination will be arranged by Chief of Police or designee. The vehicle may not be occupied until it is decontaminated. The Chief of Police or designee will inform the vendor of the substance involved in the contamination.

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

INFECTIOUS DISEASES

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VII. EMPLOYEES' RESPONSIBILITIES

A. All employees are responsible for compliance with the requirements of this policy. Supervisors are accountable for the conduct of their subordinates.

Each employee is responsible for properly cleaning and decontaminating issued property and equipment after contact with blood or fluids which may contain blood or other potentially infectious materials.

Special attention must be given to:

- X Any property or equipment that is used repeatedly, or comes into contact with multiple individuals; and
- X Property or equipment that comes into contact with swollen or broken skin.

Examples include handcuffs, leg irons, and other similar prisoner restraints.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature







Crofton Police Department Written Directive: INDEX CODE 706

REPORTING CHANGES IN VITAL INFORMATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Name / Address / Telephone Number**
- II. Marital Status / Military Status**
- III. Alternate Telephone Number - Sworn Personnel**

I. NAME / ADDRESS / TELEPHONE NUMBER

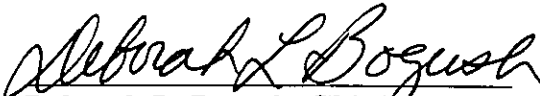
Whenever a department employee changes his or her name, address or telephone number the employee will forward this information on an inter office memo to the Comptroller and the Town Manager as well as to the Anne Arundel County Police Department's Communication Section. Notification must occur within twenty four (24) hours of the change. Both old and new information should be included on the inter office memo.

II. MARITAL STATUS / MILITARY LEAVE

Changes in marital status must be reported within thirty (30) days on an inter officer memo to the Comptroller and the Town Manager. Employees must report any change in military status within twenty four (24) hours. The report will contain the employee's full name and present military status, together with any information received from the Department of Defense or concerned branch of military service.

III. ALTERNATE PHONE NUMBER - SWORN PERSONNEL

All sworn members of the department who do not have a telephone number at his or her residence must provide the Chief of Police and the Anne Arundel County Police Department Communications section with a telephone number where he or she can be reached within thirty (30) minutes. If that number should change, Communications must be notified within twenty four (24) hours.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 708

GRIEVANCES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Grievance Procedures
- III. Hearings Closed

I. POLICY

The Crofton Police Department encourages all employees to make a concerted effort to resolve differences. However, in the event that difference cannot be resolved, the Town Manger will initiate action and follow the grievance procedures as set forth in the Crofton Special Community Benefit District's Benefits, Policies and Procedures Manual.

II. GRIEVANCE PROCEDURES

It is the policy of the Crofton Special Community Benefit District that all employees be treated fairly and equitably. To ensure the exercise of employee's rights and to ensure effective implementation of these procedures and regulations should an employee wish to appeal a decision which resulted in his or her being discharged, the following steps shall be adhered to:

STEP 1: The employee must give verbal notice of desire and intent to appeal to his or her immediate supervisor (Chief of Police or Town Manager) within in ten (10) days of the grievance.

STEP 2. The employee must file a written grievance appeal within ten (10) days of the date of the verbal notice to his or her immediate supervisor.

- a. Police officers of the CSCBD should direct the written grievance appeal to the Town Manager except in the case he or she is appealing an adverse decision of the Town Manager, then the written appeal should be directed to the Secretary of the CCA Board of Directors.
- b. All other employees of the CSCBD should direct the written grievance appeal to the Secretary of the Board of Directors, Crofton Civic Association.
- c. If the mail is used to deliver the written grievance appeal it should be sent United States First Class Registered mail with Return Receipt Requested and shall be deemed filed on the date deposited.

STEP 3: The Town Manager or the Secretary of the CCA Board of Directors, shall immediately advise the President of the receipt of written grievance appeal.

- a. Together the President, Vice President and Secretary of the CCA Board of Directors shall appoint a Personnel Appeals Board.
- b. The Personnel Appeals Board will consist of no more than five (5) persons and at least three (3) of those will be members of the CCA Board of Directors
- c. The Personnel Appeals Board shall set the date, time and place of the grievance hearing and give notice of same to the employee, Town Manager and the CCA Board of

Crofton Police Department Written Directive: INDEX CODE 708

GRIEVANCES

EFFECTIVE: 01 OCT 94

Revised:

Directors. If the mail is used to give such notice it must be sent United States First Class Registered mail with Return Receipt Requested.

- d. The Personnel Appeals Board shall be appointed and the grievance hearing scheduled within fourteen (14) days from the date the written grievance appeal was received by the Town Manager or the Secretary of the CCA Board of Directors.

STEP 4: The Personnel Appeals Board shall render its decision within seven (7) days of the grievance hearing and this decision will be considered final. The aggrieved party shall be notified of the decision by United States First Class Registered mail with Return Receipt Requested.

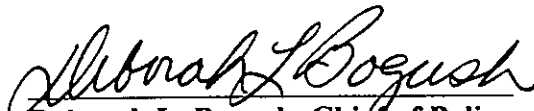
STEP 5: If the Personnel Appeals Board overturn the decision of the Town Manager and rules in favor of the aggrieved party, the CCA Board of Directors shall fashion such remedy as it believes is fair and equitable within ten (10) of receipt of said decision.

Grievance appeals will be handled formally. Forms for filing a written appeal and information on the process of the appeal hearing will be provided to the employee.

The aggrieved individual's employment status shall remain as "suspension without pay" pending final disposition of the appeal. If the final decision of the Personnel Appeals Board rules in favor of the aggrieved individual and the CCA Board of Directors directs reinstatement, all back compensation will be paid and leave benefits accrued.

III. HEARINGS CLOSED

Grievance appeals hearings will be closed to the CCA Board of Directors and to the general public. Hearings will be attended ONLY by members of the Personnel Appeals Board, the grieved individual and the Town Manager.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 711

OVERTIME PAY AND COMPENSATORY LEAVE

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Authorization of Overtime
- III. Restriction and Control
- IV. Rates and Types
- V. Compensation Forms
- VI. Review and Approval
- VII. Compensatory Leave in Lieu of Paid Overtime

I. POLICY

The department will pay overtime or provide compensatory leave to employees who work more than their normally scheduled work days or weeks, according to applicable federal and state laws and current labor arrangements.

II. AUTHORIZATION FOR OVERTIME

Overtime will not be paid unless it is approved in advance by a supervisory employee. Overtime will only be authorized when failure to do so would imperil the mission of the department. The following are examples for justifiable authorization to work overtime:

1. In cases of emergency where it is not possible to adjust normal work schedules
2. In instances where denial would result in a phase of an essential operation being seriously impaired
3. In situations where necessary services could not otherwise be immediately provided
4. For court cases that cannot be scheduled while officers are working
5. To operate long range (planned) programs where the utilization of overtime funded manpower will positively impact traffic or criminal problems significantly affecting the community. Prior to authorizing overtime for details or assignments that are long range in nature, approval will first be obtained from the Chief of Police.
6. Officers called back into work outside their regular scheduled tour of duty will be paid a minimum of two (2) hours overtime

III. RESTRICTION AND CONTROL

- A. Overtime will be controlled through careful advanced planning of the activities of every member of the department. Assignments should be scheduled to conclude within a normal work day and supervisors should provide relief if such assignments will exceed a normal work shift.
- B. Supervisors will make every effort to accommodate scheduling personnel. Court appearances may result in legitimate overtime when it cannot be anticipated or for some reason cannot be handled through scheduling. Supervisors should be alert to detect situations contributing to excessive court time or patterns of untimely court appearances.

Crofton Police Department Written Directive: INDEX CODE 711

OVERTIME PAY AND COMPENSATORY LEAVE

EFFECTIVE: 01 OCT 94

Revised:

- C. Employees will not schedule annual leave on scheduled court dates for the purpose of receiving overtime. Overtime of this nature will only be granted for blocks of vacation leave scheduled at the beginning of the year. Officers choosing vacation leave at a later date may be denied annual leave if court appearance is required during this period. Any exception must be authorized by the Chief of Police.
- D. In emergency situations, careful planning assure the timely relief of personnel. Once the situation has been brought under control, the need for manpower may be minimized or the operation may be temporarily suspended without sacrificing security.
- E. Nothing in this policy should be interpreted as an intent to curtail necessary service.

IV. RATES AND TYPES

Overtime is compensated with pay or by compensatory leave. Compensatory leave is time off that is taken as scheduling permits and is not chargeable against a member's annual leave. The rate and type of compensation to be received will be governed by the terms of the current applicable rate of one and one half times. [Overtime (1.5 times current standard rate) equals the same amount of compensatory hours.] Overtime hours are based on a minimum for court of two (2) hours. **Overtime starts at the time personnel leave their home.** Any personnel who have court on a scheduled work day are reminded that overtime stops at the time that their shift begins.

Examples:

TIME(S) DUE IN COURT	HOURS
<i>Officer "A" has court at 0900 hours / Officer "A" leaves his or her house a half hour prior to court</i>	
Officer "A" gets out of court at 1030 hours	2.5
TOTAL HOURS (Day Off)	2.5

<i>Officer "A" has court at 0900 hours / Officer "A" leaves his or her house a half hour prior to court</i>	
Officer "A" gets out of court at 1200 hours	3.5
TOTAL HOURS (Day Off)	3.5

<i>Officer "A" has court at 0900 hours and 1330 hours / Officer "A" leaves house half an hour prior to court</i>	
Officer "A" gets out of court at 1030 hours	2.5
Officer "A" gets out of court at 1430 hours	2.0
TOTAL HOURS (Day Off)	4.5

<i>Officer "A" has court at 0900 hours / Officer "A" leave his or her house 1 hour prior to court</i>	
Officer "A" gets out of court at 1600 hours	6.5
TOTAL HOURS (Working 1500 Hours)	6.5

A. Holiday Pay

Holiday pay is given to all full time employees. Holiday pay is given if the employee is scheduled to work on an approved holiday. Compensation is double straight time for the total number of hours worked. If an employee is scheduled off, then eight hours of compensatory time will be given.

Crofton Police Department Written Directive: INDEX CODE 711

OVERTIME PAY AND COMPENSATORY LEAVE

EFFECTIVE: 01 OCT 94

Revised:

B. Holidays

New Years Day (01 Jan)

Martin Luther King's Birthday (3rd Monday in Jan)

George Washington's Birthday (3rd Monday in Feb)

Good Friday (Friday before Easter)

Memorial Day (Last Monday in May)

Independence Day (04 Jul)

Labor Day (First Monday in Sep)

Columbus Day (Second Monday in Oct)

Veteran's Day (11 Nov)

Thanksgiving Day

Christmas Day (25 Dec)

C. Night Differential

Any uniformed officer working on a shift on which the majority of hours worked are after 2300 and before 0700 is entitled to be paid \$.75 per hour above his or her regular hourly rate. Any uniformed officer working an overlap shift having the majority of hours worked before 2300 is entitled to be paid \$.75 per hour for only those hours worked after 2300. Any uniformed officer working a shift as described above on a recognized holiday will be paid double straight time for holiday hours worked only. Night differential pay does not apply to holidays.

V. COMPENSATION FORM

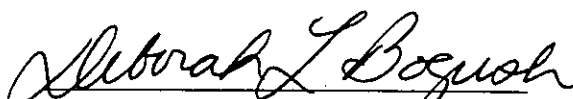
Personnel requesting compensatory time off will fill out the Request for Leave form, indicating the amount of compensatory time requested off. Personnel will indicate the date or dates they are requesting off. Personnel **must** sign the form. The form will be forwarded via the chain of command for approval or disapproval.

VI. REVIEW AND APPROVAL

Working of overtime is not at the employee's option and will be authorized by a supervisor who, upon request, must be able to justify the overtime. If overtime is due to court, a court summons will accompany the overtime form that has been completed. **In any case of overtime, a overtime form must be used by the employee working the overtime.**

VII. COMPENSATORY LEAVE IN LIEU OF PAID OVERTIME

Personnel may choose to have their overtime converted to compensatory time. Personnel must indicate this on any overtime that they generate in the course of a pay period. Compensatory time must be used in increments of at least four and one half (4.5) hours. Refer to the personnel manual for additional information on the use of compensatory leave.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 712

SECONDARY EMPLOYMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Off Duty Employment Policy
- II. Secondary Employment Policies for Police Officers
- III. Written Approval Required
- IV. Review Criteria
- V. Temporary Secondary Employment
- VI. PPV and Secondary Employment
- VII. Department Uniform and Insignia
- VIII. Notification of Communications
- IX. Required Documentation
- X. Conditions for Sergeant and Above
- XI. Waiver of Liability Form

I. OFF DUTY EMPLOYMENT POLICY

Off duty employment is employment outside of the department where the use of law enforcement powers is not anticipated. This section specifically applies to sworn police officers of the department. The department recognizes the right of its employees to engage in secondary employment. However, any employment which, in the opinion of the department, would constitute a conflict of interest or would tend to bring discredit to the department is prohibited.

II. SECONDARY EMPLOYMENT POLICIES FOR POLICE OFFICERS

The term "secondary employment" as used in the remainder of this directive, applies to both off duty employment, as defined in Section I, above, and to extra duty employment - meaning employment outside the department by police officers wherein actual or potential use of law enforcement powers is anticipated. The policy of the department is to provide guidelines to police officers to inform them of the conditions of secondary employment which are appropriate; and to establish procedures to maintain accountability for the welfare of the department.

III. WRITTEN APPROVAL REQUIRED

- A. All officers desiring to engage in secondary employment must secure written permission through the chain of command. Their request will be submitted in triplicate on a department "Request for Secondary Employment" form.
- B. Supervisors in the requesting officer's chain of command will endorse the request with appropriate written comments regarding their knowledge of the secondary employment in question and any other relevant information.
- C. The Chief of Police will approve or disapprove the request and forward the request to the Town Manager for final determination. Should the request be denied, a written explanation will be provided.

Crofton Police Department Written Directive: INDEX CODE 712

SECONDARY EMPLOYMENT

EFFECTIVE: 01 OCT 94

Revised:

- D. Requests will be valid for a period of one year, commencing on the date of approval. Officer will submit requests for renewal of secondary employment at least fifteen (15) days prior to expiration, and will immediately notify commanders in writing upon termination of employment.

IV. REVIEW CRITERIA

When considering a request for secondary employment, the following guide will be used:

- A. Requests for secondary employment or the continuation of such employment may be denied on the basis of poor job performance and or excessive use of disability leave. Decisions will be made on a case by case basis after reviewing all pertinent factors.
- B. Requests for secondary employment will be denied if the employment:
1. may require access to police records, documents, files
 2. involves quasi police functions such as serving civil documents, collecting bad checks or bad debts, conducting private investigations
 3. may present a conflict of interest with the officer's duties
- C. Secondary employment may be approved in businesses which sell or dispense alcoholic beverages, providing: the business is not a tavern or combination restaurant and tavern; the sale of dispensing alcoholic beverages is not the primary service of the business; the employed officer will not be required to perform security or law enforcement functions associated to the sale or dispensing of alcoholic beverages, i.e., checking ID or evicting intoxicated patrons (bouncer); or, the officer will not serve, sell, nor handle alcoholic beverages in any fashion.
- D. Approved secondary employment may be canceled at any time by the Chief of Police whenever an officer fails to comply with the requirements of this directive, or when continued secondary employment would, in the opinion of the Chief of police, constitute a conflict of interest or would tend to bring discredit to the department. Written justification will be provided to the officer in such cases.

V. TEMPORARY SECONDARY EMPLOYMENT

If the secondary employment is to last less than seven (7) days no "Request for Secondary Employment" form needs to be filled out, but must be approved by the Chief of Police.

VI. PATROL VEHICLE AND SECONDARY EMPLOYMENT

The use of patrol vehicle during secondary employment must be approved by the Chief of Police Town Manager. Only secondary employment requiring the use of a patrol vehicle will be considered.

VII. DEPARTMENT UNIFORM AND INSIGNIA

- A. Department uniforms or insignia may be worn while engaged in secondary employment only upon the approval of the Chief of Police. Officers requesting approval for the use of the Department issued uniform or insignia will attach a memo to the secondary employment request thoroughly describing the circumstances of the employment and identifying the usage of the insignia and or uniform to be worn, i.e., uniform of the day, etc.

Crofton Police Department Written Directive: INDEX CODE 712

SECONDARY EMPLOYMENT

EFFECTIVE: 01 OCT 94

Revised:

- B. The department reserves the right to mandate the wearing of the uniform in certain secondary employment situations, exclusive of any request by the involved officer.

VIII. NOTIFICATION TO COMMUNICATIONS SECTION

Officers engaged in secondary employment, where the employment is conditioned on the actual or potential use of law enforcement powers will notify the Anne Arundel County Police Department Communications Section when they arrive and depart from secondary employment.

IX. REQUIRED DOCUMENTATION

Officers will submit an incident report whenever any of the following conditions occurs as a result of secondary employment:

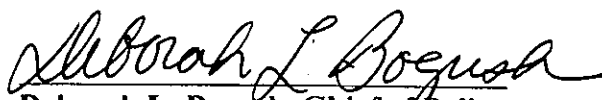
1. incidents involving the use of law enforcement powers
2. incidents involving the use of force; use of force report will be required
3. incidents resulting in the injury of the officer or others
4. incidents that will result in a court appearance by the officer

X. CONDITIONS FOR THE RANK OF SERGEANT AND ABOVE

- A. Members of rank of sergeant and above are prohibited from wearing the department issued uniform for secondary employment purposes except for the following conditions: 1. the supervisor will be working alone, i.e., a one person detail; or, 2. the supervisor is being employed to act in a supervisory capacity along with other sworn officers
- B. Sergeants and above may engage in non-uniform secondary employment upon obtaining proper approval.
- C. The aforementioned restrictions and conditions for officers and supervisors may be waived only by the Chief of Police and the Town Manager.

XI. WAIVER OF LIABILITY FORM

Before engaging in any police or security related secondary employment (including temporary secondary employment) an officer will have the employer complete a department liability agreement form. This form will be submitted to the Chief of Police prior to the employee actually beginning work.


Deborah L. Bogush, Chief of Police







Crofton Police Department Written Directive: INDEX CODE 713

SPECIALIZED ASSIGNMENTS

EFFECTIVE: 01 OCT 94

Revised:


I. Policy

I. POLICY

The Crofton Police Department does not have specialized units so therefore from time to time the Chief of Police may find it necessary to assign officers to special investigative assignments.

The Chief of Police may assign officers to work with Anne Arundel County Police Department or any other Law Enforcement agency to accomplish the task of criminal investigations.

Officers will be notified in advance, as early as possible, of any special assignments.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

PROBATIONARY PERIOD AND SENIORITY RECOGNITION

Index Code Number: 0714
Effective Date: 01 Oct 1994
Revision Date: 01 Jul 2002

- I. Probationary Period**
- II. Seniority of Sworn Officers**
- III. Organization of the Department**
- IV. Insignia of Rank**

I. PROBATIONARY PERIOD

- A. All police officers are on probationary status for one (1) year from the date of hire
- B. Any officer promoted to a higher rank is in a probationary status for one (1) year from the effective date of promotion. All police officer applicants who are interviewed will be advised of the probationary period during the interview. All newly promoted officers will be advised of this prior to the promotion becoming effective
- C. Probationary periods for new officers and newly promoted officers may be extended for up to an additional 90 days upon written request by the Chief of Police to the Town Manager, with the Town Manager's concurrence. The request must outline the specific reason(s) for extending the probationary period. During or at the end of the extended probation period, a final decision regarding the continued employment of a new employee or the permanent status of a promotion must be made and effectuated.

II. SENIORITY OF SWORN OFFICERS

- A. Seniority is established first by rank and secondly by the total time served in rank. Where a conflict occurs because of identical service time or date of appointment or promotion, the officer with the lower ID number will be deemed to be senior in operational situations. The only exception to this would be situations in which the Chief of Police has designated, in writing, one of the officers to be the senior officer.
- B. In situations requiring decisions or control when officers are of equal rank, the senior officer will make the decision or exercise control, unless otherwise directed by a higher ranking officer.

III. ORGANIZATION OF THE DEPARTMENT

- A. The rank structure of the department shall be as follows:
 - Chief of Police
 - Sergeant
 - Corporal
 - Police Officer First Class
 - Police Officer

B. Sergeant

The Crofton Police Department shall have one (1) authorized position of sergeant. In the event of a vacancy in that rank, the position will be filled by appointment of a sergeant by the Chief of Police, with the concurrence of the Town Manager.

To be considered for the position of sergeant, an officer must have eight (8) years of continuous service with a police agency (or agencies) certified in the State of Maryland by the Maryland Police Training Commission, including at least five (5) years of continuous service with the Crofton Police Department.

If the Chief of Police deems it appropriate to do so, with the concurrence of the Town Manager, a vacancy for the position of sergeant may be advertised and candidates from outside agencies may be considered. Any such candidate must have eight (8) years of continuous police service with a police agency certified by the Maryland Police Training Commission. In that case, all candidates from the within the Crofton police Department who meet the time of service requirement listed in the above paragraph, may apply and will be interviewed if they so request.

The rank of sergeant does include a premium stipend.

C. Corporal

The Crofton Police Department shall have two (2) authorized positions of corporal. Officers meeting the requirement for promotion to corporal shall be promoted to that rank only if a vacancy exists. Promotions to the rank of corporal shall be made upon appointment by the Chief of Police, with the concurrence of the Town Manager.

To be promoted to the rank of corporal, an officer must have at least five (5) years of continuous service with the Crofton Police Department.

The rank of corporal does include a premium stipend.

D. Police Officer First Class

Promotion to the rank of Police Officer First Class requires the completion of eighteen (18) months of continuous service with the Crofton Police Department. Promotion to this rank is upon appointment by the Chief of Police and the concurrence of the Town Manager. The



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

PROBATIONARY PERIOD AND SENIORITY RECOGNITION

Index Code Number: 0714
Effective Date: 01 Oct 1994
Revision Date: 01 Jul 2002

rank of Police Officer First Class does not include a premium stipend.

E. Promotion to any rank requires that the officer has performed adequately in his/her current rank. Adequacy of performance will be determined by the Chief of Police.

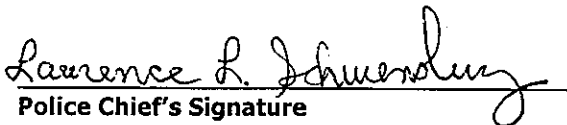
If the Chief of Police deems the performance of any officer to be inadequate to merit consideration for promotion, that officer may appeal that finding in writing, to the Chief of Police. The Chief will provide a reply in writing within five (5) working days of receipt of the appeal.

If the Chief of Police does not choose to reverse his finding of inadequate performance, the officer may appeal in writing to the Town Manager. The decision of the Town Manager shall be delivered to the officer in writing within ten (10) working days. The decision of the Town Manager regarding the officer's eligibility for consideration for promotion shall be final. No promotion to the rank in question will be made until such appeals are considered and ruled on.

IV. INSIGNIA OF RANK

- A. Chief of Police – as determined by the Chief
- B. Sergeant – three (3) blue chevrons on both arms of shirts, sweaters, coats, blouses or any other uniform outer garment, with the exception of rain gear
- C. Corporal – two (2) chevrons displayed as in the sergeant's description
- D. Police Officer First Class – one (1) chevron displayed as in the sergeant's description

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 715

RETIREMENT BENEFITS

EFFECTIVE: 01 OCT 94

Revised:

- I. Retirement Benefits**
- II. Detailed Information**
- III. Retired Officer's Credentials**

I. RETIREMENT BENEFITS

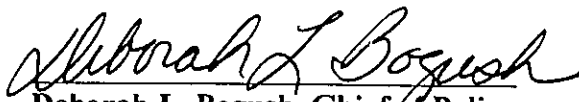
All employees of the police department that have completed one (1) full year of service are eligible to participate in the retirement program provided by the Crofton Special Community Benefit District.

II. DETAILED INFORMATION

Detailed information about the retirement plan and its benefits is distributed to all employees upon hiring and as changes in benefits occur. Specific questions about the benefits may be obtained by contacting the Comptroller or the Town Manager of the Crofton Special Community Benefit District.

III. RETIRED OFFICER'S CREDENTIALS

- A. When an officer retires from the department, he or she will turn in all issued equipment. The officer will submit a "Retired Officer ID Form," sign a retired identification card, and take the photo portion of the ID card to the Anne Arundel County Police Department Identification Unit for a photograph and lamination.
- B. The ID card will be signed by the Chief of Police. The Chief of Police will present the retired officer, at a formal presentation, with the retired badge, the "Retired Officer Identification card," and a badge case. The "Retired Officer ID Form" will be placed into the officer's file.


Deborah L. Bogush, Chief of Police







Crofton Police Department Written Directive: INDEX CODE 717

SEXUAL HARASSMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Sexual Harassment Defined**
- II. Sexual Harassment Prohibited**
- III. Retaliation Prohibited**
- IV. Procedures for Reporting**

I. SEXUAL HARASSMENT DEFINED

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; or, (2) submission or rejection of such conduct is used as the basis for an employment decision affecting the individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

Sexual harassment can take the form of deliberate or repeated verbal abuse, joking, ridiculing, offensive gestures, or less subtle overtures such as touching, patting, pinching, and other inappropriate physical contact. A hostile or offensive working environment may be created by telling jokes or stories, or teasing of a sexual nature directed toward, or in the presence of individuals reasonably offended by such behavior. It may also be created by the display of sexually explicit materials in the work place.

II. SEXUAL HARASSMENT PROHIBITED

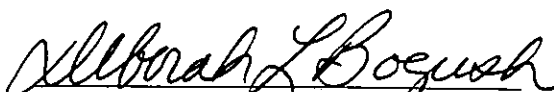
Sexual harassment is a serious form of misconduct that will not be tolerated, and the Crofton Police Department and the Crofton Civic Association will act positively to effectively remedy valid claims of such conduct. Any employee who is found to have sexually harassed another employee will be disciplined.

III. RETALIATION PROHIBITED

An employee may not subject to harassment, intimidation, coercion, discrimination or reprisal against any employee who files a complaint alleging sexual harassment.

IV. PROCEDURES FOR REPORTING SEXUAL HARASSMENT

An employee who wishes to report a complaint of sexual harassment should contact the Crofton Town Manager for instructions on the current reporting method. Due to legal considerations, such allegations should be made promptly.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 718

ATTENDANCE DURING WEATHER EMERGENCIES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Authority to Close or Delay Opening Town Hall**
- III. Designation of Emergency Employees**

I. POLICY

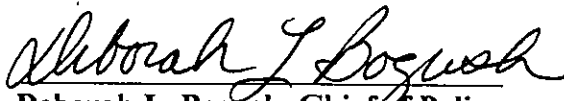
The Crofton Police Department will keep its offices open during regularly scheduled hours unless extreme inclement weather or other emergency necessitates the curtailment of all but essential services. When Town Hall is open, all employees are expected to come to work or remain at work until officially released.

II. AUTHORITY TO CLOSE OR DELAY OPENING TOWN HALL OFFICES

The Crofton Town Manager is authorized to close Town Hall or delay their opening due to emergency inclement weather. Any such decision will be communicated to the Chief of Police.

III. DESIGNATION OF EMERGENCY EMPLOYEES

- A. Emergency employees are those employees who provide essential services and are therefore required to report to work as scheduled when Town Hall is closed due to emergency weather conditions.
- B. The following Police Department employees are designated as emergency employees:
 - 1. all uniformed officers assigned to patrol


Deborah L. Bogush, Chief of Police



ATTENDANCE DURING WEATHER EMERGENCIES

INDEX CODE: 718
EFFECTIVE DATE: 09-01-04

Contents:

- I. Policy
- II. Authority to Close or Delay Opening County Offices
- III. Designation of Emergency Employees
- IV. Proponent Unit
- V. Cancellation

I. POLICY

The Anne Arundel County Police Department will keep its offices open during regularly scheduled hours unless extreme inclement weather or other emergency necessitates the curtailment of all but essential services. When County offices are open, all employees are expected to come to work or remain at work until officially released.

II. AUTHORITY TO CLOSE OR DELAY OPENING COUNTY OFFICES

The Chief Administrative Officer of Anne Arundel County is authorized to close County offices, *delay opening or close early County offices, and grant liberal leave to County employees.* Any such decision will be communicated to the Chief of Police, and to major local commercial radio stations in the Baltimore/Washington area. The Chief of Police will notify the Communications Section of any decision to close offices or curtail routine services.

III. DESIGNATION OF EMERGENCY EMPLOYEES

(ADMINPRO 2.4.94-4.0)

A. Emergency employees are those employees who provide essential services to Anne Arundel County, and who are therefore required to report to work as scheduled even when County offices are closed, *there is delayed openings or early closure of County offices or liberal leave is authorized for County employees.*

B. The following Police Department employees are designated as emergency employees:

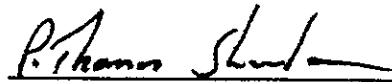
- 1. All uniformed officers assigned to Platoons 1,2,3 & 4 in the Patrol Division
- 2. All officers assigned to the Special Operations Division
- 3. All Booking Officers

- 4. All Crime Scene Technicians assigned to squads 1, 2, 3 & 4
- 5. All Police Communications Operators and police officers assigned to Communications shifts 1, 2, 3 & 4
- 6. Any Criminal Investigation Division personnel designated as "on call"
- 7. The Night Commander or On-Call Captain
- 8. Emergency Management liaison officer (S.O.D. commander)
- 9. Court Liaison officer (only if the courts will be open)
- 10. CDS evidence officer (only if the courts will be open)
- 11. Property Management supervisor (only if the courts will be open)
- 12. All Captains
- 13. Deputy Chiefs
- 14. Public Information Officer
- 15. All Tactical Patrol Unit officers
- 16. On-call Animal Control officer
- 17. Animal Control kennel workers
- 18. District Administrative Lieutenants
- 19. *Designated Animal Control Supervisor*
- 20. *Two (2) Animal Control Officers as designated*

C. The Chief or Deputy Chiefs have the authority to modify the above list if the weather emergency is protracted.

IV. **PROONENT UNIT:** Chief of Police

V. **CANCELLATION:** This directive cancels Index Code 718, dated 11-01-03.



P. Thomas Shanahan, Chief of Police

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Crofton Police Department Written Directive: INDEX CODE 719

HEALTH AND FITNESS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Criteria
- III. Health Guidelines
- IV. Health Related Physical Fitness
- V. Physical Fitness Guidelines
- VI. Walking

I. POLICY

The Crofton Police Department requires all employees to maintain a satisfactory level of general health and physical fitness to enable them to perform the required duties of their jobs.

II. CRITERIA

All sworn police officers, regardless of rank or duty assignment, must maintain a level of health and fitness that will allow them to physically subdue and arrest violent criminals, and to control violent mentally disturbed persons. This high level of health and fitness may be difficult to maintain for older officers or those who do not regularly exercise. It is especially incumbent on these officers to make a determined effort to achieve and maintain a satisfactory level of health and fitness.

III. HEALTH GUIDELINES

In order to maintain a level of general health and physical fitness, employees should be guided by the following factors:

- A. employees should receive proper nutrition by eating a balanced diet to include proteins, carbohydrates, fats, vitamins, minerals, and water;
- B. employees should receive adequate rest and relaxation;
- C. employees should undergo periodic medical and dental examination to assess their physical condition;
- D. employees are encouraged to keep physically fit and engage in exercise programs necessary to maintain such fitness;
- E. employees should avoid health threatening factors such as smoking or substance abuse;
- F. physical fitness is improved by physical activity and exercise and is one of the most important keys to good health; physical fitness consists of many components that can be identified as health related

IV. HEALTH RELATED PHYSICAL FITNESS

Cardiovascular endurance is the ability of the circulatory and respiratory systems to supply fuel, most important oxygen, during sustained physical activity. Employees with good cardiovascular endurance have less risk of coronary heart disease, high blood pressure, low back pain, and obesity.

Crofton Police Department Written Directive: INDEX CODE 719

HEALTH AND FITNESS

EFFECTIVE: 01 OCT 94

Revised:

Muscular endurance and strength are the ability of certain groups to exert force for many repetitions or successive exertions. Persons with good muscular endurance and strength have greater working capacity, less chance of injury, and less risk of contracting low back pain. Flexibility is the range of motion available in a joint. Persons who possess good flexibility are less likely to injure muscles and joints, and have less risk of contracting back, leg and neck pain. The choice of exercises and physical activities should suit individual needs. The decision concerning choice of exercise and physical activities may be made after considering the following:

- A. Examine current interests
- B. Acquire a knowledge and understanding of the values of physical activity and exercise
- C. Determine which activities will best meet individual needs and interest
- D. Acquire skill and knowledge in the activities selected

V. PHYSICAL FITNESS GUIDELINES

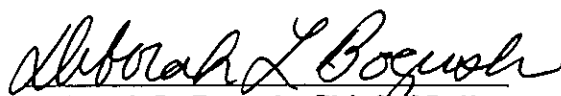
The following guidelines are offered to assist employees in attaining optimal benefits and enjoyment from a physical fitness program.

- A. Employees should have their physicians' approval before undertaking a physical exercise program
- B. Employees occupying sedentary positions may not be capable of performing the same level of physical activity as more active employees
- C. Employees should consider their age when choosing a physical fitness program. Older employees may not be capable of performing physical activity as they did in their younger years

There is probably no one best physical fitness program for all employees. Employees should choose a physical fitness program that satisfies their particular needs and interests. In order to attain benefits from a physical fitness program, it is essential that a regular, progressive program be developed to meet the specific needs of the individual. A physical fitness program should be performed on a regular basis. Three times a week for at least thirty minutes is suggested. Employees should set goals which they have a reasonable chance to attain, and they should measure their progress. A physical fitness program should be started gradually to avoid soreness or injury. Physical fitness programs should be chosen carefully. Some exercises do more harm than good.

V. WALKING

A walking fitness program is recommended. Walking is a type of preventive exercise that helps maintain your health, reduces unnecessary disease, risk, and contributes to your quality of life. Health benefits from walking improves cardiovascular system, helps in weight reduction, tones muscles, and helps reduce stress. Advantages of Walking Fitness Program requires no special equipment; inexpensive and convenient; is easy and no special skill is needed; has minimal risk for injury; and, has the lowest drop out rate.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Definitions
- III. Notification of Surviving Family
- IV. Family Assistance at Hospital
- V. Support for Family During Wake and Funeral
- VI. Authorized Honors
- VII. General Funeral Procedures
- VIII. Department Responsibilities During Criminal Proceedings
- IX. Continued Department Follow-up Responsibilities

I. POLICY

It is the policy of the Crofton Police Department to provide liaison assistance to the immediate family of a Crofton Police Officer who dies in the line of duty. This assistance will be provided whether the death is the result of felonious or accidental circumstances while that officer is an active member of this department.

Consistent with that liaison assistance, the Crofton Police Department will strive to provide a clear, concise, and comprehensive overview of survivor benefits, and will provide both tangible and intangible emotional support during this traumatic period.

The Crofton Police Department further realizes and understands that the actual funeral arrangements should properly reflect the wishes of the deceased officer's family and that any conflict will be decided in favor of the family.

Furthermore, it is the policy of the Crofton Police Department to provide similar liaison assistance to any Crofton Police Officer who suffers a severe and debilitating injury in the line of duty. This assistance will be provided whether the injury was a result of felonious or accidental circumstances. This liaison assistance will be tailored to meet those specific needs.

II. DEFINITIONS

For the purpose of policy, the following words or phrases are defined as follows:

- A. **Benefits Coordinator** - a ranking official appointed by the Chief of Police tasked with assisting the deceased's family in obtaining all benefits to which they are entitled
- B. **Color Guard** - a contingent of department members assigned to carry the American, Maryland State flags, flanked by two (2) riflemen)
- C. **Casket Watch** - a mandatory requirement for a line of duty death that requires the constant guarding of the deceased's remains once the body has been prepared for viewing; this honor is performed on a 24 hours basis

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

D. Honor Guard - a contingent of department members tasked to render appropriate military honors during departmental funerals, i.e., saluting of the casket at the funeral site and the burial location

E. Liaison Officer - an officer appointed to serve as the department's representative and official contact person for all matters relating to the family of the deceased member. The liaison officer is a Crofton Police Officer and does not need to be of a supervisory rank

F. Mourning Band - a black band of cloth worn on the badge to designate mourning by the department. The mourning band always covers the word "Police" on the badge.

G. Mourning Period - that period of time that is designated by the Chief of Police where the mourning band is worn by all members of the department. The traditional period of a line of duty death is generally 30 days. Other departmental deaths are usually acknowledged by wearing the mourning band for 24 hours on the day of the funeral.

H. Pallbearers - those individuals selected to carry the casket of the deceased member. Pallbearers need not be strictly departmental personnel. Civilians, or a combination of members and civilians can perform this function. However, all pallbearers should be dressed in similar attire.

I. Surviving Family - immediate family members of the deceased department member, to include spouse, children, parents, siblings, fiancée and significant others.

III. NOTIFICATION OF SURVIVING FAMILY

It is the responsibility of the deceased or severely injured officer's Chief of Police to properly notify the officer's next of kin. The following guidelines must be adhered to when making a notification to the surviving family:

The name of the deceased officer **MUST NEVER** be provided to the media before immediate survivors living in the area are notified.

If there is knowledge of an existing medical problem with an immediate survivor, medical personnel should be dispatched to the residence to coincide with the death notification.

Notification **MUST ALWAYS** be made in person and never alone.

The best person to make the actual death notification might not always be a command level officer. Another officer or supervisor close to the deceased and his or her family may be the most appropriate choice, if available.

The reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc. A medical unit should be placed on standby in the neighborhood vicinity of the notification, in case medical assistance is required.

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

NEVER make a death notification on the doorstep. Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident. Make sure you use the officer's name during the notification.

If the officer has already died, relay that information. **NEVER** give the family a false sense of hope. Use words like "died" and "dead" rather than "gone away" or "passed away."

If the person responsible for the death notification of the officer has been seriously affected by the death, he or she should understand that showing emotions is perfectly acceptable. If specifics of the incident are known, the officer should relay as much information as possible to the family. Do not intentionally withhold information from the family, unless it could jeopardize an ongoing investigation.

If the family wants to go to the hospital, they should be transported via police vehicle. It is highly recommended that the family **NOT** drive themselves to the hospital. Should there be serious resistance and the family insists on driving, an officer should accompany them in the car. If young children are at home, the notifying officer should be prepared to assist in handling immediate baby sitting needs.

Once the family is en route to the hospital, the transporting officer will notify the Anne Arundel County Police Department's Communication's Section that the family is en route, as well as the approximate time of arrival.

The deceased or severely injured officer's parents will be afforded the courtesy of personal notification if they live within a reasonable distance of Crofton. The deceased's parents are immediate family members and are very important during this time of crisis.

If immediate survivors are out of town, personal death notification should be requested from the nearest law enforcement agency in that area. Logistical arrangements can be made that will enable simultaneous telephone contact with a department representative while the notification is being made locally.

IV. FAMILY ASSISTANCE AT THE HOSPITAL

The Chief of Police or his designee will immediately respond to the hospital and meet with the hospital personnel to arrange appropriate facilities for the family, as well as a separate area for fellow police officer. This police official should also ensure that medical personnel relay pertinent information to the family on the officer's condition in a timely manner.

The Chief of Police or his designee will see that the family is update on the incident as soon as the family arrives at the hospital.

If it is possible for the family to visit the critically injured officer prior to death, they must be afforded that opportunity without hesitation, within the guidelines of the medical facilities policy. **DO NOT BE OVERLY PROTECTIVE OF THE FAMILY.**

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

The attending medical personnel should make the family aware of hospital policy about visitation with the injured officer and or visitation with the body following the officer's death. The family should also be advised why an autopsy will be needed.

The Chief of Police or his designee should be present the entire time the family is at the hospital and should arrange whatever assistance the family may need during this time.

The individuals who made the initial notification should be among those at the hospital.

Idle promises will not be made to the family at any time (e.g., "We'll promote him or her posthumously" or "We'll retire his or her badge".)

Arrangements should be made for transportation of the family back to their residence.

Arrangements should be made with the medical facility to have all medical billing relating to the deceased officer sent to Crofton for payment. **THE FAMILY SHOULD NOT RECEIVE ANY OF THESE BILLS AT THEIR RESIDENCE.**

V. SUPPORT FOR THE FAMILY DURING THE WAKE AND FUNERAL

A. Chief of Police Responsibilities

1. compile information concerning the funeral arrangements and any other pertinent information needed to complete the teletype notification as follows: name of the deceased; date and time of death; funeral arrangements (to include if service is private or formal); expressions of sympathy in lieu of flowers; uniform to be worn; staging area; encourage officers attending the funeral to respond to three and four per patrol vehicle to avoid traffic and parking problems
2. arrange for replacements for on duty officers desiring to attend the funeral services
3. assist the family and visiting department with transportation after the funeral
4. meet with or contact the following persons to coordinate all funeral activities and establish a complete funeral itinerary: family member / Liaison Officer; Priest / Minister / Chaplain; Funeral Director; Cemetery Director
5. coordinate and direct the wearing of mourning bands for a thirty (30) day period on the case of line of duty deaths
6. arrange for a standby doctor to assist the family if necessary
7. if the family desires a burial in uniform, designate an officer to obtain a uniform and all accouterments, assemble the uniform and deliver it to the funeral home.
8. Assign an officer to remove property from the deceased's officer's patrol vehicle, clean the vehicle, and drape the light bar with a black cloth.
9. arrange for meals for the immediate family and provide baby sitting services, if necessary
10. ensure that mourning bunting for the police station is ordered and hung

B. Appointment of Liaison Officer

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

1. the Chief of Police or his designee will, with the approval of the family, appoint a liaison officer to assist the family throughout the wake and funeral.
2. the appointment of a liaison officer is a critical assignment; although the liaison officer should know the deceased officer and be aware of the family relationships the officer should not be so emotionally involved with the loss that he or she would become ineffective; the liaison officer must know that **this is not a decision making position; this is a role of "facilitator" between the family and the department;** the liaison officer must be a Crofton Police Officer but need not be of supervisory rank

C. Department Liaison Officer Responsibilities

1. meet the family and tell them what his responsibilities will be during this time
2. be constantly available to the surviving family throughout the wake and funeral
3. assist the family in making the necessary funeral arrangements and ensure that **the needs of the family** come before the wishes of the department (since most officers have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide most aspects of the funeral; the liaison officer should only make the family aware of what they can offer in the way of assistance if the family decides to have a "law enforcement funeral")
4. know all information concerning the death and the continuing investigation to answer family questions
5. provide as much assistance as possible; oversee arrangements for travel and lodging for out of town family members
6. ascertain what the police fraternal or labor organizational involvement will be, and what financial assistance they are willing to provide for out of town family travel, feeding the funeral attendees following the burial, etc.
7. see that the surviving parents are afforded appropriate recognition and have proper placement arranged for them during the funeral and funeral procession
8. accommodate all possible family requests for assistance by communicating those desires to the Chief of Police; the liaison officer may not authorize any expenditure without the express approval of the Chief of Police
9. inform the Police Chaplain and or family minister, the department psychologist, FOP President, as to the personal requests of the family and request that they be available at the church and the burial site
10. secure the use of a telephone answering machine to assist in the screening of telephone calls to the residence
11. determine the location of the officer's personal property (e.g., Evidence Collection) being particularly attentive to wedding rings and religious medals

D. Other Responsibilities

1. coordination and direct the following assignments, ensuring that their execution is in keeping with the highest degree of reverence and dignity
 - a. Casket Watch (IF APPLICABLE)

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

- b. Honor Guard (IF APPLICABLE)
- c. Color Guard (IF APPLICABLE)
- d. Pallbearers
2. complete itinerary for the day of the funeral services
3. brief the Chief of Police and staff of all funeral arrangements and special family requests
4. determine if the family wishes a flag presentation by the Chief of Police
 - a. obtain the American flag through the funeral home
5. ensure a Crofton Police Department wreath is ordered
6. arrange for a Fire Department ambulance to be present at the cemetery
7. decide procession route of traffic posts
8. assign traffic posts (funeral home, church, possession route, cemetery, reception, etc.)
9. obtain traffic cones from Anne Arundel County Public Works for parking
10. arrange for assistance from other jurisdictions if services extend outside of Crofton
11. arrange for a tactical channel with Communications for the funeral detail

E. Benefits Coordinator

1. benefits coordinator, an official appointed by the Chief of Police, will meet with the family within 72 hours after the funeral to discuss the benefits they are eligible to receive
2. the benefits coordinator is responsible for obtaining and preparing the necessary forms and supporting documents and submitting them to the appropriate agency for processing and payment
3. the benefits coordinator is also responsible for: filing of Injured Worker's Insurance Fund Claim related documents, if applicable; gathering of information on all benefits and funeral payments available to the surviving family; fielding all telephone calls and inquiries regarding the establishment of any special trust or educational funds; filing of all benefit related documentation and following through with the surviving family to ensure that these benefits are received; if there are surviving children from a former marriage, the lawful custodian of these children should also receive documentation of the children's benefits; advise the surviving family of the role that associations and organizations have in making their attorney / financial counselor available to the family for any necessary counseling (i.e., establishing a trust or educational fund, etc.)

VI. AUTHORIZED HONORS

The following will serve as a guideline in regard to those honors rendered to the various categories of deceased department personnel. Should the family specifically request that any of these traditional honors be waived, their wishes will be honored.

A. Line of Duty Death - Sworn Members

Line of duty deaths (felonious or accidental) involving sworn department members are entitled to the following honors:

1. wearing of mourning band for 30 days

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

2. Color Guard
3. Casket Watch
4. Pallbearers
5. Firing Squad - 21 Gun Salute
6. Playing of Taps

It is appropriate to have a local military contingent provide a firing squad and or bugler in the case of a deceased department member who is a United States Armed Forces Veteran, regardless of the manner of death. This is a customary honor that is provided as a tribute from the veteran's former branch of service.

B. Deaths Due to Natural Causes - Active or Retired Officers

Death of active or retired department members due to natural causes are entitled to the following honors:

1. wearing of the mourning band for the 24 hour period on the day of the funeral
2. either Color or Honor Guard (if applicable) [per the request of the family]
3. pallbearers

VII. GENERAL FUNERAL PROCEDURES

A. Pallbearers

If requested, six pallbearers will be selected. The duties of the pallbearers are usually dictated by the needs of the Funeral Director. Therefore, it is not feasible to prescribe a formation policy. However, when at all possible, members will move in some order or formation in a military manner.

B. Honor Guard and Pallbearer Uniforms

The Class A uniform will be worn by both the Honor Guard and Pallbearers. The uniform will include a belt and white gloves.

C. Special Instructions

The Color Guard will receive specific detailed instructions which will address the particulars of each group's participation and responsibilities during the funeral.

D. Participating Department Members

Members participating in the funeral will report to a predesignated assembly point away from the place of services for inspection and briefing. Information regarding the uniform of the day, reporting time and location, etc., will be disseminated.

From the established assembly point, members will move in an orderly fashion (i.e., route - step) to the place of service, timing their arrival to permit immediate entry.

Upon entering the building, members will move in an orderly manner to the place reserved for them.

Members will remain standing until all members are in their places and the command, "BE SEATED" is given. Members will sit, maintaining their military bearing throughout the service.

Crofton Police Department Written Directive: INDEX CODE 750

LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

Upon termination of the service, members, upon command "DETAIL RISE," will rise and prepare to file past the casket.

Upon leaving the building, members will assemble in formation at right angles to the hearse.

1. two ranks will be formed facing each other, leaving an aisle through which the pallbearers and casket may pass
2. members should normally be dressed at extended intervals, but may be dressed at close intervals, if space is limited
3. while waiting information, members will be placed at parade rest

When the casket comes into view, the command "DETAIL, ATTENTION" will be given. The next command will be "PRESENT ARMS." All members will salute and hold this salute until the casket is laced in the hearse. At this time, the command "ORDER ARMS" will be given and members will return hands to their sides. As the doors to the hearse close, the command if given "DETAIL, READY FACE" so that the two columns are facing the hearse. The command will then be "DETAIL, FALL OUT." The members will then break ranks and quickly move to their vehicles in a professional manner.

G. Procedural Variations

The funeral procedures previously outlined will be followed in most cases. Any changes made necessary by a shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of service, or for any reason will be made by the Chief of Police or his designee. None of the provisions of this order will preclude the Chief of Police from authorizing a level of participation in excess of those established. This discretion will rest with the Chief of Police and ensure appropriateness in the case of unique or unusual circumstances or events.

VIII. DEPARTMENT RESPONSIBILITIES DURING CRIMINAL PROCEEDINGS

- A. It is the department's responsibility to keep the family informed of all legal proceedings if the officer died as a result of a criminal act.
- B. A contact officer will be assigned to notify the family of upcoming court proceedings and keep them informed as the current status of the criminal case.
- C. Members of the deceased officer's family will be assured that they will receive a detailed account of the entire incident which led to the officer's death or debilitating injury. If any details may not be released because of legal or prosecution reasons, this should be explained to the family. Failure to disclose information may be viewed as an attempt to "hide something" and could create serious concerns for the family.
- D. An officer close to the deceased officer will be assigned or reassign the liaison officer to accompany the family to court. This officer will assist with transportation as well as advise the family regarding those portions of the trial which might be particularly upsetting to them.
- E. The commander of the Criminal Investigation Division of the Anne Arundel County Police Department will ensure that all units within the department receives a teletype advising the date, time and place of the court proceedings. This will allow as many officers as possible to show their support for this deceased officer and the surviving family by attending the proceedings.

Crofton Police Department Written Directive: INDEX CODE 750


LINE OF DUTY DEATHS AND DEPARTMENTAL FUNERALS

EFFECTIVE: 01 OCT 94

Revised:

IX. CONTINUED DEPARTMENTAL FOLLOW-UP RESPONSIBILITIES

- A. The department should be sensitive to the needs of the survivor other than the spouse. Adult aged or younger children, parents, siblings, etc., are all experiencing grief. Realize that grief is a process and that everyone handles grief differently. It might be beneficial to have the psychologist see the entire family for one "supportive service" session shortly after the funeral. Do not set time limitations on when the family should "recover" from the death. The grieving process has no timetable, and many survivors may experience a complicated grief process.
- B. The following post funeral procedures will be observed:
1. an officer close to the deceased officer will assemble a "shadow box" to present to the family; this box should contain at a minimum, the officer's badge, nameplate, and departmental patch, as well as any rank insignia or ribbons or commendations awarded; the presentation of a second box should be considered for surviving parents and those children who might not have been living with the officer at the time of the officer's death
 2. when plaques, memorabilia etc., are given to the surviving spouse, consideration should be given to the surviving parents; they have lost a child who can never be replaced; duplicate presentation should be considered; remember to invite the surviving family to police department activities
 3. children from a former marriage should also be recognized; even though they did not live with the police officer / parent, they are still the officer's children; they, too, need personal memorabilia of their deceased parent
 4. close co-workers of the deceased officer should be encouraged to visit the home of the family on a regular basis; the continued show of support and concern can have a very positive effect on the family
 5. a "formal" memorial service on the first anniversary of the officer's death should be coordinated; announcement of this service should be sent throughout the department to ensure maximum participation; a message should be sent to the family and flowers should be placed on the grave site
 6. the family of the officer should be formally invited to the annual "Fallen Heroes Day" memorial services
 7. the Chief of Police and the liaison officer will coordinate with any community groups and government leaders regarding the establishment of any appropriate memorial, plaques or memorabilia
 8. the department should maintain support as long as the family feels the need for the support; in time, the family will let you know when they are ready to move on with their lives without assistance from the department


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 800

TRAINING

EFFECTIVE: 01 OCT 94

Revised:

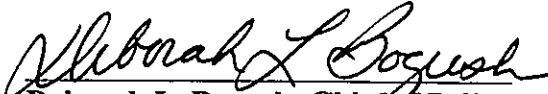
I. Policy

I. POLICY

The Crofton Police Department, at the present time, does not have a training academy but uses the Anne Arundel County Police Department's Training Academy.

Training for the range will be conducted by a Crofton Police Officer, who has been certified by the Maryland Police Training Commission in Firearms.

Additional training will be provided as budget allows and with the approval of the Chief of Police.


Deborah L. Bogush, Chief of Police



CERTIFICATION OF FIELD TRAINING

I certify that _____
(Print Name of Officer & ID #)

has completed 80 hours of field training as of _____ 20____, as specified in
Index Code 802.1, and required by COMAR 12.04.01.21.

(Platoon Commander)

(Date)

NOTE: Completed form is to be forwarded to the Commander of the Training Academy.

Index Code 802.1
Appendix A

PD Form 802.1



FIELD TRAINING PROGRAM

INDEX CODE: 802.1
EFFECTIVE DATE: 01-15-05

Contents:

- I. Purpose
- II. Goal
- III. Program Objectives
- IV. Program Elements
- V. Field Training Guidebook
- VI. Field Training Officer Selection
- VII. Program Administration
- VIII. Field Training Officer Compensation
- IX. Chief of Police
- X. Proponent Unit
- XI. Cancellation

I. PURPOSE

The purpose of this directive is to outline, establish the standards, and provide the organizational structure for the Department's Field Training Program.

II. GOAL

It is the goal of the Department to maintain the highest level of professionalism and service to the citizens of Anne Arundel County. To this end, each Field Training Officer (FTO) involved in the Field Training Program must strive to adhere to the basic principles of good instruction, guidance, and unbiased evaluation. Likewise, each probationary officer must work diligently to convey the knowledge he/she has acquired from the Academy into practical application and to be receptive to coaching provided by veteran officers. By doing so, each will help to ensure that the Department receives professional, highly skilled, and highly trained personnel as permanent members of the Anne Arundel County Police Department.

III. PROGRAM OBJECTIVES

A. To produce highly trained and positively motivated police officer capable of meeting or exceeding the standards of performance required by the Anne Arundel County Police Department.

B. To provide equal and standardized on-the-job training to all newly hired police officers and to provide remedial training in areas where deficiencies are identified.

C. To build on the foundation of knowledge provided during recruit training by creating an environment in which the trainee may develop new skills as well as proficiency.

D. To increase the overall performance of the Department by utilizing well trained, qualified officers as role models for probationary officers.

IV. PROGRAM ELEMENTS

A. As a goal, there should be 15 certified Field Training Officers in each district.

B. Field Training Officers are considered extensions of the Training Academy staff and are subject to the Training Academy Standard Operational Procedures as well as the Department's Rules and Regulations. The Academy FTO Coordinator will monitor the program and assist FTOs as needed. However, the day-to-day supervision of the FTO remains the responsibility of the FTO's immediate supervisor.

C. Upon successful completion of the Police Training Academy, the probationary officer will be assigned to a primary Field Training Officer. At a minimum, the primary Field Training Officer will conduct the first, second, and last shifts of the Field Training Program.

D. Probationary officers will be exposed to a minimum of two (2) different Field Training Officers during the Field Training program. If available, it is recommended that the probationary officer be exposed to a third FTO during the training cycle.

E. Field Training Duration

1. The minimum field training and evaluation program for probationary entry level officers will consist of 30 work days, not including RDOs or leave (5 shifts) with the optimum program being 60 work days, not including RDOs or leave (10 shifts). Additional days can be added when needed. The minimum training time may be increased at the discretion of the Deputy Chief of Field Operations.

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2. Effective 01-20-03, a new Maryland Police and Correctional Training Commission (MPCTC) regulation (General Regulation .21) requires that officers hired by the Department must complete at least 80 hours of field training before Commission certification. This requirement will be met as part of the required field training cited in item E.1 above, which mandates more than the minimum required by the MPCTC. Platoon Commanders will complete PD Form 802.1 "Certification of Field Training" (Appendix A) to document completion of the field training for MPCTC purposes. The new regulation does not apply to Academy classes that began before 01-20-03.

3. *The length of field training for lateral entry officers will be assessed on a case-by-case basis in conjunction with the Deputy Chief of Field Operations.*

F. Each probationary officer will be assigned to the Communications Section for at least one eight (8) hour work day during the field training process.

G. Upon completion of Field Training, the Training Academy will receive and archive the Field Training Guidebook and all related documents with the probationary officer's training file.

V. FIELD TRAINING GUIDEBOOK

A. The Field Training Guidebook will provide the Field Training Officer (FTO) and the probationary officer with general guidelines to assist with probationary field instruction. This manual is not intended to be all inclusive of the subject matter taught at the Training Academy; instead, it contains 17 major categories of law enforcement responsibility that should be evaluated throughout the Field Training Program. These categories are of critical importance to officers assigned to the Field Operations Bureau.

B. The major categories are:

1. Officer Safety
2. Post Familiarization/Service Response
3. Radio Communication
4. Traffic Enforcement
5. Accident Investigation
6. Court Preparation
7. Criminal Law/County Ordinances
8. Emergency Vehicle Operations

9. Patrol Functions
10. Report Writing
11. Charging Documents
12. Investigation/Interview/Interrogation
13. Search and Seizure
14. Police Sensitivity
15. Juvenile Procedures
16. Firearm Maintenance/Deadly Force
17. Community Oriented Policing

C. Each major category contains numerous objectives or tasks. These objectives/tasks must be successfully understood, demonstrated, and completed by the probationary officer during the Field Training Program. As they are completed, the FTO and probationary officer will place their initials next to the objective/task.

D. The Guidebook also contains the following forms that must be completed as part of the field training process:

1. Daily Activity Report

The Daily Activity Report will be completed by the FTO throughout the field training process. It provides a brief synopsis of the probationary officer's

2. Observation Report

The Observation Report will be completed by the FTO every three (3) days throughout the field training process. It is an evaluation of the probationary officer's performance over the three (3) day period.

3. Developmental Plan

The Developmental Plan will be completed by the FTO when a probationary officer performs unsatisfactorily in an evaluated area. The FTO must describe the problem behavior and then list the corrective action taken to address the problem.

4. Supervisor's Weekly Progress Report

The FTO's immediate supervisor will meet with the FTO and probationary officer every six (6) work days throughout the field training process to review the Guidebook, evaluate progress, and discuss related issues. The supervisor will then complete the Supervisor's Weekly Progress Report.

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5. Field Training Program Critique

The Field Training Program Critique will be completed by the probationary officer at the conclusion

6. Release from Field Training Form

The release from Field Training Form is the last page in the Field Training Guidebook. This form must be signed off by the FTO, the FTO's immediate supervisor, the Shift Commander, the District Training Lieutenant, and the District Commander prior to releasing the probationary officer to full service. The form will remain in the Guidebook and will be forwarded to the Training Academy Commander.

E. If a probationary officer disagrees with an evaluation then he/she may sign in disagreement, and appeal the evaluation to the FTO's supervisor. That supervisor may support or change the initial assessment. In the event that the supervisor supports the initial evaluation and the probationary officers wishes to further appeal, he/she may schedule an appointment with the District Commander. The decision of the District Commander as to the evaluation is final and no further appeal is available to the probationary officer.

F. Finally, the Field Training Guidebook is not meant to take the place of, nor does it supersede, the Anne Arundel County Police Department's Rules and Regulations, Written Directives, Special Orders, Criminal Codes, County Codes, etc.

VI. FIELD TRAINING OFFICER SELECTION

A. At the direction of the Training Academy Commander, new FTO training will be conducted. A written directive, announcing the training, will be disseminated throughout the Department.

B. Officers who are interested in applying for selection as an FTO will forward an inter-office correspondence to the District Commander, via the chain of command, detailing their qualifications and experience.

C. Supervisors in the officer's chain of command will provide written comments on the application and forward it to the District Commander.

D. The District Commander will review all applications and select the officers whom he/she believes to be the most qualified based on the information available and personal knowledge of each applicant. District Commanders may incorporate additional elements in the selection process, such as an oral interview. When doing so, the District Commander will ensure that the additional selection elements are prominently advertised and are uniformly applied to all applicants.

E. Once applicants have been selected, the District Commanders will forward a list of candidates' names to the Training Academy Commander. The Training Academy Commander will compile the lists from the District Commanders and forward them to the Deputy Chief of Field Operations Bureau. The Deputy Chief of Field Operations will approve the candidate list for training or retraining by the Academy.

F. The following factors should be considered by the District Commander when selecting Field Training Officers:

1. Candidates should have been assigned as a uniformed patrol officer with this Department for a minimum of 24 months.

2. Candidates should have consistently good Performance Evaluations and be of good character and reputation.

3. Candidates should not have an Open Internal Affairs investigation.

4. Candidates should not have excessive complaints against them.

5. Candidate should not have a history of excessive sick leave.

6. Candidates should consistently maintain a professional appearance in uniform.

7. Candidates should have knowledge and experience in the many aspects of policing to include: criminal and traffic enforcement.

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8. Candidates should possess a proficient working knowledge of the Criminal Justice System and its processes, to include: Juvenile Services, Witness Advocacy, the Grand Jury, the District Court Commissioner, the State's Attorney's Office, and the District and Circuit Courts.

9. Candidates should work well with the public; i.e., attends community meetings when possible and/or demonstrates good community policing and problem solving skills.

VII. PROGRAM ADMINISTRATION

A. Probationary Officer

1. The probationary officer is responsible for completing all assignments, including remedial training detailed by the Field Training Officer and/or the probationary officer's chain of command.

2. The probationary officer is responsible for the Field Training Guidebook. The guidebook is considered to be a required piece of equipment during the field training program. The probationary officer will be held accountable for the Field Training Guidebook during each tour of duty, unless it is in the possession of the FTO.

3. The probationary officer is responsible for completing all objectives in the Field Training Guidebook.

4. The probationary officer will complete the Field Training Critique at the completion of field training. The critique will then be detached from the Field Training Guidebook and forwarded directly to the Training Academy Commander by the probationary officer.

B. Field Training Officer

1. The Field Training Officer must complete a Basic FTO training program and attend required in-service FTO training as directed by the Academy Commander.

2. The Field Training Officer will adhere to the Training Academy's Instructor Code of Conduct at all times.

3. The Field Training Officer will diligently instruct and observe the probationary officer throughout the field training process. The FTO must

document the probationary officer's progression and any remedial training provided.

4. The Field Training Officer should ensure that the probationary officer is exposed to the greatest number of experiences possible thereby providing opportunities to meet the training requirements.

5. The primary Field Training Officer will be responsible for ensuring that all mandatory major categories and their objectives are successfully completed and evaluated. Upon completion of the probationary officer's field training, the primary Field Training Officer will sign off on the Release from Field Training Form and forward the entire Field Training Guidebook to his/her immediate supervisor.

C. Patrol Supervisor

1. The patrol field supervisor will meet with the probationary officer and FTO every six (6) days and review the Field Training Guidebook and ensure that the objectives are being fulfilled.

2. After meeting with the probationary officer and FTO, the patrol supervisor will complete the Supervisor's Weekly Progress Report that is contained in the Field Training Guidebook.

3. In the event that a probationary officer's assigned Field Training Officer is on leave or special assignment, supervisors should, in the following order, assign:

a. A certified Field Training Officer who has been or will be part of the probationary officer's training.

b. Any FTO on the platoon, or

c. Any other officer on the platoon. If a non-certified FTO is utilized, the probationary officer will not be evaluated for that time period.

4. Patrol supervisors should assist in the process by allowing the Field Training Officer to expose the probationary officer to as many experiences as possible.

5. Upon completion of the probationary officer's field training, the supervisor will review the Field Training Guidebook for completeness and

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make any necessary comments concerning the individual probationary officer and his/her training.

6. The supervisor will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Platoon Commander for review.

7. Additionally, first-line supervisors are responsible for completing an evaluation of probationary employees every sixty (60) days from the end of the field training period until the expiration of probation, normally one year from the date of hire. Form PD#639 will be used for this purpose. Refer to Index Code #707 III B.

D. Platoon Commander

1. *PD Form #802.1 (Certification of Field Training – Appendix A), cited in Section IV.E. of this Index Code, must be filled out in its entirety after the 80 hours of field training is completed and forwarded to the Commander of the Training Academy.*

2. At the completion of field training, the Platoon Commander will review the Field Training Guidebook for accuracy and completeness.

3. The Platoon Commander should include any appropriate comments concerning the individual probationary officer and his/her field training.

4. The Platoon Commander will then sign off on the Release from Field Training Form and forward the Field Training Guidebook to the District Training Lieutenant.

E. District Training Lieutenant

The District Training Lieutenant, as designated by the District Commander, will serve as a liaison between the Field Training Officer and the Training Academy. They are responsible for:

1. Ensuring that the FTO Program is functioning properly in the District.

2. Coordinating the flow of reports between the District and the Academy.

3. Ensuring that the District Commander is aware of the probationary officer's development.

4. Review the Guidebook for accuracy and ensure that it is complete. He/she will forward it to the District Commander for review.

F. District Commander

1. Once selected, the District Commanders will monitor the performance of the Field Training and probationary officers. District Commanders will take immediate steps to decertify any FTO who fails to meet his/her responsibilities under the program.

2. After the probationary officer completes all of the requirements of field training, the District Commander will review the Field Training Guidebook and make the decision as to releasing the probationary officer to full service or extending the length of field training.

3. When the District Commander makes the decision to release the probationary officer from field training, he/she will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Academy Field Training Coordinator.

G. Academy Field Training Coordinator

1. Serves as a liaison between the Training Academy and the Districts.

2. Oversees the Field Training Program and ensures that it is operating in the prescribed manner.

3. Compiles the data and reports to the Training Academy Commander any training concerns or recommendations for future training.

H. Training Academy Commander

1. The Commander of the Training Academy is responsible for establishing a written field training program for entry level officers that consist of at least 30 work days.

2. The Training Academy Commander is responsible for certifying and decertifying all Field Training Officers as well as:

a. Establishing selection criteria for Field Training Officers;

b. Supervision of Field Training Officers;

c. Providing initial training and in-service training for Field Training Officers;

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d. Developing guidelines for evaluation of probationary officers by the Field Training Officer; and

e. Establishing the reporting responsibilities of Field Training Officers.

3. *The Commander of the Training Academy will complete the MPCTC form DPSCS-PCT-9 (01/03) "Certification of Fielding Training," and forward the completed form to the MPCTC as required by COMAR 12.04.01.21 for each Entrance Level Training Class.*

VIII. FIELD TRAINING OFFICER COMPENSATION

A. Field Training Officers will be compensated in accordance with the provisions in the current labor contract.

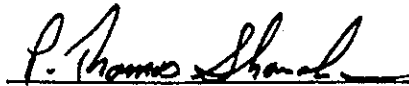
B. Vouchers for incentive pay will be submitted by the FTO in a timely fashion to the appropriate District Commander.

IX. CHIEF OF POLICE

The Chief of Police reserves the final authority over the selection or removal of any Field Training Officer participating in the Field Training Program.

X. PROPONENT UNIT: Training Academy

XI. CANCELLATION: This directive cancels Index Code 802.1, dated 10-15-03.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 803

IN SERVICE TRAINING

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Purpose and Content


I. POLICY

All sworn personnel are required to complete an annual retraining program, inclusive of firearms requalification. The commander of the Anne Arundel County Police Department's Training Academy is responsible for developing the in service training programs and publicizing training schedules sent to the department.

II. PURPOSE AND CONTENT

The purpose of in service is to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in policy, procedures, rules, and regulations. The mandatory retraining may also be designed to provide supervisory, management, or specialized training to participants. The program will be structured in such a way as to meet the minimum in service training requirements of the Maryland Police Training Commission (MPTC), and to motivate experienced officers and to further the professionalism of the department. The training should include a review of the following topics: due to time constraints and MPTC training mandates, it is unlikely that the full range of suggested topics can be covered in one training cycle, but the topics listed below should constitute a core group upon which the continuing in service program is based:

1. agency policy, procedures, and rules and regulations, with emphasis on changes;
2. statutory or case law affecting law enforcement operations, with emphasis on changes;
3. functions of agencies in local justice system;
4. exercise of discretion to invoke the criminal justice process;
5. integration and interviewing techniques;
6. department policy on the use of force, including the use of deadly force;
7. emergency medical services and or emergency fire suppression and or hazardous materials incidents;
8. performance evaluations system;
9. new or innovative or technological techniques or methods, if any;
10. contingency plans, if any, including those relating to special operations and unusual occurrences;
11. crime prevention policies and procedures and or collection and preservation of evidence,
12. report writing and records system procedures and requirements


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 804

SPECIALIZED TRAINING

EFFECTIVE: 01 OCT 94


Revised:

I. Policy

I. POLICY

The Crofton Police Department will utilize the Anne Arundel County Police Department's Training Academy for any specialized training that the Chief of Police might place on any sworn officer. Other specialized training may be provided through other agencies or courses as approved by the Chief of Police.

Once the training is completed the documentation of completion of the specialized training will be forwarded to the Anne Arundel County Police Department's Training Academy for filing in the officer's training file.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 806

REMEDIAL TRAINING

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Procedures
- III. Related Directive

I. POLICY

The department encourages remedial training as a means of improving employee productivity and effectiveness through positive and constructive methods. Training is a component of the department's formal disciplinary process. Supervisors must monitor employee's productivity and conduct, and are responsible for identifying those cases where failure to perform according to established standards and policies is due to a need for retraining, instead of formal disciplinary action.

II. PROCEDURES

Whenever possible, the supervisor is encouraged to conduct the retraining personally. However, retraining requiring technical knowledge should be coordinated with the Anne Arundel County Police Department's Training Academy. Supervisors who identify subordinates who are in need of additional specialized training (firearms use, pursuit driving, reporting, interpersonal skills, etc.) will request retraining from the Anne Arundel County Police Department's Training Academy to obtain training support from academy resources.


Supervisors may recommend remedial training of employees as a result of job performance, evaluations, inspections, or participation in a training program. If a supervisor feels that a member of this department would benefit from remedial training, the supervisor will forward a written request for remedial training, including details of the problem to be worked on, to the Anne Arundel County Police Department's Training Academy supervisor.

If severe performance deficiency is detected a recommendation for remedial training will be included to the Chief of Police. At that point, the Chief of Police will authorize or deny the recommendation during the full review of the report or request.

The result of the remedial training course will be documented in the employee's training folder. The fact that the employee has undergone remedial training may be mentioned in future documentation of unacceptable performance in the specific area in which remedial training was offered. If an employee refuses or fails to attend a remedial training program after being required to do so, he or she will be subject to disciplinary action.

III. RELATED DIRECTIVE

This policy is related to Index Code 303.4. Supervisors should review this directive prior to requesting remedial training from the Anne Arundel County Police Department's Training Academy.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 809

TRAINING ATTENDANCE, REIMBURSEMENT AND DOCUMENTATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Training Attendance**
- II. Reimbursement of Expenses**
- III. Documentation of External Training**

I. TRAINING ATTENDANCE

It is the responsibility of each member of the department to ensure that required training programs are attended. If a member is unable to attend a department training session due to illness, emergency, or scheduled conflict, he or she will notify the Anne Arundel County Police Department's Training Academy as soon as possible. Upon notice of such notification, the Administrative Sergeant, or designee, may excuse the member ensuring that the training is rescheduled. The Anne Arundel County Police Department's Training Academy will document and file successful completion of training programs by all officers, and issue formal recognition as appropriate. A copy of said completed training programs will be forwarded to the Chief of Police of Crofton.

II. REIMBURSEMENT OF EXPENSES

Any member assigned to attend a training program outside of Anne Arundel County will be reimbursed reasonable expenses. Reasonable expenses include travel costs, lodging, meals and tips, registration fees, books and training materials. Approval by the Chief of Police prior to attending the program is required. Requests for payment of registration or tuition costs associated with authorized training seminars and conferences must be made at least seventeen (17) business days in advance of any due date or registration deadline, in order for a check to be given to the officer(s) for payment. Requests made and authorized that are received after the seventeenth day requirement may result in the affected personnel having to make payment themselves.

III. DOCUMENTATION OF EXTERNAL TRAINING

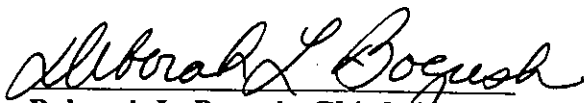
It is essential that the Chief of Police be notified of all external training received by any sworn officer.

A. Authorizing Official

The official, other than the Chief of Police, who authorizes external training will notify the Chief of Police of the affected officer's name, course description and dates and location.

B. Officer

Officers who receive external training will forward a memo to the Chief of Police detailing the course title or description; training received, date of completion, grade (if applicable), and any skills learned or certificates received.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 813

CAREER DEVELOPMENT PROGRAM

EFFECTIVE: 01 OCT 94

Revised:

- I. Plan Description and Administration**
- II. In-service Training**
- III. Program Inventories**
- IV. Acting Supervisor Policy**
- V. Educational Development Plan**

I. PLAN DESCRIPTION AND ADMINISTRATION

A. It is the policy of the Crofton Police Department to provide its members the opportunity to improve personal skills, knowledge and abilities in order to successfully perform department related tasks, and to progress on a self determined career path. The Career Development Program is established by means of this written directive. The department's career development program and plan are fully described in the Index Code 813.

B. The purpose of the career development program is to foster the improvement of personal skills, knowledge and abilities of all sworn personnel so that they can successfully perform department tasks. The program is voluntary and ensures all sworn employees equal access to training and development opportunities. The aim of career development is to highlight specific opportunities for individual growth at all levels and to improve overall job satisfaction and performance. The department will utilize the career development program to further the employee's professional growth and capabilities in the present and or future positions of responsibility.

PROGRAM COMPONENTS

- A. In-service Training
- B. Program Inventories
- C. Acting Supervisor Policy
- D. Educational development Plan

PROGRAM OBJECTIVES

- A. Objective 1 - to offer training to all sworn police officers, at least annually
- B. Objective 2 - to provide every sworn officer a minimum of 16 hours of proficiency and or career specialty in-service training annually

ADMINISTRATION

A. The Anne Arundel County Police Department's Training Academy will conduct or coordinate the in-service training components of the program. The Training Academy will maintain on file written records of all proficiency and career specialty In-service training of personnel.

B. The Chief of Police will collect and provide information pertaining to educational opportunities for review of all members of the department.

Crofton Police Department Written Directive: INDEX CODE 813

CAREER DEVELOPMENT PROGRAM

EFFECTIVE: 01 OCT 94

Revised:

C. Any training certificates will be maintained in the officers personnel file.

II. IN-SERVICE TRAINING

The department requires all sworn personnel to complete an annual retraining program, inclusive of firearms requalification.

Traditionally, in-service training has ensured that an individual has a minimum level of proficiency in an assigned job. The concept of in-service training presented within the framework of this plan embraces more than the traditional definition. It calls for providing an advanced level of instruction that enhances an employee's overall potential for upward mobility and/or job satisfaction. This concept of in-service training as a component of the department's career development program has two aspects: proficiency and career specialty.

A. Proficiency In-Service Training

Proficiency in-service training is a component of the Career Development Program. Proficiency in-service training keeps the employee up-to-date on the duties and responsibilities of the job presently being performed, enhances the employee's skills beyond the minimum level, and increases the potential for upward mobility. Proficiency in-service training consists of annual and specialized in-service training. Annual in-service training will be developed and conducted by the commander of the Anne Arundel County Police Department's Training Academy. Curriculum development will be coordinated by the Training Academy and approved by the Maryland Police Training Commission.

B. Career Specialty In-Service Training

Career specialty in-service training is a component of the Career Development Program. Throughout the year, the Anne Arundel County Police Department's Training Academy will identify training opportunities which will increase members' skills, knowledge, and abilities for current or future assignments. Notice of these opportunities will be forwarded to bureau commanders for consideration, and will be publicized to all personnel. (This does not preclude short training sessions on timely issues.)

C. Related Directives

Index Codes 803, 810, & 811 are related to this directive.

III. PROGRAM INVENTORIES

The Chief of Police will maintain a record of all skills, abilities and knowledge of each sworn member of the Crofton Police Department.

IV. ACTING SUPERVISION

The Police Department is committed to providing members with the opportunity to gain insight, skills, knowledge, and abilities of a supervisory nature in the role of an acting supervisor. The transition from a subordinate to a supervisory role is not automatic, and satisfactory performance as a subordinate does not guarantee success as a supervisor. Training in such programs as the acting supervisor will aid in the development of effective future supervisors.

Crofton Police Department Written Directive: INDEX CODE 813

CAREER DEVELOPMENT PROGRAM

EFFECTIVE: 01 OCT 94

Revised:

A. Selection Criteria

Participation in the acting supervisor position will be conducted in accordance with the requirements listed below. To be eligible to participate in the program, an officer must meet the following criteria:

1. demonstrate leadership qualities;
2. ability to plan and organize assignments effectively;
3. possession of an extensive degree of job knowledge;
4. completion of probationary period.

B. Responsibilities of Supervisors

1. Supervisors are responsible for assisting in the development of subordinates who have the potential to assume supervisory positions. When a subordinate meets the qualifications for the acting supervisor program, the immediate supervisor will:
 - a. provide the subordinate the opportunity to perform as an acting supervisor during the supervisor's absence;
 - b. explain what is expected during the assignment;
 - c. be available for advice or assistance prior to and after the assignment.
2. Every attempt should be made to coordinate the acting supervisor assignment with scheduled leave and other expected absences.

C. Acting Supervisor's Responsibilities and Restrictions

The acting supervisor has the same authority and responsibilities as the supervisor temporarily being replaced.

V. EDUCATIONAL DEVELOPMENT PLAN

The Crofton Police Department encourages all sworn personnel to achieve a minimum of a bachelor's degree from an accredited college or university.

TUITION REIMBURSEMENT

A. Eligibility

1. All permanent, full-time employees of Crofton in good standing are eligible for this program, unless
 - a. they are receiving financial assistance from another governmental or institutional source; or,
 - b. they leave the department prior to actual reimbursement.
2. Fifty (50%) percent of direct tuition cost is reimbursable upon satisfactory completion of each approved course of study that is:
 - a. directly related to the employee's current work assignment;
 - b. related to a type of work to which the employee may reasonably be expected to progress; or
 - c. a required course in an approved degree or certificate program.
 - d. A grade of "C" or above is obtained

B. Application, Approval, and Reimbursement Procedures

Crofton Police Department Written Directive: INDEX CODE 813

CAREER DEVELOPMENT PROGRAM

EFFECTIVE: 01 OCT 94

Revised:

1. Authorization for reimbursement requires the written approval of the Chief of Police (appointing authority), and the Town Manager.
2. Special leave of absence for attendance to a school or university for the purpose of educational training will not be authorized due to the minimal number of employees.
3. Only direct tuition costs are reimbursable. This program does not cover textbooks, administrative fees, lab fees, or other expenses.
4. Reimbursement will be made after successful completion of each individual course of study. Certified evidence of completion of a course payment of tuition must be submitted to the Town Manager.


Deborah L. Bogush, Chief of Police

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

COMMUNITY RELATIONS

Index Code Number: 0900
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Community Relations Plan**
- III. Program Evaluation**

I. POLICY

A. Commitment to Community Relations

The Crofton Police Department is committed to establishing close ties with and responding to the needs of the community. A well organized community relations operation is required to elicit public support and to identify problems in the making.

B. Commitment to Corrective Action

The department is committed to correcting actions, practices, and attitudes that may contribute to community tensions and grievances. It is the joint responsibility of department personnel and members of the community to identify and rectify actions, procedures, and attitudes that may lead to racial and other unrest. By recognizing such problems at an early stage, the department can initiate preventive action to ward off greater problems in the future.

C. Responsibility of Department Employees

The responsibility of achieving the department's community relations objectives is shared by all personnel. Because the conduct of each employee reflects on the department as a whole, the burden of achieving our objectives must be everyone's. A unified, coordinated effort requires the participation, enthusiasm, and skills of all personnel.

II. COMMUNITY RELATIONS PLAN

All officers of the Crofton Police Department are responsible for developing and administering a community relations plan include, at a minimum, the following:

- A. Establishing liaison with formal community organizations and other community groups, as needed.
- B. Developing community relations policies for the agency;
- C. Publicizing agency objectives, problems, and successes, as appropriate.
- D. Conveying information transmitted from citizens and organizations to appropriate officers in the department;
- E. Improving departmental practices bearing on law enforcement/community relations, as needed.
- F. Identifying training needs.

III. PROGRAM EVALUATION

The Chief of Police will evaluate all community relations programs on an ongoing basis. Crofton is not a static entity, consequently, the demands placed on the department vary. Programs designed to meet community needs should be evaluated frequently to ensure that they still address community concerns.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.



Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 901

CRIME PREVENTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Crime Prevention Function**
- III. Crime Prevention Officer**
- IV. Crime Prevention Priority Programs**
- V. Tours of Police Facilities**

I. POLICY

The department is committed to the development and perpetuation of community crime prevention programs. All officers, especially patrol officers engaged in field assignments, must be acquainted with the department's crime prevention program.

II. CRIME PREVENTION FUNCTION

This directive establishes the department's crime prevention function. The key to effective law enforcement lies in seeking a reasonable balance between reactive policing and proactive prevention of crime. The crime prevention function is responsible for maintaining this balance. In order to meet its goals, the crime prevention function must maintain close ties to other department functions that support and make possible the law enforcement effort.

III. CRIME PREVENTION OFFICER

The Crime Prevention Officer is responsible for managing the department's crime prevention function. The officer reports to the Chief of Police and has the oversight responsibilities for crime prevention activities carried on by members of the department. The officer maintains liaison with community groups which might have an interest in crime prevention and law enforcement.

IV. CRIME PREVENTION PRIORITY PROGRAMS

1. Development Criteria

The department's priority crime prevention programs will be based on the following criteria and can be submitted in writing to the Chief of Police by the Crime Prevention Officer.

- A. programs will target crimes by type and geographic area based on analysis of local crime data, and;
- B. programs will be developed that address community perceptions or misperceptions of crime, and;
- C. evaluation of all existing and new programs, at least every two (2) years, to decide if they should be continued, modified or discontinued

Crofton Police Department Written Directive: INDEX CODE 901

CRIME PREVENTION

EFFECTIVE: 01 OCT 94

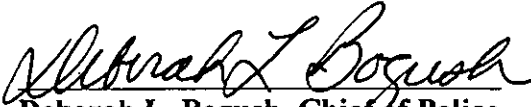
Revised:

2. Existing Programs

- A. assist in organizing crime prevention groups in residential areas for department initiated programs and community requests, i.e., Neighborhood Watch, Security Patrol, Operation ID, Neighborhood Canvassing Programs.
- B. promote crime prevention programs for all citizens and proprietors targeted by crime analysis, and prepare brochures, displays and special projects which promote the department's crime prevention and community relations programs, i.e., security surveys, disseminating information on prevailing types of local crime
- C. maintain a liaison with communities who have an interest in crime prevention and law enforcement, with special attention devoted to organized community associations, the business community, local civic associations, and statewide associations
- D. identifying training needs and assist with the preparation of department training programs
- E. assist the department in promoting positive media relations
- F. bicycle ID and anti-theft programs

V. TOUR OF POLICE FACILITIES

Most members of the community do not have the occasion to enter a police facility to witness those activities which support line operations. To acquaint the public with the law enforcement task, the department provides tours of its facilities upon request. Scheduling and coordination of times are the responsibility of the Crime Prevention Officer. However, since the Crofton Police Department does not have cell blocks or holding cells, persons interested in seeing complete facilities should contact the Anne Arundel County Police Department's Crime Prevention Section.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Criteria and Procedures

I. PURPOSE

Law enforcement officers, in the course of performing their duties, often encounter people in need of help best provided by another criminal justice agency or social service agency. The purpose of this directive is to establish criteria on which adult and juvenile referrals to such agencies are based.

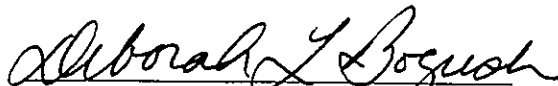
II. CRITERIA AND PROCEDURES

Whenever an officer encounters a person who is in need of assistance, and there are no resources available within the Police Department to provide the type(s) of assistance needed, the officer should consult the attached "Information and Referral" list (Appendix A of this directive) to determine if any resources are available in either the public or private sectors to help the person.

The Information and Referral list identifies services and resources available through other public and social service agencies, including a brief description of the type services each agency or organization provides. This description establishes criteria for referral to each agency or organization.

If an appropriate source of help is located, the officer will provide the person in need with written instructions on how to contact the agency or organization (telephone number, address, hours of operation, etc.)

If the officer is unable to identify an appropriate source of help for the person, and cannot leave the person in their current state without help, the officer should transport the person to the Crofton Police Department or to the nearest Anne Arundel County Police Department district station and contact a supervisor for further assistance.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

Appendix A: Information and Referral List

ALCOHOL AND DRUG ABUSE TREATMENT SERVICES

OPEN DOOR OF ANNE ARUNDEL COUNTY

Out patient, individual, family and group counseling services to adult and adolescent substances abusers. Other services include methadone maintenance, anabuse, urine surveillance, crisis intervention, referral services and prevention and education activities.

33 Parole Plaza #201	Annapolis MD 21401	222-7265
120 Langley Road #203	Glen Burnie MD 21061	222-6665
62 Cathedral Street	Annapolis MD 21401	222-1244
101 Crain Highway (Arundel Center North)	Glen Burnie MD 21061	222-6723

ALCOHOLICS ANONYMOUS

169 Duke of Gloucester Street	Annapolis MD 21401	268-5441
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ALLIANCE FOR A DRUG FREE ANNAPOLIS

800 West Street	Annapolis MD 21401	263-9120
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Volunteer organization promoting drug free lifestyle through education and prevention projects. Promotes development of treatment facilities and assessment opportunities for substance abusers.

CHEMICAL DEPENDENCY SERVICE

Greater Baltimore Medical Center 6701 North Charles Street	Baltimore MD 21204	828-HELP
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Four to seven day in patient drug and or alcohol detox center

CHEMICALLY DEPENDENT ANONYMOUS

P O Box 813	Annapolis MD 21404	647-7060
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Twelve step program for recovery from addiction to alcohol, drugs and unnecessary medication.

ANIMAL COMPLAINTS

ANIMAL CONTROL

7409A Baltimore and Annapolis Blvd.	Glen Burnie MD 21061	222-6690
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Enforces all State and County animal related laws including 24 hours emergency service for injured animals; investigation and quarantine of all animal bite cases; operates animal shelter, trap program for capturing nuisance animals, lost and found service, and removal of dead animals from roadways

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

COURTS

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY

Circuit Court: 5th Judicial District
Church Circle and Franklin Street

Annapolis MD 21401 222-1401

DOMESTIC RELATIONS COURT

1127 West Street

Annapolis MD 21401 222-1277

STATE'S ATTORNEY

101 South Street

Annapolis MD 21401 222-1740

VICTIM WITNESS ASSISTANCE CENTER

101 South Street

Annapolis MD 21401 222-1160

DISTRICT COURT FOR ANNE ARUNDEL COUNTY

Criminal and Civil jurisdictions; landlord tenant cases; evictions; traffic court; protective orders in domestics cases
Annapolis

580 Taylor Avenue

Annapolis MD 21401 222-2603

Glen Burnie

7500 Ritchie Highway

Glen Burnie MD 21061 222-2230

DISTRICT COURT COMMISSIONER

Issues charging documents for misdemeanor crimes; conducts initial appearance and bail review duties

Annapolis

580 Taylor Avenue

Annapolis MD 21401 974-2614

Glen Burnie

7500 Ritchie Highway

Glen Burnie MD 21061 787-1530

NEIGHBORHOOD MEDIATION PROGRAM

See District Court for Anne Arundel County

OFFICE OF THE PUBLIC DEFENDER

Provides legal assistance in criminal matters for persons unable to afford an attorney

Annapolis

60 West Street

Annapolis MD 21401 974-2201

Glen Burnie

7500 Ritchie Highway

Glen Burnie MD 21061 974-2996

DRINKING DRIVER MONITOR PROGRAM

7500 Ritchie Highway

Glen Burnie MD 21061 222-2230

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

HEALTH SERVICES (PUBLIC AND PRIVATE)

ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH

3 Harry S. Truman Parkway Annapolis MD 21401 222-7095
Provides health services for the citizens of Anne Arundel County and enforces health regulations as executed by Anne Arundel County, the City of Annapolis and the Maryland Departments of Health and Mental Hygiene and the Environment

ALLIANCE FOR THE MENTALLY ILL OF ANNE ARUNDEL COUNTY

P O Box 274 Riva MD 21140 266-9221
Education, advocacy and support for families of the mentally ill

ALMOST FAMILY ADULT DAY CARE

1445 Ritchie Highway #100 Arnold MD 21012 626-8660
Provides daily program of social and health related services for person needing 24 hour supervision

CHILD, INFANT AND ADOLESCENT HEALTH

222-7177
Preventative pediatrics, immunization programs and Community Home Health Nurse Program for children at risk

COMMUNITY SERVICES AND SUBSTANCE ABUSE OFFICE

800 West Street Annapolis MD 21401 263-7932
Liaison office between City of Annapolis and residents, businesses and civic community organizations. Provides information and referrals, neighborhood mediation, coordinates volunteer programs and oversees Martin Luther King Jr city wide scholarship.

CROWNSVILLE HOSPITAL CENTER

Route 178 & Crownsville Road Crownsville MD 21032 987-6200
Provides full range of services and therapies to chronically ill adolescents and adults from southern region of Maryland. Medical and dental services, individual and group therapy, family therapy, rehabilitation and vocational therapy.

HEALTH EDUCATION CENTER

140 Jennifer Road Annapolis MD 21401 224-5777
Provides broad range of health related classes, including CPR, smoking cessation, stress management, prepared childbirth, nutrition and physical fitness

HIV / AIDS VOLUNTEER ENRICHMENT NETWORK (HAVEN)

PO BOX 4099 Annapolis MD 21403 269-8064
Volunteer, non profit organizations providing services to people with HIV and their families and friends in Anne Arundel County

HIV / AIDS PROGRAM, ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH

3 Harry S. Truman Parkway Annapolis MD 21401 222-7109

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

HOSPICE OF THE CHESAPEAKE

403 Headquarters Drive #1
Cares for the terminally ill. Provides physical and emotional support, psychological counseling and spiritual care

Millersville MD 21108

987-2003

MARYLAND SUDDEN DEATH SYNDROME

630 West Fayette Street Room 5-684
Provides telephone crisis counseling and coordinates community resources for home visits to families bereaved by sudden infant death. Information and referrals for public

Baltimore MD 21201

328-5062

NORTH ARUNDEL HOSPITAL

301 Hospital Drive
Non profit, acute care hospital providing cardiac catherization, in patient and out patient chemical dependence services

Glen Burnie MD 21061

787-4367

OWENSVILLE MEDICAL CENTER

134 Owensville Road
Independent, non profit community health center, general medical and internal medical care

West River MD 20778

867-4700

SOCIAL SERVICE AGENCIES (PUBLIC AND PRIVATE)

ANNE ARUNDEL COUNTY DEPARTMENT OF SOCIAL SERVICES INFORMATION

80 West Street
Annapolis MD 21401 974-8500

ANNE ARUNDEL COUNTY DEPARTMENT OF SOCIAL SERVICES CHILD PROTECTION SERVICES

80 West Street
Annapolis MD 21401 974-8500

ANNE ARUNDEL COUNTY FOOD BANK

5963 Deale Chruchton Road
Acquires, receives and stores donated foods, furniture and clothing

Deale MD 20751

956-6917

ANNE ARUNDEL COUNTY LEGAL AID BUREAU INC.

172 West Street
Legal advice, representation to persons without financial means to employ counsel. Handles civil litigation and non fee generating cases. No criminal work

Annapolis MD 21401

263-8330

ARUNDEL LODGE INC

2012 Renard Court #1
Rehabilitation services to those 18 and older with a history of emotional disabilities. Services include: supportive housing, community rehabilitation services - socialization, social skills training, socialization activities, case management, vocational education

Annapolis MD 21401

841-6131

BEREAVEMENT SUPPORT GROUPS

403 Headquarters Drive #1
Groups offering periodically throughout the year for people having experienced death of a loved one. Six week groups focus on grief education and support in group process

Millersville MD 21108

987-2129

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

CHILDREN, YOUTH AND FAMILY SERVICES, ANNAPOLIS YOUTH SERVICES BUREAU

92 West Street

Annapolis MD 21401

626-1800

Promotes positive growth in young people through community based services from educational and recreational to counseling

FAMILY AND CHILDREN'S SERVICES

934 West Street

Annapolis MD 21401

263-5743

Individual, couple and family counseling and group treatment for all ages. Homemaker services for elderly and handicapped. Adoption services, pregnancy counseling and group home for teenage girls

FELLOWSHIP OF LIGHTS

1300 North Calvert Street

Baltimore MD 21202

837-8155

Crisis intervention program serving runaway youth and their families. Provides youth with emergency shelter, counseling and referrals

GIRL SCOUTS OF CENTRAL MARYLAND INC

730 West 40th Street

Baltimore MD 21211

889-2861

Informal educational program for girls 5 to 17. Educational and recreational events year round. Resident camp, day camp and mobile unit follows schedule, taking resource materials, including equipment for loan to outlying areas

GOODWILL INDUSTRIES INC

4001 Southwestern Boulevard

Baltimore MD 21229-0907

247-3500

Maintains comprehensive vocational services facility providing counseling, job readiness service, work evaluation skills training, sheltered employment for disabled and disadvantaged persons, sells refurbished clothing, furniture and household articles through its community thrift stores

HEAD START PROGRAM

7 Monticello Avenue

Annapolis MD 21401

626-1925

Quality child care development, pre school program for 3 and 4 year olds and families

HOPE HOUSE

PO Box 546

Crownsville MD 21032

923-6700

Variable length of stay inpatient intermediate care facility for treatment of alcohol and drug addiction. Aftercare program with emphasis on education and treatment with family

HOSPICE OF THE CHESAPEAKE

403 Headquarters Drive #1

Millersville MD 21108

987-2003

In home care for the terminally ill with a life expectancy of six months or less

HUMAN RESOURCES, CHILD CARE ADMINISTRATION

100 Community Place #2500

Crownsville MD 21032

514-7850

Licensed group day care centers, family day care homes, and before and after school programs

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

JUVENILE SERVICES (DEPARTMENT OF)

321 Fallsway

Baltimore MD 21202

333-6777

Administers institutional facilities rendering diagnostic rehabilitation and detention services to youth up to age 18. Coordinates development of community based programs and facilitates for juvenile offenders

KIDSLINE

10 South Street #100

Baltimore MD 21202

Confidential telephone counseling information and referral service provided free to children ages 4 to 17. Counselors listen to children's' concerns or achievements, help with homework, construct activities accomplished in short period of time, provides means to match interest or need with appropriate community resources or service agencies through counselors information and referrals

LIGHTHOUSE SHELTER

206 West Street

Annapolis MD 21401

263-1835

Provides emergency overnight shelter, food pantry and case management services, including assistance with rent, utilities, prescription payments

LOVE AND ACTION INC

3 Church Circle

Annapolis MD 21401

268-3442

Interdenominational Christian ministry for individuals HIV positive or who have AIDS. Hospital visits by volunteers to patients, care partner relationships, counseling and educational programs

MAKE A WISH FOUNDATION OF GREATER WASHINGTON

10215 Fernwood Road #400A

Bethesda MD 20815

301-493-6777

Grants wishes to terminally ill children

MARCH OF DIMES DEFECTS FOUNDATION

814 Light Street #213

Baltimore MD 21230

752-7990

Chapter provides public information and education regarding birth defects and funds medical service and education grants. Literature and educational films available for nominal charge

MARYLAND ALLIANCE FOR DRUG FREE YOUTH

PO Box 423

Linthicum Heights MD 21090

859-4320

Informs and educates parents, youth and community about problems associated with adolescent use of alcohol and other drugs or substances

MARYLAND SPECIAL OLYMPICS

5020 Campbell Boulevard #F

Baltimore MD 21236

931-4100

Provides year round sports training and athletic competition in variety of Olympic type sports for all children and adults with mental or physical disabilities

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

MARYLAND SUDDEN INFANT DEATH SYNDROME

630 West Preston Street Room 5-684

Baltimore MD 21201

328-5062

Provides telephone crisis counseling and coordinates community resources for home visits to families bereaved by sudden infant death

MARYLAND VICTIMS ASSISTANCE PROGRAM

8495 Veterans Highway

Millersville MD 21108

222-8567

Former victims and citizens actively seeking creation of more services for victims. Speakers bureau, information and referral

MARY'S MOUNT MANOR

25 Mary's Mount Road

Harwood MD 20776

867-7216

Joint venture of Department of Social Services and Boys and Girls Homes of Maryland. Long term group home for abused, neglected teen girls 12 to 18 years

MOTHERS AGAINST DRUNK DRIVERS (MADD)

14 Hudson Street

Annapolis MD 21401

224-6233

Serves Anne Arundel and Prince George's Counties. Guidance and support to victims of drunk driving crashes. Speakers available

PARENTS AND CHILDREN TOGETHER (PACT)

1657 Crofton Parkway

Crofton MD 21114

721-7719

Dedicated to promoting quality family life through effective parenting. PACT offers seminars and workshops, support and discussion groups for parents of infants and young children and parent and child activities

PLANNED PARENTHOOD OF MARYLAND

929 West Street #305

Annapolis MD 21401

263-2100

Testing for anemia, sexually transmitted diseases, pregnancy. Information and referrals

SALVATION ARMY - ANNAPOLIS CORPS

351 Hilltop Lane

Annapolis MD 21403

263-4091

Provides social service assistance, youth recreation programs, day care center and religious training

SARAH'S HOUSE

2013 20th Street

Fort Meade MD 20755

551-7722

Two 24 hour shelters for homeless. Women and children in one shelter. Men's shelter also. Provides opportunity for parent to finish training or education

STEPHANIE ROPER COMMITTEE AND FOUNDATION INC

14804 Pratt Street #1

Upper Marlboro MD 20772

301-952-0063

Through legislative and public effort, encourages courtesy, respect, and dignity, compassion and justice for victims of crime and their families. Direct service to victims and families, offering comfort, support and assistance throughout criminal justice proceedings. Monitors system for application of victim rights under the law

Crofton Police Department Written Directive: INDEX CODE 910

REFERRALS

EFFECTIVE: 01 OCT 94

Revised:

YMCA OF ANNE ARUNDEL COUNTY

2525 Riva Road

Annapolis MD 21401

266-5161

Recreation and leisure activities for all ages; parent and child programs, child care, sports, swimming, summer day camps, exercise programs

YWCA OF ANNAPOLIS AND ANNE ARUNDEL COUNTY

40 State Circle

Annapolis MD 21401

268-5093

Dedicated to improving quality of life for women, girls and their families. Services include: battered spouse, parenting support, teen infant programs, career options, health, education, fitness and leisure

RECORDS

INDEX CODE: 1000

EFFECTIVE DATE: 10-15-03

Contents:

- I. Central Records Function
- II. Accessibility of Records
- III. Required Records
- IV. Juvenile Records
- V. Traffic Records
- VI. Standard Operating Procedures
- VII. Proponent Unit
- VIII. Cancellation

I. CENTRAL RECORDS FUNCTION

This directive establishes the Department's central records function, to include:

- A. Report review
- B. Report control
- C. Records maintenance
- D. Records retrieval
- E. Computer records

The Central Records Section, a component of the Technical Services Bureau, is responsible for the central records function. The manager of the Central Records Section reports to the *Operations Support Division* commander.

II. ACCESSIBILITY OF RECORDS

During those periods of time when the Central Records Section is closed, Communication Section supervisors have the ability to access report files. These requests will only be made when, in the opinion of the officer and his/her supervisor, the request cannot wait until Central Records reopens.

Central records information is accessible to operations personnel at all times through the Department's computerized records management systems.

III. REQUIRED RECORDS

A. Records Repository

The Central Records Section will maintain a repository of records, to include:

- 1. Offense reports;
- 2. On-view arrest reports;
- 3. Traffic accident reports.

These records may be maintained in a single repository or filed separately by case control number. The reports may be filed sequentially with no separation among the categories listed.

B. Alphabetical Master Name Index

Central Records will maintain an alphabetical master name index. A master name index is a file that includes the names of persons identified in field reports. The Central Records manager will establish written criteria for inclusion of names in the master name index, based on legal requirements and needs.

C. Incidents by Location & Type

The records system will maintain an index of incidents by location and type.

D. Criminal History File

The Central Records Section will maintain a criminal history file on each person arrested. The criminal history file will include the following documents:

- 1. Fingerprint card (maintained in Evidence Management Section/Identification unit);
- 2. State & federal criminal history transcripts (accessible by computer information systems);
- 3. Photograph (if available); and
- 4. Copy of arrest report.

The file will be sequenced by identification number. The criminal history transcripts may be excluded from Department files if they are immediately accessible through state or federal information systems. It is not necessary to have all the documents in one file so long as cross-references point to the location of each document.

E. Stolen Vehicle Index

The Central Records Section will maintain an index of stolen *vehicles*.

IV. JUVENILE RECORDS

Juvenile criminal history records will be maintained separately from records on adults. The Central Records manager is accountable for the collection, dissemination, and retention of juvenile records. The intent is to ensure that access to juvenile records is permitted only if there is a proper purpose and only if access is necessary. The Central Records manager will establish standard operating procedures to ensure this separate maintenance and procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, to include:

- A. Separation of adult and juvenile arrest and identification records;
- B. Provisions relating to court-ordered expungement of records;
- C. Provisions governing disposition of records when juveniles reach adult age; and
- D. Provisions for access to records on a need-to-know basis only.

V. TRAFFIC RECORDS

A. Traffic Records System

The Central Records Section will maintain a traffic records system containing:

1. Traffic accident data (reports, investigations, locations);
2. Traffic enforcement data (citations, arrests, locations; dispositions accessible from court & MVA computer systems);
3. Roadway hazard reports;
4. Traffic safety education reports;
5. Traffic volume data; traffic volume and distribution reports; and
6. Traffic enforcement activity reports.

The traffic records system should rapidly provide accurate information to field personnel who are performing primary traffic functions; it should also provide compilations of data upon which management decisions may be based. **Some of the required data may be collected and disseminated by other state/local agencies. It is not the intent of this directive to require dual record keeping so long as the data is readily available to the Department.** The records file should contain the locations of all traffic accidents and citations to provide a ready reference for accident/enforcement data related to specific intersections or segments of highways.

B. Standard Operating Procedures for Traffic Records System

The Central Records manager will establish SOPs for the Department's traffic records system, to include:

1. Processing, maintenance, and distribution of records;
2. Retention requirements; and
3. Release of records.

The SOP will ensure prompt transmittal of required copies to affected components and to appropriate state/local agencies as required by statute or Department policy. The Department may establish a reasonable fee for providing copies of accident report forms and/or accident photographs.

VI. STANDARD OPERATING PROCEDURES

The manager of the Central Records Section will establish standard operating procedures to meet the following needs:

A. Report Distribution

Procedures for the distribution of reports and records. The directive should specify which reports should be routed to the various specialized organizational components for follow-up, those to be distributed outside the agency, those to be released to individuals (e.g., accident and theft reports for insurance purposes), and those to be released to media representatives.

B. Report Status

A system to account for the status of reports. The system should ensure that the original record is maintained in the records component and that reports are submitted according to an established schedule.

C. Privacy & Security

Privacy and security precautions for the central records function in accord with agency policy, local ordinance, and/or state statutes. The privacy and security of criminal history record information (CHRI) will be in accord with U.S. Department of Justice regulations (28 Code of Federal Regulations Part 20) with regard to dissemination, completeness and accuracy, audits, security requirements, and access and review.

D. Records Retention Schedule

The manager of the Central Records Section is the Department's custodian of records, and will establish a records retention schedule for all Department records consistent with state and federal laws.

E. Funds

Procedures for handling funds by records personnel, to include:

1. Designation of persons permitted to receive money
2. Receipt procedures
3. Accountability
4. Security
5. Audits

The procedures should enhance security and accountability of all monies received by the agency. The Staff Inspections Section will audit the Central Records cash ~~quarterly~~ annually.

F. Report Review & Classification

All reports submitted to Central Records must first be reviewed and approved by a field supervisor. The Central Records manager will establish procedures for review and classification of all reports received in Central Records, and for the return to the approving field supervisor of incomplete or deficient reports for corrective action.

G. Participation in UCR

Procedures for collecting and submitting crime data to the national Uniform Crime Reporting program, either directly or through the state UCR system.

H. Records Management System

Procedures will be established for assigning an identification number for each person custodially arrested. An identification number is a person-oriented number and is assigned to a specific person. Once a person has been assigned an identification number, all subsequent arrests and information concerning that person should be referenced to his or her identification number. Each person who has been arrested will have only one identification number, although the individual may have been arrested on a number of different occasions and thus have different case and arrest numbers relating to them. The system should include a procedure ensuring that identification numbers are not duplicated or skipped.

I. Traffic Citation Control

Procedures for maintaining records of traffic citations, to include:

1. Issuing citation forms to officers
2. Accounting for citations
3. Storing citations
4. Cross-referencing

Issuing and accounting for citations will be rigidly controlled.

VII. PROPONENT UNIT: Central Records Section.

VIII. CANCELLATION: This directive cancels Index Code 1000, dated 08-16-99.



P. Thomas Shanahan, Chief of Police





MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-034

FILE AT: Index Code 1000

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: August 8, 2001

SUBJECT: Submission And Distribution Of Police
Reports/Documentation

MESSAGE:

A. All reports and other documentation related to an investigation/incident must be submitted to Central Records in a timely manner (Refer to Index Code 2200, section IV). The only exceptions to the required submission of documentation is cited in paragraph D. Examples of documentation (original or copy) that must be submitted include 1) written victim, witness and defendant statements, 2) search warrants, along with the supporting search warrant application, and 3) Miranda forms. This list of examples is not all inclusive, all documentation concerning an investigation/incident must be submitted. It is acceptable to initially submit readable copies of documentation. When investigators/officers need to archive (i.e., after trial) original documentation it should be sent to Central Records for retention.

B. The State's Attorney's Office (SAO) needs to have all reports and documentation in criminal matters to properly screen cases, determine charges, prepare for trial, and ensure proper disclosure of information to the defense in a timely fashion.

(over)

C. The Central Records Section is responsible for sending to the SAO all reports/documentation initially submitted that are related to cases pending trial. The documentation submitted to Central Records is retained/archived for future reference, as well as being scanned into the report imaging system.

D. Index Code 2200 permits operational reports/documentation from the Homicide Unit, Narcotics Section, Internal Affairs Unit, and Intelligence Section to be retained by the component. All other department components and officers must follow the procedure cited in paragraph A. Members of the four (4) components cited must complete PD Form 1000, entitled *Report/Document Location Form*, for each investigation/incident for which a department case number is issued. The PD Form 1000 will be processed by Central Records as if the actual report has been received, thus allowing for the accountability of, and access to, the affected reports when retrieval is necessary.

Crofton Police Department Written Directive: INDEX CODE 1000

RECORDS

EFFECTIVE: 01 OCT 94

Revised:

- I. Central Records Function
- II. Accessibility of Records
- III. Required Records
- IV. Juvenile Records
- V. Traffic Records
- VI. Management Information System
- VII. Standard Operating Procedures

I. CENTRAL RECORDS FUNCTION

The Crofton Police Department utilizes the Anne Arundel County Police Department's reporting system. Because of this, Crofton Police Department must maintain their procedures and standards. The Crofton Police Department also maintains their own record system. This written directive is a combination of the two systems.

This directive establishes the department's central records function, to include:

- A. Report review
- B. Report control
- C. Records maintenance
- D. Records retrieval
- E. Legal process

The Central Records Section of the Anne Arundel County Police Department, a component of the Technical Services Bureau, is responsible for the central records function. The manager of the Central Records Section reports to the Technical Services Bureau commander.

II. ACCESSIBILITY OF RECORDS

Central records information of the Anne Arundel County Police Department is accessible to operations personnel at all times through the department's computerized records management systems.

III. REQUIRED RECORDS

A. Records Repository

The Central Records Section of the Anne Arundel County Police Department will maintain a repository of records, to include:

- 1. offense reports;
- 2. on-view arrest reports;
- 3. traffic accident reports.

These records may be maintained in a single repository or filed separately by case control number. The reports may be filed sequentially with no separation among the categories listed.

Crofton Police Department Written Directive: INDEX CODE 1000

RECORDS

EFFECTIVE: 01 OCT 94

Revised:

B. Alphabetical Master Name Index

Central Records of the Anne Arundel County Police Department will maintain an alphabetical master name index. A master name index is a file that includes the names of persons identified in field reports. The Central Records manager will establish written criteria for inclusion of names in the master name index, based on legal requirements and needs.

C. Incidents by Location & Type

The records system of the Anne Arundel County Police Department will maintain an index of incidents by location and type.

D. Criminal History File

The Central Records Section of the Anne Arundel County Police Department will maintain a criminal history file on each person arrested. The criminal history file will include the following documents:

1. fingerprint card (maintained in Evidence Management Section/Identification unit);
2. state & federal criminal history transcripts (accessible by computer information systems);
3. photograph (if available); and
4. copy of arrest report.

The file will be sequenced by identification number. The criminal history transcripts may be excluded from department files if they are immediately accessible through state or federal information systems. It is not necessary to have all the documents in one file so long as cross-references point to the location of each document.

E. Modus Operandi File

The Central Records Section of the Anne Arundel County Police Department will maintain a modus operandi file for use by the Crime Analysis Unit and operations personnel.

F. Warrant & Wanted Persons File

The Central Records Section of the Anne Arundel County Police Department SOP will establish procedures for maintaining a warrant and wanted persons file, to include:

1. establishing criteria for entering notices in regional, state, and federal information systems;
2. establishing criteria for receiving information from other jurisdictions;
3. recording the information in agency files;
4. verifying information; and
5. canceling information.

G. Property Index

The Central Records Section of the Anne Arundel County Police Department will maintain an index of stolen, found, recovered, and evidentiary property.

IV. JUVENILE RECORDS

Juvenile criminal history records will be maintained separately from records on adults. The Central Records manager of the Anne Arundel County Police Department is accountable for the collection, dissemination, and retention of

Crofton Police Department Written Directive: INDEX CODE 1000

RECORDS

EFFECTIVE: 01 OCT 94

Revised:

juvenile records. The intent is to ensure that access to juvenile records is permitted only if there is a proper purpose and only if access is necessary. The Central Records manager will establish standard operating procedures to ensure this separate maintenance and procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, to include:

1. separation of adult and juvenile arrest and identification records;
2. provisions relating to court-ordered expungement of records;
3. provisions governing disposition of records when juveniles reach adult age; and
4. provisions for access to records on a need-to-know basis only.

V. TRAFFIC RECORDS

A. Traffic Records System

The Central Records Section of the Anne Arundel County Police Department will maintain a traffic records system containing:

1. traffic accident data (reports, investigations, locations);
2. traffic enforcement data (citations, arrests, locations; dispositions accessible from court & MVA computer systems);
3. roadway hazard reports;
4. traffic safety education reports;
5. traffic volume data; traffic volume and distribution reports; and
6. traffic enforcement activity reports.

The traffic records system should rapidly provide accurate information to field personnel who are performing primary traffic functions; it should also provide compilations of data upon which management decisions may be based. **Some of the required data may be collected and disseminated by other state/local agencies. It is not the intent of this directive to require dual record keeping so long as the data are readily available to the department.** The records file should contain the locations of all traffic accidents and citations to provide a ready reference for accident/enforcement data related to specific intersections or segments of highways.

B. Standard Operating Procedures for Traffic Records System

The Central Records manager of the Anne Arundel County Police Department will establish SOPs for the department's traffic records system, to include:

1. processing, maintenance, and distribution of records;
2. retention requirements; and
3. release of records.

The SOP will ensure prompt transmittal of required copies to affected components and to appropriate state/local agencies as required by statute or department policy. The department may establish a reasonable fee for providing copies of accident report forms and/or accident photographs.

VI. MANAGEMENT INFORMATION SYSTEM

The Management Information Officer of the Anne Arundel County Police Department reports to the Chief of Police of Anne Arundel County and is responsible for the following:

Crofton Police Department Written Directive: INDEX CODE 1000

RECORDS

EFFECTIVE: 01 OCT 94

Revised:

- A. Providing for the appropriate and secure access to computer systems used within the Police Department; providing technical support to department users of computer systems.
- B. Providing statistical and data summaries of agencies activities to various components of the department for use in strategic planning as it relates to such topics as crime trends, agency resource allocation, workloads, manpower, crime prevention, and other associated areas.

VII. STANDARD OPERATING PROCEDURES

A. Report Distribution

Top two (2) copies of the report should be routed to Central Records of the Anne Arundel County Police Department. The pink copy is retained at Crofton Police Department and the yellow copy is routed to Western District. Follow up procedures are to be made by each officer who initially wrote the report. That officer ensures a follow up is done and that the information is given to the Anne Arundel County Police Department as needed. Western District detectives will also be notified and updated as the status or if their assistance is needed. Reports released to media representatives will be done by supervisors only.

B. Report Status

A system to account for the status of reports. The system should ensure that the original record is maintained in the records component and that reports are submitted according to an established schedule.

C. Privacy & Security

Privacy and security precautions for the central records function in accord with agency policy, local ordinance, and/or state statutes. The privacy and security of criminal history record information (CHRI) will be in accord with U.S. Department of Justice regulations (28 Code of Federal Regulations Part 20) with regard to dissemination, completeness and accuracy, audits, security requirements, and access and review.

D. Records Retention Schedule

The manager of the Central Records Section of the Anne Arundel County Police Department is the department's custodian of records, and will establish a records retention schedule for all department records consistent with state and federal laws.

E. Report Review & Classification

All reports submitted to Central Records must first be reviewed and approved by a field supervisor of the Crofton Police Department. The Central Records manager will establish procedures for review and classification of all reports received in Central Records, and for the return to the approving field supervisor of incomplete or deficient reports for corrective action.

F. Participation in UCR

Procedures for collecting and submitting crime data to the national Uniform Crime Reporting program, either directly or through the state UCR system through the the Anne Arundel County Police Department.

G. Records Management System

There are procedures for assigning an identification number for each person arrested. An identification number is a person-oriented number and is assigned to a specific person. Once a person has been assigned an identification

Crofton Police Department Written Directive: INDEX CODE 1000

RECORDS

EFFECTIVE: 01 OCT 94

Revised:

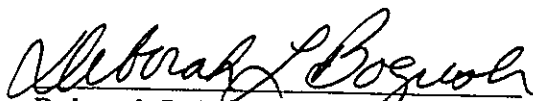
number, all subsequent arrests and information concerning that person should be referenced to his or her identification number. Each person who has been arrested will have only one identification number, although the individual may have been arrested on a number of different occasions and thus have different case and arrest numbers relating to them. The system should include a procedure ensuring that identification numbers are not duplicated or skipped. This is done through the Anne Arundel County Police Department.

H. Traffic Citation Control

Procedures for maintaining records of traffic citations, to include:

1. issuing citation forms to officers (done by supervisors)
2. accounting for citations (Anne Arundel County Police Department, Central Records)
3. storing citations (the Anne Arundel County Police Department, Central Records)
4. cross-referencing (the Anne Arundel County Police Department, Central Records)

Issuing and accounting for citations will be rigidly controlled.


Deborah L. Bogush, Chief of Police





MILLERSVILLE, MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-054

FILE BEHIND: Index Code 1000

TO: All Personnel

FROM: P. Thomas Shanahan *PS*
Chief of Police

EFFECTIVE DATE: January 22, 2002

SUBJECT: Changing Report Due Status to No Report Due

BACKGROUND

Once an officer requests a "Case Number" and the dispatcher closes the incident, it is electronically forwarded to Central Records requiring a report to be due. Until the incident is closed, the dispatcher can change the status, but once closed no further modifications can be made by the dispatcher. Previously, the Communications supervisors could update the "notes" of the incident to reflect no report was going to be submitted but that would not change the "report due" status of the closed incident in the Tiburon system used by Central Records to identify and create the late report list. Once the case has been closed, Communications personnel do not have the ability to change the incident's report status. To eliminate the possibility of an officer receiving a late report notice due to a change in report status, as cited above, the following procedure is established.

PROCEDURE

In order to ensure all reports are processed by Central Records in a timely fashion, officers that have received a "Case Number" from Communications, indicating that a

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report will be submitted, and wish to change the report due status to **no report due** (once the incident has been closed by the dispatcher) are required to complete a "Report Status Change" form (PD Form 1000A). Once a supervisor has approved the request, the completed form will be forwarded to Central Records within three working days of the requested report status change.

Central Records will process PD Form 1000A as if the actual report had been received, thus allowing for the accountability of the missing report should an inquiry be made.

ANNE ARUNDEL COUNTY POLICE DEPARTMENT
Millersville, Maryland

INTER-OFFICE CORRESPONDENCE

REPORT STATUS CHANGE

TO: CENTRAL RECORDS – FINAL TYPE

OFFICER'S NAME _____ ID # _____
(PRINT)

CASE NUMBER _____

DATE OF REPORT _____

It is requested that the above case number be changed from a "report due" status to **no report due** for the following reason:

EXPLANATION: _____

OFFICERS SIGNATURE _____ ID # _____ DATE _____

SUPERVISORS SIGNATURE _____ ID # _____
(REQUIRED)

DATE SENT TO CENTRAL RECORDS _____



Crofton Police Department Written Directive: INDEX CODE 1001

WARRANTS AND SUMMONS CONTROL

EFFECTIVE: 01 OCT 94

Revised:

- I. Warrant Control Unit
- II. Required Records
- III. Warrant Control Operations
- IV. Post-Service Requirements
- V. Detainers

I. WARRANT CONTROL UNIT

The Crofton Police Department utilizes Anne Arundel County Police Department's Warrant and Summons system. The following directive is a combination of all procedures. The Warrant Control Unit of the Central Records Section of Anne Arundel County Police Department is responsible for maintenance of all department records on criminal warrants and summonses forwarded to the department for service. The record system maintained for criminal warrants and summonses permits 24-hour access. All legal process except Ex Parte orders forwarded to this agency for execution will be directed to the Warrant Control Unit for initial recordation.

II. REQUIRED RECORDS

The Central Records Manager of Anne Arundel County Police Department will establish standard operating procedures to ensure that the following records pertaining to legal process are maintained:

Information will be recorded and maintained in the Communications CAD system as officers attempt to serve the papers, and will be available for retrieval by Warrant Control personnel.

B. Service Attempts

The officer who attempts service will make a record of attempts to serve each legal process document, to include the address where the service was attempted, date, time, name of the officer who attempted service, and the reason for nonservice on the daily activity sheet. The information required above will initially be recorded in the Communications CAD system as service is attempted, and will be available for retrieval by Warrant Control personnel.

C. Service Records

Records on the service or execution of legal process documents will include the following elements: date and time served; to whom process was served or on whom executed; location of service; and, incident number. The information required above will initially be recorded in the Communications CAD system as service is made, and will be available for retrieval by Warrant Control personnel.

III. WARRANT CONTROL OPERATIONS

The Central Records manager of Anne Arundel County Police Department will establish standard operating procedures for maintaining warrant and wanted persons files, to include:

- A. criteria for entering notices in regional, state, and federal information systems;
- B. establishing criteria for receiving information from other jurisdictions;

Crofton Police Department Written Directive: INDEX CODE 1001

WARRANTS AND SUMMONS CONTROL

EFFECTIVE: 01 OCT 94

Revised:

- C. recording the information in department files;
- D. verifying the information; and
- E. canceling information.

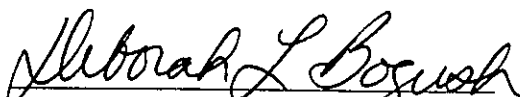
IV. POST-SERVICE REQUIREMENTS

- A. The Warrant Control Unit of Anne Arundel County Police Department is responsible for clearing all computer entries of served legal process except Ex Parte orders. All summonses are to be returned to Warrant Control after service or upon the arrival of the due date indicated on the document.
- B. When service is completed on warrants and other court documents, the booking personnel of Anne Arundel County Police Department will notify teletype so the warrant can be removed from the MILES system and canceled from the file.
- C. The Anne Arundel County Police Department will immediately notify any outside jurisdiction in possession of an Anne Arundel County-issued warrant or warrant copy when the warrant has been canceled, withdrawn, or served by any other jurisdiction.

V. DETAINERS

- A. All detainers placed by or directed to this Department will be coordinated by Warrant Control of Anne Arundel County Police Department. The Teletype Unit is responsible for coordinating incoming and outgoing detainers during hours that Warrant Control is not open for business. **Police officers wishing to place detainers must do so through Warrant Control or teletype.**
- B. When a person wanted by this department has been arrested by another jurisdiction, the teletype Unit will make contact and place a detainer, giving name, description of subject, charge and warrant number. Following this, a form letter is sent, accompanied by a copy of the charging document, to the jurisdiction holding the subject.
- C. When a detainer is placed on a subject in a state or federal institution, a copy of the detainer letter and a copy of the charging document will be sent by Warrant Control to the Office of the State's Attorney.
- D. Warrant Control of Anne Arundel County Police Department will notify the Communications Section supervisor upon notification that a prisoner is being detained in another jurisdiction. The following information will be provided to the Communications supervisor:
Prisoner's name; Location of prisoner; Location of original warrant; Duration of time prisoner will be at location, if known; Transportation to Anne Arundel County is required; and, Telephone number of the agency holding the prisoner.

The Communications supervisor will notify the supervisor of the department entity responsible for transporting the prisoner to Anne Arundel County.


Deborah L. Bogush, Chief of Police



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-001

FILE BEHIND: Index Code 1002

EFFECTIVE: February 12, 2001

TO: All Personnel

FROM: P. Thomas Shanahan *PS*
Chief of Police

SUBJECT: Sexual Offender Registration

PURPOSE: To establish duties and responsibilities within the Department in compliance with Maryland Law, Crimes and Punishments, *Article 11, Section 701*.

Message:

The Maryland Child Sexual Offenders Notification and Registration Law commonly referred to as "Megan's Law" became effective October 1, 1995. Child Sexual Offenders (CSO's) are required by law (*Article 11, Section 701*) to register with the primary law enforcement agency of the jurisdiction in which they reside. In Anne Arundel County the CSO will be directed to register at the nearest district. The district shall register all sexual offenders who present themselves for registration. **Offenders will not be turned away or sent to another district for registration.**

Command responsibilities for implementation of the Sexual Offenders Registration Law are as follows:

District Responsibilities:

- Each District will maintain a supply of registration packets on hand at all times. Registration forms and instructions are contained in packets prepared especially for processing offender registrations. One packet shall be used for each registrant. Packets are to be ordered from the *MA I*, Central Records section.

- The Booking Officer will contact the Communications Center and draw an Incident # and Report # for a Child Sex Offender Registration, enter the Report # on the Applicant Fingerprint Card in the appropriate block and enter the Report # on the front of the State Registration form in the upper right hand corner, above the bar code.
- The Booking Officer will make a **PERS** entry in the Tiburon system for the offender using the incident drawn for the registration. Use **CSO** in the **INVL** block.
- The Booking Officer will take two sets of the CSO's fingerprints. One set is placed on the State Registration Form, the other on the Applicant Fingerprint Card. Fill out the front and back of the **top portion** of the State registration form. **Do not fill out the AGENCY REIMBURSEMENT INFORMATION.** Fill out all blocks on the Applicant card placing the Report # in the **OCA** block. Make sure that the CSO and the person taking the fingerprints sign both cards.
- Using the **Bookem** System the Booking Officer will take **one (1) front and one (1) side** mug shot of the CSO. Enter the correct name, date of birth and Incident # in the Bookem system. **STANDARD MUG SHOTS ARE REQUIRED. DO NOT TAKE POLAROID PHOTOS.**
- The Booking Officer will enter the Registrant's full name on the **SEXUAL OFFENDER REGISTRATION REQUIREMENTS FORM.** The Registrant and the Booking Officer must sign and date the form. Make a copy and give it to the Registrant.
- The Booking Officer will place the original registration form, the Applicant fingerprint card and the copy of the Sexual Offender Registration Requirements Form in the "CSO Registration" envelope and forward it to the Central Records Manager.

Central Records Responsibilities:

- Complete the registration form, attach the photograph and forward to the CJIS-Central Repository.
- Notify the Anne Arundel County Superintendent of Schools of all Child Sexual Offender registrations.
- Maintain records of all offenders who have registered in Anne Arundel County.
- Maintain a record of all notification correspondence received and sent by the department regarding registered offenders.
- Review records annually to ensure that offenders are registered.
- Notify the Criminal Investigation Division of individuals who fail to register as required.
- Provide for community notification of registered offenders according to policies established by the Chief of Police.
- Process all written requests for copies of offender's registration statements.
- Develop procedures for processing the registration of offenders.
- Provide Districts, Criminal Investigation Division and Public Information office with updated lists of registered offenders monthly.

Criminal Investigation Division Responsibilities:

- Follow up on all offenders who fail to register as required, either initially or annually.
- Investigate reports of offenders who have changed addresses without notifying the Central Records Manager.

Crofton Police Department Written Directive: INDEX CODE 1006

CRIME ANALYSIS

EFFECTIVE: 01 OCT 94

Revised:

- I. Crime Analysis Function & Organization
- II. Objectives
- III. Dissemination of Crime Analysis Information
- IV. Sources of Information
- V. Crime Analysis Factors
- VII. Temporal/Geographic Distribution of Crime
- VII. Evaluation of Crime Analysis Effectiveness

I. CRIME ANALYSIS FUNCTION & ORGANIZATION

This directive establishes the department's crime analysis function. Crime analysis utilizes regularly collected information on reported crimes and criminals to prevent and suppress criminal activity and to enhance the apprehension of criminal offenders. The crime prevention officer will be responsible for the crime analysis function.

II. OBJECTIVES

Crime analysis objectives are to analyze and identify the modus operandi of criminals; recognize and forecast emerging crime patterns; and analyze data collected from field interrogations, arrests and other sources of crime event and suspect information. Crime analysis information will be used in the development of department tactics, strategies, and long-range plans. Factors to be considered include analysis of crime trend data by type of crime; analysis of offender characteristics; analysis of crime trend data by location; and, analysis of stolen property. Information collected and analyzed by the Crime Prevention Officer will be utilized to assist in the allocation and deployment of resources for the prevention and suppression of crime.

III. DISSEMINATION OF CRIME ANALYSIS INFORMATION

Dissemination of crime analysis information will be accomplished both formally and informally, through personal contact and distribution of regularly-scheduled and ad hoc reports. The Crime Prevention Officer will disseminate periodic and special reports to the Chief of Police.

A. Crime Analysis Reports to the Chief of Police

The Crime Prevention Officer will prepare and submit a monthly report of crime patterns and trends to the Chief of Police, via the chain of command. Analysis or review of specific events or programs will be conducted upon the direction of the Chief of Police.

B. Distribution of Information to Outside Agencies

Crime analysis reports and services will be made available to other law enforcement agencies upon request. Requests for crime analysis information from civilians, civilian government agencies or the media must be requested in writing through the Chief of Police. Information concerning operational needs (known offenders, modus operandi, suspects, and investigative leads) will not be disseminated to civilians or the media unless approved by the Chief of Police or his/her designee.

Crofton Police Department Written Directive: INDEX CODE 1006

CRIME ANALYSIS

EFFECTIVE: 01 OCT 94

Revised:

IV. SOURCES OF INFORMATION

The following sources will be used in the collection of crime data:

incident/ offense reports & supplements; field interview forms; arrest records; and, information provided by other law enforcement agencies

V. CRIME ANALYSIS FACTORS

The analysis of crime should (1) identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems; (2) assist in the screening and ordering of lists of suspects; and (3) aid in the assembling and ordering of specific crimes that may involve an offender already in custody. To accomplish effective crime analysis, the following factors will be included in the crime analysis function:

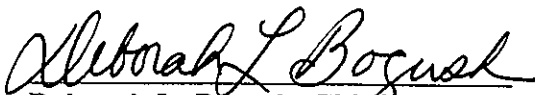
1. frequency by type of crime;
2. geographic factors;
3. chronological factors;
4. victim and target descriptors;
5. suspect descriptors;
6. suspect vehicle descriptors;
7. modus operandi factors;
8. physical evidence information;
9. stolen property factors.

VI. TEMPORAL/GEOGRAPHIC DISTRIBUTION

Selected crimes will be tracked by graphic or computerized means in order to determine the distribution of their occurrence by time and/or geography.

VII. EVALUATION OF CRIME ANALYSIS EFFECTIVENESS

Feedback will be accomplished by regular interaction between the crime analysts, management, and user personnel. Constructive written criticism is solicited from all personnel. The Chief of Police will conduct periodic evaluations of the crime analysis process and of the members assigned to the unit to ensure that the departmental and unit goals and objectives are being met. An annual survey will be taken of the officer of all units receiving and using crime analysis information. This survey will attempt to determine the effectiveness of the crime analysis process and provide direction for improvement.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1100

COMMUNICATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Communications Function**
- II. Organization**
- III. Authority**
- IV. Communications Regulations**

Crofton Police Department utilizes the Anne Arundel County Police Department's Communication's Section. Due to this we follow their procedures as stated below as well as in Index Codes 1101, 1102, and 1103.

I. COMMUNICATIONS FUNCTION

This directive establishes that the Anne Arundel County Police Department, through the Communication Section, has specific functions to include the below stated items.

A. Radio Communications

1. dispatch calls for service which require the presence of a patrol unit
2. coordinate the transmission of information among police units in the field and between field units and headquarters or district offices

B. Telephone Communications

1. receive all incoming calls in a courteous and diplomatic manner
2. provide a variety of information, assistance, and referral as appropriate
3. records all pertinent incoming information about crimes, accidents and other requests for police assistance
4. ensure that the incoming information is routed to the appropriate location for action

C. Teletype and Automated Data Communications

Control and coordinate the flow of criminal and administrative information between department users and law enforcement, criminal justice and regulatory agencies such as Motor Vehicle Administration, the Department of Parole and Probation, and the court systems.

D. Alarm Monitoring

Monitor any alarms which are designed to alert directly to Communications and ensure appropriate law enforcement response.

E. Telephone Reporting Service (TRS)

Staff the Telephone Reporting Service which functions to provide for the processing of reports via telephone for selected, non-emergency calls for service, thereby reducing the amount of time patrol officers spend on routine calls.

II. ORGANIZATION

- A. The Communications Section is a component of the Technical Services Division. The commander of the Communications Section reports to the commander of the Technical Services Division.

Crofton Police Department Written Directive: INDEX CODE 1100

COMMUNICATIONS

EFFECTIVE: 01 OCT 94

Revised:

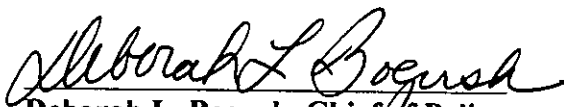
- B. The department has access to local, state and federal justice information through the Communications Section's Teletype Unit and the CAD system.

III. AUTHORITY

- A. The members of the Communication Section have the authority, on the behalf of the Chief of Police of Anne Arundel County to dispatch units to calls for service as appropriate. Members of the section will perform their duties in accordance with the Communications Section's published standard operating procedures.
- B. The commander of the Communication Section is responsible for establishing written procedures for the operation of the section, to include procedures for performing telephone, radio, teletype, and automated data communications function.

IV. COMMUNICATIONS REGULATIONS

- A. All department radio operations will be conducted in accordance with Federal Communications Commission procedures and requirements. FCC regulations prohibit radio misuse such as profane language, inappropriate transmissions, intentionally "covering" other units, etc. Misuse of the radio is a serious and potentially dangerous breach of protocol and will not be tolerated. Idle conversation not related to police operation is prohibited as it may interfere with operational transmissions and compromise officer safety. Supervisors are responsible for identifying individuals misusing the radio, and those found to be in violation will be suspect to disciplinary action.
- B. No one other than the employees of the Communications Section is permitted to enter any room or rooms occupied by this section without permission from the on duty Section supervisor.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1101

COMMUNICATIONS PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Communications Procedures
- II. Teletype Procedures

I. COMMUNICATION PROCEDURES

- A. Patrol officers will be identified during radio transmissions by their identification number as assigned by the Crofton Chief of Police.
- B. Messages will be transmitted briefly and concisely using "ten signals," phonic alphabet (when necessary), and appropriate military time. See Appendix A for 10 codes and Appendix B for the phonic alphabet and military time.
- C. Instead of consuming radio air time when making routine requests for service, officers will use the telephone, if practical, in lieu of the radio. When contacting Communications officers will first call 222-8620; if that is impractical, they will advise a number and request Communications to contact them. The emergency number 911 will only be used in an emergency or when directed to by Communications personnel. Because of the distraction to the dispatcher, non supervisory personnel will not call the radio console directly unless requested to do so
- D. Radio messages are to be acknowledged promptly. Officers should obtain necessary information (complainant's address, description of the suspects, etc.) prior to acknowledging receipt of the message. This will save air time and avoid redundancy in dispatching.
- E. Officers will notify the dispatcher when:
 - 1. they switch from their primary radio frequency to another district's primary frequency, to a frequency that prevents monitoring the primary frequency, or to Teletype;
 - 2. they receive a report of a crime or incident in need of police attention;
 - 3. they arrive at the scene of a call for service;
 - 4. they are out of service for any reason;
 - 5. they have returned to service

II. TELETYPE PROCEDURES

When requesting the teletype to obtain criminal history, wanted, or driver / vehicle information, officers will provide the following information, if available:

- A. last name;
- B. first name;
- C. middle name (if there is no middle name say so)
- D. title (Junior, Senior, III, Etc.);
- E. date of birth;
- F. license plate number and year registration;
- G. VIN (Vehicle Identification Number)

Crofton Police Department Written Directive: INDEX CODE 1101

COMMUNICATIONS PROCEDURES

EFFECTIVE: 01 OCT 94

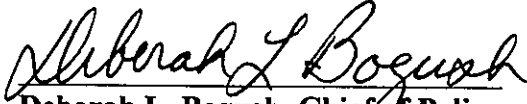
Revised:

EXAMPLE:

M-635-585-843-780 or "Operator Number Unknown"

Martin, Mark Vernon JR

W M DOB 10-10-30
1111 California Avenue
Bethesda Maryland


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1101

COMMUNICATIONS PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

APPENDIX A: 10 Codes

10- 1	unable to copy - change location	10-51	Wrecker needed
10- 2	Signal good	10-52	Ambulance needed
10- 3	Stop transmitting	10-53	Road blocked
10- 4	Acknowledgment	10-54	Livestock on roadway
10- 5	Relay	10-55	Intoxicated driver
10- 6	Busy - standby by unless urgent	10-56	Intoxicated pedestrian
10- 7	Out of service (give location / phone number)	10-57	Hit & Run (F, PI, PD)
10- 8	In service	10-58	Direct traffic
10- 9	Repeat	10-59	Convoy or escort
10-10	Fight in progress	10-60	Squad in vicinity
10-11	Dog fight	10-61	Personnel in area
10-12	Stand by (stop)	10-62	Reply to message
10-13	Weather and road report	10-63	Prepare to make written copy
10-14	Report of prowler	10-64	Message for local delivery
10-15	Civil disturbance	10-65	Net message assignment
10-16	Domestic trouble	10-66	Message cancellation
10-17	Meet complainant	10-67	Clear to read net message
10-18	Complete assignment quickly	10-68	Dispatch information
10-19	Return to	10-69	Message received
10-20	Location	10-70	Fire alarm
10-21	Call _____ by telephone	10-71	Advise nature of fire (size, type)
10-22	Disregard	10-72	Report progress of fire
10-23	Arrived at location	10-73	Smoke report
10-24	Assignment completed	10-74	Negative
10-25	Report in person to (meet)	10-75	In contact with
10-26	Detain subject, expedite	10-76	En route
10-27	Drivers license information	10-77	ETA (Estimated Time of Arrival)
10-28	Vehicle registration information	10-78	NEED ASSISTANCE
10-29	Check records for wanted	10-79	Notify coroner
10-30	Illegal use of radio	10-80	Making arrest - chase in progress
10-31	Crime in progress	10-81	Breathalyser check
10-32	Man with a gun	10-82	Reserve lodging
10-33	EMERGENCY	10-83	Work school crossing at _____
10-34	Riot	10-84	If meeting _____, advise ETA
10-35	Major crime alert	10-85	Will be late
10-36	Correct time	10-86	Operator on duty
10-37	Investigate suspicious vehicle	10-87	Pick up checks for distribution
10-38	Stopping suspicious vehicle (give description)	10-88	Advise present telephone number of _____
10-39	Urgent, use lights and siren	10-89	Bomb threat
10-40	Silent run - no lights or siren	10-90	Bank alarm
10-41	Beginning tour of duty	10-91	Unnecessary use of radio
10-42	Ending tour of duty	10-92	Parking complaint
10-43	Information	10-93	Blockade
10-44	Request permission to leave for _____	10-94	Drag racing
10-45	Animal carcass at _____	10-95	Prisoner / subject in custody
10-46	Assist motorist	10-96	Mental subject
10-47	Emergency road repairs needed	10-97	Pick up prisoner
10-48	Traffic standard needs repair	10-98	Prison or jail break
10-49	Traffic light out	10-99	Records indicate wanted or stolen
10-50	Accident (F, PI, PD)		

Crofton Police Department Written Directive: INDEX CODE 1101

COMMUNICATIONS PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

APPENDIX B: Phonic Alphabet and Military Time

A	Adam		
B	Boy		
C	Charles		
D	David	2400	Midnight (Twenty four hundred)
E	Edward	0001	One minutes past midnight (zero zero zero one)
F	Frank	0015	Quarter past midnight (zero zero one five)
G	George	0045	45 minutes past midnight (zero zero forty five)
H	Henry	0100	One in the morning (zero one hundred)
I	Ida	0200	2 A.M.
J	John	0300	3 A.M.
K	King	0400	4 A.M.
L	Lincoln	0500	5 A.M.
M	Mary	0600	6 A.M.
N	Nora	0700	7 A.M.
O	Ocean	0800	8 A.M.
P	Paul	0900	9 A.M.
Q	Queen	1000	10 A.M.
R	Robert	1100	11 A.M.
S	Sam	1200	Noon
T	Tom	1300	1 P.M.
U	Union	1400	2 P.M.
V	Victor	1500	3 P.M.
W	William	1600	4 P.M.
X	X Ray	1700	5 P.M.
Y	Young	1800	6 P.M.
Z	Zebra	1900	7 P.M.
		2000	8 P.M.
		2100	9 P.M.
		2200	10 P.M.
		2300	11 P.M.



MILLERSVILLE, MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-030
FILE AT: File Behind Index Code 1101
TO: All Personnel
FROM: P. Thomas Shanahan *PTS*
Chief of Police
EFFECTIVE DATE: July 9, 2001
SUBJECT: Requesting Medical Assistance

MESSAGE:

In order to connect a caller requesting medical assistance with the appropriate fire department personnel, **effective immediately**, all employees encountering a medical emergency while on duty and within the confines of departmental buildings, will dial (9) 911. Dialing (9) 911 will insure that you receive the appropriate medical attention and guidance, via telephone, from paramedics in a timely manner. In the past, dialing hotlines, dispatcher stations, and Communications "Channel 5" has delayed a medical response because these lines cannot be transferred directly to the Fire Department, can experience a long delay before being answered, or can be placed on hold without notice.





MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-047

FILE BEHIND: Index Code 1101

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: January 17, 2002

SUBJECT: **Communication Procedures**

BACKGROUND

Over the past several years, the Communication Section has realized a noticeable increase in the volume of incoming and outgoing calls. Consequently, there have been an increased number of service calls that are dispatched to officers and managed by the communication's operator. To be effective and promote safety for police officers and citizens, dispatchers must devote their full time and attention to assigning, monitoring, and recording mandatory details about each service call. Ancillary incoming telephone calls handled by the dispatchers may distract, divert, or adversely affect their ability to perform their duties at optimum levels. Therefore, procedures were developed to help streamline calls coming into the dispatcher and limited the volume of calls which detract from the dispatcher's full attention. All of these new procedures were developed to help alleviate unnecessary and time consuming calls from remaining standard tasks of a dispatcher. This effort should greatly enhance officer safety.

PURPOSE

The purpose of this memorandum is to detail specific modified actions and procedures to the current communication system operations. These changes will greatly assist in reducing the Communication Section's workload.

PROCEDURE

- 1.) Dispatchers will only be able to make out going administrative phone calls, with the ability to receive administrative calls discontinued. Requests of dispatchers to make phone calls should be limited to those that are **absolutely necessary**. In the event of a catastrophic radio system failure the administrative phone lines for the dispatchers; Northern ext. 8615, Eastern ext. 8616, Western ext. 8617, Southern ext. 8618, will immediately be given the capability for both out going and in coming phone calls. The following phone numbers 222-8816 and 222-8817 will only be used by officers that are unable to make radio contact with a dispatcher due to radio signal interference or "dead zones".
- 2.) The district hot-lines will only be used by Booking Officers. Ambulances and medical attention must be requested by using 911 not the hot-line.
- 3.) Administrative phone calls made to the Communication Section should be directed to extensions 8619 & 8620. Phone calls to initiate a call for service should be directed to extension 8610.
- 4.) Refer to Index Code 1101, Section I(B), for proper radio message transmission procedures.
- 5.) Officers will not advise phone numbers for dispatchers to make contact with them. If officers need such a contact to be made the request must be made of Channel 5. Owners/drivers requests for a specific tow company in non-traffic hazard situations should be handled by transporting the owner/driver to a phone to allow them to make the necessary arrangements for the tow of their vehicle.
- 6a.) The private line function will only be available on command radios issued to sworn members of the rank of Lieutenant and above. Exceptions to this policy may be granted by the Deputy Chief of the Technical Services Bureau with agreement from the Deputy Chief of the Field Operations Bureau. (Note: The new XTS 5000 portable radios being issued in January/February 2002 will not have the private line function. The private line function for the command staff will not be available before mid year 2002.)

- 6b.) The following talk around channels are being made available: Northern District channel 2G, Eastern District channel 2H, Western District channel 2I, and Southern District channel 2J. The following TAC channels will be available: TAC-1 channel 2K, TAC-2 channel 2L, TAC-3 channel 2M, TAC-4 channel 4I, and TAC-5 channel 4K.
- 7.) Dispatchers will not monitor channels 2G, 2H, 2I, or 2J. These channels should be turned off at the dispatcher's console. The only time a dispatcher should activate any of these channels is when the dispatcher requests that an officer switch over to the channel such as when a 10-3 is on a district channel. Supervisors and officers should not request dispatchers to go to channels 2G, 2H, 2I, or 2J. Supervisors and officers must advise the dispatcher when moving between channels i.e. teletype, TAC channels, talk around channels, and the private line.
- 8.) Dialer File access will be granted to sergeants and above for business use only. No hard copy will be made of the Dialer File. Access through CAD will only be granted by use of a password to ensure security. This action will eliminate the need for supervisors to call the Communications Section for Dialer File information.



Crofton Police Department Written Directive: INDEX CODE 1102

SIGNAL 13

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy & Purpose
- II. Communications Section
- III. Police Response

I. POLICY & PURPOSE

SIGNAL 13 - OFFICER IN TROUBLE, is the department's highest priority response event.

It is imperative that all components of the Crofton Police Department, the Anne Arundel County Police Department, including the Communications Section of the Anne Arundel County Police Department, and sworn personnel follow procedures for response and radio protocol established in this directive, in order to help officers in trouble quickly and efficiently.

II. COMMUNICATIONS SECTION

- A. If a dispatcher has any reason to believe that an officer needs emergency assistance, the dispatcher is authorized to call a Signal 13.
- B. If information is received from a citizen indicating that a police officer needs emergency assistance, the dispatcher will broadcast a Signal 13. If it is suspected that the call is unfounded, the dispatcher will broadcast any unusual circumstances which may indicate a false call.
- C. Initial broadcasts for a Signal 13 will be transmitted over the affected district channel and channel E. Then, to make all units aware of the situation, as soon as possible, the communications supervisor or designee will broadcast the Signal 13 over the remaining district channels.
- D. Immediately after the initial units dispatched have acknowledged the call and advised en route (10-76), the dispatcher will place a 10-3 on the air and attempt to contact the officer in trouble for verification. If the officer in trouble does not respond to the dispatcher, or continues to request help, the dispatcher will repeat the Signal 13 **location every 30 seconds** until an on-scene officer cancels the Signal 13. Dispatchers must bear in mind that, in such instances, responding units do not have time to make written copy. Therefore, it is imperative to repeat the location often.
- E. Dispatch Protocol:
 - 1. Enable simulcast on affected district and channel E.
 - 2. Sound the "Signal 13" alert tone (a tone used only for a Signal 13).
 - 3. Immediately dispatch the two (2) closest units, plus a patrol supervisor
 - 4. Notify the communications supervisor.
 - 5. The communications supervisor will coordinate the simulcast of the Signal 13 on all remaining district channels.

III. POLICE RESPONSE

- A. Any officer who needs emergency assistance will activate the radio emergency button, if possible, and broadcast "Signal 13"

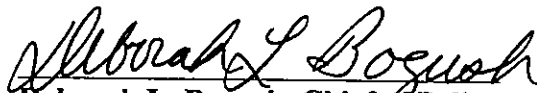
Crofton Police Department Written Directive: INDEX CODE 1102

SIGNAL 13

EFFECTIVE: 01 OCT 94

Revised:

- B. Units responding to a Signal 13 will activate all available vehicle emergency equipment, and will drive with due regard for the safety of all other motorists and pedestrians. Crofton units will only respond to assist Anne Arundel County Police Department within a reasonable distance of their jurisdiction.
- C. **It is imperative to keep the air clear for the officer in trouble.** Only those units initially dispatched to the Signal 13 will transmit "en route" (10-76). All other responding units will notify the dispatcher only upon arriving on the scene (10-23).
- D. Units responding from other patrol districts require permission from their supervisors. Responding units will notify their dispatcher before switching to the channel handling the Signal 13. Once on the affected channel, they will announce arrival (10-23) only.
- E. It is extremely critical that the first arriving officer update the status of the call as soon as an on-scene assessment can be made. The first patrol supervisor on the scene will assume command and advise communications of the need for additional personnel or other resources.
- F. If the on-scene officer feels that the situation is under control, he/she will advise the responding units to slow down, but continue to the scene. When an on-scene unit advises the dispatcher to discontinue any further assistance, the dispatcher will sound the Signal 13 alert tone and simulcast a cancellation message.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1103

COMMUNICATIONS SYSTEMS

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Radio Equipment
- III. Telephone System (Enhanced 911)
- IV. CAD System
- V. Physical Plant Facilities

I. PURPOSE

The Crofton Police Department purchases radios compatible with Anne Arundel County Police Department's radio system. The purpose of this directive is to describe the county's communication systems and the technological capabilities.

II. RADIO EQUIPMENT

A. Equipment

Every sworn officer is issued a portable radio for use while on duty and off duty when performing law enforcement or public safety functions.

B. Capability

The department (Anne Arundel County Police) has a 24 hour two way radio capability providing continuous communications between the communications center and the officers on duty. The department has multi-channel mobile and portable radio equipment capable of two way operation on a joint public safety frequency or frequencies. The radio system is engineered to produce at least a 12 decibel or greater SINAD ratio to the agencies receivers in 95 percent of the agency's service area. Communications has the capability of immediate playback of recorded telephone and radio conversations

III. TELEPHONE SYSTEM (ENHANCED 911)

The Anne Arundel County Police Department operates Anne Arundel County's public safety answering point (PSAP), using an enhanced 911 system. The system has the following capabilities and or characteristics:

- A. 24 hour toll free telephone access for emergency and calls for service
- B. procedures and capability for prompt handling and appropriate routing of misdirected emergency calls
- C. a single emergency telephone number
- D. system is designed to separate emergency from non-emergency calls

IV. COMPUTER AIDED DISPATCH (CAD)

The department's Communications Section uses a computer aided dispatch system that has the following capabilities and or characteristics:

Crofton Police Department Written Directive: INDEX CODE 1103

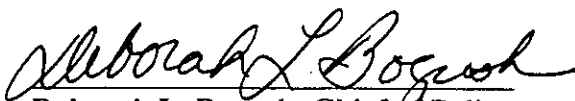
COMMUNICATIONS SYSTEMS

EFFECTIVE: 01 OCT 94

Revised:

- A. Capability and procedures for recording agency radio transmissions and emergency telephone conversations within the communications center
 - B. Communications personnel have immediate access to at least the following departmental resources
 - 1. officer in charge
 - 2. duty roster of all personnel
 - 3. telephone number of every agency member
 - C. Capability and procedures for procuring necessary services external to the agency
 - D. Capability and procedures for recording the following minimum information at the time of a request for service:
 - 1. date and time of request;
 - 2. name and address of complainant (if possible);
 - 3. type of incident reported;
 - 4. location of incident reported;
 - 5. time of dispatch;
 - 6. time of officer arrival;
 - 7. time of officer return to service, and;
 - 8. disposition or status of reported incident
 - E. A complaint control number is assigned to each specific call for law enforcement service
 - F. Capability and written procedures requiring the recording of the status of officers when out of service
 - G. A record is made of back up officers assigned to assist a primary officer
 - H. Communications personnel have immediate access to tactical dispatching plans, both through the CAD system and the section SOP manual
 - I. Telephone numbers of emergency service agencies is immediately available to communications personnel
 - J. Maps detailing the department's service area are visually available to Communications personnel
 - K. Officer status indicators are visually available to each dispatcher and supervisor
- V. **PHYSICAL PLANT FACILITIES**

The Communications facility is physically secure, has limited access, has procedures for protecting equipment, and has the capability and procedures for providing back up equipment. The Communications facility has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source and that is inspected and tested weekly. The department's 911 arrangement with the Bell Atlantic Telephone System includes provisions to conduct routine telephone line load studies.


Deborah L. Bogush, Chief of Police

COMMUNICATIONS SYSTEMS

INDEX CODE: 1103

EFFECTIVE DATE: 09-15-04

Contents:

- I. Purpose
- II. Radio Equipment
- III. Telephone System (911)
- IV. CAD System
- V. Physical Plant Facilities
- VI. Proponent Unit
- VII. Cancellation

I. PURPOSE

The purpose of this directive is to describe the department's communications systems and technological capabilities.

II. RADIO EQUIPMENT

A. Equipment

Every sworn officer is issued a portable radio for use while on duty and off duty when performing law enforcement/public safety functions.

B. Capability

1. The department has 24-hour two-way radio capability providing continuous communication between the communications center and officers on duty.
2. The department has multichannel mobile and portable radio equipment capable of two-way operation on a joint public safety frequency or frequencies.
3. The radio system is engineered to produce at least a 12-decibel or greater SINAD ratio to the radio receivers in 95 percent of the agency's service area.
4. The communications system has the capability of immediate playback of recorded telephone and radio conversations.

III. TELEPHONE SYSTEM (E-911)

The Anne Arundel County Police Department operates Anne Arundel County's public safety answering point (PSAP), using an enhanced 911 system. *This system has the capabilities and procedures for recording emergency telephone conversations within the 911 Center as well as agency radio transmissions.*

- A. 24-hour, toll-free telephone access for emergency calls for service.
- B. procedures and capability for prompt handling and appropriate routing of misdirected emergency calls.

- C. a single emergency telephone number.
- D. system is designed to separate emergency from nonemergency calls.

IV. COMPUTER AIDED DISPATCH (CAD)

The department's Communications Section uses a computer aided dispatch system that has the following capabilities and/or characteristics:

- A. Communications personnel have immediate access to at least the following departmental resources:
 1. officer in charge
 2. duty roster of all personnel
 3. telephone number of every agency member.
- B. capability and procedures for procuring necessary services external to the agency.
- C. capability and procedures for recording the following minimum information at the time of a request for service:
 1. date and time of request;
 2. name and address of complainant (if possible);
 3. type of incident reported;
 4. location of incident reported;
 5. time of dispatch;
 6. time of officer arrival;
 7. time of officer return to service; and
 8. disposition or status of reported incident
- D. a complaint control number is assigned to each specific call for law enforcement service
- E. capability and written procedures requiring the recording of the status of officers when out of service.
- F. a record is made of back-up officers assigned to assist a primary officer.
- G. Communications personnel have immediate access to tactical dispatching plans, both through the CAD system and the section SOP manual.
- H. a listing of telephone numbers of emergency service agencies is immediately available to communications personnel.
- I. maps detailing the department's service area are visually available to Communications personnel.
- J. officer status indicators are visually available to each dispatcher and supervisor.

- V. **PHYSICAL PLANT FACILITIES**
- A. The Communications facility is physically secure, has limited access, has procedures for protecting equipment, and has the capability and procedures for providing back-up equipment.
 - B. The Communications facility has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source and that is inspected and tested weekly.
 - C. The department's 911 agreement with the *Verizon* Telephone System includes provisions to conduct routine telephone line load studies.
- VI. **Proponent Unit:** Communications Section.
- VII. **Cancellation:** This written directive cancels Index Code 1103, dated 04-30-94.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1200

PROPERTY MANAGEMENT FUNCTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Evidence Management Section
- III. Department Owned Property
- IV. Inventory & Control of Department Property
- V. Property Control Procedures
- VI. Property Inspections

I. PURPOSE

This directive establishes the department's property management function. Except where specifically delegated elsewhere, the Crofton Chief of Police is responsible for all property management functions and activities. The department also utilizes Anne Arundel County Police Department Evidence Management Section as it pertains to the Evidence Collection and Identification Unit; the Crime Lab and Property Management. These units are components of the Technical Services Bureau of the Anne Arundel County Police Department and are responsible for same. The Crofton Police Department evidence officer is in charge of all property in custody and control of the department.

II. EVIDENCE MANAGEMENT SECTION

A. Organization

The Evidence Management Section of the Anne Arundel County Police Department is a component of the Technical Services Bureau. It is subdivided into the Property Management Unit, the Evidence Collection & Identification Unit, and the Crime Lab

B. Responsibilities

The Crofton evidence officer is responsible for the following property management functions; the Crofton Chief of Police will ensure these functions are carried out:

Control of property in custody; Control of found, recovered, and evidentiary property in custody; Control of department-owned property, except where such responsibility is specifically assigned elsewhere; and, Liaison with Anne Arundel County Police Department Evidence Management Section

III. DEPARTMENT OWNED PROPERTY

A. Procurement

Procurement of department owned property is the responsibility of the Crofton Chief of Police as part of the department's budget development process.

B. Requisitioning

Requisitioning of department owned property is the responsibility of the Crofton Chief of Police.

C. Distribution, Issuance, Accountability, & Maintenance of Stored Items

The Property Management Unit is responsible for distribution and issuance, accountability, and maintenance in a state of operational readiness of all stored department owned property.

Crofton Police Department Written Directive: INDEX CODE 1200

PROPERTY MANAGEMENT FUNCTION

EFFECTIVE: 01 OCT 94

Revised:

IV. INVENTORY & CONTROL OF DEPARTMENT PROPERTY

A. Inventory Records

The Crofton evidence officer is responsible for maintaining up-to-date inventory records of all department owned property:

B. Verification

The Chief of Police of Crofton is responsible for obtaining and verifying inventory records of department owned property as part of the periodic inspection of all department facilities and components.

V. PROPERTY CONTROL PROCEDURES

Only authorized personnel may have access to areas used by the department to store property. The Crofton evidence officer will ensure that access to property storage areas is restricted. The Crofton evidence officer will establish procedures to meet the requirements listed below. All personnel will strictly observe any direction provided by the Crofton evidence officer relating to the property management function.

A. Secure Storage

The officers storing any kind of property are responsible for ensuring that it is stored in a designated, secure area.

B. Property Requiring Added Protection

Items of property requiring added protection, to include money, precious metals, jewelry, gemstones, weapons, are stored in separate, locked, secure areas located within the department's property storage area or areas. Narcotics and controlled dangerous substances are under Anne Arundel County Police Department Evidence Management Section directives.

C. CDS Control

Establishment and use of the following systems relating to the acceptance and release of narcotics and dangerous drugs from their custody are through Anne Arundel County Police Department:

1. a quality control system
2. a quantity control system
3. a narcotic and dangerous drug container inspection system

D. Refrigerated Storage

Refrigerated storage will be made available for perishable items through Anne Arundel County Police Department.

E. Disposition of Property

Final disposition of found, recovered, and evidentiary property will be accomplished within six months after legal requirements have been satisfied.

F. Records

Records will reflect the status of all property held by the department, to include the location of the property; date and time when the property was received or released; character, type, and amount of property on hand; chain of custody from the time the property was stored until its destruction or other final disposition; and date and results of all inspections and inventories of property and audits of records.

district commanders, and any other commanders or supervisors whose duties include property control.

Whenever a new property custodian is designated, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property custodian and the outgoing property custodian, *as well as a designee of the Chief of Police*. The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. During the joint inventory, a sufficient number of property records should be reviewed carefully with respect to proper documentation and accountability. The person assuming custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

C. Annual Audit/Inspection

The Staff Inspections Section will conduct an annual audit/inspection of all property held by the department. The purpose of the inspection is to ensure the integrity of the system, not to require an accounting for every item of property.

D. Unannounced Inspections

The Staff Inspections Section will conduct unannounced spot inspections of property storage areas at least annually, or as directed by the Chief. These inspections are in addition to and in support of other regularly scheduled inspections.

VII. PROPONENT UNIT: Evidence Management Section.

IX. CANCELLATION: This directive cancels Index Code 1200, page 3, dated 10-09-98.



P. Thomas Shanahan, Chief of Police



Main body of faint, illegible text, possibly a list or document content, occupying the central and right portions of the page.

Crofton Police Department Written Directive: INDEX CODE 1200

PROPERTY MANAGEMENT FUNCTION

EFFECTIVE: 01 OCT 94

Revised:

VI. PROPERTY INSPECTIONS

A. Quarterly Inspection of Property Rooms

At least quarterly, the Chief of Police will conduct an inspection of adherence to procedures used for the control of property. The inspection is conducted to determine that the property rooms are being maintained in a clean and orderly fashion, that provisions of department orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

B. Inventory of Change of Property Custodian

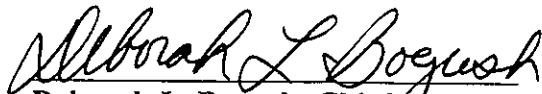
For the purpose of this directive, "property custodian" means any person employed by the department whose responsibilities include oversight of the storage of property. Whenever a new property custodian is designated, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property custodian and the outgoing property custodian. The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. During the joint inventory, a sufficient number of property records should be reviewed carefully with respect to proper documentation and accountability. The person assuming custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

C. Annual Inspection

The Crofton Town Manager will conduct an annual inspection of all property held by the department. The purpose of the inspection is to ensure the integrity of the system, not to require an accounting for every item of property.

D. Unannounced Inspections

The Crofton Chief of Police will conduct unannounced spot inspections of property storage areas at least semiannually, or as directed by the Chief. These inspections are in addition to and in support of other regularly scheduled inspections.


Deborah L. Bogush, Chief of Police



EVIDENCE & RECOVERED PROPERTY REPORTS & PACKAGING

INDEX CODE: 1201
EFFECTIVE DATE: 11-26-01

Contents:

- I. Policy
- II. Definitions
- III. Reports and Forms
- IV. Packaging of Property
- V. Supervisors Responsibility
- VI. Proponent Unit
- VII. Cancellation

I. POLICY

It is the policy of the department that all acquired property (found, recovered, or evidentiary), property which is in custody of the department, and property which is owned and used by the department will be diligently protected and secured by the strict adherence to the procedures set forth in this directive. All evidence and/or recovered property taken into custody by department personnel will be logged, tracked and managed through the department's property & evidence control function. Property Management is required to log all recovered property and evidence into agency records as soon as possible.

All recovered property and evidence will be packaged and submitted to the appropriate District Property Room or Property Management before the end of the recovering officer's tour of duty. It must be properly recorded and accounted for according to the requirements of this directive.

II. DEFINITIONS

A. Evidence

Property which is believed or known to be related to a crime or which tends to prove the guilt or innocence of a person suspected or accused of committing a crime. Includes property seized pursuant to the delivery of criminal process, such as a search warrant.

B. Recovered Property (Found Property)

Any lost, mislaid or abandoned property which has been found, is not of an evidentiary nature and is not contraband.

C. The BEAST Property Management Program
The BEAST is a database that stores all property information and tracks its location. The program creates an electronic chain of custody using barcodes. Proper entry of all pertinent information is necessary to create a thorough and well-documented chain of custody.

D. Contraband

Any item which cannot be lawfully in the possession of a citizen.

E. Recovered Property Forms

Recovered property forms are those forms generated by the BEAST property system, or the Recovered Property forms in triplicate stored in each of the district stations.

III. REPORTS AND FORMS

A. Recovered Property Forms

Any employee of the department coming into possession of evidence or recovered property will prepare a Recovered Property form. *The form will be completed using the BEAST property system, printed out in triplicate, and distributed as indicated below. In the event that the BEAST system is not available, the Recovered Property forms supplied at the district stations will be used.*

B. Distribution of Recovered Property Forms

1. The original copy and officer's copy are forwarded with the recovered property to the Property Management Unit. The officer's copy will be signed and returned to the officer.
2. Central Records' copy will be attached to the investigating officer's report.

C. Use of the BEAST System

1. *Officers will log into the BEAST system at the work station in their district and follow the directions for completion provided during their training. In addition, workbooks will be placed at each station for reference. After completing the data entry, officers will print out three (3) copies. The officer will review the form to ensure that it is accurate, sign it, and then have a supervisor sign it as well.*

2. *If an officer discovers that a mistake has been made, he/she will conspicuously note the changes on the form and the Property Management Unit will make the necessary changes in the computer system. Officers SHOULD NOT attempt to change anything in the system once it has been entered and saved.*
3. *Barcodes will be printed out for each item listed on the property sheet. Place the barcode on each item if it is packaged separately. For multiple items packaged in the same container, place the barcodes for those items on the outside of the container.*
4. *The BEAST system will not be used for CDS.*

D. Required Information for Recovered Property Forms

Every Recovered Property form, regardless of whether it is a handwritten form or one generated from the BEAST system, MUST contain complete information for the following fields:

1. *Under the CASE INFO tab in the BEAST*
 - a. *Department Case Number*
 - b. *Case officer*
 - c. *Offense location*
 - d. *Offense type*
 - e. *District of recovery (Jurisdiction field in the BEAST)*
2. *Under the NAMES tab in the BEAST*

When the owner is known or there is a finder, you MUST:

 - a. *Complete the address and phone number sections (including AREA CODE and ZIP CODE)*
 - b. *Name, race, sex, and DOB*
 - c. *In the Notes section, indicate whether the finder wants the property if the owner does not claim it and whether an NCIC check was completed. Officers are required to check anything with a serial number through NCIC. (BEAST only)*
 - d. *If the owner is UNKNOWN, it is the responsibility of the RECOVERING OFFICER to make reasonable efforts to determine ownership.*
3. *Under the ITEMS tab in the BEAST*
 - a. *The package type (BEAST only)*
 - b. *The item type and item number*
 - c. *The process (hold for evidence, release to owner, etc.)*
 - d. *The purpose/status*

- e. *Collection location (district)*
- f. *Initial locker (BEAST only)*
- g. *Date and time*

E. Multiple Owners

A separate Recovered Property form will be *generated or completed* for each owner of property recovered. The same case number can be used if different owners have property involved in the same case. *If the owner is unknown, it is the recovering officer's responsibility to make reasonable efforts to determine ownership. If ownership is determined, the officer MUST forward a copy of the supplement report to Property Management AS SOON AS POSSIBLE to prevent the loss of property.*

F. Multiple Items

Each separate component of an item coming into police custody must be separately identified on the Recovered Property form. For example: credit cards, currency and coins contained in a wallet must all be separately identified on the Recovered Property form. *Barcodes will be printed out for each item listed on the Recovered Property form. Place the barcode on each item if it is packaged separately. For multiple items packaged in the same container, place the barcodes for those items on the outside of the container.*

G. Incident Report Required

An incident report will be submitted whenever any property is recovered. The incident report is to be submitted through normal channels. The incident report prepared by the investigating officer will describe the property and the details of its recovery; the results of the NCIC/MILES stolen check; the date and time of the recovery; the location of recovery; the complete name, address, and telephone numbers of the finder(s); the identity of the owner; and the results of the officer's attempts to notify the owner of the recovery of the property.

H. Teletype Notification Required

Officers who recover property reported stolen to MILES or NCIC are responsible for informing teletype of the recovery and requesting a cancellation.

I. Evidence Tags

The recovering officer will affix a recovered property or evidence tag as follows:

1. Evidence tags are YELLOW in color and display the word "EVIDENCE" in bold letters.

2. Recovered property tags are BLUE in color and display the words "RECOVERED PROPERTY" in bold letters.

IV. PACKAGING OF PROPERTY

A. Property of Different Owners

Property of different owners will be packaged separately and will not be mingled. (Forms will be completed as described in Section III).

B. Property Envelopes

Property will be placed in the appropriate envelope as follows:

1. Evidence requires manila envelope
2. Recovered property requires blue envelope

C. Recovered Property Boxes

Item(s) too large for envelopes will be placed in an approved Recovered Property Box and the appropriate tag will be taped to the outside of the box. (Recovered Property Boxes can be obtained from Property Management).

D. Large Items

Item(s) too large for a Recovered Property Box will be packaged as securely as possible and tagged.

E. Package Seals

All boxes must be sealed with packing tape. The officer must initial all seals. All envelopes must be sealed with packing tape or with the glue provided on the flap. The officer's initials must be placed across the flap. Packages not properly sealed will not be accepted in Property Management.

F. Special Packaging Requirements

Jewelry and money must be packaged separate and apart from all other evidence. Money, jewelry, firearms, and CDS will be packaged as follows:

1. Money will be counted, packaged and sealed in the presence of a supervisor and the officer's initials will be placed across the seal. Money which is not properly sealed will not be accepted by Property Management.
2. Jewelry will be packaged and sealed in the presence of a supervisor and the officer's initials will be placed across the seal. Each piece of jewelry will be listed separately on the Recovered Property Form. Jewelry which is not properly sealed will not be accepted by Property Management.

3. Firearms will not only be packaged separate from other property, but also separate from any recovered ammunition. (For further instructions on firearms, see Index Code 1201.2.).

4. Controlled Dangerous Substances (CDS) will only be processed through the Crime Lab. It will never be processed through Property Management. (For further instructions on CDS, see Index Code 1202).

5. CDS paraphernalia which requires analysis and is crucial to a case will also be submitted to the Crime Lab. CDS paraphernalia which does not require analysis will be submitted through the property management system.

V. SUPERVISORS RESPONSIBILITY

Sergeants and other first line supervisors are responsible for ensuring property is properly processed and accounted for in accordance with the provisions set forth in this directive.

VI. PROPONENT UNIT: Evidence Management Section.

VII. CANCELLATION: This directive cancels Index Code 1201, dated 06-01-98 & 11-30-95.


P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1201

EVIDENCE AND RECOVERED PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Definitions
- III. Incident Reporting / Property Forms
- IV. Packaging of Property
- V. Supervisors Responsibilities

I. POLICY

It is the policy of the department that all acquired property (found, recovered, evidentiary); property which is in custody of the department; and property which is owned by the department will be diligently protected and secured by strict adherence to the procedures set forth in this directive. All evidence and or recovered property taken into custody by departmental personnel will be logged, tracked and managed through the department's Evidence officer. Narcotics and Controlled Dangerous Substances will be processed through the Anne Arundel County Police Department.

II. DEFINITIONS

A. Evidence

Property which is believed or known to be related to a crime or which tends to prove the guilt or innocence of a person suspected or accused of committing a crime. Includes property, seized pursuant to the delivery of criminal process, such as a search warrant.

B. Recovered Property (Found Property)

Any lost, mislaid or abandoned property which has been found, is not of evidentiary nature and is not contraband.

C. Contraband

Any item which cannot be lawfully in the possession of a citizen.

III. REPORT AND FORMS

A. Recovered Property Form

Any employee of the department coming into possession of evidence or recovered property will prepare a recovered property form. The Recovered Property form will be prepared in triplicate. The disposition of Recovered Property forms will be as follows:

1. the original copy is attached to the recovered property and placed into the evidence room.
The officer's copy will be given to the evidence officer, who will sign and return it to the officer
2. Anne Arundel County Police Department's Central Records Section copy will be attached to the investigating officer's report.

Crofton Police Department Written Directive: INDEX CODE 1201

EVIDENCE AND RECOVERED PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

B. Multiple Owners

A separate Recovered Property form will be filled out for each owner of property recovered. The same case number can be used if different owners have property involved in the same case.

C. Multiple Items

Each separate component of an item coming into police custody must be separately identified on the Recovered Property form. For example: credit cards, currency and coins contained in a wallet must all be separately identified on the Recovered Property form

D. Incident Report Required

An incident report will be submitted whenever any property is recovered. The incident report is to be submitted through normal channels. The incident report prepared by the investigating officer will describe the property and the details of the recovery; the results of NCIC / MILES stolen check; the date and time of the recovery, the location of the recovery; the complete name, address and telephone numbers of the finder (s); the identity of the owner, and the results of the officer's attempt to notify the owner of the recovery of the property.

E. Teletype Notification Required

Officers who recover property reported stolen to MILES or NCIC are responsible for informing teletype of the recovery and requesting a cancellation.

F. Evidence Tags

The recovering officer will affix a recovered property or evidence tag as follows:

1. evidence tags are YELLOW in color and display the word "EVIDENCE" in bold letters
2. recovered property tags are BLUE in color and display the words "RECOVERED PROPERTY" in bold letters

IV. PACKAGING OF PROPERTY

A. Property of Different Owners

Property of different owners will be packaged separately and will not be mingled. (Forms will be completed as described in Section III).

B. Property Envelopes

Property will be placed in the appropriate envelopes as follows:

1. evidence requires manila envelope
2. recovered property requires blue envelope

C. Recovered Property Boxes

Item(s) too large for envelopes will be placed in an approved Recovered Property Box and the appropriate tag will be taped to the outside of the box.

D. Large Items

Item(s) too large for a Recovered Property Box will be packaged as securely as possible and tagged.

Crofton Police Department Written Directive: INDEX CODE 1201

EVIDENCE AND RECOVERED PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

E. Package Seals

All boxes must be sealed with packing tape and the officers initials placed across the seal. All envelopes must be sealed with packing tape or with the glue provided on the flap. The officer's initials must be placed across the flap. Packages not properly sealed will not be accepted.


F. Special Packaging Requirements

Money, jewelry, and CDS will packaged as follows:

1. money will be counted, packaged, and sealed and the officer's initials will be placed across the seal. Money which is not properly sealed will not be accepted
2. jewelry will be packaged and sealed and the officer's initials will be placed across the seal. Each piece of jewelry will be listed separately on the Recovered Property form. Jewelry which is not properly sealed will not be accepted
3. firearms will not only be packaged separate from other property, but also separate from any recovered ammunition (See Index Code 1201.2)
4. Controlled Dangerous Substances (CDS) will only be processed through the Anne Arundel County Police Department Crime Lab.
5. CDS paraphernalia which requires analysis and is crucial to a case will also be submitted to the Crime Lab. CDS paraphernalia which does not require analysis will be submitted through the property management system.

V. SUPERVISOR'S RESPONSIBILITIES

Sergeants and other first line supervisors are responsible for ensuring property is properly processed and accounted for in accordance with the provisions set forth in this directive.


Deborah L. Bogush, Chief of Police



EVIDENCE & RECOVERED PROPERTY STORAGE OF PROPERTY

INDEX CODE: 1201.1

EFFECTIVE DATE: 11-26-01

Contents

- I. Definitions
- II. District Property Log Book
- III. Storage Options and Procedures
- IV. Transfer of Property from Temporary Storage to Property Management
- V. Perishable Property
- VI. Explosives or Highly Flammable Property
- VII. Motored Vehicles
- VIII. Animals, Animal-Drawn Vehicles, Pushcarts, Cumbersome Property
- IX. Obtaining Evidence for Court
- X. Returning Evidence from Court
- XI. Right of Refusal
- XII. Proponent Unit
- XIII. Cancellation

I. DEFINITIONS

A. Temporary Storage

A series of cages, cabinets, lockers and drop boxes in district stations approved by the commander of the Evidence Management Section to securely store property awaiting transport to Property Management within 24 hours, excluding weekends and holidays.

B. District Property Officer

A person assigned by the district commander to manage property temporarily stored in district stations.

C. Property Transport Officer

A person assigned by the district commander or his/her designee to transport property from temporary storage in district stations to Property Management.

II. DISTRICT PROPERTY LOG BOOK

A log book will be maintained in each district station to track the flow of property through temporary storage. Log books will contain the following on each item placed in temporary storage:

- A. Date and time property placed in storage
- B. Complete description of property (including serial # or dollar amount when applicable)
- C. Case number
- D. Name of officer placing property in storage
- E. Location of property (locker #, drop box or bulk storage)
- F. Name of person releasing property
- G. Name of person property released to
- H. Reason for release

III. STORAGE OPTIONS AND PROCEDURES

A. Property which is recovered may be delivered directly to Property Management or placed in temporary storage at district stations. Property may not be stored in any desk, file cabinet, vehicle, etc.

The following procedures include routine recovered property requiring added protection, such as money, precious metals, jewelry, and weapons other than firearms.

There are different procedures for firearms, CDS, and CDS-related asset seizures involving money and vehicles. See:

Index Code 1201.2 for firearms;

Index Code 1202 for CDS procedures;

Index Code 1207 for CDS-related asset seizures.

B. Officers placing property in temporary storage will:

1. Log property in the district property log book with information required.
2. Place property envelopes in the property drop box (If envelopes cannot be safely dropped into drop box because of fragile contents, envelope may then be secured in a property locker.)
3. Place property boxes in individual lockers and immediately secure the locker with the lock provided.
4. Rifles and shotguns will be placed in a long gun cabinet and immediately secured with lock provided.
5. Bulk items will be placed in an area designated as temporary storage for bulk items. The transfer of this property to long term bulk storage will be the responsibility of the district property officer who is the only person authorized to have access to this area. (Note: Bulk items must be included in the district property log book)

C. Once a property locker is secured no one may gain access to that locker except for the district property officer.

IV. TRANSFER OF PROPERTY FROM TEMPORARY STORAGE TO PROPERTY MANAGEMENT

A. The district property officer will maintain the keys to all property lockers, property drop box and bulk storage areas. In the event the district property officer is off for more than 24 hours an alternate property officer will be designated and assume the duties of the district property officer.

B. Every day (excluding weekends and holidays) the district property officer will facilitate the transfer of property temporarily held in the district to Property Management by:

1. Removing property from property lockers and drop box
2. Verifying property is properly packaged, labeled and possesses the proper forms (Any property which is not in compliance with packaging and reporting standards will be held in the district until corrected by the original officer on his/her next scheduled work day.)
3. Logging property out of the district property log book with the proper information
4. Assigning a property transfer officer to deliver all property to Property Management at headquarters.

C. The property transfer officer must indicate under the chain-of-custody portion of the Recovered Property Form that he/she transported the property to Property Management, headquarters.

When property has been logged into the BEAST system, the property transfer officer must scan the barcode. In the event that there is more than one barcode, scan ALL barcodes. The officer will then enter the name and ID number of the "OFFICER" checking out the property, and in the event that someone other than the property transfer officer is transporting the property (i.e., a reserve officer) enter the transporting persons name and ID number in the "LOCATION" field. If the property transfer officer is also transporting the property, enter the name and ID number in both fields.

V. PERISHABLE PROPERTY

Perishable items of evidence, such as blood samples and urine specimens will be preserved by refrigeration so their properties will be unchanged as much as possible before they are examined in the laboratory or presented in court. Such items will be stored in the refrigerator and freezer located in and under the control of the Evidence Collection Unit.

VI. EXPLOSIVES OR HIGHLY FLAMMABLE PROPERTY

A. Explosives or any highly flammable material coming into the possession of any employee will be reported to the employee's commanding officer. The commanding officer will determine the proper method of handling and disposing of such property. In these situations, if feasible, the employee will contact his or her commanding officer for instructions prior to moving the material.

B. Gasoline powered vehicles, gas cans, or other containers holding highly flammable liquids will not be stored inside the Property Management Unit nor within the confines of any district station.

C. Explosive devices, other than minor fireworks, will require notification and coordination with the State Fire Marshal.

VII. MOTORIZED VEHICLES

All motor vehicles (including minibikes, 3-wheel vehicles, etc.) will be towed and stored by the area tow company, unless the vehicle is subject to forfeiture, then it will be towed to and stored at the headquarters impound lot.

VIII. ANIMALS, ANIMAL-DRAWN VEHICLES, PUSH CARTS, CUMBERSOME PROPERTY

A. Animals coming into possession of the department will be turned over to the Anne Arundel County Animal Control Agency, if the animal cannot be returned to its owner. The arrangements for accomplishing this will be made through the Communications Section.

B. Pushcarts, animal-drawn vehicles, and other cumbersome property will be driven or transported to the district station and processed/documented in the same manner as bulk property.

IX. OBTAINING EVIDENCE FOR COURT

Evidence for Court will be obtained through Property Management on the day the case is set for trial. No evidence will be released to an officer before his/her departmental identification is verified.

X. RETURNING EVIDENCE FROM COURT

A. After court, evidence will be returned to Property Management or a district temporary storage facility on the same day it was signed out. No evidence will be stored in a vehicle, desk, etc.

B. If the evidence is turned into a temporary storage facility, the district log book must be filled out with the appropriate information for accountability purposes.

C. Officers will obtain a receipt for any evidence retained by a court for any reason, and will submit the receipt to the Property Management Unit in lieu of returning the evidence. The officer who withdrew the evidence from Property Management for use in court is responsible for returning it to Property Management once the evidence is no longer needed by the court.

XI. RIGHT OF REFUSAL

The Property Management Section reserves the right to refuse any property which is not properly packaged, labeled or accompanied by the proper forms.

XII. PROPONENT UNIT: Evidence Management Section

XIII. CANCELLATION: This directive cancels Index Code 1201.1 dated 08-01-98.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1201.1

EVIDENCE AND RECOVERED PROPERTY - STORAGE OF PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

- I. Property Log Book
- II. Storage
- III. Perishable Property
- IV. Explosives or Highly Flammable Property
- V. Motored Vehicles
- VI. Animals, Animal-Drawn Vehicles, Pushcarts, Cumbersome Property
- VII. Obtaining Evidence for Court
- VIII. Returning Evidence from Court
- IX. Right of Refusal

I. PROPERTY LOG BOOK

A log book will be maintained to track the flow of property in storage. Log books will contain the following on each item placed in storage:

- A. date and time property placed in storage
- B. complete description of property (including serial# if available)
- C. case number
- D. name of recovering officer
- E. location of property (locker #, storage room or Anne Arundel County Police for CDS or other property not possible to store at Crofton Police Department)
- F. name of person releasing property
- G. name of person property released to
- H. reason for release

II. STORAGE

A. Property which is recovered may be delivered directly to Property Management of the Anne Arundel County Police Department or placed in storage at Town Hall. Property may not be stored in any desk, file cabinet, vehicle, etc. The following procedures include routine recovered property requiring added protection, such as money, precious metals, jewelry, and weapons other than firearms. **There are different procedures for firearms, CDS, and CDS-related asset seizures involving money and vehicles. See: Index Code 1201.2 for firearms; Index Code 1202 for CDS procedures; Index Code 1207 for CDS-related asset seizures.**

B. Officers placing property in storage will:

- 1. Log property in the property log book with information required
- 2. Place property envelopes in the storage room
- 3. Place property boxes in the storage room
- 4. Rifles and shotguns will be placed in a long gun cabinet and immediately secured with lock provided.
- 5. Bulk items will be placed in an area designated as storage for bulk items

Crofton Police Department Written Directive: INDEX CODE 1201.1

EVIDENCE AND RECOVERED PROPERTY - STORAGE OF PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

C. Once a property locker is secured no one may gain access to that locker except for the evidence officer or Chief of Police

III. PERISHABLE PROPERTY

Perishable items of evidence, such as blood samples and urine specimens will be preserved by refrigeration so their properties will be unchanged as much as possible before they are examined in the laboratory or presented in court. Such items will be stored in the refrigerator and freezer located in and under the control of the Evidence Collection Unit of the Anne Arundel County Police Department.

IV. EXPLOSIVES OR HIGHLY FLAMMABLE PROPERTY

Explosives or any highly flammable material coming into the possession of any employee will be reported to the employee's supervisor. The supervisor will determine the proper method of handling and disposing of such property. In these situations, if feasible, the employee will contact his or her supervisor for instructions prior to moving the material. Gasoline powered vehicles, gas cans, or other containers holding highly flammable liquids will not be stored inside a storage room, but will be stored in the garage. Explosive devices, other than minor fireworks, will require notification and coordination with the State Fire marshal.

V. MOTORED VEHICLES

All motor vehicles (including minibikes, 3-wheel vehicles, etc.) will be towed and stored by the area tow company, unless the vehicle is subject to forfeiture, then it will be towed to and stored at the headquarters impound lot of the Anne Arundel County Police Department.

VI. ANIMALS, ANIMAL-DRAWN VEHICLES, PUSHCARTS, CUMBERSOME PROPERTY

Animals coming into possession of the department will be turned over to the Anne Arundel County Animal Control Agency, if the animal cannot be returned to its owner. The arrangements for accomplishing this will be made through the Communications Section. Pushcarts, animal-drawn vehicles, and other cumbersome property will be driven or transported to the storage shed or garage.

VII. OBTAINING EVIDENCE FOR COURT

Evidence for Court will be obtained by the officer on the date the case is set for trial. Evidence must be signed out in the log book.

VIII. RETURNING EVIDENCE FROM COURT

After court, all evidence will be returned to the storage facility on the same day it was signed out. No evidence will be stored in a vehicle, desk, etc. No evidence will be stored in a vehicle or desk, etc. Evidence must be signed back in the log book with case disposition. Officers will obtain a receipt for any evidence retained by a court for any reason and will submit the receipt to the evidence officer in lieu of returning the evidence. The officer who withdrew the

Crofton Police Department Written Directive: INDEX CODE 1201.1

EVIDENCE AND RECOVERED PROPERTY - STORAGE OF PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

evidence from storage for use in court is responsible for returning it to storage once the evidence is no longer needed by the court.

IX. RIGHT OF REFUSAL

The evidence officer reserves the right to refuse any property which is not properly packaged, labeled or accompanied by the proper forms.


Deborah L. Bogush, Chief of Police



RECOVERED FIREARMS

INDEX CODE: 1201.2

EFFECTIVE DATE: 10-15-03

Contents

- I. Purpose
- II. Definitions
- III. Handling of Firearms
- IV. Processing All Firearms
- V. Processing Handguns
- VI. Handgun Forfeiture Board
- VII. Proponent Unit
- VIII. Cancellation

I. PURPOSE

This directive establishes special guidelines concerning the handling, processing and release of recovered firearms. These guidelines are in addition to the property procedures established in Index Codes 1201, 1201.1 and 1201.3

II. DEFINITIONS

A. Handgun

Any pistol, revolver, short barreled shotgun or short barreled rifle capable of being concealed on a person. (Note: Starter pistols, BB/Pellet guns, matchlock, flintlock, percussion cap firearms and any firearm manufactured in or before 1898 are not considered handguns.)

B. Short Barreled Shotgun

A shotgun having one or more barrels less than eighteen (18) inches in length and any firearm made from a shotgun (whether by alteration, modification or otherwise) if such firearm, as modified has an overall length of less than twenty-six (26) inches.

C. Short Barreled Rifle

A rifle having one or more barrels less than sixteen (16) inches in length and any firearm made from a rifle (whether by alteration, modification or otherwise) if such firearm, as modified, has an overall length of less than twenty-six (26) inches.

III. HANDLING OF FIREARMS

Officers will exercise the utmost care and caution in the handling and preservation of recovered firearms.

It is the responsibility of the officer seizing a firearm to unload and render the firearm safe prior to placing the firearm in any storage facility or Property Management. If an officer recovers a firearm which he/she is not familiar with, it is the responsibility of that officer to seek assistance from an officer with the knowledge to disarm the firearm properly.

IV. PROCESSING ALL FIREARMS

A. Recovered Property Form & Tag

Whenever a firearm is seized by a law enforcement officer for any reason, the officer will complete a Recovered Property form, describing the firearm by make, model, serial number, and any other identifying characteristics. The name and address of the owner will be included if different from the person charged. A property tag will be completed and placed on the firearm.

B. Ownership: Officers' Responsibilities

The seizing officer will conduct an immediate investigation to determine the ownership of the seized firearm. *The seizing officer should check the firearm's serial number through NCIC and MGUN.* It will not be assumed that the person the firearm was seized from is the legal owner of the firearm. It is the responsibility of the seizing officer to notify Property Management of the lawful owner of a firearm. If ownership is established after the recovered property forms have been submitted, notification will be made to Property Management through inter-office correspondence.

C. Release of Firearm

Only the Property Management Unit may release firearms once authority to release is obtained from the seizing officer. Firearms may be held only as permitted under the terms of Index Code 1201.3. If the firearm is not needed for evidentiary purposes or for any reason permitted under Index Code 1201.3, the seizing officer must notify the Property Management Section that it may be released. If the seizing officer has reason to believe that the owner may not legally possess a firearm as provided below, he/she should notify the Property Management Section of the information available, but must indicate that the firearm may be released. The Commander of the Evidence Management Section will review all cases involving seized firearms and will make the determination as to whether they will be returned to the owner.

Under the authority of United States, 18 U.S.C. 922(g), a person is not legally entitled to receive, possess, ship, or transport any firearm if any of the following apply:

1. If he/she is under indictment for or has ever been convicted of a crime (felony or misdemeanor) that carries a possible penalty of more than two

- years incarceration (even if he/she was not sentenced to incarceration.)
2. If he/she is a fugitive from justice.
 3. If he/she is an unlawful abuser of, or addicted to, any controlled dangerous substance.
 4. If he/she has been adjudicated as mentally defective, or has been committed to any mental institution.
 5. If he/she is an alien illegally or unlawfully in the United States.
 6. If he/she has a dishonorable discharge from any of the armed services.
 7. If he/she has renounced United States citizenship.
 8. If he/she is subject to a court order that restrains the person from harassing, stalking, or threatening an intimate partner or child of such intimate partner.
 9. If he/she is less than 18 years of age, to receive, possess, ship, or transport any rifle or shotgun or is less than 21 years of age to receive, possess, ship, or transport any handgun.
 10. If he/she has been convicted of a crime of domestic violence as defined in United States, 18 U.S.C. and Index Code 1604.

Under the authority of Maryland State Article 27, Section 442, no person may possess a regulated firearm (all handguns and selected long arms as specified in Article 27, Section 441) if any of the following apply:

1. If he/she has been convicted of a crime of violence.
2. If he/she has been convicted of a felony.
3. If he/she has ever been convicted of a misdemeanor that carries a possible penalty of more than two years incarceration (even if he/she was not sentenced to incarceration.)
4. If he/she has ever been convicted of a Common Law offense and received a term of incarceration in excess of two years.
5. If he/she is a fugitive from justice.
6. If he/she is a habitual drunkard. If they have been convicted three or more times for driving intoxicated or impaired if one of the convictions occurred within one year.
7. If he/she is an addict or habitual user of any controlled dangerous substance. If they have been convicted two or more times for any controlled dangerous substance violation if one of the convictions occurred within five years.
8. If he/she has a history of violent behavior against himself or others or has been confined for more than 30 consecutive days to a mental facility unless he/she possesses a physician's certification that he/she is capable of possessing

a firearm without undue danger to that person or others.

9. If there is a current ex parte or non-ex parte civil protection order entered against the person under §506 of the Family Law Article.

D. Processing of Firearms

Firearms will be packaged according to guidelines set forth in Index Code 1201, Section IV. Firearms and ammunition will be packaged separately.

E. Reports Must Accompany

A copy of the incident report, detailing the seizure of a firearm, will accompany all firearms when placed into storage. In instances where firearms are seized by order of an ex parte, a copy of the ex parte, in addition to the incident report, will accompany all firearms when placed into storage.

F. Processing Rifles or Shotguns

If a rifle or shotgun is used in the commission of a crime, it is the responsibility of the arresting officer to complete a "Firearm Test Fire Request" for the department armorer.

1. *The arresting officer will complete a "Firearm Test Fire Request" form and submit the form along with the rifle or shotgun to his/her supervisor for forwarding to Property Management, along with proper documentation. The arresting officer will keep the Gold copy, and will forward the Pink copy to the Firearms Training Unit at the Training Academy.*
2. *Property Management Unit personnel, upon receipt of the rifle or shotgun and "Firearm Test Fire Request" form, will notify the department armorer of the rifle or shotgun's arrival, and will note the date and time of notification.*
3. *Property Management Unit personnel, upon receipt of the rifle or shotgun, will run an ATF trace of the weapon. The rifle or shotgun will also be photographed. A copy of the results of the ATF trace will be placed with the rifle or shotgun, and a copy will be sent to the investigating officer. If criminal charges have been placed against a suspect, the investigating officer should forward a copy of the ATF trace to the State's Attorney's Office prior to trial.*
4. *The department armorer will periodically pick up rifles and shotguns submitted to Property Management, and will conduct examinations of them to confirm that they meet the definition of a rifle or shotgun, as stated in Article CR 4-201e and CR 4-201h of the*

Annotated Code of Maryland. Upon completion of the examinations, the rifles and shotguns will be returned to Property Management accompanied by the written results of the examinations.

V. PROCESSING HANDGUNS

If a handgun is seized pursuant to a violation of *CR 4-203* of the Annotated Code of Maryland (unlawful wearing, carrying, transportation or use of a handgun) the firearm is subject to forfeiture to the State of Maryland and the following guidelines will be followed:

1. All criminal charges will be filed by the officer against any person found unlawfully transporting or using a handgun.
2. The word **FOR FORFEITURE** will be printed in bold letters on the Recovered Property form for handguns seized pursuant to Section 36B, even if the possessor of the handgun is not charged with violating *CR 4-203*.
3. If it is determined that the handgun was reported stolen prior to its recovery or seizure by the Police Department, the words **HOLD FOR OWNER** will be printed on the Recovered Property form beneath **FOR FORFEITURE**, and the owner will be advised to apply to the Property Management Unit for return of the handgun.
4. The arresting officer will complete a "Firearm Test Fire Request" form and submit the form along with the handgun to his/her supervisor for forwarding to Property Management, along with proper documentation. *The arresting officer will keep the Gold copy, and will forward the Pink copy to the Firearms Training Unit at the Training Academy.*
5. Property Management Unit personnel, upon receipt of the handgun and "Firearm Test Fire Request" form, will notify the department armorer of the handgun's arrival, and will note the date and time of notification.
6. *Property Management Unit personnel, upon receipt of the handgun, will run an ATF trace of the weapon. The handgun will also be photographed. A copy of the results of the ATF trace will be placed with the handgun, and a copy will be sent to the investigating officer. If criminal charges have been placed against a suspect, the investigating officer should forward a copy of the ATF trace to the State's Attorney's Office prior to trial.*
7. The department armorer will periodically pick up handguns submitted to Property Management, and will conduct examinations of the handguns

to confirm that they meet the definition of a handgun, as stated in *CR 4-201c* of the Annotated Code of Maryland. Upon completion of the examinations, the handguns will be returned to Property Management accompanied by the written results of the examinations.

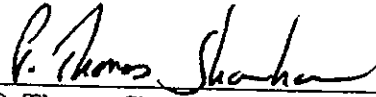
8. When a handgun is being held for violations of *CR 4-203*, it is the responsibility of the arresting officer to notify Property Management when and how the charges have been adjudicated.

VI. HANDGUN FORFEITURE BOARD

If a handgun is seized pursuant to *CR 4-203* (unlawful wearing, carrying or transportation of a handgun), the commanding officer of the Evidence Management Section will convene a hearing board to determine whether the owner could or should have known the handgun was worn, carried or transported in violation of Maryland law. The hearing board will be governed by the provisions set forth in Article 27, Section 36C (Seizure and Forfeiture) and the hearing board's SOP's. Handguns which are reported stolen prior to their seizure, by the police department, may be returned to the owner following an appropriate inquiry and finding by the hearing board. If the hearing board determines a handgun is worn, carried or transported in violation of *CR 4-203*, it may order the handgun forfeited and destroyed upon the final approval of the Chief of Police or his designee.

VII. **PROPONENT UNIT:** Evidence Management Section.

VIII. **CANCELLATION:** This directive cancels Index Code 1201.2, dated 08-01-98.


P. Thomas Shanahan, Chief of Police



RECOVERD FIREARMS

INDEX CODE: 1201.2

EFFECTIVE DATE: 07-15-05

Contents:

- I. Purpose
- II. Definitions
- III. Handling of Firearms
- IV. Processing All Firearms
- V. Processing Handguns
- VI. Handgun Forfeiture Board
- VII. Proponent Unit
- VIII. Cancellation

I. PURPOSE

This directive establishes special guidelines concerning the handling, processing and release of recovered firearms. These guidelines are in addition to the property procedures established in Index Codes 1201, 1201.1 and 1201.3.

II. DEFINITIONS

A. Handgun

Any pistol, revolver, short-barreled shotgun or short-barreled rifle capable of being concealed on a person. (Note: Starter pistols, BB/Pellet guns, matchlock, flintlock, percussion cap firearms and any firearm manufactured in or before 1898 are not considered handguns).

B. Short Barreled Shotgun

A shotgun having one or more barrels less than eighteen (18) inches in length and any firearm made from a rifle (whether by alteration, modification or otherwise) if such a firearm, as modified, has an overall length of less than twenty-six (26) inches.

C. Short Barreled Rifle

A rifle having one or more barrels less than sixteen (16) inches in length and any firearm made from a rifle (whether by alteration, modification, or otherwise) if such firearm, as modified, has an overall length of less than twenty-six (26) inches.

III. HANDLING OF FIREARMS

Officers will exercise the utmost care and caution in the handling and preservation of recovered firearms.

It is the responsibility of the officer seizing a firearm to unload and render the firearm safe prior to placing the firearm in any storage facility or in Property Management. If an officer recovers a firearm, which he/she is not familiar with, it is the responsibility of that officer to seek assistance from an officer with the knowledge to disarm the firearm properly.

IV. PROCESSING ALL FIREARMS

A. Recovered Property Form & Tag

Whenever a firearm is seized by a law enforcement officer for any reason, the officer will complete a Recovered Property form, describing the firearm by make, model, serial number, and any other identifying characteristics. The name and address of the owner will be included if different from the person charged. A property tag will be completed and placed on the firearm.

B. Ownership: Officers' Responsibilities

The seizing officer will conduct an immediate investigation to determine the ownership of the seized firearm. The seizing officer will check the firearm's serial number through NCIC and MGUN. It will not be assumed that the person the firearm was seized from is the legal owner of the firearm. It is the responsibility of the seizing officer to notify Property Management of the lawful owner of a firearm. If ownership is established after the recovered property forms have been submitted, notification will be made to Property Management through inter-office correspondence.

C. Release of Firearm

Only the property Management Unit may release firearms once authority to release is obtained from the seizing officer. Firearms may be held only as permitted under the terms of Index Code 1201.3. If the firearm is not needed for evidentiary purposes or for any reason permitted under Index Code 1201.3, the seizing officer must notify the Property Management Section so that it may be released. If the seizing officer has a reason to believe that the owner may not legally possess a firearm as provided below, he/she should notify Property Management of the information available, but must indicate that the firearm may be released. The Commander of the Evidence Management Section will review all cases involving seized firearms and will make the determination as to whether they will be returned to the owner.

Under the authority of United States, 18 U.S.C. 922(g), a person is not legally entitled to receive, possess, ship, or transport any firearm if any of the following apply:

1. If he/she is under indictment for or has ever been convicted of a crime (felony or misdemeanor) that carries a possible penalty of more than two years incarceration (even if he/she was not sentenced to incarceration).
2. If he/she is a fugitive from justice.
3. If he/she is an unlawful abuser of, or addicted to, any controlled dangerous substance.

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EFFECTIVE DATE: 07-15-05

4. If he/she has been adjudicated as mentally defective, or has been committed to any mental institution.
5. If he/she is an alien illegally or unlawfully in the United States.
6. If he/she has a dishonorable discharge from any of the armed services.
7. If he/she has renounced United States citizenship.
8. If he/she is subject to a court order that restrains the person harassing, stalking, or threatening an intimate partner or child of such intimate partner.
9. If he/she is less than 18 years of age, to receive, possess, ship, or transport any rifle or shotgun or is less than 21 years of age to receive, possess, ship, or transport any handgun.
10. If he/she has been convicted of a crime of domestic violence as defined in United States, 18 U.S.C. and Index Code 1604.

Under the authority of Maryland State Law *PS 5-133*, no person may possess a regulated firearm (all handguns and selected long arms as specified in *Maryland Law PS 5-101*) if any of the following apply:

1. If he/she has been convicted of a crime of violence.
2. If he/she has been convicted of a felony.
3. If he/she has ever been convicted of a misdemeanor that carries a possible penalty of more than two years incarceration (even if he/she was not sentenced to incarceration).
4. If he/she has ever been convicted of a Common Law offense and received a term of incarceration in excess of two years.
5. If he/she is a fugitive from justice.
6. If he/she is a habitual drunkard. If they have been convicted three or more times for driving intoxicated or impaired if one of the convictions occurred within one year.
7. If he/she is an addict or habitual user of any controlled dangerous substance. If they have been convicted two or more times for any controlled dangerous substance violation if one of the convictions occurred within five years.
8. If he/she has a history of violent behavior against himself or others or has been confined for more than 30 consecutive days to a mental facility unless he/she possesses a physician's certification that he/she is capable of possessing a firearm without undue danger to that person or others.
9. If there is a current ex parte or non-ex parte civil protection ordered entered against the person under 506 of the Family Law Article.

D. Processing of Firearms

Firearms will be packaged according to guidelines set forth in Index Code 1201, Section IV. Firearms and ammunition will be packaged separately.

E. Reports Must Accompany

A copy of the incident report, detailing the seizure of a firearm, will accompany all firearms when placed into storage. In instances where firearms are seized by order of an ex parte, a copy of the ex parte, in addition to the incident report, will accompany all firearms when placed into storage.

F. Processing Rifles or Shotguns

If a rifle or shotgun is used in the commission of a crime, it is the responsibility of the arresting officer to complete a "Firearm Test Fire Request" for the department armorer.

1. The arresting officer will complete a "Firearm Test Fire Request" form and submit the form along with the rifle or shotgun to his/her supervisor for forwarding to Property Management, along with proper documentation. The arresting officer will keep the Gold copy, and will forward the Pink copy to the Firearms Training Unit at the Training Academy.
2. Property Management personnel, upon receipt of the rifle or shotgun and "Firearm Test Fire Request" form, will notify the department armorer of the rifle or shotgun's arrival, and will note the date and time of notification.
3. Property Management personnel, upon receipt of the rifle or shotgun, will run an ATF trace of the weapon. The rifle or shotgun will also be photographed. A copy of the results of the ATF trace will be placed with the rifle or shotgun, and a copy will be sent to the investigating officer. If criminal charges have been placed against a suspect, the investigating officer should forward a copy of the ATF trace to the State's Attorney's Office prior to trial.
4. The department armorer will periodically pick up rifles and shotguns submitted to Property Management, and will conduct examinations of them to confirm that they meet the definition of a rifle or shotgun, as stated in Article CR 4-201e and CR 4-201h of the Annotated Code of Maryland. Upon completion of the examinations, the rifles and shotguns will be returned to Property Management accompanied by the written results of the examinations.

V. PROCESSING HANDGUNS

If a handgun is seized pursuant to a violation of CR 4-203 of the Annotated Code of Maryland (unlawful wearing, carrying, transportation or use of a handgun) the firearm

INDEX CODE: 1201.2
EFFECTIVE DATE: 07-15-05

is subject to forfeiture to the State of Maryland and the following guidelines will be followed:

1. All criminal charges will be filed by the officer against any person found unlawfully transporting or using a handgun.
2. The words **FOR FORFEITURE** will be printed in bold letters on the Recovered Property form for handguns seized pursuant to Section *CP 13-201*, even if the possessor of the handgun is not charged with violating CR 4-203.
3. If it is determined that the handgun was reported stolen prior to its recovery or seizure by the Police Department, the words **HOLD FOR OWNER** will be printed on the Recovered Property form beneath **FOR FORFEITURE**, and the owner will be advised to apply to Property Management for return of the handgun.
4. The arresting officer will complete a "Firearm Test Fire Request" form and submit the form along with the handgun to his/her supervisor for forwarding to Property Management, along with proper documentation. The arresting officer will keep the Gold copy, and will forward the Pink copy to the Firearms Training Unit at the Training Academy.
5. Property Management personnel, will notify the department armorer of the handgun's arrival, and will note the date and time of notification.
6. Property Management personnel, upon receipt of the handgun, will run an ATF trace of the weapon. The handgun will also be photographed. A copy of the results of the ATF trace will be placed with the handgun, and a copy will be sent to the investigating officer. If criminal charges have been placed against a suspect, the investigating officer should forward a copy of the ATF trace to the State's Attorney's Office prior to trial.
7. The department armorer will periodically pick up handguns submitted to Property Management, and will conduct examinations of the handguns to confirm that they meet the definition of a handgun, as stated in CR 4-201c of the Annotated Code of Maryland. Upon completion of the examinations, the handguns will be returned to Property Management accompanied by the written results of the examinations.
8. When a handgun is being held for violations of CR 4-203, it is the responsibility of the arresting officer to notify Property Management of when and how the charges have been adjudicated.

VI. HANDGUN FORFEITURE BOARD

If a handgun is seized pursuant to CR 4-203 (unlawful wearing, carrying or transportation of a handgun), the commanding officer of the Evidence Management Section

will convene a hearing board to determine whether the owner could or should have known the handgun was worn, carried or transported in violation of Maryland law. The hearing board will be governed by the provisions set forth in Maryland Law *CP 13-204* and the hearing board's SOP's. Handguns which are reported stolen prior to their seizure by the police department, may be returned to the owner following an appropriate inquiry and finding by the hearing board. If the hearing board determines a handgun is worn, carried or transported in violation of CR 4-203, it may order the handgun forfeited and destroyed upon the final approval of the Chief of Police or his designee.

VII. PROPONENT UNIT: Evidence Management Section.

VIII. CANCELLATION: This directive cancels Index Code 1201.2, dated *10-15-03*.


P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1201.2

RECOVERED FIREARMS

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Definitions
- III. Handling of Firearms
- IV. Processing all Firearms
- V. Processing of Handguns
- VI. Handgun Forfeiture Hearing Board
- VII. Rifles, Shotguns and Other Firearms

I. PURPOSE

This directive establishes special guidelines concerning the handling, processing and release of recovered firearms. These guidelines are in addition to the property procedures established in Index Codes 1201, 1201.1 and 1201.3.

II. DEFINITIONS

A. Handguns

Any pistol, revolver, short barreled shotgun or short barreled rifle capable of being concealed on a person. NOTE: starter pistols, BB / Pellet guns, matchlock, flintlock, percussion cap firearms and any firearm manufactured in or before 1898 are not considered handguns.

B. Short Barreled Shotguns

A shotgun having one or more barrels less than 18 inches in length and any firearm made from a shotgun (whether by alteration, modification, or otherwise) if such firearm, as modified has an overall length of less than 26 inches.

C. Short Barreled Rifles

A rifle having more than one barrel less than 16 inches in length and any firearm made from a rifle (whether by alteration, modification, or otherwise) if such firearm, as modified, has an overall length of less than 26 inches.

III. HANDLING OF FIREARMS

Officers will exercise the utmost care and caution in the handling and preservation of recovered firearms.

It is the responsibility of the officer seizing a firearm to unload and render the firearm safe prior to placing the firearm in any storage facility. If an officer recovers a firearm which he or she is unfamiliar with, it is the responsibility of that officer to seek assistance from an officer with the knowledge to disarm the firearm properly.

IV. PROCESSING ALL FIREARMS

A. Recovered Property Form and Tag

Whenever a firearm is seized by a law enforcement officer for any reason, the officer will complete a Recovered Property form. Describe in detail the type of weapon, make, model, serial number*, caliber, making sure that Block

Crofton Police Department Written Directive: INDEX CODE 1201.2

RECOVERED FIREARMS

EFFECTIVE: 01 OCT 94

Revised:

10A (NCIC checks) is properly filled out as well as any other identifying characteristics. The name and address of the owner will be included if different from the person charged. A property tag will be completed and placed on the firearm. ***If the serial number cannot be located or has been obliterated, this information must be noted on the property form.**

B. Ownership: Officer's Responsibilities

The seizing officer will conduct an immediate investigation to determine the ownership of the seized firearm. It will not be assumed that the person the firearm was seized is the legal owner of the firearm. If ownership is established after the recovered firearm has been submitted, notification will be made.

C. Release of Firearm

A handgun may only be released once authority to release the handgun has been obtained from the seizing officer. Prior to authorizing the release of any firearm, it is the responsibility of the seizing officer to determine if the owner of the firearm is legally permitted to possess a firearm due to felony convictions, mental incompetency, etc.

V. PROCESSING OF HANDGUNS

Handguns will be packaged according to guidelines set forth in Index Code 1201, Section IV. Handguns and ammunition will be packaged separately.

A. Incident Report Must Accompany

A copy of the incident report, detailing the seizure of a handgun, will accompany the handgun when placed into storage.

B. Packaging and Processing Handguns

If a handgun is seized pursuant to a violation of Article 27, Section 36B of the Annotated Code of Maryland (unlawful wearing, carrying, transportation or use of a handgun) the firearm is subject to forfeiture to the state of Maryland and the following guidelines will be followed:

1. all criminal charges will be filed by the officer against any person found unlawfully transporting or using a firearm
2. the word **FOR FORFEITURE** will be printed in bold letters on the Recovered Property form for handguns seized pursuant to Section 36B, even if the possessor of the handgun is not charged with violating Section 36B
3. if it is determined that the handgun was reported stolen prior to its recovery or seizure by the police department, the words **HOLD FOR OWNER** will be printed on the Recovered Property form beneath **FOR FORFEITURE** and the owner will be advised to apply to the Crofton Police Department for the return of the handgun
4. the arresting officer will complete a "Request for Examination" form and submit the form along with the handgun to his or her supervisor for forwarding to Property Management of the Anne Arundel County Police Department, along with proper documentation
5. Property Management Unit personnel of the Anne Arundel County Police Department, upon receipt of the handgun and "Request for Examination" form, will notify the Anne Arundel County Police Department's armorer of the handgun's arrival, and

Crofton Police Department Written Directive: INDEX CODE 1201.2

RECOVERED FIREARMS

EFFECTIVE: 01 OCT 94

Revised:

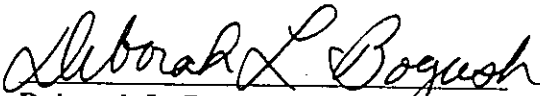
- will note the date and time of notification. (If a Crofton Police Department armorer is available, the above will be done through him or her)
6. the Anne Arundel County Police Department's armorer will periodically pick up handguns submitted to Property Management and will conduct examinations of the handguns to confirm that they meet the definition of a handgun, as stated in Article 27, Section 36F(a) of the Annotated Code of Maryland. Upon completion of the examinations, the handguns will be returned to Property Management accompanied by the written results of the examinations. The above also applies to the Crofton Police Department armorer, if available)
 7. when a handgun is being held for violations of Article 27, Section 36B, the responsibility Rests with the arresting officer to notify the evidence officer when and how the charges have been adjudicated

VI. HANDGUN FORFEITURE BOARD

If a handgun is seized pursuant to Article 27, Section 36B (unlawful wearing, carrying, transportation or use of a handgun), the evidence officer will convene a hearing board to determine whether the owner could or should have known the handgun was worn, carried, transported in violation of Maryland law. The hearing board will be governed by provisions set forth in Article 27, Section 36C (Seizure and Forfeiture) and the hearing board SOP's. Handguns which are reported stolen prior to their seizure, by the police department, may be returned to the owner following an appropriate inquiry and finding by the hearing board. If the hearing board determines a handgun is worn, carried or transported in violation of Article 27, Section 36B, it may order the handgun forfeited and destroyed upon the final approval of the Chief of police.

VII. RIFLES, SHOTGUNS AND OTHER FIREARMS

- A. Rifles, shotguns, and other firearms (except handguns) will be packaged and processed according to guidelines set forth in Section IV and Index Code 101. An incident report does not need to accompany a firearm, other than a handgun, through processing and storage.
- B. If a rifle or shotgun is used in the commission of a crime, it is the responsibility of the arresting officer to complete a Request for Examination Report" for the Anne Arundel County Police Department armorer, or a Crofton Police Department armorer, if available.
- C. Since no forfeiture rights exist for a firearm other than a handgun, rifles and shotguns may be released in accordance with guidelines set forth in Index Code 1201.3.


Deborah L. Bogush, Chief of Police



RELEASE & DISPOSAL OF PROPERTY

INDEX CODE: 1201.3
EFFECTIVE DATE: 08-01-05

Contents:

- I. Policy
- II. Release of Property
- III. Return to Owner
- IV. Return to Finder
- V. Conversion to Department Use
- VI. Destruction of Recovered Property
- VII. Auction
- VIII. *Firearms of Historical Value*
- IX. Return of Property Belonging to Deceased Person (s)
- X. Disputed Ownership of Recovered Property
- XI. Proponent Unit
- XII. Cancellation

I. POLICY

To avoid depriving owners of their property, it is the policy of this department to release found, recovered, and evidentiary property to the lawful owner or his/her representative within six months, after legal requirements have been satisfied, unless otherwise instructed by competent authority. This directive includes property seized by court order, such as a search warrant.

II. RELEASE OF PROPERTY

A. Authority to release property being held in Property Management will not be granted via telephone. If an officer determines property can be released which had originally been marked as "hold for evidence," the officer must:

1. respond to Property Management and sign off on the original property slip; or
2. send Property Management an inter-office correspondence indicating case number, description of property and to whom the property can be released; or
3. complete a property disposition form sent out by Property Management.

The signature of the officer must appear on any document authorizing the release of property.

B. Every sixty (60) days the Property Management Unit will request investigating officers to update recovered property forms for possible release which are marked as "HOLD FOR EVIDENCE." Officers will respond to property disposition forms within seven (7) working days.

C. If an officer who recovered property is not available to authorize release or disposal of property, the

Property Management Unit will obtain authority for release or disposal from the officer's commanding officer.

D. If property is being held for an officer who is no longer a member of the department, authority for release or disposal will be provided by the commander of the Evidence Management Section.

E. Property which is being held in temporary storage may be released to the owner on-site through the district property officer. (Except firearms)

F. When releasing property, which has been held as evidence, officers must adhere to the following guidelines:

STATUS/TYPE OF CASE	ACTION
Verdict of not guilty	Release/ destroy evidence
Verdict of guilty (felony)	Hold for ten (10) years
Verdict of guilty (misdemeanor)	Hold for one (1) year
Verdict of guilty (auto manslaughter)	Hold for five (5) years
Open felony cases	Hold indefinitely
Open misdemeanor case	Hold for one (1) year
Open auto manslaughter case	Hold for three (3) years
All homicide cases	Hold indefinitely or may be released with approval of SAO

III. RETURN TO OWNER

A. Officers who recover property are required to notify the owner of its recovery. Information concerning notification is to be indicated on the property slip. Officers should make every attempt to return property to the owner while it is still in the officer's possession.

B. In the event an officer is unable to contact an owner to provide notification of recovery, notification will then be done by Property Management through first



Crofton Police Department Written Directive: INDEX CODE 1202

CONTROLLED DANGEROUS SUBSTANCES

EFFECTIVE: 01 OCT 94

Revised:

- I. Submission Requirements
- II. CDS - Handling and Processing
- III. CDS - Paraphernalia - Handling and Processing
- IV. Withdrawing CDS Evidence for Court
- V. Procedures for Returning CDS after Court

I. SUBMISSION REQUIREMENTS

All seized or recovered CDS will be packaged and submitted to the Anne Arundel County Police Department's Crime Lab before the end of the recovering officer's tour of duty. It must be properly recorded and accounted for according to the requirements of this directive and Index Code 1201.

II. CDS - HANDLING AND PROCESSING

- A. No suspected CDS will be sniffed, tasted or ingested for any reason
- B. All CDS evidence will be weighed by the recovering officer. CDS evidence in the form of capsules or pills will be counted as well as weighed. Counting will be performed in addition to, not in lieu of, weighing. The loss of minute or small amounts of an encapsulated powdery substances may escape detection if the capsules are only counted. An exception to weighing the substance is permissible when the substance is officially sealed in tamper proof protective packaging.
- C. All containers of CDS will be inspected by each recipient for tampering, as a safeguard against the substitution of material having the same weights
- D. Anne Arundel County Police Department will provide a secure, locked drop box for CDS submission
- E. If possible, a field test will be conducted on the suspected CDS
- F. If the field test results are positive, or if a field test cannot be performed, the CDS evidence will be packaged as follows:
 - 1. place evidence in the clear bag and enter the following data on the bag sticker: defendant's full name, case number, date of offense, and officer's name and identification number
 - 2. heat seal the plastic bag following the directions provided
 - 3. complete a Laboratory Analysis Form and attach it to the evidence by stapling it above the heat seal; the seal will not be placed into the bag; only one Laboratory Analysis Form is needed if all bags pertain to the same case; the Laboratory Analysis Form must include all defendant's full names; each item on the form will be fully described and numbered according to each article of evidence; the officer will sign and date the chain of custody at the bottom of the form
 - 4. a second party (preferably a supervisor, another officer or a police aide) must verify the officer's count / amount at the same time the evidence is packaged and must sign and date the form in the space provided
 - 5. place the heat sealed bag into the drop box, and enter the evidence into the log book; the log book entry and evidence and drop must be witnessed

Crofton Police Department Written Directive: INDEX CODE 1202

CONTROLLED DANGEROUS SUBSTANCES

EFFECTIVE: 01 OCT 94

Revised:

- G. in situations where a department member recovers suspected CDS or suspected CDS is turned over to the member, with no suspect or reasonable expectation of developing a suspect, then the procedure outlined in this subsection will be followed except that the Laboratory Analysis form will not be used and the package will be marked "Destroy"
- H. CDS evidence that is recovered and is already packaged must be placed in an evidence bag; if the prepackaged CDS is too large for the evidence bag, it must be placed in another container such as a cardboard box, sealed and appropriately marked; when the prepackaged CDS evidence is too large for the drop box, the CDS Evidence Officer will be called immediately to take custody; this may require transportation of the evidence to the Crime Laboratory at Headquarters of the Anne Arundel County Police Department.
- I. loose CDS evidence that is of a different composition, i.e., loose marijuana "joint" and a piece of "crack," will be placed in different evidence bags; they can be placed in one larger bag if they are from the same case; each bag within the larger bag must be designated differently using a numbering system such as 1 of 6, 2 of 3, etc., depending upon the number of bags submitted
- J. notification will be made if improperly prepared evidence is found; if an deficiency is found, the CDS collection officer will hold the CDS until the seizing officer corrects the deficiency

II. CDS PARAPHERNALIA - HANDLING; RESTRICTIONS ON ANALYZING

- A. Due to the inherent dangers of handling a used syringe or razor blade, the laboratory as a general rule will not analyze such materials. Empty, used syringes usually do not contain enough CDS for complete analysis. However, in cases where the syringe or razor is the only or most important piece of evidence, the laboratory may elect to analyze it.
- B. If the razor blade is to be submitted to the lab, whether the materials is to be analyzed or is to be handled as paraphernalia, it will be marked accordingly and properly packaged. Other CDS that is considered supporting evidence or recovered property will be packaged and stored for trial.
- C. Syringes and razor blades that are to be disposed of will be placed in the designated disposal box located within each Anne Arundel County Police Department district house.
- D. Only actual CDS or the paraphernalia that is crucial to the case and requires analysis will be packaged in the "heat seal" evidence bags and placed in the drop box. Paraphernalia which will not be analyzed will be placed in storage at the Crofton Police Department. The appropriate forms and packaging specifications will be utilized.

III. PROCEDURES FOR WITHDRAWING CDS EVIDENCE FOR COURT

- A. Department members who have not received a copy of the results of a requested CDS analysis at least fifteen (15) days prior to the scheduled trial date, the officer will contact the Anne Arundel County Police Department CDS Evidence Officer and advise him or her of this fact. Officers will also contact the CDS Evidence Officer seven (7) days prior to the trial date to ensure that the analysis has been completed, unless the yellow copy of the analysis form was returned. To take custody of the evidence for court, the officer will contact the Anne Arundel County Police Department CDS Evidence Officer between 0700 and 0900 hours and 1200 to 1300 hours on the morning of the trial date.

Crofton Police Department Written Directive: INDEX CODE 1202

CONTROLLED DANGEROUS SUBSTANCES

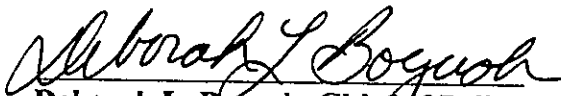
EFFECTIVE: 01 OCT 94

Revised:

- B. CDS evidence may only be withdrawn from the Crime Lab on the day the case is set for trial
- C. CDS evidence will not be released to any officer before his or her departmental identification is verified

IV. PROCEDURES FOR RETURNING CDS AFTER COURT

- A. CDS evidence possession by department members will be limited to its initial recovery and its possession for court. DS evidence will be returned to the Anne Arundel County Police Department CDS Evidence Officer or placed in a CDS drop box on the same day it was withdrawn from the Crime Lab for court. CDS evidence will not be kept in any private locker, vehicle, desk, etc.
- B. Complete the CDS Case Status Inquiry Form attached to the CDS evidence package and place it in the drop box or return it to the CDS Evidence Officer.
- C. If a portion of the CDS is being held by the court, attach a copy of the court receipt to the remaining CDS and place it in the CDS drop box or return it to the CDS Evidence Officer.
- D. If all the CDS is being held by the court, place a copy of the court receipt in the CDS drop box or return it to the CDS Evidence Officer.
- E. If there is a postponement of a trial, the CDS will be placed in the CDS drop box or return it to the CDS Evidence Officer.
- F. If there is a postponement or continuation of trial to the following day, the CDS Evidence will only be placed in the drop box located in the Evidence Collection Unit at Headquarters of the Anne Arundel County Police Department. If no one is present in ECU to allow access and witness the drop, contact the Communications supervisor.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1201.3

RELEASE AND DISPOSAL OF PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Release of Property
- III. Return to Owner
- IV. Return to Finder
- V. Conversion to Department Use
- VI. Destruction of Recovered Property
- VII. Auction
- VIII. Weapons Donated to Smithsonian Institution
- IX. Property Belonging to Deceased Person(s)
- X. Disputed Ownership of Recovered Property

I. POLICY

To avoid depriving owners of their property, it is the policy of this department to release found, recovered, and evidentiary property to the lawful owner or his/her representative within six months, after legal requirements have been satisfied, unless otherwise instructed by competent authority. This directive includes property seized by court order, such as a search warrant.

II. RELEASE OF PROPERTY

A. Authority to release articles being held in Property Storage will not be granted via telephone. If an officer determines property can be released which had originally been marked as "hold for evidence", the officer must:

1. sign off on the original property slip; **or**
2. If applicable, send Anne Arundel County Police Department Property Management an inter-office correspondence indicating case number, description of property and to whom the property can be released; **or**
3. complete a property disposition form

The signature of the officer must appear on any document authorizing the release of property.

- B. Every sixty (60) days the Evidence Officer will request investigating officers to update recovered property forms for possible release which are marked as "HOLD FOR EVIDENCE". Officers will respond to property disposition forms within seven (7) working days.
- C. If an officer who recovered property is not available to authorize release or disposal of property, the Evidence Officer will obtain authority for release or disposal from the Chief of Police.
- D. If property is being held for an officer who is no longer a member of the department, authority for release or disposal will be provided by the Chief of Police.
- E. Property which is not being held as evidence may be released to the owner on-site through any officer.
- F. When releasing property which has been held as evidence, officers must adhere to the following guidelines:

Crofton Police Department Written Directive: INDEX CODE 1201.3

RELEASE AND DISPOSAL OF PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

STATUS/TYPE OF CASE	ACTION
Verdict of not guilty	Release/destroy evidence
Verdict of guilty (felony)	Hold for ten (10) years
Verdict of guilty(misdemeanor)	Hold for one (1) year
Verdict of guilty (auto manslaughter)	Hold for five (5) years
Open felony cases	Hold indefinitely
Open misdemeanor case	Hold for one (1) year
Open auto manslaughter case	Hold for three (3) years
All homicide cases	Hold indefinitely or may be released with approval of SAO

III. RETURN TO OWNER

- A. Officers who recover property are required to notify the owner of its recovery. Information concerning notification is to be indicated on the property slip. Officers should make every attempt to return property to the owner while it is still in the officer's possession.
- B. In the event an officer is unable to contact an owner to provide notification of recovery, notification will then be done by the Evidence Officer through first class mail within ten days of receipt of property. Notifications will instruct owners to pick up their property within thirty (30) days and will be noted on the recovered property form.
- C. Should the owner not pick up the property within the thirty (30) day period, a second letter will be sent at the end of that period, stating the property must be picked up in thirty (30) days of the receipt or refusal of the letter or the property will be deemed abandoned and ownership will transfer to the Crofton Police Department.
- D. Positive identification and proof of ownership must be provided by anyone claiming property to the satisfaction of department representative releasing property.

IV. RETURN TO FINDER

The Evidence Officer will return recovered property to the finder, if:

- A. The property is not claimed by the owner within 60 days;
- B. The property is not a weapon or contraband;
- C. The finder lays claim to the property within 60 days; and
- D. The finder/claimant has proper identification.

If the finder fails to claim the property, the ownership of the property will automatically transfer to the Crofton Police Department. The Crofton Police Department reserves the right to have a judicial determination made with regard to the release of any property.

V. CONVERSION TO DEPARTMENT USE

Unclaimed or abandoned property may be converted to department use upon approval of the Chief of Police or his designee. Upon notification of approval the Evidence Officer will coordinate release of property to the department.

Crofton Police Department Written Directive: INDEX CODE 1201.3

RELEASE AND DISPOSAL OF PROPERTY

EFFECTIVE: 01 OCT 94

Revised:

VI. DESTRUCTION OF RECOVERED PROPERTY

Recovered property which is unclaimed and not suitable for use by the department may be destroyed, upon approval of the Chief of Police. Unclaimed weapons, not converted to departmental use, will be destroyed according to procedures established.

VII. AUCTION

Recovered property (except contraband) which is unclaimed, abandoned, not converted to department use, or no longer needed as evidence will be disposed of by auction. The Evidence Officer will prepare these items in lots to be turned over to a contracted auctioneer for storage and disposal.

VIII. WEAPONS DONATED TO SMITHSONIAN INSTITUTION

By authority of the Chief of Police, weapons may be turned over to the Smithsonian Institution in lieu of being destroyed if it is determined by that institution the weapon has historical value.

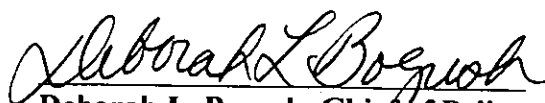
IX. RETURN OF PROPERTY BELONGING TO DECEASED PERSON(S)

If it is determined that the owner of any recovered property is deceased, the property will be disposed of as follows:

- A. The property may be returned to the surviving spouse of the deceased owner, if at the time of his/her death the owner was lawfully married to the current spouse and both the owner and spouse were legal residents of the state of Maryland.
- B. In all other cases, the property may be returned only to the Personal Representative of the decedent's estate. Proof of appointment as Personal Representative by a court of competent jurisdiction must be furnished by the claimant.

X. DISPUTED OWNERSHIP OF RECOVERED PROPERTY

If more than one person claims to be the lawful owner of any recovered property, and positive proof of ownership cannot be furnished to the satisfaction of the supervisor of the Evidence Officer, the property will not be released. The disputants will be advised to have the matter of ownership resolved by a court of competent jurisdiction and authority. Unless all but one of the parties renounces in writing their claim to the property, the property thereafter will be released as directed by the court.


Deborah L. Bogush, Chief of Police



CONTROLLED DANGEROUS SUBSTANCES

INDEX CODE: 1202

EFFECTIVE DATE: 11-26-01

Contents

- I. Submission Requirements
- II. CDS - Handling and Processing
- III. CDS Paraphernalia - Handling and Restrictions on Analyzing
- IV. Procedures for Withdrawing CDS Evidence for Court
- V. Procedures for Returning CDS After Court
- VI. **States Attorney's Notification**
- VII. **Juvenile Cases**
- VIII. Proponent Unit
- IX. Cancellation

I. SUBMISSION REQUIREMENTS

All seized or recovered CDS will be packaged and submitted to the Crime Lab before the end of the recovering officer's tour of duty. It must be properly recorded and accounted for according to the requirements of this directive and Index Code 1201.

II. CDS - HANDLING AND PROCESSING

A. No suspected CDS will be sniffed, tasted or ingested for any reason. The precautions outlined in Index Code 703, "Bloodborne Pathogens", should be followed while handling any CDS packaging/container, suspected of being a biohazard.

B. All CDS evidence will be weighed by the recovering officer. CDS evidence in the form of capsules or pills will be counted as well as weighed. Counting will be performed in addition to, not in lieu of, weighing. *The recovering officer will ensure the scale used for weighing the CDS is "zeroed" before use and that the item being weighed is not touching any other surface other than the scale being used.* The loss of minute or small amounts of an encapsulated powdery substance may escape detection if the capsules are only counted. An exception to weighing the substance is permissible when the substance is officially sealed in tamper-proof protective packaging. *Officers will be held accountable for any discrepancies in weights and counts of CDS evidence.*

C. All containers of CDS will be inspected by each recipient for tampering, as a safeguard against the substitution of materials having the same weights.

D. The department will provide a secure, locked drop box for CDS at each of the district stations, at CID, headquarters and at other police facilities as required.

The security of the drop boxes will periodically be inspected by the commanding officer of the Evidence Management Section. Only the *Evidence Management Section Commander*, CDS Officer(s) and the Director of the Crime Lab will have keys to the drop boxes.

E. If possible, a field test will be conducted on the suspected CDS.

F. If the field test results are positive, or if a field test cannot be performed, the CDS evidence will be packaged as follows:

1. Place evidence in the clear bag and enter the following data on the bag sticker: the defendant's full name, case number, date of offense, and officer's name and identification number. This sticker must be signed or initialed by the submitting officer. Note: Cutting the heat seal bag down to a more manageable size when small quantities of CDS have been seized is prohibited. While this may seem a reasonable action, this creates an integrity question for the package (evidence) which must be avoided. The bags must be used in their original size.

2. *Use as many heat seal envelopes as required in order to be able to clearly see every item submitted within any particular envelope. Do not seal more than two (2) small heat seal envelopes inside a larger heat seal envelope.*

3. Heat seal the plastic bag following the directions provided. The heat seal must be initialed or signed by the submitting officer.

4. *The officer must complete a Laboratory Analysis form (dated 8/97) and attach it to the evidence bag by stapling it above the heat seal.*

- a. *Do not place the form inside of the bag.*
- b. *Only one Laboratory Analysis form is needed if all bags pertain to the same case.*
- c. *The Laboratory Analysis form must include all defendant's full names.*
- d. *Each item of the form will be fully described and numbered according to each article of evidence. Do not list different types of items under one item number; create sub-item numbers if necessary. For example, 1a (one pipe) and 1b (one bag with plant material)*

should be used rather than listing both the pipe and bag of plant material as item 1.

- e. The officer will sign and date the chain of custody at the bottom of the form.*
- f. Any time a CDS is mentioned by name, it should be preceded by "suspected" and then the name of the CDS believed to have been recovered. For example, "suspected marijuana" or "suspected crack cocaine."*

5. A second party, a supervisor or another officer, must verify the recovering officer's count/amount at the time the evidence is packaged and must sign/date the Laboratory Analysis form (dated 8/97) in the space provided. Officers will be held accountable for any count/amount discrepancies.

6. Place the heat sealed bag into the drop box, and enter the evidence into the log book. The log book entry and evidence drop must be witnessed.

7. If the sealed evidence is too large to fit into the regular CDS Drop Box, place the evidence into the designated CDS BULK EVIDENCE STORAGE LOCKER, close the lock, and notify the CDS Officer that evidence has been placed in the locker. (If the CDS Officer is not available, leave a message regarding the bulk CDS. If the CDS Bulk Evidence Storage Locker in the location where the evidence is packaged is already in use, drop the evidence in the CDS Bulk Evidence Storage Locker at another district station. Enter the evidence in the log book and note "BULK" next to the case number. The log book entry and the evidence drop must be witnessed.

G. When an officer recovers suspected CDS with no suspects or any reasonable expectations of developing a suspect, the packaging and submission procedure outlined in this subsection will be followed, including the use of a Laboratory Analysis form (dated 8/97). Under these circumstances the form will be marked "DO NOT ANALYZE - DESTROY" with the initials of the officer placed next to this command.

H. CDS evidence that is recovered and is already packaged must be placed in an evidence bag. If the prepackaged CDS is too large for the evidence bag, it must be placed in another container such as a cardboard box, sealed and appropriately marked. If items of evidence are contained in several large heat seal bags, the properly sealed bags may then be placed in another container such as a cardboard box, and the box is considered a "transport container." Providing all evidence within the transport container is properly sealed and the seals are signed/initialed,

the transport container does not need to be sealed/signed/initialed.

*I. Loose CDS evidence that is of a different composition, i.e., loose marijuana "joint" and a piece of "crack", will be placed in separate evidence bags. They can then be placed in one larger evidence bag if they are from the same case. Each bag within the larger bag must be designated differently using a numbering system such as *1 of 2, 2 of 2.**

J. The submitting officer's supervisor will be notified by the CDS Officer of all improperly prepared evidence. This evidence will be collected and stored by the CDS Officer until the submitting officer has corrected the deficiency. When this has been done, the evidence will then be submitted to the laboratory for analysis.

III. CDS PARAPHERNALIA - HANDLING; RESTRICTIONS ON ANALYZING

A. Due to the inherent dangers of handling a used syringe or razor blade, the crime laboratory will not analyze this type of paraphernalia for evidence.

B. If a syringe or razor is submitted as part of a CDS case, although it will not be analyzed, it will be marked accordingly and properly packaged.

C. Syringes and razor blades that are to be disposed and are not CDS related will be placed in the designated disposal box located within each district station.

D. Only actual CDS or the paraphernalia that is crucial to the case and requires analysis will be packaged in the "heat seal" evidence bags and placed in the drop box. Paraphernalia which will not be analyzed will be submitted to Property Management. The appropriate Property Management forms and packaging specifications will be utilized.

IV. PROCEDURES FOR WITHDRAWING CDS EVIDENCE FOR COURT

A. Department members who have not received a copy of the results of a requested CDS analysis at least fifteen (15) days prior to the scheduled trial date, will contact the department CDS Officer and advise him/her of this fact. Officers will also contact the CDS Officer seven (7) days prior to the trial date to ensure that the analysis has been completed, unless the yellow copy of the analysis form was returned. To take custody of the evidence for court, the officer will

contact the CDS Officer between 0700 and 0900 hours and 1200 to 1300 hours on the *day of the trial*.

B. CDS evidence may only be withdrawn from the Crime Lab on the day the case is set for trial.

C. CDS evidence will not be released to any officer before his/her departmental identification is verified.

V. PROCEDURES FOR RETURNING CDS AFTER COURT

A. CDS evidence possession by department personnel will be limited to its initial recovery, possession for court and possession for destruction. CDS evidence will be returned to the CDS Officer or placed in a CDS drop box on the same day it was withdrawn from the Crime Lab for court purposes. CDS evidence will not be kept in any private locker, vehicle, desk, etc.

B. Complete the CDS Case Status Inquiry Form attached to the CDS evidence package and place *the form and the evidence* in a CDS drop box or return it to the CDS Officer.

C. If a portion of the CDS is being held by the court, attach a copy of the court receipt to the remaining CDS, and place it in the CDS drop box or return it to the CDS Officer.

D. If all the CDS is being held by the court, place a copy of the court receipt in the CDS drop box or return it to the CDS Officer.

E. If there is a postponement of a trial, the CDS will be placed in the CDS drop box or return it to the CDS Officer.

F. If there is a postponement or continuation of trial to the following day, the CDS evidence will only be placed in the drop box located in the Evidence Collection Unit at Headquarters. If no one is present in ECU to allow access and witness the drop, contact the Communications supervisor.

VI. STATES ATTORNEY'S NOTIFICATION

A. Circuit Court

Each month, the Circuit Court will forward a list noting the defendants and dispositions of their cases for the prior month.

B. District Court

The District Court will forward an inter-office memorandum to the CDS Officer for each CDS case noting the defendant's name and the court disposition.

C. Destruction of CDS

Unless notified otherwise by the States Attorney's Office, CDS cases that have been adjudicated may be slated for destruction 45 days after the adjudication.

VII. JUVENILE CASES

The Juvenile/Victim Assistance Unit will provide a list of juvenile case dispositions involving CDS arrests to the CDS Officer periodically so that juvenile cases may be disposed of in a timely manner.

VIII. PROPONENT UNIT: Crime Lab.

IX. CANCELLATION: This Index Code cancels Index Code 1202, dated 05-31-96 & 06-10-96.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1203

CRIME SCENE PROCESSING

EFFECTIVE: 01 OCT 94

Revised:

NOTE

- I. Policy
- II. Definitions
- III. Responsibilities
- IV. Evidence Collection and Processing Techniques
- V. Inventory and Chain of Custody of Evidence
- VI. Processing Certain Crime Scenes Requires
- VII. Crime Scenes Not Routinely Processed
- VIII. Processing Search and Seizure Warrant Scenes
- IX. Protecting Security Crime Scenes
- X. Crime Scene Search/Preliminary Survey
- XI. Report of the Crime Scene Processor
- XII. Crime Scene Sketch
- XIII. Recovered Property/Crime Scenes
- XIV. Contaminated Evidence

NOTE: The Crofton Police Department does not have its own Crime Scene and Evidence Collection Services Unit. The Crime Scene and Evidence Collection Services Unit of the Anne Arundel County Police Department is utilized. In doing so we follow their procedures. All Crofton Police Department officers are responsible in adhering to the rules governing Anne Arundel County Police Department Crime Scene Processing. The following Anne Arundel County Police Department written directive is to be utilized in adhering to those rules. Any reference to department or policies or procedures are those of the Anne Arundel County Police Department.

I. POLICY

It is the policy of the department to provide 24-hour crime scene & evidence collection services. The proper search of a crime scene for physical evidence is a critical part of the criminal investigation. The ability of the investigating officer to identify what constitutes probative or viable physical evidence, and to properly secure and preserve it for trial is essential to the investigation of the crime and the prosecution of offenders. At the crime scene, every officer shares the responsibility of collecting as much pertinent physical evidence as possible. Certain procedures must be followed in the processing and preservation of evidence in order to ensure that its value for laboratory examination will not be adversely affected and that it will be admissible in court.

II. DEFINITIONS

- A. Evidence - Anything that bears on or tends to prove the point in questions. For the purpose of this code the term "evidence" means physical or tangible evidence - objects, fingerprints, bodily fluids or parts, impressions made on other objects, photographs, etc.

Crofton Police Department Written Directive: INDEX CODE 1203

CRIME SCENE PROCESSING

EFFECTIVE: 01 OCT 94

Revised:

- B. Chain of Custody - The continuity and custody of items collected as physical evidence. This continuity must be established in order to prove that items or materials offered as evidence during a trial are the same items or materials collected at the crime scene during processing.
- C. Crime Scene Processing - The specific actions taken at the scene of a crime or accident; consisting of the taking of photographs, preparing a sketch of a crime or accident scene, and the collection and preservation of physical evidence.
- D. Crime Scene Technician - The Evidence Technician assigned to the Evidence Collection Unit who is responsible for processing a crime scene.
- E. Field Fingerprint Officer - A sworn officer, having completed a prescribed training course, who is responsible for processing minor crime scenes. (Required equipment - latent fingerprint kit and camera.)
- F. Crime Scene Processor - The person, either an evidence technician or a police officer, who processes a crime scene.

III. RESPONSIBILITIES

In any case where evidence collection is required, the investigating officer will promptly (within one hour) request that an Evidence Collection Unit technician be dispatched. The request may be made via Communications. The investigating officer will remain at the scene and ensure that the crime scene is protected from contamination until the arrival of the crime scene technician. The responsibility for the collection, preservation, and identification of physical evidence at a crime scene rests with the crime scene technician assigned to the Evidence Collection Unit. If no crime scene technician is requested, the investigating officer is responsible for the collection and proper handling of evidence, except in the special circumstances described in this subsection. The processing of minor crime scenes including but not limited to those that are not routinely processed by the Evidence Collection Unit, will be conducted by Field Fingerprint Officers. If an Evidence Collection Unit is not available to respond and the evidence or crime scene cannot be properly secured, field fingerprint officers may process the following crime scenes: burglary, armed robbery (excluding bank robberies), and thefts. Should the potential exist for crime scene requirements to exceed basic photography and/or latent fingerprint recovery techniques, processing by an Evidence Collection Unit Technician is necessary.

IV. EVIDENCE COLLECTION AND PROCESSING TECHNIQUES

The following general requirements apply to the collection and processing of physical evidence in the field, regardless of the type of crime under investigation:

- A. All evidence must be collected legally in order to be admissible in court.
- B. At the time it is found, evidence should be displayed to another investigator, if possible, so that both individuals may testify as to its source.
- C. All evidence should be fully described in the investigator's notes and photographed in place prior to being picked up.
- D. All articles of evidence should be carefully marked for identification, preferably on the article itself, in such a manner that the article is not damaged, and in a way so that the identification is permanent. Identification will consist of the investigator's initials or identification number.
- E. Each item of evidence will be placed in an appropriate container, such as paper evidence bags, transparent

Crofton Police Department Written Directive: INDEX CODE 1203

CRIME SCENE PROCESSING

EFFECTIVE: 01 OCT 94

Revised:

envelopes, plastic vials or strong cardboard boxes. The evidence container will be sealed with a label or tag attached and will provide the following information:

1. Case number
2. Type of case
3. Date and time of finding the article
4. Location at time of discovery
5. Signature of the investigator, who discovered the article
6. Name of witness(es), if any, to the discovery

- F. Whenever available, materials and substances will be collected from a known source for submission to the crime lab for comparison with physical evidence collected.

V. INVENTORY AND CHAIN OF CUSTODY OF EVIDENCE

- A. The chain of custody for physical evidence will commence immediately upon recovery of the evidence. All evidence collected at crime scenes will be listed on a chain of custody inventory form. The following information will be recorded for each item of evidence recovered:

1. Description of the item, to include make, model name and/or number, serial number, color, and approximate weight and size;
2. Source: from whom, or location where, obtained;
3. Name and identification number of person collecting the item.

- B. Each time transfer of custody of physical evidence takes place, the following information will be recorded on the chain of custody inventory form

1. Date and time of transfer;
2. Receiving person's name and functional responsibility;
3. Reason for the transfer (i.e. lab exam, court, etc.)
4. Name and location of outside agency or facility receiving evidence, if evidence is delivered to or retained by another laboratory, a court, etc.

- C. The chain of custody inventory form for any evidence submitted to a laboratory for examination will include the following prior custody information:

1. Name of the person last having custody of the item;
2. Date, time, and method of submission;
3. Date and time of receipt in the laboratory;
4. Name and signature of the person in the laboratory receiving the evidence.

VI. PROCESSING OF CERTAIN CRIME SCENES REQUIRED

- A. The following crimes require processing by an Evidence Collection Unit:

1. Homicide, attempt homicide, or suspicious death.
2. Rape, attempt rape, and sex offenses in the first or second degree.
3. Assault with intent to murder, rape, or rob.
4. Assault and battery resulting in life-threatening or incapacitating injury.
5. Armed robberies (including all bank robberies)
6. Burglary; breaking & entering
7. Theft, where the investigating officer determines that physical evidence may be present.

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CRIME SCENE PROCESSING

EFFECTIVE: 01 OCT 94

Revised:

8. Hit and run motor vehicle accidents resulting in personal injury, death, or extensive property damage.
- B. If the crime scene of any of the crimes listed above is not processed by an Evidence Collection unit, the investigating officer will state the reasons why in the incident report

VII. CRIME SCENES NOT ROUTINELY PROCESSED

As a general rule, the following incidents will not be routinely processed by the Evidence Collection Unit:

- A. Recovered stolen motor vehicles
- B. Theft or attempt from a motor vehicle
- C. Misdemeanors

However, processing by the Evidence Collection Unit of the above-mentioned crime scenes is justified if any of the following circumstances are present:

- A. Suspects have been identified
- B. The crime scene is a vehicle that was used in the commission of a felony or crime of violence
- C. The crime under investigation is believed to be part of a pattern of ongoing criminal activity in a specific area, or targeting a specific class of victim.
- D. The field supervisor in charge of the investigation has determined that viable physical evidence exists at the scene.

(Note: The above mentioned incidents could be processed at any time for any reason by a field fingerprint technician.)

VIII. PROCESSING SEARCH AND SEIZURE WARRANT SCENES

The Evidence Collection Unit will process the scene of a search and seizure warrant if any of the following conditions are present:

- A. The item(s) to be seized are believed to be connected to a crime scene previously processed by ECU.
- B. The item(s) to be seized may potentially be submitted to a criminalistic laboratory for examination.
- C. Special photographic techniques are required. (Routine photographing of the scene will be done by field operations personnel or CID.)

IX. PROTECTING/SECURING THE CRIME SCENE

- A. Prior to the arrival of the investigating officer, nothing at the crime scene should be touched or moved except as is required to save life or to deal with a medical or similar emergency. The first officer at the scene is responsible for protecting (securing) the crime scene.
- B. Only persons who have a legitimate investigative or supervisory role will be permitted into a crime scene. The officer in charge of securing the crime scene will prepare a contamination sheet listing the name, rank and identification number (if any), and time of entry and exit of all persons who enter the crime scene.
- C. Too many persons at a crime scene can lead to the destruction or removal of potential evidence. The senior ranking officer at the crime scene will ensure that the crime scene is protected and controlled.

Crofton Police Department Written Directive: INDEX CODE 1203

CRIME SCENE PROCESSING

EFFECTIVE: 01 OCT 94

Revised:

X. CRIME SCENE SEARCH & PRELIMINARY SURVEY

- A. A crime scene search is a planned search for the purpose of locating physical evidence of the crime under investigation. An effective crime scene search should include the procedures outlined in this section. However, it is recognized that every crime scene is unique and may require a somewhat different approach.
- B. A preliminary survey of the crime scene will be conducted by the investigating officer or, if available, the crime scene technician. This constitutes the planning stage of the search and will include:
1. Develop the objectives of the search - what is to be found.
 2. Take special note of evidence which may easily be destroyed such as shoe prints in dust, footprints, fingerprints.
 3. Organize the search.
 - a. Make assignments for photographs, fingerprints, plaster casts and evidence handling.
 - b. Decide on search pattern to be employed - lane, grid, spiral or zone searches.
 - c. Issue instructions to assisting personnel based on assignment and chronology of processing.

XI. REPORT OF THE CRIME SCENE PROCESSOR

- A. The crime scene processor will prepare a report of the events that transpired at the crime scene, based on his/her original notes and observations. The narrative is used during any prolonged investigation and at trial to recall details of the crime scene.
- B. The narrative will include the following information:
1. Date, time and location of the scene.
 2. Weather and lighting conditions.
 3. Identity of other individuals present at the scene.
 4. Assignments given to personnel at the crime scene.
 5. Condition and position of the evidence which was found at the crime scene.
 6. Names of victims and suspects, if known.
 7. Report number.
 8. Action taken by crime scene processor, including type of photographs taken, measurements taken (yes or no) and a listing of physical evidence recovered.
- C. Whenever a crime scene is processed by an Evidence Collection Unit technician or a field fingerprint officer, a "Crime Scene Unit - Supplemental Report" will be filled out by the processor with the appropriate information included.

XII. CRIME SCENE SKETCH

- A. A crime scene sketch is a handmade pictorial representation of conditions at a crime scene. It is used in clarifying investigative data and in making the situation more easily understood by eliminating unnecessary details. The sketch will be used in conjunction with, and not in place of, photographs of the crime scene.
- B. The crime scene sketch will include:
1. Dimensions of the crime scene and its relevant contents;

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CRIME SCENE PROCESSING

EFFECTIVE: 01 OCT 94

Revised:

2. Relation of the crime scene to other buildings, geographical features, roads, etc.
3. Distances between objects, and from objects to entrances/exits.
4. Measurements showing the exact location of items of evidence including the victim. Each object should also be identified by indicating its distance from two fixed points such as doors, windows, walls, etc.
5. Address, floor, or room number, as appropriate.
6. Direction of north.
7. Names of the persons preparing the sketch; date, time, report number, type of case, and victim.

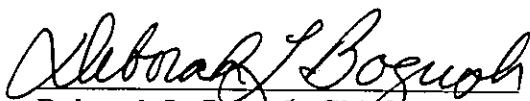
XIII. RECOVERED PROPERTY AT CRIME SCENES

Evidence Collection Crime Scene Technicians will not take possession of recovered property unless it is necessary to transport such items for laboratory examination purposes.

- A. If the investigating officer was the individual who collected the evidence from the crime scene then he/she is responsible for redeeming the evidence from the property storage facility for court.
- B. If an Evidence Technician has collected the evidence from the crime scene, and if no investigating officer is involved in the chain of custody, then the Evidence Technician will redeem the evidence for court.
- C. In addition to these procedures, guidelines for obtaining and returning evidence for court will be followed as outlined in directive 1201.1.

XIV. CONTAMINATED EVIDENCE

- A. When handling items that may be contaminated, employees will wear disposable gloves.
- B. Contaminated evidence will be placed in a plastic envelope and sealed with evidence tape. Plastic envelopes containing contaminated items will not be stapled. The evidence envelope will be clearly marked "Contains Possible Contaminated Items" or a biohazard label will be affixed.
- C. Sharp items should be presumed infective and handled with caution, and will be placed in puncture-proof containers.
- D. The Property Management Warehouse Supervisor will supervise the disposal of contaminated or possibly contaminated materials at the Headquarters facility.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1203.1

SUBMISSION OF EVIDENCE TO CRIME LABORATORY

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose**
- II. Responsibility**
- III. Procedures**
- IV. Report of Laboratory Examination**

I. PURPOSE

This directive outlines procedures for the submission of evidence to the Anne Arundel County Police Department's Crime Laboratory. It does not govern the submittal of Controlled Dangerous Substances which is covered in Index Code 1202.

II. RESPONSIBILITY

Upon recovery of evidence it is the responsibility of the investigating officer to request the examination of physical evidence by the Anne Arundel County Police Department's Crime Lab. This request will be done through the Evidence Collection Unit who will prepare or coordinate a letter of transmittal specifying the type of examination desired.

III. PROCEDURE

- A. All physical evidence delivered to the Evidence Collection Unit for laboratory examination will be properly packaged, preserved and identified. All chain of custody forms will be properly prepared and signed.
- B. The Evidence Collection Unit will be responsible for transporting the evidence to the appropriate laboratory.
- C. The Evidence collection Unit member delivering the evidence to the laboratory will ensure that the chain of custody forms are properly executed, specifying by and to whom the evidence was delivered at the laboratory. A receipt will be obtained from the laboratory employee receiving the evidence.
- D. Upon completion of the laboratory examination, a member of the Evidence Collection Unit will pick up the evidence from the laboratory and return it to the appropriate storage facility. The Evidence Collection member will indicate on the chain of custody form, from whom he or she received the evidence at the laboratory and to whom it was returned at this department.
- E. The investigator's chain of custody will indicate all persons who had possession of the evidence, along with the name of the laboratory examiner.
- F. In order to facilitate a shorter chain of custody, the investigator, upon coordination with the Evidence Collection Unit, may personally deliver or pick up the evidence from the laboratory. In such cases, the investigator will deliver the evidence to the department storage facility accompanied by a recovered property form containing the appropriate information.
- G. Evidence brought to the Evidence Collection Unit for fingerprint processing will be properly labeled or tagged. AS completed "Request for Laboratory Examination form will accompany the evidence. The Evidence Collection Unit technician who receives this evidence will also indicate so in the chain of custody log at the bottom of the form. After processing, the evidence and results will be given to the investigator.

Crofton Police Department Written Directive: INDEX CODE 1203.1

SUBMISSION OF EVIDENCE TO CRIME LABORATORY

EFFECTIVE: 01 OCT 94

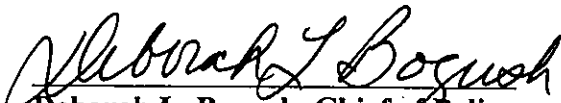
Revised:

It will be the investigator's responsibility to determine further processing procedures based on its evidentiary value.

- H. Evidence held in the Evidence Collection Unit for laboratory purposes will be kept in the designated storage lockers.

IV. REPORT OF LABORATORY EXAMINATION

- A. The results of the examination of evidence submitted to the Anne Arundel County Police Department Crime Laboratory will be provided to the investigating officer in writing.
- B. If evidence is submitted to the crime laboratory of another agency for examination, a written request of the laboratory findings will be requested in the transmittal letter.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1203.2

CRIME SCENE PHOTOGRAPHY

EFFECTIVE: 01 OCT 94

Revised:

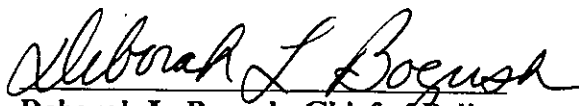
I. Policy

I. POLICY

The Crofton Police Department does not have a crime scene technician or evidence collection unit, so all crime scene photography is done through the Anne Arundel County Police Department.

Any other photographs taken will be done at Crofton Police Department's officers' discretion with the use of Crofton Police Department cameras. The Evidence Officer will get any film developed and then distribute photos as appropriate, maintaining the negatives in a marked file.

Any requests to have the negatives printed into photographs that were taken by the Anne Arundel County Police, must be made through the Anne Arundel County Police Department Central Records Section. The case number must be provided when placing the requests for photographs.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1203.3

HANDLING OF COMMON TYPES OF PHYSICAL EVIDENCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Types of Physical Evidence

I. PURPOSE

The following is a list of the most common types of physical evidence and the appropriate instructions for their handling, marking, packaging and collection of known samples.

II. TYPES OF PHYSICAL EVIDENCE

- A. **Anonymous Letter (Bank robbery, notes, extortion, etc.)**
retain all original documents, place in transparent letter envelope; do not handle with bare hands, advise if evidence should be treated for latent prints; initial and date each document
- B. **Bullets (not cartridges)**
initial base, nose or mutilated area, pack same as cartridges, label container
- C. **Clothing**
mark directly on clothes or use a tag, each article will be individually wrapped and labeled, if wet hang to dry
- D. **Clothing / Fabric (stained)**
use a tag to identify or mark directly on clothes; if wet hang to dry, avoid exposing to direct sunlight; note presence of obvious stain in description of item
- E. **Cartridges (live ammunition)**
use pillbox, pack tightly in soft paper, label container
- F. **Cartridge Case (shells)**
initial on inside rim of the case near the bullet end, pack the cases the same as for live ammunition, label container
- G. **Charred or Burned Documents**
pack in rigid container between loose layers of cotton, label outside and indicate fragile nature of contents
- H. **Fibers**
submit the entire garment or cloth item in a tightly sealed container, label outside of container
- I. **Firearms**
unload all weapons being careful to preserve any prints (if necessary); initial as inconspicuously as possible, string tag the gun, indicate in your notes where the gun was marked

Crofton Police Department Written Directive: INDEX CODE 1203.3

HANDLING OF COMMON TYPES OF PHYSICAL EVIDENCE

EFFECTIVE: 01 OCT 94

Revised:

- J. Gunshot Residue**
contact the Anne Arundel County Police Department Evidence Collection Unit
- K. Glass Particles**
place in a pillbox or plastic vial, seal and protect against breakage, label the container
- L. Hair**
1. *KNOWN*: at least 25 are needed from the head and different parts of the body for a comparison
 2. *UNKNOWN* (questioned): the investigator should collect what is available at the scene; the hairs, which have been collected, will be placed in a folder paper with all edges and openings sealed with tape; label the container
- M. Knives**
initial on end of handle or near the hilt of the blade, place in a paper bag, preserve for fingerprints (if necessary) and label the bag
- N. Medicine**
suspicious death may be associated with use or alleged misuse of patent or prescription medicines; if there is an indication of this early in the investigation, take possession of the medication and treat them as evidence until a determination is made; label all containers
- O. Paint Chips**
1. *KNOWN*: samples should be chipped off, not scraped; for comparison at least a one half square inch in solid areas, with all layers represented, will be needed; pack chips in a pharmacy fold first, then in a pillbox or small plastic vial with a screw top and seal; label the container
 2. *UNKNOWN* (recovered evidence): collect whatever is available at the scene and package as indicated above
- P. Plaster Casts**
shoes and tires will be required for a comparative examination; casts must be packaged to prevent breakage; label casts with identifying data before they harden; such specimens should be handled by the Anne Arundel County Police Department Evidence Collection Unit
- Q. Shoe Print Lifts (impressions on hard surfaces)**
contact the Anne Arundel County Police Department Evidence Collection Unit
- R. Safe Insulation**
take samples from all damaged areas of the safe; use pharmacy fold first, then pack in a pillbox or plastic vial, avoid use of glass container and envelopes
- S. Soil and Materials**
submit samples from near the pertinent spot; use a pillbox or plastic vial; label container

Crofton Police Department Written Directive: INDEX CODE 1203.3

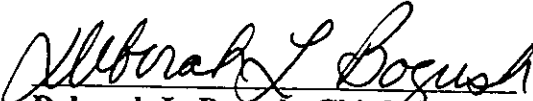
HANDLING OF COMMON TYPES OF PHYSICAL EVIDENCE

EFFECTIVE: 01 OCT 94

Revised:

- T. Tools**
use a string tag, wrap each tool separately, preserve for prints if necessary; indicate type of examination required
- U. Toolmarks**
comparative examinations can be performed if the tool has been recovered; if not, other examinations can be made; casts and photographs should be taken; pack each item individually with a tag.

If you are unsure about the collection and preservation of any type of evidence, contact the Anne Arundel County Police Department Evidence Collection Unit before proceeding any further.


Deborah L. Bogush, Chief of Police



CDS-RELATED ASSET SEIZURES

INDEX CODE: 1207

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. Seizure of Property for Forfeiture
- III. Property Subject to Forfeiture
- IV. Standards for Seizure of Vehicles
- V. Seizure Procedures for Vehicles
- VI. Standards for Seizure of Money, Currency, and Coin
- VII. Procedures for Seized Money, Currency, and Coin
- VIII. Standards for Seizure of Personal Property
- IX. Seizure Procedures for Personal Property
- X. District Facility Property Officer
- XI. Authority of the F.A.S.T. Unit
- XII. Proponent Unit
- XIII. Cancellation

I. POLICY

It is the policy of the Police Department to seize all conveyances including aircraft, vehicles and vessels; all money, coin, currency, and weapons; and other personal property used in violation of the provisions of the *the Controlled Dangerous Substance Title as set forth in the Criminal Law Article of the Annotated Code of Maryland (CR 5-101 et seq.)*. Once assets are seized, and it is determined by appropriate investigation that they are subject to forfeiture pursuant to *Title 12 of the Criminal Procedure Article* of the Annotated Code of Maryland, they then shall fall under the prosecutorial jurisdiction of the Office of the State's Attorney. The Police Department's role is that of property custodian until the assets are either transferred to the Office of Finance, disposed of by a court pursuant to applicable laws or are returned to their owner by appropriate authority.

In accordance with *Title 12 of the Criminal Procedure Article*, seized vehicles may be recommended to the forfeiting authority for forfeiture only after the Chief of Police has personally reviewed the facts and circumstances of the seizure and has personally determined that forfeiture is warranted. Seized assets may be used as evidence in a court of law upon request of the State's Attorney.

II. SEIZURE OF PROPERTY FOR FORFEITURE (Section 12-202)

Property, as defined in this section, may be seized and held for forfeiture under the following conditions:

A. Upon a *warrant* issued by any court having jurisdiction over the property; or

B. Property seized incident to an arrest or a search under a search warrant or an inspection under an administrative inspection warrant; or

C. There is probable cause to believe that the property is directly or indirectly dangerous to health or safety; or

D. There is probable cause to believe that the property has been used or intended to be used in violation of the CDS Act.

III. PROPERTY SUBJECT TO FORFEITURE

A. Vehicles

Section 12-102 (a)(4) authorizes seizure and subsequent forfeiture of all conveyances including aircraft, vehicles or vessels which are used, or intended for use, to transport, or in any manner to facilitate the transportation, sale, or concealment of:

1. All controlled dangerous substances which have been manufactured, distributed, dispensed, or acquired, in violation of the C.D.S. Act; and

2. All raw materials, products and equipment of any kind which are used or intended for use in manufacturing, compounding, processing, delivering, importing or exporting any controlled dangerous substances in violation of the CDS Act.

B. Money, Currency, Coin, and Weapons

Section 12-102 (b) and Section 12-102 (a)(6) authorizes seizure and subsequent forfeiture of "All money, currency, coin, or weapons which have been used or intended for use in connection with the illegal manufacture, distribution, dispensing or possession of controlled dangerous substances or controlled paraphernalia. All money, currency, coin, or weapons found in close proximity to contraband controlled dangerous substances, controlled paraphernalia, or forfeitable records of the importation, manufacture, or distribution of controlled dangerous substances..."

C. Personal Property

Section 12-102 (a)(11) authorizes the seizure of everything of value furnished, or intended to be furnished in exchange for controlled dangerous substances, all proceeds traceable to such an exchange, and all negotiable instruments and securities used, or intended to be used, to facilitate any violation of the

CDS Act. Additionally, other subsections of *Section 12-102* provide for the seizure of personal property that is used, or intended to be used in violation of the CDS Act.

IV. STANDARDS FOR SEIZURE OF VEHICLES

Motor vehicles will be seized under the following circumstances:

A. When CDS in any quantity is sold or attempted to be sold in violation of the CDS Act from the vehicle; or

B. Although the violator has not sold or attempted to sell controlled dangerous substances, an amount of such substances or paraphernalia is located which would reasonably indicate that sale is contemplated by the violator (possession with intent to distribute); or

C. Because of recent Court rulings, the mere possession of CDS transported in a vehicle or other conveyance does NOT justify the seizing of the vehicle or conveyance. In light of the Court rulings, the vehicle MUST play an integral part in the commission of a CDS violation or illegal activity beyond simply transporting CDS for the personal use of the occupants. However, as enumerated in the Annotated Code of Maryland, *Section 12-204*, the totality of the circumstances of a CDS possession case dictate that seizure and forfeiture of a vehicle are justified when the following factors exist:

1. The possession of controlled dangerous substances, and;
2. A previous conviction of the violator for a controlled dangerous substances violation, and/or;
3. *Evidence that the vehicle was acquired by the use of proceeds from a transaction involving a CDS*;
4. Circumstances of the arrest *or the way in which the vehicle was used* (example: the suspect vehicle is leaving an open-air drug area whereas the vehicle was used to facilitate a drug transaction).

Note: If there is no doubt in a supervisor's and officer's mind that if any of the occupants could be arrested for a felony CDS violation, the vehicle should be seized.

D. If after a CDS possession arrest is made and the vehicle was not seized, and the conditions set forth in the above section (IV.C.) are applicable, the vehicle may be seized in a timely fashion without a Court Order

as long as the owner or driver of the vehicle has not physically taken possession of the vehicle (i.e., the vehicle is at a tow yard or parked on the street where the arrest was effected.)

Note: It is not necessary at the time of seizure to distinguish whether or not the owner had actual personal knowledge of the CDS violations within the vehicle. This will be determined by the Police Department Asset Seizure Team. However, supervisors shall apply common sense and prudent judgement when authorizing the seizure of any vehicle.

V. SEIZURE PROCEDURES FOR VEHICLES

A. Notify a supervisor of possible seizure situation. The supervisor should respond to the scene and determine if circumstances justify seizure.

1. Upon a supervisor's decision to seize, the County Shop at Millersville should be contacted (between the hours of 0700 and 2330 hours weekdays) to tow the vehicle. Any other times, on weekends and holidays, or if the county garage is unable to provide a tow truck within thirty (30) minutes, the area tow company may be called. The vehicle will then be towed to one of the impound lots located behind the parking lot at Police Headquarters. With a supervisor's approval, and manpower allowing, the vehicle may be driven to the district station or/and to the impound lot by the seizing officer or other officers assisting with the seizure. Supervisors are to ensure the officer's safety by determining the condition of the seized vehicle and its safe operation prior to authorizing it to be driven.

Exception: Through memorandum, district commanders may establish procedures that allow seized vehicles to be towed and temporarily held at district stations, but in no event shall the vehicle be stored longer than the next business day (0700-1500) by which the County Shop could tow the vehicle to the impound lot. Such procedures may not result in substantial tow expenses or unnecessary casualty risks.

2. The seizing officer will provide the owner or driver of the seized vehicle a copy of the Seized-Vehicle Information Sheet containing pertinent information, contact persons, and telephone numbers regarding the vehicle seizure process.

3. Upon a supervisor's decision not to seize, the supervisor is required to delineate in a supplement to the incident report of a felony CDS arrest situation, the circumstances that led to their decision not to seize a vehicle. In all such cases, the supervisor will refer the report immediately to the Asset Seizure Team, via fax, for their review. If the vehicle is subsequently deemed

suitable for seizure and forfeiture, an application for a Vehicle Seizure Order will be made with the Court. Only upon authority of a Court approved Seizure Order will officers follow-up and seize the vehicle.

Note: Supervisors should exhibit a common sense approach when evaluating a vehicle for seizure. Vehicles which have little likelihood of ever operating again (i.e., extensive 10-50 damage) may not be suitable for seizure.

B. Upon arrival at Police Headquarters, the officer will make the required entries into the "Impound Lot Key Log Book", reviewed by a PCO (Police Communication Officer). Once the PCO has signed the "Impound Lot Key Log Book," the impound lot key will be given to the officer signing the log book. Only sworn Anne Arundel County Police Officers may be given the impound lot key. The officer will properly place the vehicle in the impound lot and will complete a SEIZED/FORFEITURE VEHICLE REPORT FORM (PD 568). PD 568 must be completed and then submitted, along with the seized vehicle keys in the drop box located in the Communications Section.

C. Before the vehicle is locked in the impound lot, a complete and thorough inventory will be made detailing the vehicle's contents. A detailed inventory list of all personal property removed from the vehicle will be included with the investigating officer's report. No personal property shall be left in the seized vehicle.

D. Process and secure all recovered property in accordance with the procedures found in Chapter 12, "Property Management." If the vehicle seizure takes place at times other than the normal operating hours of the Property Management Section, the seizing officer will be responsible for transporting the items to the district station to be secured. No items are to be left in the vehicle or impound lot. Seizing officers may make arrangements with the property owner at the time of seizure to have the property picked up by a relative or friend. This should occur within a reasonable time of the vehicle seizure and with the approval of the seizing officer's supervisor.

E. The officer will complete a tow report for the seized vehicles noting the vehicle condition and damage and any special accessories.

F. The arresting/seizing officer will prepare an incident report containing facts to substantiate the seizure of the vehicle, and along with the inventory report, forward a copy via fax to the Narcotics Section Asset Seizure Team as soon as the report has been reviewed and approved by a supervisor (*under normal*

circumstances, this should occur within 24 hours of the seizure). The fax number is 410-222-6751.

G. Asset Seizure Team Responsibilities

1. Immediately following the seizure and during normal business hours, a member of the Asset Seizure Team will retrieve Form PD 568 and the seized vehicle keys from the Communications Section drop box. The reviewing investigator will examine the Impound Log Book to ensure that entries have been made correctly and completely. They will also ensure that the log book reflects the contents of the drop box. Once verified, the investigator will sign the log and take possession of the keys along with the corresponding Seizure Forms (Form PD 568). If contraband and/or property is found in the vehicle, the Asset Seizure Team investigator will contact the seizing officer and the contraband and/or property will be removed from the vehicle in accordance with departmental procedures.

2. A member of the Asset Seizure Team will then assign a Lot Number, mark, photograph and catalog the seized vehicle. A seized vehicle case file will be established to contain all pertinent information relative to the vehicle seized and of its potential forfeiture, and ultimately, its final disposition.

3. After determining the probable cause for seizure, ownership and secured interests for the vehicle, the Asset Seizure Team will make a recommendation to the Chief of Police whether or not to request forfeiture of the vehicle. The criteria for *proposed forfeiture is set forth in the Annotated Code of Maryland, Criminal Procedure Article, Section 12-204.*

4. If forfeiture is warranted, the Asset Seizure Team will present the seized vehicle case file to the Chief of Police, along with an Affidavit by the Chief of Police requesting forfeiture action by the Office of the State's Attorney for Anne Arundel County.

5. If forfeiture is not warranted, then the Asset Seizure Team will facilitate the release of the vehicle to the registered owners or secured parties upon authorization of the Narcotics Section Commander or his/her designee. With proper authorization, the vehicle shall be released upon completion of agreement and stipulation, and receipt.

VI. STANDARDS FOR SEIZURE OF MONEY, CURRENCY, AND COIN

Money, currency and coin will be seized and held for forfeiture under the following circumstances:

A. A defendant is arrested and charged with possession of CDS, distribution of CDS, possession

with intent to distribute CDS, manufacturing CDS, or conspiracy to commit any of the aforementioned crimes; or,

B. The money was used or intended for use in connection with the illegal manufacture, distribution, dispensing, or possession of CDS or controlled paraphernalia; or

C. The money was found in close proximity to CDS, controlled paraphernalia, or forfeitable records of the importation, exportation, manufacture, or distribution of CDS (criminal charges are not necessary.)

VII. PROCEDURES FOR SEIZED MONEY, CURRENCY, AND COIN

The following procedures apply to the seizure of money pending forfeiture proceedings.

A. Upon the seizure of contraband, coin, and currency, pursuant to *the Annotated Code of Maryland, Criminal Procedure Article, Section 12-202*, the seizing officer will immediately photograph and make a record of the serial number of each seized item. The photographs may be substituted for the coin and currency as evidence in a criminal case. A copying machine copy of the currency will meet these legal requirements. (Make sure the serial number of each bill, on the "face side," is copied.)

B. A supervisor will ensure that a report is prepared, containing facts to substantiate the seizure, and a copy of the incident report is faxed to the F.A.S.T. Unit of the Office of the State's Attorney, as soon as it is reviewed and approved by a supervisor. The fax number is available from the Communications Section.

C. Cash and currency seized will be placed in an envelope marked "F.A.S.T. Seizure" and placed in a temporary secure property storage facility located in the police facility; it may be locked in an evidence (not CDS) drop box, or locked in a secure storage locker. The storage facility logbook entry must be marked "F.A.S.T. seizure."

D. The facility property officer, as designated by the district captain, will make arrangements to turn the seized money over to the Office of Finance. The facility property officer will inventory, confirm the amount, and prepare a receipt for the funds. The following procedures will be followed:

1. Seized/confiscated funds will be logged in and are to remain separate from all other funds.

2. The facility property officer will turn over seized/confiscated funds to the Office of Finance at least once per week. The depositor will always obtain a receipt.

3. Generate a cover memo for the Office of Finance that includes the case number(s), case date(s), amounts of money, officer's or detective's names, and defendant's names.

4. Take the funds to the main cashier's office located in the Office of Finance. Keep and retain the receipt that the cashier generates in the section/unit records.

5. Ensure that the Grant Account Office in Finance reviews the submitted paperwork before leaving the Office of Finance.

6. Ensure a copy of all pertinent reports were forwarded to the Office of the State's Attorney's F.A.S.T. Unit.

VIII. STANDARDS FOR SEIZURE OF PERSONAL PROPERTY

A. Personal property includes both tangible and intangible property such as:

1. Any item or object such as tools, equipment, containers, raw materials, substances, devices, drug paraphernalia or weapons;

2. Books, records, research, formulas, microfilm, tapes and other data;

3. Securities, negotiable and non-negotiable instruments, privileges, interests, claims and rights; and

4. Any property of value including jewelry, electronics equipment, furnishings, etc.

B. Personal property will be seized and held for forfeiture under the following circumstances:

1. When the property is used or intended for use in connection with the Controlled Dangerous Substances;

2. When the property is furnished or intended to be furnished in exchange for a Controlled Dangerous Substance;

3. When the property is of such value that the total circumstances suggest it to be profit or proceed from involvement with Controlled Dangerous Substances, whether derived directly or indirectly in connection with or as a result of that involvement with Controlled Dangerous Substances.

IX. SEIZURE PROCEDURES FOR PERSONAL PROPERTY

A. Notify a field supervisor, who will determine if the circumstances justify the seizure and if assistance from the Narcotics Section is necessary.

B. All personal property will be photographed and a record made of any identifying serial number or characteristics.

C. The authorizing supervisor will ensure that a report containing the facts substantiating the seizure is prepared and faxed to the F.A.S.T. Unit of the Office of the State's Attorney as soon as it is reviewed and approved by the supervisor. The fax number is available from Communications.

D. The personal property will be handled as all other property taken into custody as required in Index Code 1201.1. The property slips and storage facility log book will be marked "F.A.S.T. Seizure."

E. The property will be taken to Property Management in accordance with the established procedures for the type and nature of the property.

X. DISTRICT FACILITY PROPERTY OFFICER

Each district facility property officer shall be the clearinghouse for that district's asset seizure data. All asset seizures made by any officer in that district should be reviewed by and filed by the facility property officer. This data will later be released to the Narcotics Section for required periodic reporting purposes.

XI. AUTHORITY OF THE F.A.S.T. UNIT

The Office of the State's Attorney for Anne Arundel County is designated the "forfeiting authority" as defined in *Section 12-102 (f)(1)*. As such, the F.A.S.T. Unit attorney of that office is responsible for filing all court proceedings relevant to forfeitures, and is responsible for coordinating the disposition of all such assets pursuant to court order and applicable law.

XII. PROPONENT UNIT: CID Narcotics Section.

XIII. CANCELLATION: This directive cancels Index Code 1207 dated 06-19-99.


P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1207

CDS RELATED ASSET SEIZURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Seizure of Property for Forfeiture**
- III. Property Subject to Forfeiture**
- IV. Standards for Seizures of Vehicles**
- V. Seizure Procedures for Vehicles**
- VI. Standards for Seizure of Money, Currency, Coin**
- VII. Seizure Procedures for Money, Currency, Coin**
- VIII. Standards for Seizure of Personal Property**
- IX. Seizure Procedures of Personal Property**
- X. Authority of the F.A.S.T. Unit**

I. POLICY

It is the policy of the Police Department to seize all conveyances including aircraft, vehicles and vessels; all money, coin, and currency; and, other personal property used in violation of the provisions of the CDS Act in accordance with Article 27, Section 276 to 302 inclusive. However, once assets are seized, they fall under the jurisdiction of the State's Attorney; the department's role is that of property custodian until the assets are disposed of by a court pursuant to applicable laws. Seized assets may be used as evidence in a court of law upon request of the State's Attorney.

II. SEIZURE OF PROPERTY FOR FORFEITURE [ARTICLE 27, Section 297(d)]

Property, as defined in this section, may be seized and held for forfeiture under the following conditions:

- A. upon process (seizure order) issued by any court having jurisdiction over the property;
- B. any property seized incident to an arrest or a search under a search warrant or an inspection under an administrative inspection warrant, or
- C. there is probable cause to believe that the property is directly or indirectly dangerous to health or safety; or
- D. there is probable cause to believe that the property has been used or intended to be used in violation of the CDS Act

III. PROPERTY SUBJECT TO FORFEITURE

A. Vehicles

Article 27, Section 297 (b)(4) authorizes seizures and subsequent forfeiture of all conveyances including aircraft, vehicles or vessels which are used, or intended for use to transport or in any manner, to facilitate the transportation, sale, possession, or concealment of:

- I. all controlled dangerous substances which have been manufactured, distributed, dispensed, acquired, or possessed in violation of the CDS Act

Crofton Police Department Written Directive: INDEX CODE 1207

CDS RELATED ASSET SEIZURES

EFFECTIVE: 01 OCT 94

Revised:

2. all raw materials, products, and equipment of any kind which are used or intended for use in manufacturing, compounding, processing, delivering, importing or exporting any controlled dangerous substances in violation of the CDS Act

B. Money, Currency, Coin

Article 27, Section 297 (b)(6) authorizes seizure and subsequent forfeiture of "all money, coin, or currency which has been used or intended for use in connection with the illegal manufacture, distribution, dispensing or possession of controlled dangerous substances or controlled paraphernalia; all money, coin or currency which is found in close proximity to contraband controlled dangerous substances, controlled paraphernalia, or forfeitable records of the importation, manufacture or distribution of controlled dangerous substances..."

C. Personal Property

Article 27, Section 297 (b)(10) authorizes the seizure of everything of value furnished, or intended to be furnished in exchange for controlled dangerous substances, all proceeds traceable to such an exchange, and all negotiable instruments and securities used, or intended to be used to facilitate any violation of the CDS Act.

IV. STANDARDS FOR SEIZURE OF VEHICLE

Motor vehicles will be seized and held for forfeiture under the following circumstances:

- A. when CDS in any quantity are sold or attempted to be sold in violation of the CDS Act
- B. although the violator has not sold or attempted to sell controlled dangerous substances, an amount of such substances or paraphernalia is located which would reasonable indicate that sale is contemplated by the violator; or
- C. when the totality of the circumstances of the case dictate that seizure is justified; these circumstances would include such factors as:
 1. possession of controlled dangerous substances;
 2. extensive criminal record of the defendant, including prior CDS convictions;
 3. corroborated information is developed indicating that the violator is or was recently a seller, or frequently associates with individuals known to be distributors of illegal controlled dangerous substances or paraphernalia;
 4. circumstances of the arrest, or;
 5. evidence which corroborates past or future sales of CDS from the vehicle

V. SEIZURE PROCEDURES FOR VEHICLES

- A. Notify a supervisor of possible seizure situation. The supervisor will respond to the scene and determine if circumstances justify seizure, and if assistance from the Narcotics & Vice Control Section of the Anne Arundel County Police Department is required.
- B. Upon a supervisor's decision to seize, contact the Anne Arundel county shop at Millersville between the hours of 0700 and 2230 hours weekdays. At other times, on weekends and holidays, or if the county garage is unable to provide a tow truck within thirty (30) minutes, the area tow company will be called. The vehicle will be towed to the impound lot located directly behind at the Anne Arundel County Police headquarters.

Crofton Police Department Written Directive: INDEX CODE 1207

CDS RELATED ASSET SEIZURES

EFFECTIVE: 01 OCT 94

Revised:

- C. upon arrival at police headquarters, the officer will acquire the key to the impound lot by signing the log book in Communications Section of the Anne Arundel County Police Department
- D. before the vehicle is locked in the impound lot, a complete and thorough inventory will be made detailing the vehicle's contents. A detailed inventory of all personal property removed from the vehicle will be included with the investigating officer's report
- E. process and secure all recovered property in accordance with the procedure in Article 12, "Property Management." No items are to be left in the vehicle or impound lot
- F. the officer will complete a tow report for the seized vehicles noting the vehicle condition and damage and any special accessories
- G. the arresting / seizing officer will prepare an incident report containing facts to substantiate seizure of the vehicle, and along with the inventory report, forward a copy to the Office of the State's Attorney's F.A.S.T. unit, as soon as the report has been reviewed and approved by a supervisor. The FAX number is available from Communications.

VI. STANDARDS FOR SEIZURE OF MONEY, CURRENCY AND OR COIN

Money, currency and coin will be seized and held for forfeiture under the following circumstances:

- A. a defendant is arrested and charged with possession of CDS, distribution of CDS, possession with the intent to distribute CDS, manufacturing CDS, or conspiracy to commit any of the aforementioned crimes, or;
- B. money was used or intended for use in connection with the illegal manufacture, distribution, dispensing, or possession of CDS or controlled paraphernalia; or;
- C. money was found in close proximity to CDS, controlled paraphernalia, or forfeitable records of the importation, exportation, manufacture or distribution of CDS (criminal charges are not necessary).

VII. PROCEDURES FOR SEIZED MONEY, CURRENCY AND COIN

The following procedures apply to the seizure of money by patrol officers. The Anne Arundel County Police Department's commander of Narcotics and Vice Control Section will establish written procedures for narcotics and vice officers to follow upon seizing money; the procedures will ensure compliance with department safety precautions for evidence.

- A. Upon receipt of seizure of contraband coin and currency pursuant to section 297, the seizing officer will immediately photograph and make a record of the serial number of each item seized. The photographs may be substituted for the coin and currency as evidence in a criminal case. A copying machine copy of the currency will meet these legal requirements. (Make sure that the serial number of each bill can be seen)
- B. A field supervisor will ensure that a report is prepared, containing facts to substantiate the seizure, and a copy of the incident report is faxed to the F.A.S.T. Unit of the State's Attorney's Office, as soon as it is reviewed and approved by a supervisor. The fax number is available from Communications.
- C. Cash and currency seized by patrol will be placed in an envelope marked "F.A.S.T. Seizure" and placed in a temporary secure property storage facility located in a Anne Arundel County Police Department

Crofton Police Department Written Directive: INDEX CODE 1207

CDS RELATED ASSET SEIZURES

EFFECTIVE: 01 OCT 94

Revised:

station; it may be locked in an evidence locker (not the CDS dropbox). The storage facility logbook entry must be marked "F.A.S.T. Seizure." See Index Code 12.1.1.

- D. The county district property officer will make arrangements to turn the seized money over to the district's TNT supervisor, immediately upon opening the secure facility on the next business day following seizure.
- E. The TNT supervisor will inventory, confirm the amount, and prepare a receipt for the funds. The following procedures will be followed:
 - 1. seized / confiscated funds will be logged in and are to remain separate from all other funds
 - 2. the TNT supervisor will turn over seized / confiscated funds to the Office of Finance whenever the amount is \$15,000 or more but in any event at least once per month always obtaining a receipt
 - 3. generate a cover memo for the Office of Finance that includes the case number(s), case date(s), amounts of money, officers or detectives names, and defendant's names.
 - 4. take the funds to the main cashier's office located in the Office of Finance. Keep and retain the receipt that the cashier generates in the section / unit records.
 - 5. ensure that the Grant Account Office in Finance reviews the submitted paperwork before leaving the Office of Finance
- 6. forward a copy of all pertinent reports to the State's Attorney's Office, F.A.S.T. Unit.

VIII. STANDARDS FOR SEIZURE OF PERSONAL PROPERTY

- A. Personal property includes both tangible and intangible property such as:
 - 1. any item or object such as tools, equipment, containers, raw materials, substances, devices, drug paraphernalia or weapons;
 - 2. books, records, research, formulas, microfilm, tapes, and other data;
 - 3. securities, negotiable and non negotiable instruments, privileges, interests, claims and rights, and;
 - 4. any property of value including jewelry, electronic equipment, furnishings, etc.
- B. Personal property will be seized and held for forfeiture under the following circumstances:
 - 1. when the property is used or intended for use in connection with Controlled Dangerous Substances;
 - 2. when the property is furnished or intended to be furnished in exchange for a Controlled Dangerous Substance;
 - 3. when the property is of such value that the total circumstances suggest it to be profit proceed from involvement with Controlled Dangerous substances, whether derived directly or indirectly in connection with or as a result of that involvement with Controlled Dangerous Substances.

IX. SEIZURE PROCEDURES FOR PERSONAL PROPERTY

- A. Notify a field supervisor, who will determine if the circumstances justify a seizure and if assistance from the Narcotics and Vice Control Section is necessary.

Crofton Police Department Written Directive: INDEX CODE 1207

CDS RELATED ASSET SEIZURES

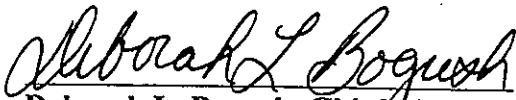
EFFECTIVE: 01 OCT 94

Revised:

- B. All personal property will be photographed and a record made of any identifying serial number or characteristics.
- C. The authorizing supervisor will ensure that a report containing the facts substantiating the seizure is prepared and faxed to the .F.A.S.T. unit of the State's Attorney's Office as soon as it is reviews and approved by the supervisor. The fax number is available from Communications.
- D. The personal property will be handled as all other property taken into custody as required in Index 1201.1. The property slips and storage facility log book will be marked "F.A.S.T. Seizure."
- E. The property will be placed into a storage room in accordance with the established procedures for the type and nature of the property.

X. AUTHORITY OF F.A.S.T. UNIT

The Anne Arundel County State's Attorney's Office is designated the "forfeiting authority" as defined in Article 27, Section 297 (a)(5). As such, the F.A.S.T. Unit attorney is responsible for filing all court proceedings relevant to forfeitures, and is responsible for coordinating the disposition of all such assets pursuant to court order and applicable law.


Deborah L. Bogush, Chief of Police



SEIZED VEHICLE INFORMATION SHEET

The vehicle which you own or are presently operating has been seized by officers of the Anne Arundel County Police Department for violations of the Controlled Dangerous Substance Laws of Maryland. Specifically, the Annotated Code of Maryland, Criminal Procedure Article, Title 12, allows for the seizure of vehicles and for the forfeiture of those vehicles as a result of the CDS violations for which the vehicle had a part. This document will serve as your notice of seizure of the vehicle and will instruct you on how to make arrangements for its possible return to you.

On the next business day (Monday through Friday, 8:00 a.m. to 4:00 p.m.) following your vehicle's seizure, you should:

1. Contact the Asset Seizure Team of the Anne Arundel County Police Department. You may reach them at (410) 222-6003.
2. Provide them with the date of seizure: _____
Description of the vehicle: _____
The registered owner: _____
3. Also, if no one is available to answer your call, you may leave a message on their 24 hour recorded telephone message center. When doing this, please provide them with the above information, as well as a telephone number, day and evening, and an address for the registered owner.

Every attempt will be made to evaluate your vehicle's seizure and its return to you. You, as well, must make quick contact to make this happen. Your cooperation is appreciated.



Crofton Police Department Written Directive: INDEX CODE 1400

COURT PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Court Liaison Officer**
- II. Requests for Postponements**
- III. Court Preparation**
- IV. Witnesses**
- V. Civil Cases**
- VI. Witness Summons for Members of Department**
- VII. Unexcused Absence from Court**

I. COURT LIAISON OFFICER

The Court Liaison Officer is a Anne Arundel County Police Officer who serves as the department's administrative representative to the courts in order to ensure optimum cooperation and coordination between the Crofton Police Department and the court system. The Court Liaison Officer coordinates scheduling of court appearances for officers and ensures their presence at the required time. Additionally, the Liaison officer is responsible for a variety of activities related to the court.

II. REQUESTS FOR POSTPONEMENTS

- A.** Requests for postponement of District Court cases must be submitted on a "Request for Postponement" form and must be received by the Court at least twenty one (21) days before the scheduled trial date. The request must include the defendant's name, last known address and the court case number, and must be signed by both the officer and the Chief of Police.
- B.** After District Court schedule has been set, an officer must provide the court within ninety (90) days notice when requesting a schedule change for vacation purposes.
- C.** Requests for postponement of Circuit Court cases should be directed to the prosecuting attorney.

III. COURT PREPARATION

Officers are required to be prompt for all court appearances and to have with them all available documentation and or evidence required to properly prosecute the case. Officers will review all cases and refresh their memory of the facts of the case prior to testifying. Officers are required to render any assistance requested by the prosecuting attorney in the preparation and prosecution of criminal and traffic cases. Officers will meet with the prosecutor before court convenes to assist the preparation of the prosecution.

IV. WITNESSES

- A.** When a member of the department receives a civil court complaint and summons that arises from department employment and names the member of the department as a defendant, he or she will immediately provide to the Chief of Police and Town Manager a copy of the complaint and summons, and a written statement of the time and manner of service.

Crofton Police Department Written Directive: INDEX CODE 1400

COURT PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- B. Any member of the department who receives a subpoena to give a deposition in a civil case arising from department employment where the potential exists for suit against the member of Crofton, he or she will advise the Chief of Police and Town Manager immediately. The Chief of Police and Town Manager will instruct the officer under subpoena of the course of action to be followed.

V. WITNESS SUMMONSES FOR DEPARTMENT MEMBER

The following procedures apply to the service of court papers on departmental personnel. **It is not acceptable to place court papers in officer's mailboxes on the assumption that they will be discovered in time for trial.**

- A. The Chief of Police will maintain a written record of all witness summonses received for and served on officers under their supervision
- B. The Chief of Police will personally serve the witness summonses on the officers and will obtain a written receipt from the officer acknowledging service

VI. UNEXCUSED ABSENCE FROM COURT

The unexcused absence of a police officer from a scheduled court appearance will be punished by a suspension from duty without pay for:

one day. For the first offense; and
ten days, for the second offense

The recommended disciplinary action for three unexcused absences in a five (5) year period is dismissal from the department.

The following points are offered as guidance in an effort to explain certain situations that arise with regard to court appearances:

A. Worker's Compensation Cases

It is the responsibility of the Chief of Police to determine if an officer who is off duty on worker's compensation leave to ascertain whether an officer is physically able to attend a scheduled court appearance. If an officer is not totally incapacitated, he or she is expected to attend all scheduled court appearances. If the officer cannot drive, the Chief of Police will arrange the necessary transportation. For payroll purposes, the officer will be recorded as working, and not on sick leave, for that day.

B. Simultaneous Summonses

If an officer receives summonses to appear in both the District and Circuit Courts on the same date and time, he or she will immediately notify the prosecuting attorney of the Circuit Court case of the conflict, and will attend the District Court session unless directed otherwise.

Crofton Police Department Written Directive: INDEX CODE 1400

COURT PROCEDURES

EFFECTIVE: 01 OCT 94

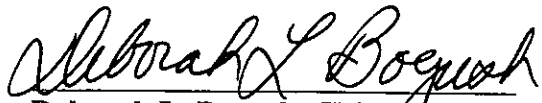
Revised:

C. Failure of an Officer to Appear

If the Court Liaison officer notices or is informed that an officer is not present in court, he or she will immediately will contact the Chief of Police of Crofton. Every incident will be investigated where an officer fails to appear, after being duly summoned.

D. Officers Summoned as Witnesses

Officers who are summoned to appear as witnesses in Circuit Court or Juvenile Court will contact the Victim/Witness Advocate tape recording at (410) 222-1160 after 1500 hours on the day before the trial date. The tape recording will relay information on case status, including cases where officers have been excused from appearing for trial. In all cases, officers who are summoned to appear as witnesses may be excused from appearing, or authorized to not appear but remain in "standby" status, only by the prosecuting State's Attorney.


Deborah L. Bogush, Chief of Police







CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DEPARTMENTAL VEHICLES

Index Code Number: 1500
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Fleet Management**
- II. Required Vehicle Equipment**
- III. Ancillary Vehicle Items /Equipment Modifications**
- IV. Care and Maintenance of Vehicle**
- V. Vehicle Inspection Sheets**

I. FLEET MANAGEMENT

The responsibility for the fleet of vehicles and their accessories is the responsibility of each officer assigned to their respective vehicle. The overall responsibility for the fleet management function is assigned to the Sergeant and the Chief of Police.

II. REQUIRED VEHICLE EQUIPMENT

A. Vehicles Used in Routine Patrol

It is the policy of the department that all vehicles used in routine or general patrol whether marked or unmarked, must be equipped with the following equipment in operational order: Emergency lights, a siren, and a mobile radio transceiver and charger.

In addition, vehicles used in routine patrol services will be equipped with the following equipment:

1. Anne Arundel County map book
2. Blanket
3. Fire extinguisher
4. First aid kit and a communicable disease control kit
5. Flares - minimum of one full box
6. Public address system
7. Seat belts
8. Spare tire and jack
9. A roll of crime scene protection tape
10. Traffic Vest
11. Necessary Reports
12. Report Clipboard

B.. Replenishment of Equipment/Supplies

1. *The operator of the vehicle is responsible for ensuring that the vehicle contains all required equipment and for ensuring that equipment is replenished when necessary.*
2. *Operators will inspect their vehicle once per shift and submit a Vehicle Inspection to the Sergeant.*
3. *During monthly line inspections, supervisors will verify that each vehicle contains the required equipment and supplies. If any deficiencies are found, they will be documented on the inspection report and the affected officer will be directed to the appropriate location to replenish the item(s).*

III. ANCILLARY VEHICLE ITEMS / EQUIPMENT MODIFICATIONS

- A. No modifications will be made to installed equipment in any Departmental vehicle without the authorization of the Chief of Police
- B. No additional equipment (with the exception of a radar unit and flashlight charger) may be installed without the authorization of the Chief of Police.


IV. CARE AND MAINTENANCE OF VEHICLE

- A. Officers will ensure that all police vehicles are locked and secured at the end of their shift. Vehicles will not be left with doors unlocked or windows open at the end of their shift.
- B. Vehicles will be cleaned of any trash at the end of the shift before the vehicle secured. If the vehicle gas tank is less than half full, the vehicle will be fueled at the end of the shift.
- C. All officers will use due care to maintain all police vehicles in the best possible condition, subject, of course, to operation needs.
- D. There will be No Smoking in Departmental vehicles.
- E. Officers who become aware of any violation of policies and procedures regarding police vehicles are to report such violations to the Sergeant or Chief of Police.

V. VEHICLE INSPECTION SHEETS

- A. Officers will complete a Departmental Vehicle Inspection Sheet once during each 4 or 5 day shift
- B. The instructions on the Inspections Sheet (Form TT) are to be followed

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department
1576 Crofton Parkway
Crofton MD 21114
410-721-2301 301-261-6021 410-721-6564 [Fax]

DEPARTMENTAL VEHICLE INSPECTION SHEET

This sheet is to be completed during each inspecting officer's four (4) or five (5) day shift for any vehicle driven during the shift. After completion of the Vehicle Inspection Sheet it is to be placed in the Sergeant's Report Box in the Squad Room. If an item is okay, place a checkmark or blacken in the area. If the item is not okay, leave the blank and briefly explain the problem and any action taken to correct it, or follow up action need in the "Comments" Section.

During his first day shift of each month the Sergeant will inspect all three (3) vehicles. He will then submit the Inspection Sheets to the Chief along with any appropriate recommendations or information.

<input type="checkbox"/> Vehicle #1: Ford Explorer <input type="checkbox"/> Vehicle #2: Ford Crown Vic <input type="checkbox"/> Vehicle #3: Ford Crown Vic	Date: _____ 20____	_____ 95____ Officer
--	--------------------	-------------------------

Item	Yes / OK	No	N/A		Item	Yes / OK	No	N/A
Oil Change Needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Report Clipboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Transmission Fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tail Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Roof Mounted Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spot Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Map Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headlights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Anti Bacterial So	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windshield Washer Fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Infectious Disease / Hazmat Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radar Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rubber Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coolant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Tire / Jack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Spare Tire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flashlight / Charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Interior Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Radio Transceiver / Charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PA System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

OPERATION AND CARE OF DEPARTMENTAL VEHICLES

Index Code Number: 1501
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Routine Operation**
- II. Driving Policies**
- III. Escort Services**
- IV. Fire Department Personnel**
- V. Ride-Along Program**
- VI. Care & Servicing of Vehicles**
- VII. Maintenance and Care**
- VIII. Vehicle Inspections**

I. ROUTINE OPERATION

This directive applies to the routine operation of department vehicles. Emergency response procedures appear in Index Codes 1649 and 1650.

II. DRIVING POLICIES

The following regulations apply to all operators of department vehicles.

- A. Drivers must have a valid Maryland driver's license in their possession.
- B. Drivers must operate department vehicles in a legal, safe, and courteous manner. When not engaged in emergency response, drivers of department vehicles will observe all traffic and parking laws. No one will drive, use, or park department vehicles so as to reflect unfavorably on the department.
- C. Only authorized persons are allowed to ride in department vehicles unless in the performance of duty or otherwise directed by the Chief of Police. Drivers are responsible for the behavior of any passengers.
- D. Department vehicles may not be used to push or tow any other vehicle, except in an emergency situation.
- E. Operators of vehicles will not transmit within 50 feet of electronic blasting areas or electronic dynamite caps. Explosives will not be transported in department vehicles.
- F. All employees are prohibited from operating a Crofton vehicle while, or after, consuming alcoholic beverages.
- G. Sworn personnel with the equipment, skill, knowledge, and ability may assist motorists with "hot shots" as necessary.
- H. Drivers of department vehicles and all passengers will use seat belts and other available occupant safety restraining devices while the vehicle is in motion. Supervisors may grant exceptions to this policy for specific situations in which they deem efficiency of operations outweighs the safety benefit.
- I. Unattended vehicles will be locked.
- J. Personal property will be removed and placed in the trunk at the end of a shift. Personal property will only be stored in the trunk if related to the police function.

III. ESCORT SERVICES

A. Emergency

See Index Code 1649.

B. Non-Emergency Escorts

Arrangements for non-emergency escorts (military convoys, parades, motorcades, funerals, VIPs, oversize vehicles, highway construction equipment, hazardous material cargo containers, etc.) are the responsibility of the Chief of Police or designee. The department will provide such services when requested in sufficient time to plan the escort, and when sufficient personnel are available. The officer in charge of coordinating the escort will notify other law enforcement and public safety agencies in the area, and the public information office, if traffic is expected to be significantly affected.

C. VIP Escorts

Escorts for prominent public officials, celebrities, persons in jeopardy, etc. may be granted only by the Chief of Police or designee.

IV. FIRE DEPARTMENT PERSONNEL

When an officer is required to ride in an ambulance that is transporting a prisoner, a paid Fire Department employee can, if necessary, drive the officer's police vehicle to the destination of the ambulance. The vehicle may not be operated in an "Emergency Response" mode.

V. RIDE-A-LONG PROGRAM

The department permits civilians to accompany officers on patrol for valid educational and public relations purposes. Any individual desiring to accompany an officer on patrol will be required to submit a written request to the Chief of Police, stating the officer's name (if there is a preference), date and time desired, and reason for the ride-along. The Chief of Police, or designee, will approve or disapprove the request as soon as possible. The requesting party will receive written notification of approval or denial, along with any necessary explanation or details. A "Waiver of Claim and Liability" form will be executed and submitted to the Chief of Police before the person is allowed to begin the ride-along.

VI. CARE AND SERVICING OF VEHICLES

A. Servicing Vehicles

Personnel designated by the Chief of Police will coordinate the servicing, care, and repair of department vehicles. Vehicles will undergo preventive maintenance once every three (3) months. Operators are held responsible for the cleanliness of both the interior and exterior of vehicles assigned to them. If a vehicle is occupied by more than one employee the responsibility is shared by each.



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

OPERATION AND CARE OF DEPARTMENTAL VEHICLES

Index Code Number: 1501
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

B. Speedometer Calibration

Operators of vehicles that are used for patrol activities are responsible to have the speedometers calibrated every 90 days by a certified radar operator. The proof of calibration must remain in the vehicle when not being used in court.

VII. MAINTENANCE AND CARE

- A. Performance and appearance of a vehicle and any equipment in it is the responsibility of the officer to whom it is assigned. Officers are responsible for advising the Sergeant or Chief of Police to schedule preventative maintenance every 3,000 to 5,000 miles.
- B. Supervisors will make the necessary arrangements to drop vehicles off at the repair facility for routine service and preventative maintenance.
- C. Officers will keep the interior of their vehicle clean and will wash the exterior of the vehicle at least once per week, weather permitting. Anne Arundel County provides an automatic car wash facility at the Millersville shop; high volume vacuum cleaners are available at many County and police facilities. Car wash equipment is also available at the Crofton Police Department.

VIII. VEHICLE INSPECTIONS

A. Operator Responsibility

- 1. **Mechanical Condition:** Before the beginning of each tour of duty, vehicle operators will carefully inspect assigned vehicles to ensure that they are in operable condition and are properly equipped. Operators will complete and submit to the Sergeant a Vehicle Inspection Sheet, at least once per shift.
- 2. **Report of Damage or Defect:** If any defect, damage, or loss of equipment is discovered, the operator will report same, verbally, to his or her immediate supervisor. If the defects are such that further operation of the vehicle might cause greater damage, the vehicle will not be moved and the supervisor will direct that a report be filed covering the situation. In cases not requiring immediate repairs, the vehicle will be taken for repairs when directed by the supervisor. Any unreported defect, damage or loss after the vehicle has been inspected and placed in service will be considered to have occurred during the tour of duty of the reporting employee. It is important that all employees assigned to operate department vehicles make careful, daily inspections for any damage, defect, or absence of equipment before placing the vehicle in service.
- 3. **Recovery of Contraband or Weapons:** Officers will thoroughly search their vehicles at the beginning and end of their shifts and prior to and after transporting prisoners. All contraband, weapons or property seized from a police vehicle will be processed in accordance with the procedures outlined in Article 12, "Property Management". An incident report will be written detailing the location and type of property recovered.
- 4. **Recovered Property:** Any property found in the vehicle during inspection, not identified as property of a Department employee, will be placed in the appropriate property room pursuant to the procedures in Article 12, "Property Management", and a recovered property form and report will be submitted.
- 5. **Damage/Breakdown While in Operation:** If a mechanical defect occurs while a vehicle is being operated, the driver will notify the Sergeant or Chief of Police. If the defect is such that further operation is unsafe, or might cause greater damage, the vehicle will not be moved. Vehicles that cannot be moved will be towed to a repair facility following the established procedures. The operator of the vehicle will record the incident and will submit an incident report. Vehicle damage that does not affect the efficient and safe operation of the vehicle will be reported, however, the vehicle will be kept in service until scheduled for repairs.

B. Supervisor's Responsibility

The Sergeant will be held responsible for the periodic inspection of department vehicles to ensure compliance with all provisions on vehicles and equipment. He will conduct both scheduled and unscheduled inspections of all vehicles and equipment. At least one formal, documented inspection will be performed each month.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DEPARTMENTAL ACCIDENTS

Index Code Number: 1503

Effective Date: 01 Oct 1994

Revision Date: 31 Dec 2006

- I. Investigation Requirements**
- II. Responsibilities Of Officers Involved In Departmental Accidents**
- III. Processing Departmental Accident Reports**
- IV. Review of Accidents and Administrative Procedures**

I. INVESTIGATION REQUIREMENTS

A If a Crofton Police Officer is involved in a Departmental vehicle accident he will immediately notify the Anne Arundel County Police Department's Communications Section

1. If an on duty Crofton Police Department supervisor or officer is available he will respond to the scene of the accident. If no Crofton Police Department supervisor or officer is available the officer involved in the accident will request that an Anne Arundel County officer and/or supervisor respond to the scene. The Crofton Police Department Chief of Police or Sergeant will be notified as soon as practical in all cases, especially in accidents involving personal injury or death.

2. If a Crofton Police Department officer or supervisor investigates the incident a MAARS report will be completed, even if the accident involves only minor property damage. If the accident is investigated by Anne Arundel County Police the Crofton officer will request a MAARS report be completed, even if the accident involved minor property damage.

3. Usually the Anne Arundel County Police Department's Traffic Safety Section will investigate departmental accidents involving death, serious injury or disabling damage causing either vehicle to have to be towed.

4. Less serious accidents will be investigated by patrol personnel, from the Crofton Police Department and/or the Anne Arundel County Police Department.

5. In all cases, photographs of the scene will be taken by Crofton Police Department and/or Anne Arundel County Police officers. ECU of Anne Arundel County Police Department will not be normally requested to take the accident scene photographs. Photos should be digital or 35mm, if possible. Polaroid photos are acceptable only if no other option is available.

6. The investigating officer will conduct the investigation in the same manner as any other complete accident investigation. All appropriate reports will be completed. It should be remembered that disciplinary action may be imposed based upon the information in the accident report.

7. Statements are to be secured from all drivers and witnesses, if possible. If a civilian driver or witness refuses to provide a statement the completed report will be so noted.

8. In cases where an officer is incapacitated or refuses to complete reports, the on scene supervisor will ensure that the necessary reports are completed.

II. RESPONSIBILITIES OF OFFICERS INVOLVED IN DEPARTMENTAL ACCIDENTS

A. Members of the department who are involved in a Departmental accident have the following responsibilities, to the extent that their physical condition and the circumstances of the accident allow.

1. Immediately notify Anne Arundel County Police Department's Communications Section

2. Request response of emergency personnel if anyone is injured or suspected of being injured

3. Stabilize the accident scene to protect persons, property and evidence, if physically able to do so

4. The involved officer will relinquish authority over the scene and refrain from performing investigative functions as soon as practical after the arrival of other units at the scene

B. The involved officer shall not move the departmental vehicle from the impact point without approval of a supervisor or the investigating officer unless he leaves the scene to:

1. Identify or apprehend the striking vehicle or operator (providing he can do so safely)

2. There is a threat to persons or property if the vehicle is not moved from the point of impact

C. When directed by a supervisor, the officer involved in a departmental accident will submit to physical examination, even when no apparent injury has been sustained

D. Provide a statement to the Investigating officer

E. If injured, but physically able to do so complete a First Report of Injury. If the officer is not physically able to complete that report, the Crofton Police Department Sergeant or Chief of Police will complete the First Report of Injury and all related reports

F. Secure two (2) damage repair estimates for the departmental vehicle if directed to do so by the Crofton Police Department Sergeant or Chief of Police

III. PROCESSING DEPARTMENTAL ACCIDENT REPORTS

A. If the investigating officer is a member of the Crofton Police Department, all reports will be submitted through the Sergeant and the Chief of Police.

B. If the investigating officer is a member of the Anne Arundel County Police the Crofton Police Department Sergeant will obtain copies of all reports and provide a copy to the Chief of Police.

C. Chief of Police will provide copies of appropriate reports to the Crofton Town Manger, the Comptroller and the insurance company.

IV. DEPARTMENT of Accidents and Administrative Procedures



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DEPARTMENTAL ACCIDENTS

Index Code Number: 1503
Effective Date: 01 Oct 1994
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- A. The Sergeant will review all investigative reports. If violations of Departmental regulations are noted the sergeant may recommend disciplinary action to the Chief of Police.
- B. If the accident is deemed to have been preventable due to poor judgment or carelessness on the part of the officer, the officer may be charged administratively with one of the following:
1. Careless operation of a police vehicle
 2. Failure to avoid collision with (state object struck)
 3. Improper parking of a police vehicle
 4. Administrative charges based upon appropriate Vehicle Law section
- C. Officers may be charged with violations of Maryland Vehicle Law (non-administratively) when such charges are supported by the investigation and are deemed appropriate. Such charges will be handled in accordance with current disciplinary procedures for the offense. The administrative investigation and the vehicle law violation investigation (if conducted) will be conducted separately and in accordance with all applicable regulations and laws (including LEOBOR).
- D. If circumstances indicate it is appropriate, officers may be tested for hearing or vision impairments, psychological impairments or sent for remedial driver training.
- E. General guidelines for disciplinary action for preventable accidents occurring within three (3) consecutive years beginning the date of the first preventable accident are as follows:
1. First Accident: Letter of Reprimand
 2. Second Accident: One (1) day suspension without pay or \$100 fine
 3. Third Accident: Up to three (3) day suspension without pay or fine up to \$150, depending on the totality of the circumstances
- F. These guidelines may not be strictly adhered to. Deviation from these guidelines will be justified in writing to the Chief of Police. The justification will include an assessment of the officer's negligence and culpability in the accident and the extent of damage or injuries caused by the accident. Such justifications will be submitted by the Chief of Police to the Crofton Town Manager for review and concurrence.

V. REMEDIAL DRIVER TRAINING

When the driving skills or Departmental accident record of a Crofton officer reveals or suggests the need for remedial driver training, the Chief of Police will contact the Anne Arundel County Police Academy to seek assistance with such training. If the Academy agrees to conduct remedial training, the officer in question will be notified of the scheduled date and time in writing, and will provide a signed copy of the notice to the Chief of Police, confirming that the notice has been received. A copy of that signed notice will be forwarded to the Academy. The officer is responsible for attending the training as scheduled, unless otherwise advised by the Chief, the sergeant, or the Police Academy.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



SPECIAL PURPOSE & RESERVE VEHICLES

INDEX CODE: 1525

EFFECTIVE DATE: 11-26-01

Contents:

- I. Special Purpose Vehicles
- II. Reserve Officer Vehicles
- III. Proponent Unit
- IV. Cancellation

I. SPECIAL PURPOSE VEHICLES

A. Definition

A special purpose vehicle is a vehicle used because of considerations of weather, terrain, the need for inconspicuous appearance, quietness, storage requirements, or special operational needs. Unmarked vehicles are not included in the definition of special purpose vehicles. The intent of this directive is to establish guidelines for the operation of all special purpose vehicles utilized by the department. The following is a list of special purpose vehicles utilized by the department:

- 1. Animal Control Vehicles
- 2. Canine Vehicles
- 3. Commercial Vehicle Inspection Van
- 4. Helicopters
- 5. Hostage Negotiation Vehicle
- 6. McGruff Van
- 7. Mobile Command Post
- 8. Mobile Crime Lab
- 9. Motorcycles/Dirtbikes
- 10. Mountain Bikes
- 11. Narcotics Section Surveillance Van
- 12. Special Operations Section Armored Vehicle
- 13. Special Operations Section Raid Vehicles
- 14. Special Operations Section Tac Van
- 15. Youth Activities Program Buses

B. Requirements

Commanders of components that use or are issued special purpose vehicles are responsible for establishing and publishing standard operating procedures that govern their operation. The SOPs will include, at a minimum, the following provisions for each kind of vehicle or aircraft:

- 1. A statement of the objectives of their operation or usage;

- 2. Instructions, conditions, and limitations of usage;
- 3. Authorization for use in various situations;
- 4. Qualifications and training for personnel assigned to operate the vehicle or aircraft;
- 5. Designation of person or position responsible for the condition and maintenance of the vehicle or aircraft;
- 6. A listing of equipment, if any, to be kept in or on the vehicle or aircraft; and
- 7. A listing of persons or positions authorized to operate the vehicle or aircraft and its equipment.

C. Distribution

Copies of each standard operating procedure will be issued to, or made available to, all individuals who operate or are responsible for specialized vehicles. One copy of each SOP will be forwarded to the Commander of the Management & Planning Section and the Accreditation Unit.

II. RESERVE OFFICER VEHICLES

A. Purpose

The Reserve Officer Vehicles are to be utilized to meet the organizational goals and objectives of the "Reserve Officer Program." The Crime Prevention Section will have the responsibility for the care, custody and control of the Reserve Vehicles. The Crime Prevention Section will also have the responsibility to insure these vehicles are maintained properly and operated according to department regulations.

B. Operation

Prior to the operation of these designated vehicles, authorized persons must follow all of the following procedures:

- 1. Sign out the vehicle on the log book located within each vehicle.
- 2. An inspection of the mileage, condition, and cleanliness will be made and the results will be documented on the blank inspection forms found in the vehicle. The inspection report will then be submitted to the Reserve District Coordinator.


3. If any equipment is removed from the vehicle, the appropriate Platoon Commander and Reserve District Coordinator should be notified as soon as possible.
4. Vehicles will not be used if found to be in an unsafe condition.
5. Upon return of the vehicle to the district station the operator will ensure that the vehicle is clean, fueled, inspected and that the keys are replaced when the log book is completed.

Any sworn officer may utilize these vehicles. However, approval will be obtained from the appropriate Platoon Commander prior to use of the vehicle. Commanders should keep in mind that these vehicles are for the primary use of Reserve Officers' daily duties, and usage by others may inhibit normal patrol or duties from being performed. Platoon Commanders will be held accountable for any Reserve Officer vehicle that is used by uniformed personnel during their tour of duty.

C. Distribution

Each Platoon Commander will be provided with a complete set of keys to their district's respective Reserve Officer vehicles (12 keys per district). Each Platoon Commander will also be provided with a copy of the Reserve Officer Vehicle Standard Operating Procedures.

- III. **PROPONENT UNIT:** Accreditation Unit & Community Relations Section.
- IV. **CANCELLATION:** This directive cancels Index Code 1525, dated 08-27-99.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1602

VICTIM/WITNESS ASSISTANCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Commitment to Victim/Witness Assistance**
- II. Legal Guidelines**
- III. Victim/witness Procedures**
- IV. Functional Responsibilities**

I. COMMITMENT TO VICTIM/WITNESS ASSISTANCE

The Crofton Police Department is committed to the development, implementation and continuation of appropriate victim/witness programs and activities. All members of the department will treat victims and witnesses with fairness, compassion, and dignity.

Law enforcement officers are often in a unique position to provide assistance to victims of crime and other traumatic incidents that may have both immediate and long term impact on victim's emotional recovery. It is the policy of this department to enhance the treatment of victims by providing the assistance and services necessary to speed their physical and emotional recovery, and to support and aid them as they continue to interact with the criminal justice system.

II. LEGAL GUIDE LINES

Guide lines for the treatment of and assistance to crime victims and witnesses have been established in the Annotated Code of Maryland, Article 27, Section 761. Under these guidelines, a crime victim or witness should:

- A. be treated with dignity, respect, courtesy and sensitivity;
- B. receive emergency help as needed;
- C. be notified in advance of dates and times of court proceedings and cancellations of these dates;
- D. be advised of the protection available, and on request, to be protected by criminal justice agencies, to the extent reasonable, practical, and necessary, from harm or threats of harm arising out of the crime victim's or witness's cooperation with law enforcement and prosecution efforts;
- E. be provided a waiting area apart from the accused during investigative and court proceedings;
- F. be informed of financial assistance, criminal injuries compensation, and other social services available;
- G. be kept reasonably informed by police or the State's Attorney of the apprehension of a suspect, closing of the case, and an office to contact for information about the case;
- H. have stolen or other property promptly returned by law enforcement agencies when means can be employed to otherwise satisfy evidentiary requirements for prosecution unless there is a compelling law enforcement reason for retaining it;
- I. for a crime of violence (as defined in Article 27, Section 643B of the Annotated Code), on written request, be kept informed by pretrial release personnel, the State's Attorney' or Attorney General, as appropriate, of any proceeding that affects the crime victim's interests, including bail hearing, dismissal, nolle pros, or setting of charges;
- J. on request of the State's Attorney to and in the discretion of the judge, be permitted to address the judge or jury or have a victim impact statement read by the judge or jury at sentencing before the imposition of the sentence or at any hearing to consider altering the sentence;

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Revised:

- K. be informed of the right to request restitution and be provided with assistance in requesting and collecting restitution;
- L. on written request to the parole authority, be informed any time there is to be a hearing on provisional release from custody and any time the offender is to receive such a release;
- M. on written request to the Patuxent Institution, Division of Correction, or Parole Commission, as appropriate, have a victim impact statement read at any hearing to consider temporary leave status or provisional release; and
- N. on written request to the agency that has custody of the offender after sentencing, be informed by the agency any time the offender escapes or receives a mandatory supervision release.

III. VICTIM/WITNESS PROCEDURES

A. Communications Division

The Anne Arundel County Police Department's Communication Division is responsible for following victim/witness assistance information between victimization and preliminary investigation, either directly or on a cooperative basis with other area agencies:

- 1. information, available 24 hours daily, regarding victim/witness assistance supplied by the department, including instructions to call 911 if the victim/witness requires an emergency response
- 2. referral information, available 24 hours daily, regarding services offered in Anne Arundel County by other organizations (government or private sector) for victims / witnesses in need of medical attention, counseling, and emergency financial assistance

This policy applies in those instances when neither a patrol officer nor an investigator can be assigned to the case in a timely manner, thereby creating a significant delay between victimization and initial contact with the victim/witness by officers conducting the preliminary investigation.

B. All Personnel

Officers will provide assistance to victim/witnesses who have been threatened or who express specific, credible reasons for fearing intimidation or further victimization. Officers will provide appropriate assistance as determined by the nature of the case. At minimum, officers should calm and assist frightened victims by allowing victims to express their feelings by understanding their reactions, providing reassurance that their feelings are normal and understandable, and by offering words of encouragement. If necessary, officers should arrange to have threatened victims placed into protective custody. When officers become aware of danger to a victim/witness, the officer will promptly attempt to contact and alert the victim/witness. If the victim/witness is located in an outside jurisdiction, the officer will contact the appropriate agency and inform it of the situation and request reasonable precautions be taken.

C. Preliminary Investigators

Officers will not leave a distraught victim alone. Arrangements will be made to leave a relative, friend, comfort, or arrange for transportation of the victim to a friend, family member or other appropriate service provider; the officer in charge of the preliminary investigation will take the following steps necessary to meet the victim's needs for support and information:

- give information to the victim/witness about the applicable services (e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy);

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EFFECTIVE: 01 OCT 94

Revised:

advise the victim/witness about what to do if the suspect or suspects' companions or family threatens or otherwise intimidates him or her;
inform victim/witness about the case number and subsequent steps in the processing of the case, and;
provide a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case;
distribute the "Victims of Crime" brochure to victim and witnesses

D. Follow Up Investigation

If, in the opinion of the investigator, the impact of a crime on a victim/witness has been unusually severe and has triggered above average victim/witness assistance, the investigator will recontact the victim/witness periodically to determine whether needs are being met; If not an endangerment to the successful prosecution of the case, the follow up investigator will explain to victims / witnesses the procedures involved in the prosecution of their cases and their role in those procedures; If feasible, the investigator will schedule lineups, interviews, and other required appearances at the convenience of the victim/witness, and , if necessary, provide transportation; If feasible, the investigator will return promptly victim's / witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence; If feasible, the investigator will contact the State's Attorney's Office, Victim/witness Assistance Unit to arrange for assigning a victim advocate to the victim/witness during follow up investigation.

E. Post Arrest Procedures

Upon arrest and during post arrest processing of the suspect, the officer in charge of the investigation will notify the victim/witness of the arrest, the charges, and the arrestee's custody status and charges thereto.

IV. FUNCTIONAL RESPONSIBILITIES

The Anne Arundel County Police Department's Crime Against Person Section is responsible for coordinating the department's victim/witness assistance activities. Specific functional responsibilities include:

- A. Administering and coordinating the department's role in victim/witness assistance
- B. Completing (or obtaining) an analysis of victim/witness needs and available services within Anne Arundel County, at least every two years. The analysis will include the following elements:
 1. the extent and major types of victimization in Anne Arundel County;
 2. an inventory of information and service needs of victim/witness in general (including homicide and suicide survivors) and special victim, such as those victimized by domestic violence, abuse or neglect (especially children and the elderly), sexual crimes and drunken drivers;
 3. victim assistance and related community services available within Anne Arundel County; and,
 4. identification of all the unfulfilled needs, and selection of those needs that are appropriate for the Police Department to meet.

IT IS RECOMMENDED THAT THIS ANALYSIS BE COORDINATED WITH THE STATE'S ATTORNEY'S OFFICE.

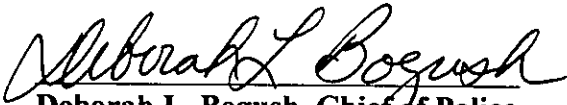
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VICTIM/WITNESS ASSISTANCE

EFFECTIVE: 01 OCT 94

Revised:

- C. Developing goals and objectives regarding the department's role in victim/witness assistance, based on the analysis described above.
- D. Based on the analysis described above, developing policies and procedures that achieve at least the following:
 - 1. govern the implementation and delivery of victim/witness assistance services by all departmental personnel;
 - 2. ensure the confidentiality of records and files of victims / witnesses and their roles in case development consistent with applicable law, and;
 - 3. govern department efforts to inform periodically the public and the media about the department's victim/witness assistance services.
- E. Maintaining liaison with the State's Attorney's Office, other criminal justice agencies, and other agencies and organizations concerned with victim/witness needs and rights.
- F. Maintaining an up to date list of existing department and community victim/witness assistance programs, forwarding copies to the Crofton Police Department.
- G. Assisting the Training Academy staff by sponsoring the training of sworn personnel on victim/witness rights and needs.
- H. In conjunction with PIO, informing periodically the public and the media about the department's victim / witness assistance programs.


Deborah L. Bogush, Chief of Police

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DOMESTIC VIOLENCE

Index Code Number: 1603
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Definitions
- II. Policy
- III. Warrantless Arrest Criteria
- IV. Responsibilities
- V. Required Information to be Given to Victims of Domestic Violence
- VI. Reporting Requirements
- VII. Coordination With the Anne Arundel County Police District Domestic Violence Officer

I. DEFINITIONS

A. Domestic Violence

Occurs when a person commits or attempts to commit offenses against a current or former spouse or a person whom he/she has, or has had, an intimate relationship with.

B. Family Violence

Occurs when one family member commits or attempts to commit a criminal offense against another family member, with whom no intimate relationship exists (i.e., parent/child and sibling relationships.)

C. Intimate Relationship

A relationship in which heterosexual or homosexual partners have, or have had, a sexual *or emotional* relationship.

1. Persons involved in an intimate relationship are partners who:
 - a. Are married, separated, or divorced;
 - b. Live or have lived together;
 - c. Have children in common; or
 - d. Date or have dated, but do not live or have never lived together.
2. Persons not involved in an intimate relationship within the meaning of the definition are:
 - a. Other family members, such as children or parents.
 - b. Individuals living together in a situation in which the relationship is usually not considered intimate, such as a dormitory or rooming arrangement.)

II. POLICY

The department is committed to reducing the incidence and severity of domestic violence by recognizing it as a significant societal problem, and dealing with it as a serious criminal offense. The department will strive to:

- A. Educate victims as to their legal rights.
- B. Advise victims of the help that is available to them.
- C. Encourage victims to seek legal and social assistance.
- D. Control abusers and hold them accountable for their actions, even if the abuser has left the scene at the time of police response.
- E. Ensure that officers are prepared to respond to and effectively deal with domestic violence calls for service.
- F. Make arrests, consistent with warrantless arrest criteria, when there is evidence of injury and probable cause exists.
- G. Violence between current or former intimate partners is a crime. The policy of the Crofton Police Department is a "preferred arrest response" to domestic violence. Preferred arrest means that an arrest is the preferable action, when probable cause exists. Non-arrest measures are the exception and should be explained in the officer's narrative (the victim should not influence an officer's decision to not make an arrest.)

III. WARRANTLESS ARREST CRITERIA

(MD Code, Art. 27, Sec. 594B)

A police officer may arrest a person without an arrest warrant in a domestic violence situation if the following conditions (1 and 2) are present:

1. Probable Cause

The officer has probable cause to believe that:

- a. The person battered the person's spouse, or any other individual with whom the person resides; and
- b. There is **evidence of physical injury***; and
- c. Unless the person is immediately arrested, the person may not be apprehended, the person may cause further injury or destruction of property, or the person may tamper with, destroy or dispose of evidence.

2. Reported Within 48 Hours

A report to the police was made within 48 hours of the alleged incident.

* "Evidence of physical injury" is not limited to physical or observable evidence. The investigating officer is permitted to make reasonable inferences based on the circumstances of the situation. An example of such a case would be where a victim calls the police to report domestic violence, and upon the arrival of officers, complains of pain caused by domestic violence, and also actually appears to be in pain. In this case, a reasonable inference could be made that the victim is exhibiting evidence of physical injury, even if the injury is not visible.



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The above "Warrantless Arrest Criteria" does not preclude an officer from applying for charges through the courts when the suspect is unable to be arrested at the scene.

IV. RESPONSIBILITIES

A. Protect the Victim

Protect the victim of a domestic situation from physical harm, and when necessary obtain medical treatment for the victim. Anytime a victim of domestic violence is transported to a local hospital, the investigating officer will request that the Sexual Assault Crisis Center be notified of the situation by the Communications Section.

B. On-Scene Investigation

Conduct an on-scene investigation to include the determination of the primary aggressor. Officers are discouraged from making dual arrests in domestic violence incidents.

C. Crime Scene Processing

Ensure that the crime scene is processed in accordance with departmental procedures, including color photographs of any visible injury to the victim. Contact ECU if a camera is not available at the time of the incident.

D. Domestic Stand-bys

If requested, accompany the victim to the residence so that the victim may remove personal clothing and effects, and also the personal clothing and effects of any children that may be in the victim's care.

1. The personal effects to be removed will be those required for immediate needs, regardless of who paid for the items.
2. If the victim's name is not on the lease or deed, both you and the victim can be denied access by the lessee or the owner and attempts to enter the residence could be considered trespassing.
3. If you and/or the victim are denied access, help the victim and protect him/her from harm. Advise and assist the victim in obtaining a court order to assist in the retrieval of personal clothing and effects.

E. Signs of Child Abuse

Ensure that you remain alert for any signs of abuse to all children that are encountered during domestic-related calls for service. Be sure to document in your police report the names, gender, age, and condition of all children on the scene of a domestic situation. Interview any children present separately and quote their remarks on your report. Take the required action when you have probable cause to believe that physical or sexual child abuse or child neglect has occurred.

F. Signs of Animal Abuse

New research suggests a link between child abuse, animal abuse, and domestic violence. Remain alert for any signs of abuse to any family pets encountered during domestic situation calls for service and document any occurrences. If any abused pets are encountered, contact Animal Control.

G. Removing Firearms from the Scene

1. When on the scene of an alleged act of domestic or family violence, you may remove firearms if:
 - a. You have probable cause to believe that an act of domestic violence occurred; and
 - b. You have observed firearms on the scene during the response.

This law does not grant you authority to conduct a search without a warrant in a building/dwelling to which you are called. You may seize weapons in plain sight. Additionally, a resident of the dwelling can lead you to the location of other firearms, and in that situation, you have the authority to seize such weapons.

You may seize any firearm on the scene of an act of domestic violence regardless of whether the firearm is owned by any of the parties involved in an act of domestic violence.

2. When an officer seizes a non-departmental firearm pursuant to Family Law Article Sect. 4-511, the officer is required to:
 - a. Provide the owner of the firearm information concerning the process for regaining possession of the firearm, and
 - b. Provide for safe storage of the firearm pending any related domestic violence proceedings (see Index Code 1201.2).

H. Domestic Violence Involving Members of this Department

When an alleged act of domestic violence involves a member of this Department, refer to Index Code 1603.1., and follow that directive to the extent appropriate based on the circumstances. The responding Crofton officer will immediately contact the Crofton Sergeant and/or the Chief of Police, if either is working and can immediately respond. If neither one is working, the Sergeant or the Chief will be contacted as soon as practical. If neither the Sergeant nor the Chief is available to respond to the scene immediately, the officer will request the response of an Anne Arundel County Police officer as a back-up. Additionally the officer will request that an Anne Arundel County Police supervisor respond to the scene.

In all domestic violence cases occurring in our jurisdiction and involving one of our officers, at a minimum, a full detailed domestic violence report will be written. Copies of the report in a sealed envelope, will be provided to the Crofton Sergeant and Chief of Police. An arrest will be made if indicated by the circumstances of the case. The Sergeant or Chief of Police will be notified immediately if it is determined that an arrest is imminent. If a domestic call, not involving domestic violence, occurs within our jurisdiction and involves a Crofton officer, an Incident Report will be completed before the end of the tour. A copy of the report, in a sealed envelope, will be provided to the Sergeant and to the Chief of Police. The sergeant or the Chief of Police will also be contacted as soon as practical.

V. REQUIRED INFORMATION TO BE GIVEN TO VICTIMS OF DOMESTIC VIOLENCE

Whenever an officer responds to a call involving domestic violence, including attempts or threats to commit domestic violence, and domestic stand-bys, the officer will provide the victim with a copy of the brochure entitled "**CRIME VICTIMS AND WITNESSES: Your Rights and Services.**" This brochure contains the information that is required by Maryland law to be given to the victim of



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

DOMESTIC VIOLENCE

Index Code Number: 1603
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

domestic violence. These brochures are available at each of the district stations.

VI. REPORTING REQUIREMENTS

A. Cases of domestic violence, including attempts or threats to commit domestic violence, require a written report. The report should contain as much information as possible under the circumstances concerning the age, race, sex, household status, whether or not alcohol was involved, the relationship of the parties, methods and contributing circumstances of the incident, and any police action taken.

B. The Domestic Violence Report form (PD 1603) will be used as the first two pages of the domestic violence report in instances where a report is required. The reporting officer is responsible for completing both pages of the report; however, attempts should be made to have the victim fill out the body map, victim statement, and sign all the appropriate areas (victim statement, body map, and medical information release.) The narrative of the report will be completed on Supplemental Report forms.

C. If a victim is willing to complete the report but is physically unable to do so, the officer will provide assistance and will describe what assistance was provided in the narrative of the incident report.

D. If an incident fits the "Family Violence" criteria and an incident report is required to be written, it is to be titled "Family Violence" and written on a Department incident report.

NOTE: A photocopy of page one of the Maryland Domestic Violence Supplemental report will suffice as a written request for the 911 tape of the incident if it is submitted to the Anne Arundel County Police Department Communications Section.

Annotated Code of Maryland, Article 27, §800 (1998 --Supp.) requires that a copy of any incident report filed as a result of a response to a request for assistance under §798, be provided to the State Police and to the victim, if the victim so requests. If a victim of domestic violence requests a copy of an incident report filed as a result of a response to a request for assistance, the victim will be referred to Central Records who will accommodate the request. Central Records is responsible for forwarding copies of domestic reports to the State Police.

VII. COORDINATION WITH THE ANNE ARUNDEL COUNTY POLICE DISTRICT DOMESTIC VIOLENCE OFFICER

A. Copies of all Domestic Violence Reports will be faxed to the Domestic Violence Officer at Western District before the end of the tour of duty.

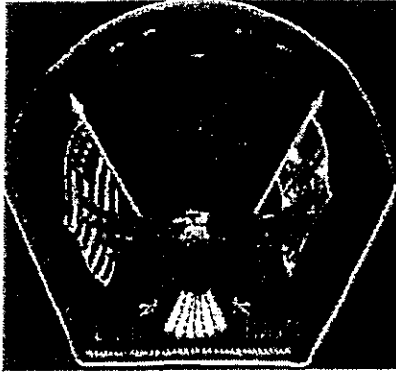
B. The duties of the Domestic Violence Officer, as set forth in the Anne Arundel County Police Department Rules and Regulations Manual include:

1. Conducting follow-up investigations and making appropriate referrals.
2. Assisting victims with obtaining Ex Parte and Protective Orders and criminal charging documents.
3. Assisting patrol officers and the State's Attorney's Office with case preparation and related matters.
4. Maintaining domestic violence data base.
5. Providing case enhancement and collection of additional evidence for patrol officers.
6. Assisting in Domestic Violence law and enforcement strategy training.
7. Maintaining liaison with other appropriate agencies.
8. Maintaining District domestic violence logs and statistics.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature





Crofton Police Department

1576 Crofton Parkway

Crofton MD 21114

410-721-2301 301-261-6021 410-721-6564 [Fax]

RIGHT OF WAIVER TO PROSECUTE

Case Number:

Date:

I, the undersigned, _____ having complained to
YOUR NAME

the Crofton Police Department that _____
PERSON YOU ORIGINALLY COMPLAINED AGAINST OR CHARGED

did on the _____ day of _____ 19_____, _____
DESCRIBE WHAT WAS DONE TO YOU OR YOUR
PROPERTY

_____, at _____

_____. As a result, I do not appear as a complaining witness or prefer any charges
against the aforesaid _____. This action is taken of my
free will. No threats or promises were made to me by anyone.

Complainant:

Address:

Date:

Witnessed By:

Date:

Witnessed By:

Date:



Crofton Police Department Written Directive: INDEX CODE 1603

DOMESTIC VIOLENCE

EFFECTIVE: 01 OCT 94

Revised:

- I. Arrest without Warrant
 - II. Temporary Ex Parte Order
 - III. Protective Order
 - IV. Enforcement
 - V. Penalties
 - VI. Domestic Standby
 - VII. Report Required
- Table 1: Enforcement Authority

I. ARREST WITHOUT A WARRANT (Md. Code, Article 27, Sec. 594B)

A police officer may arrest a person without an arrest warrant in a domestic violence situation if both of the following conditions ("A" and "B") are present:

A. Probable Cause

The officer has probable cause to believe that:

1. the person battered the person's spouse, or any other individual with whom the person resides; and
2. there is evidence (*not limited to physical evidence*) of physical injury; and
3. unless the person is not immediately arrested, he may not be apprehended, he may cause further injury or destruction of property, or he may tamper with, destroy or dispose of evidence.

B. Timely Report

The person alleging that an act of domestic violence occurred must report it to the police within twelve (12) hours of the incident.

II. TEMPORARY EX PARTE ORDERS (Md. Code, Family Law Article, Sec. 4-505)

If a household member has been abused, he/she may petition the court for protection of him/herself or another household member. If the court finds abuse, it may issue a temporary *Ex Parte* order.

Ex Parte orders should be served immediately upon receipt. They are effective for seven (7) days after service, and may be extended up to thirty (30) days. Refer to Index Code 2120 for administrative procedures on the service of Ex Parte orders.

III. PROTECTIVE ORDERS (Md. Code, Family Law Article, Sec. 4-506)

The temporary Ex Parte order is a prelude to issuance of a Protective Order, a hearing on which is held no later than 7 days after service of the Ex Parte order. The court may issue a Protective Order if it finds that abuse has occurred, or if the abuser consents. A Protective Order may be valid for up to 200 days.

Crofton Police Department Written Directive: INDEX CODE 1603

DOMESTIC VIOLENCE

EFFECTIVE: 01 OCT 94

Revised:

IV. ENFORCEMENT

Police officers may, at their discretion, enforce some provisions of Ex Parte and Protective Orders by arrest without a warrant, based on the existence of probable cause to believe that a respondent has violated a provision of the order. The provisions that may be enforced by arrest relate to continued abuse and/or harassment of the victim, and temporary use and possession of the residence. Provisions regarding child custody and visitation, and custody of property other than the residence, are not enforceable by the police. In such cases, complainants should be referred to the court or to their personal attorney for assistance.

Please refer to Table 1 of this directive for specific guidance on enforcement by arrest.

V. PENALTIES

Violating a temporary Ex Parte order or a Protective Order may result in a misdemeanor conviction, a fine up to \$500, and imprisonment up to 60 days.

VI. DOMESTIC STANDBY (Md. Code, Article 27, Sec. 11F)

Police officers have a specific duty to protect a victim from domestic violence, and to accompany the person to the family home to retrieve personal effects for his or her own needs and those of his or her children. If access to the family home is denied, the officer should advise the victim to seek court or private legal assistance.

VII. REPORT REQUIRED

Cases of domestic violence, including attempts or threats to commit domestic violence, require a written report. The report should contain as much information as possible under the circumstances concerning the age, race, sex, household status, methods, and contributing circumstances of the incident, and any police action taken.

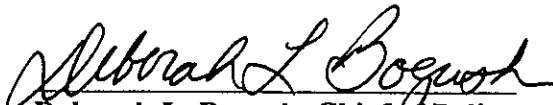

Deborah L. Bogush, Chief of Police

Table 1: Enforcement of *interim protective orders*, protective orders, and peace orders.

COURT-ORDERED ACTIONS POSSIBLE	INTERIM PROTECTIVE ORDER	PROTECTIVE ORDER	PEACE ORDER	ARREST
Order the respondent to refrain from contacting or attempting to contact or harass the victim.	X	X	X	Yes
Order the respondent to refrain from further abuse or threats of abuse	X	X	X	Yes
Order the respondent to refrain from entering the residence of the victim.	X	X	X	Yes
Grant temporary possession of the residence to the victim or an adult family member, under certain circumstances.	X	X		Yes
Order the respondent to stay away from the victim's place of employment, school, or temporary residence.	X	X	X	Yes
Award temporary custody of minor children.	X	X		No
Establish temporary visitation and conditions.		X		No**
Award emergency family maintenance.		X		No**
Award temporary use and possession of a jointly-owned family car.		X		No**
Order counseling		X	X	No**
Order respondents to surrender firearms in respondents possession to law enforcement		X		Yes*
Order respondent to pay court costs.		X	X	No**
Application fee for order.	No	No	Yes	

*Arrest mandated if Officer has Probable Cause to make arrest.

Enforcement of the previous marked with () should include providing victim/witness assistance and information as indicated by the circumstances of each case (see Index Code 1602) and referring the complainant to the court or to their personal attorney.

C

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Q

INTERIM PROTECTIVE ORDERS, INTERIM PEACE ORDERS, PROTECTIVE ORDERS, & PEACE ORDERS

INDEX CODE: 1603.3

EFFECTIVE DATE: 10-15-03

Contents:

- I. *Interim Protective Orders*
- II. *After Hours Interim Protective Orders*
- III. *Protective Orders*
- IV. *Peace Orders*
- V. *Enforcement*
- VI. *Penalties*
- VII. *Proponent Unit*
- VIII. *Cancellation*

Table 1: Enforcement Authority

I. INTERIM PROTECTIVE ORDERS
(MD Code, Family Law Article, Sec. 4-505)

A. Definition of Abuse
(Family Law Article, Sec. 4-501)

"Abuse" means any of the following acts:

1. An act that causes serious bodily harm;
2. An act that places a person eligible for relief in fear of imminent serious bodily harm;
3. Assault in any degree;
4. Rape or sexual offense as defined by *CR 3-303 through 3-308* of the Code, or attempted rape or sexual offense in any degree; or
5. False imprisonment

B. Persons Eligible for Relief
(Family Law Article, Sec. 4-501)

"Persons eligible for relief" includes:

1. The current or former spouse of the respondent;
2. A cohabitant of the respondent;
3. A person related to the respondent by blood, marriage, or adoption;
4. A parent, step-parent, or step-child of the respondent or the person eligible for relief who resides or resided with the respondent or person eligible for relief for at least 90 days within one (1) year before filing of the petition.
5. A vulnerable adult; or
6. An individual who has a child in common with the respondent.

A person who is eligible for relief as defined in Family Law Article Sec. 4-501(h) may petition the court for an order for protection from abuse. If the court finds

reason to believe that a person eligible for relief has been abused, the court may issue an *interim protective order*.

Interim protective orders should be served immediately upon receipt. They are effective for seven (7) days after service and may be extended, but not to exceed thirty (30) days. Refer to Index Code 2110 for administrative procedures regarding the service of *interim protective orders*.

II. AFTER HOURS INTERIM PROTECTIVE ORDERS

Effective December 18, 2002, anyone may seek relief for protection from abuse after normal court hours, weekends and holidays from the District Court Commissioners in Glen Burnie and Annapolis. The following procedures will outline service of the new interim protective and interim peace orders between the hours of 2300 - 0600. In accordance with the Memorandum of Understanding between the Anne Arundel County Police Department and the Anne Arundel County Sheriff's Office, Anne Arundel County Police Officers will assist with serving these orders. Upon the issuance of an interim protective or interim peace order by the District Court Commissioner, the following will occur:

1. *The Sheriff's Office will be notified that an order has been issued.*
2. *The Sheriff's Office will contact the affected district Booking Officer where the respondent would be served.*
3. *The Sheriff's Office will fax a copy of the order. If a summons or warrant is issued, an appropriate cover sheet will be faxed to the district Booking Officer.*
4. *The Booking Officer, or any other personnel working the desk, will log the information, time received, and the time that a supervisor is notified of the existence of the interim protective order or interim peace order in the Interim Protective Order Log.*

5. *The Booking Officer will notify a patrol supervisor of the order.*
6. *A patrol supervisor will assign an officer to make service of the interim protective order or interim peace order. The officer will additionally serve any summons or warrant issued.*
7. *Once served, the officer can notify the Sheriff's Office dispatcher on Channel 2N of the service; however, the return of service must be faxed to the Sheriff's Office by 0600 hours. (Fax number for the return of service between the hours of 2300 and 0600 is 410-222-1231.) Included in the return of service will be two numerical identifiers of the respondent, such as date of birth, social security number, or soundex number.*
8. *The return of service and fax receipt will be put in the return of service logbook, located in the booking area.*
9. *In situations where service cannot be made, all documentation will be returned to a supervisor by 0600 hours. The supervisor will shred all documentation at that time.*

III. PROTECTIVE ORDERS

(MD Code, Family Law Article, Sec 4-506)

A protective order hearing is held no later than seven (7) days after service of the *interim protective* order. The court may issue a protective order if it finds that abuse has occurred, or if the respondent consents. A protective order is effective for the period stated in the order, not to exceed 12 months, unless the court extends the term of the order.

IV. PEACE ORDERS

A peace order may also be obtained by anyone who is not eligible for relief for an *interim protective* order or a protection order. The peace order is a form of relief available to individuals who are experiencing problems with another person, including someone in a dating relationship, a neighbor, or a stranger. A person may not file for a peace order if they are eligible for a protective order. The process for obtaining a peace order is the same as in an *interim protective* order. There is also a fee associated with filing and serving the peace order. The courts and the Anne Arundel County Sheriff's Office will determine this fee. Violations of a peace order can result in contempt, criminal prosecution, imprisonment, a fine, or both. Police shall arrest someone if they observe or believe

probable cause to believe that the order has been violated.

V. ENFORCEMENT


Family Law Article Sec. 4-509(a) makes failure to comply with certain provisions of an *interim protective* or protective order a misdemeanor for which a police officer shall arrest in accordance with Family Law Article Sec. 4-509 and Annotated Code of Maryland, CR 2-204. Please refer to Table 1 of this directive for specific guidance on enforcement by arrest. Other provisions of the orders are not enforceable by the police. In such cases, complainants should be referred to the court or to their personal attorney for assistance.

VI. PENALTIES

Violating an *interim protective* order, a protective order, or a peace order may result in a conviction, a fine up to \$1,000 and imprisonment up to 90 days for a first offense, or a fine up to \$2,500 and imprisonment up to one (1) year for a second offense.

VII. PROPONENT UNIT: Legal Advisor.

VIII. CANCELLATION: This directive cancels Index Code 1603.3, dated 07-15-00.



P. Thomas Shanahan, Chief of Police

Table 1: Enforcement of interim protective orders, protective orders, and peace orders.

COURT-ORDERED ACTIONS POSSIBLE	INTERIM PROTECTIVE ORDER	PROTECTIVE ORDER	PEACE ORDER	ARREST
Order the respondent to refrain from contacting or attempting to contact or harass the victim.	X	X	X	Yes
Order the respondent to refrain from further abuse or threats of abuse	X	X	X	Yes
Order the respondent to refrain from entering the residence of the victim.	X	X	X	Yes
Grant temporary possession of the residence to the victim or an adult family member, under certain circumstances	X	X		Yes
Order the respondent to stay away from the victim's place of employment, school, or temporary residence.	X	X	X	Yes
Award temporary custody of minor children.	X	X		No
Establish temporary visitation and conditions.		X		No**
Award emergency family maintenance.		X		No**
Award temporary use and possession of a jointly-owned family car.		X		No**
Order counseling.		X	X	No**
Order respondent to pay court costs.		X	X	No**
Application fee for order.	No	No	Yes	

** Enforcement of the previous marked with (**) should include providing victim/witness assistance and information as indicated by the circumstances of each case (see Index Code 1602) and referring the complainant to the court or to their personal attorney.



Crofton Police Department Written Directive: INDEX CODE 1610

PATROL FUNCTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Patrol Function
- III. Patrol Division
- IV. Field Operations Responsibilities
- V. Coordination with Officers and Other Departments
- VI. Performance Objectives

I. POLICY

The Crofton Police Department provides 24-hour, seven days a week law enforcement response to emergencies and routine calls for service within its service area.

II. PATROL FUNCTION

A clear definition of the patrol function enables officers to know what actions are in concert with agency policy and thus facilitates the delivery of services to the community. The Patrol Division is responsible for the following major job tasks:

- A. Preventive patrol (including inquiry and inspection activity) oriented toward prevention of crimes and accidents, maintenance of public order, and the discovery of hazards and delinquency-causing situations;
- B. Crime prevention activities;
- C. Response to called-for services;
- D. Investigation of crimes, offenses, incidents, and conditions, including arresting offenders;
- E. Traffic direction and control;
- F. Regulation of certain businesses or activities as required by law;
- G. Maintenance of public order;
- H. Provision of emergency services;
- I. Development of relationships between citizens and the department; and
- J. Reporting of information to appropriate organizational components.

III. PATROL DIVISION

The Patrol Division is comprised of all of the Crofton Police officers. Department personnel initiate daily contact with the communities in their conduct of patrol operations, incident and traffic accident investigations, and response to public safety problems. The officers perform community-based follow up investigation and resolution of recurring problems, including street-level drug abuse and crimes against property.

IV. FIELD OPERATIONS RESPONSIBILITIES

The Chief of Police is responsible for the patrol function; major responsibilities include:

- A. Planning and directing patrol activities;

Crofton Police Department Written Directive: INDEX CODE 1610

PATROL FUNCTION

EFFECTIVE: 01 OCT 94

Revised:

- B. Direct control, coordination, and allocation of departmental resources during any emergency or unusual occurrence.
- C. Development of department tactics, strategies, and long range plans.
- D. Inspecting all components for readiness, operation, and conformity with written directive. Where required, initiating corrective actions and ensuring that such actions are executed.
- E. Distributing personnel to components in accordance with documented workload assessments and changes in the patterns and frequency of calls for service.

V. COORDINATION WITH OFFICERS AND OTHER DEPARTMENTS

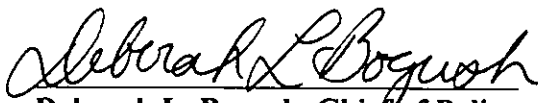
The Chief of Police will facilitate the exchange of information between the officers of the Crofton Police Department and with Anne Arundel County Police department or any other department as needed by the following methods or procedures:

- A. Periodic staff meetings;
- B. Periodic Anne Arundel County Police Department group meetings;
- C. Labor-management meetings;
- D. Periodic meetings with detectives of Anne Arundel County Police Department or other agencies;
- E. Dissemination of information via memoranda;
- F. Management level meetings;
- G. The daily activity summary and the hot sheet;

VI. PERFORMANCE OBJECTIVES

In the interest of the safety and rights of the citizenry, officers will adopt the following general performance objectives as a guide:

- A. To reduce personal injury and property damage accidents through the use of directed patrol and aggressive traffic law enforcement
- B. To reduce the overall crime rate by increasing the efficiency in preventive patrol, investigative efforts, and reporting
- C. To reduce crime and disorder by improving the quality of life in the community. Officers will be concerned with citizens' problems and concerns and will perceive the community as a partner in promoting security


Deborah L. Bogush, Chief of Police



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 04-031

FILE BEHIND: Index Code 1610

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: November 8, 2004 – 0730 hrs.
REVISION DATE: December 10, 2004

SUBJECT: Automated External Defibrillators (AED) Assigned To:
a. Southern District Personnel
b. Aviation Unit Personnel

BACKGROUND

Due to the still rural nature of the southern portion of Anne Arundel County eleven AED units will be assigned to Southern District. This will assist our citizens in the treatment of cardiac arrest victims, by providing additional response capabilities to these life-threatening events along with the Fire Department response. An additional AED unit will be assigned to the Aviation Unit.

PROCEDURE

An AED unit will be assigned to all nine patrol posts (including 4A4) in Southern District. Two additional AED units will be assigned to shift sergeants. Each AED unit will be marked with identifying post numbers. Officers assigned to a particular post, will be responsible for passing the AED unit to the oncoming Post Car, at the end of each shift. The 4A4 Post Car will return the AED to Southern District at the end of the shift.

The AED unit will be kept in the trunk of the Officer's vehicle. The day-work Officer is responsible for inspecting the AED daily, and filling out the daily inspection log. Aviation Unit personnel will be responsible for inspecting their assigned AED daily. The inspection log will be kept with the unit. Supervisors will ensure that this inspection is taking place. The AED unit inspection will consist of a check of the battery indicator and a visual inspection that all equipment is present. The battery indicator should display "OK". An equipment list will be kept with the AED unit. If any Officer discovers missing equipment or a non-functioning AED unit, they should immediately report this to the Training Academy. If the Training Academy is closed, a message should be left on the Academy's voice mail. At the end of the year, the completed inspection log should be forwarded to the Training Academy. The Training Academy will supply a new inspection log to each AED unit before the end of the year.

The Police Departments response to "Cardiac Incident" calls for service within the Southern District will be changed. All "Cardiac Incident" calls will be dispatched as Priority 1 calls, due to the life-threatening nature of these calls. Officers will respond appropriately, and provide necessary care to the patient, until relieved by Fire Department Personnel. *Officers and sergeants assigned an AED for their tour of duty will not respond to emergency cardiac calls outside of Southern District's patrol area.* If any disposable equipment is used by the Officer, ie. defibrillator pads, bag-valve mask, etc., the Officer should request replacement items from Fire Department Personnel on the scene. If an Officer uses their issued Pocket-Mask this item should be replaced via the department Quartermaster.

All patient uses of the AED will be documented immediately on the Maryland Facility AED Report Form. Blank Maryland Facility AED Report Forms will be kept with the AED unit. Additional forms may be photocopied or replaced by the Training Academy. The completed form will be submitted to the Training Academy, attn: Commander, Training Academy, immediately after any use. A Police Incident Report will be completed by the main caregiver at the discretion of a supervisor. The main caregiver should notify the Training Academy immediately by telephone of any patient use, so that the Training Academy can have stored medical information with the AED downloaded for review by the AED programs Medical Director. If there are any malfunctions that occur with the AED unit during patient use, the Training Academy should be notified immediately by the main caregiver. The Training Academy (only) will complete the FDA Incident Form that is referred to on the Maryland Facility AED Report Form upon notification of a malfunction. The Training Academy will have ultimate responsibility over the maintenance/upkeep of all AED units.

Crofton Police Department Written Directive: INDEX CODE 1612

ACCESS TO FOREIGN LANGUAGE SPECIALISTS

EFFECTIVE: 01 OCT 94

Revised:


- I. In Person Assistance
- II. AT&T Language Line

I. IN PERSON ASSISTANCE

The Police Department recognizes that without appropriate language capabilities, community interaction may be impossible in some cases. So that the department may serve all members of the community regardless of language barriers or hearing / speech problems, the CAD system of Anne Arundel County Police Department is programmed with a list of foreign language providers who volunteer their services to the police. These volunteers have agreed to respond in person to a police station or scene to assist in communication. A supervisor must approve the use of this system.

II. AT&T LANGUAGE LINE

The department has access to the AT&T Language Line, through the Anne Arundel County Police Department's Communications Section. When a member of the Department requests and interpreter for a particular language, the toll free Language Line Services interpreter is on the line within moments. The service can be reached 24 hours a day, 365 days a year. The service can be reached from any telephone. There is no need to go through the Anne Arundel County Communications Section, however, a supervisor must approve the phone call. A Language ID card is being furnished to members of our organization. The Language ID Card lists the most commonly encountered languages in America by regions of the world. The card is easy to use. Simply look at the person speaking another language and make a guess as to what part of the world they come from based on physical characteristics. For example, when dealing with an Asian, open the card to the section marked "Asian" and show it to the person. He or she will see the languages of Asia presented with the same message under each language. In all cases, with all languages on the card, two sentences tell the person to point to his or her language and that an interpreter will be called. Using the language ID card lets the person know that help is on the way, and it lets personnel in the department know exactly what language to ask for when calling AT&T Language Line Services. In the event that the person points to a language which is difficult for the English speaker to pronounce, numbers will be provided beside all languages so that assistance can be asked for by number. Dial 1-800-628-8486 and give the Anne Arundel County Police Department Client # ID (930024). The use of this service will be documented in the police report.


Deborah L. Bogush, Chief of Police



AFTER-HOURS PATROL COMMAND

INDEX CODE: 1614

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. Night Commander
- III. On-Call Captain
- IV. Notification of the Night Commander or On-Call Captain
- V. Proponent Unit
- VI. Cancellation

I. POLICY

It is the policy of the Department to provide continuous command authority over the patrol function 24 hours a day, 365 days a year.

II. NIGHT COMMANDER

The Night Commander is an officer of the rank of Captain, and is responsible for providing after-hours command authority over the patrol function.

A. Staffing

The commander of the Field Operations Bureau will establish a schedule of Police Captains who will assume the role of Night Commander. The Night Commander will be staffed from 1600 hours to 2400 hours, Monday through Friday. The schedule of Night Commanders will be made available to the Communications Section, who must be immediately notified of any changes made to the schedule during the course of the year.

B. Duties and Responsibilities

The Night Commander is in command of the Department in the absence of the Chief of Police and the regular chain of command.

The Night Commander is responsible for responding to the scene of major incidents and, if appropriate, assuming command. If the District Commander, or a higher level commander, arrives on the scene, the Night Commander will relinquish command if requested to do so.

During his/her tour of duty, the Night Commander is responsible for the following:

1. Responding to major incidents and, if appropriate, assuming command;
2. Ascertaining that policies, procedures, rules and regulations are properly carried out by all Department personnel;

3. Visiting Police Department facilities to personally inspect personnel, buildings, vehicles, equipment, and viewing administrative and/or operational procedures; and
4. Patrolling the County and observing performance of personnel by responding to random calls for service.

III. ON-CALL CAPTAIN

The commander of the Field Operations Bureau will use the same schedule of Police Captains to assign the role and responsibilities of the On-Call Captain, and who will respond to serious incidents during weekends and overnight hours on weekdays. The On-Call Captain will be available as follows:

- A. From 0001 hours each week night until 0800 hours the following morning; and
- B. On weekends, from 0001 hours Saturday morning until 0800 hours Monday morning.

IV. NOTIFICATION OF THE NIGHT COMMANDER OR ON-CALL CAPTAIN

The Night Commander or On-Call Captain will be notified of the following incidents and will either personally respond or ensure that a patrol supervisor assumes command:

- A. Deaths of a violent or suspicious nature, including all homicides;
- B. Incidents involving multiple fatalities;
- C. Fatal traffic accidents, and serious accidents and/or injuries involving Anne Arundel County personnel or equipment;
- D. Incidents involving critical injury assaults/sexual assaults;
- E. Incidents involving the discharge of a firearm by an Anne Arundel County Police Officer, or any officer of another jurisdiction (other than the killing of a seriously injured animal);
- F. Hostage or barricade situations (requires the on-scene presence of a Captain);
- G. Robberies involving serious personal injury or shots fired;
- H. Burglaries involving a sensitive building or storage facility;
- I. Civil emergencies as described in Index Code 2303 where an Incident Commander is required, or when the Emergency Operations Center is activated;

Index Code: 1614
Effective Date: 10-15-03

- J. *Whenever a Platoon Commander initiates an Alert Phase as described in Index Codes 2306.1, 2306.2, or 2306.3;*
 - K. *Fire situations involving serious personal injury or fatality, or when major roadways are closed; and*
 - L. *Any other major incident that should be called to the attention of a senior Department executive officer, as determined by an on-duty Platoon Commander.*
- V. **PROPONENT UNIT:** Field Operations Bureau.
- VI. **CANCELLATION:** This directive cancels Index Code 1614, dated 10-15-94.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1615

PATROL STAFFING

EFFECTIVE: 01 OCT 94

Revised:

- I. Patrol Shift Assignments**
- II. Patrol Beat Assignments**
- III. Span of Control for Supervisors**

I. PATROL SHIFT ASSIGNMENTS

The department's work schedule for patrol officers is described in Index Code 716. That directive contains the following additional information:

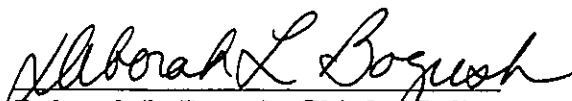
- A. Department procedures for maintaining 24 hour continuous patrol coverage during shift changes
- B. Procedures for assigning officers to shifts
- C. Frequency of shift rotation
- D. Procedures for determining days off for patrol officers

II. PATROL BEAT ASSIGNMENTS

Crofton Police Department officer's patrol beat is limited to the Crofton Special Community Benefit Tax District or other areas approved by the Board of Directors.

III. SPAN OF CONTROL FOR SUPERVISORS

Supervisors are responsible for the supervision of all patrol officers.


Deborah L. Bogush, Chief of Police



PATROL STAFFING

INDEX CODE: 1615
EFFECTIVE DATE: 10-28-05

Contents:

Required Patrol Post Staffing Levels

- I. Patrol Shift Assignments
- II. Required Patrol Post Staffing Levels
- III. Patrol Beat Assignments
- IV. Span of Control for Supervisors
- V. Proponent Unit
- VI. Cancellation

*Northern 11 Posts Day and Evening Shift
10 Posts Midnight Shift*

*Eastern 13 Posts Day and Evening Shift
13 Posts Midnight Shift*

*Southern 10 Posts Day and Evening Shifts
9 Posts Midnight Shift*

*Western 13 Posts Day and Evening Shifts
11 Posts Midnight Shift*

I. PATROL SHIFT ASSIGNMENTS

The department's work schedule for employees assigned to the Patrol Division is described in Index Code 716. That directive contains the following additional information:

- A. Department procedures for maintaining 24-hour continuous patrol coverage during shift changes.
- B. Procedures for assigning officers to shifts.
- C. Frequency of shift rotation.
- D. Procedures for determining days off for patrol officers and first-line patrol supervisors.

II. REQUIRED PATROL POST STAFFING LEVELS

Required Patrol Post Staffing Levels is the number of posts that must be filled per district, per shift. Supervisors will authorize overtime to maintain Required Patrol Staffing Levels.

When Compensatory Leave and/or unexpected Sick Leave has taken the number of platoon personnel below required staffing levels, supervisors shall initiate "Drafting" procedures (see below). Supervisors will either broadcast a radio transmission, or request through the Communication's supervisor console, for a volunteer officer to work the required hours. If a volunteer is not identified within a reasonable and timely manner, the officer who is next on the preceding or succeeding platoon's Draft Log (see below) will be required to work.

"Drafting" means requiring an employee to work overtime to maintain Required Patrol Post Staffing Levels. This will be done through the use of a platoon Draft Log. This Draft Log will maintain a list of platoon personnel from junior to senior. The log's purpose is to indicate which officer may be selected to work during times when another of the district's platoon staffing drops below required staffing levels.

III. PATROL BEAT ASSIGNMENTS

A. Platoon commanders are responsible for the assignment of personnel to the patrol beats. Commanders are given flexibility in order to achieve the best utilization of personnel resources in providing coverage. Platoon commanders will consider the following criteria when making beat assignments:

1. Seniority
2. Experience
3. Special skills/training needs
4. Performance
5. Officer preference

B. It is the department's desire to assign officers to beats for a sufficient period of time to enable the officers to learn the area and become familiar with local offenders, hazards, and geography. The department assigns patrol officers to beats for at least one year. However, the department reserves the right to modify or change beat assignments at any time and for any reason, in order to meet the changing needs of the moment.

C. Transfers of officers for disciplinary reasons will be made in full respect of the Law Enforcement Officers' Bill of Rights.


IV. SPAN OF CONTROL FOR SUPERVISORS

First-line supervisors are limited to full-time supervision of a maximum 12 employees or 8 patrol beats. The exact span of control may be adjusted temporarily by a bureau chief for operational purposes.

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- V. **PROPONENT UNIT:** Field Operations Bureau.

- VI. **CANCELLATION:** This directive cancels Index Code 1615, dated 03-30-94.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1617

ROLL CALL

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Reporting for Duty
- III. Roll Call Procedures and Information Exchange

I. PURPOSE

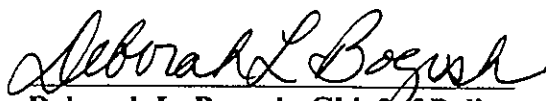
Roll call shall accomplish, at a minimum, the following four basic tasks: briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations; notifying officers of changes in schedules and assignments; notifying officers of new directives or changes in directives; and, evaluating officer readiness to assume patrol. If officers do not report for duty to a Police Department facility, the supervisor is responsible for accomplishing these roll call functions by other means of communication.

II. REPORTING FOR DUTY

All members of the department will report promptly for duty. Members failing to report at times so designated will be considered late for duty. All members of the department when reporting for duty, will report promptly attired or uniformed and will report for duty in a physical and mental condition.

III. ROLL CALL PROCEDURES AND INFORMATION EXCHANGE

Roll call will be conducted for each relieving shift. During roll call members will be made aware of the daily lookout sheet and take notes accordingly. They will read all orders and pertinent communication on the bulletin board, and acquaint themselves with any other pertinent information posted. Supervisors are responsible for updating those members who have been absent from duty. Such update will consist of procedure changes and orders issued during the absence of those members. Supervisors will, prior to terminating roll call, inspect personnel to ensure their appearance and uniformity as well as personal care and grooming, uniform, equipment, and fitness for duty. The department encourages and supports the exchange of information with Anne Arundel County Police Department for the purpose of coordinating performance. There are a number of ways to communicate information, such as attendance at Anne Arundel County Police Department roll calls or staff meetings or speaking directly with Anne Arundel County Police officers and detectives. This is imperative for Crofton Police officers as we share some of the responsibilities with Anne Arundel County Police Department. (NOTE: If a supervisor is not available during shift change it will be each officer's responsibility to exchange pertinent information with the oncoming officer.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1618

INCIDENT RESPONSE

EFFECTIVE: 01 OCT 94

Revised:

- I. Incident Response
- II. Incidents Requiring Presence of Supervisor

I. INCIDENT RESPONSE

A single unit will be dispatched to handle routine calls for service. However, the nature of some calls require that additional units are dispatched for purposes of safety as well as more effective handling of a situation. In the event of the actual or potential presence of one or more of the following factors, at least two officers will be dispatched:

1. an assault on an officer;
2. on scene arrest for a felony or violent misdemeanor;
3. resistance to arrest;
4. use of force;
5. a crime in progress, or
6. a fleeing suspect

NOTE: Crofton Police Department has only one (1) officer on per shift. In the above case, if another Crofton officer is not available, Anne Arundel County Police will be dispatched.

In addition to the above, the dispatching of officers to calls for service will be conducted in accordance with standard operating procedures of the Anne Arundel County Police Communications Section.

Uniformed patrol officers will respond to each crime reported to the police department, with the exception of (1) crimes reported to the Telephone Reporting Service [TRS]; and (2) any other situations where patrol supervision determines that a non uniformed response is necessary or more appropriate.

II. INCIDENTS REQUIRING PRESENCE OF A SUPERVISOR

If additional units or officers must be dispatched to the scene of a police incident, the third unit to be dispatched will be a patrol supervisor. The supervisor will decide the necessity for any additional units or officers, and will inform the Anne Arundel County Police Department Communications Section of any further requirements. The supervisor will be responsible for ensuring that the incident is properly handled and that unneeded patrol units return to service promptly.

The following is a partial list of incidents requiring the presence of a uniformed patrol supervisor:

1. any incident involving the death of a person or where circumstances indicate that death may result;
2. rape or attempted rape;
3. departmental accidents;
4. kidnaping / abduction / critical missing child;
5. child abuse;
6. hostage / barricade situations;
7. natural disasters;
8. traffic violations involving an armored car;
9. explosive devices; bomb threats;
10. aircraft accidents;

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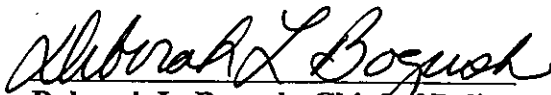
INCIDENT RESPONSE

EFFECTIVE: 01 OCT 94

Revised:

11. major fires;
12. service of search and seizure warrants when no other supervisor is available;
13. any reportable use of force or discharge of a firearm by an officer

The above is not intended to be all inclusive. Supervisors are directly responsible for the proper handling and investigation of all incidents to which their subordinates respond. Accordingly, supervisors are expected to respond to all serious or non routine incidents to assure proper police response.


Deborah L. Bogush, Chief of Police

POLICE AND FIRE GUIDE TO THE HANDLING OF SUSPICIOUS PACKAGES OR LETTERS

Revised (2/4/04)

The purpose of these guidelines is to provide direction and recommended procedures to fire and police in the handling of such incidents.

SUSPICIOUS PACKAGES AND LETTERS MAY BE IDENTIFIED BY SOME OF THE FOLLOWING CHARACTERISTICS:

1. Excessive postage
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title, but no name
5. Misspelling of common words
6. Oily stains, discolorations or odor
7. No return address
8. Excessive weight
9. Lopsided or uneven envelope
10. Protruding wires or aluminum foil
11. Excessive amounts of packing materials such as masking tape, string, etc.
12. Markings depicting an explosion, chemical or biological agent release
13. Ticking sound
14. Marked with restrictive endorsements, such as "Personal" or "Confidential"
15. The postmark that does not agree with the return address

DO NOT PANIC - Biological agents can cause infection (virus or bacteria) or poisoning (toxins) through the skin, gastrointestinal system or the lungs. In order for this to occur, the organism or toxin must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. The disease can be prevented, or treated with the appropriate antibiotics. Anthrax is an example of a bacteria not contagious and is not spread person-to-person. Ricin is an example of a toxin that is not contagious and is not spread person-to-person. The toxin can be prevented by avoidance. Treatment is supportive based on symptoms

IN THE CASE THAT A SUSPICIOUS PACKAGE IS DISCOVERED UNOPENED, THE FOLLOWING ACTIONS SHOULD BE TAKEN.

Actions That Should Be Taken Upon Receipt Of A Suspicious Letter Or Package (Unmarked Or Marked With A Threatening Message Such As "Anthrax, Ricin etc."):

1. The citizen 911 call will be routed to Fire Communications. The caller will be asked a series of questions about the package. Based on the caller's responses, pre-arrival instructions will be given. For the unopened package, the caller will be instructed to:
 - a. Not shake or empty the contents of any suspicious envelope or package.

- b. They are to place the envelope or package in a plastic zip lock bag (double bag it) or some other type of clear container to prevent leakage of contents.
 - c. If they do not have a container, then cover the envelope or package with an article of clothing, paper, or trash can, etc. They are instructed not to remove this cover.
 - d. They are to leave the room and close the door or section off the area to prevent others from entering.
 - e. They are told to wash their hands with soap and water to prevent spreading any contaminants to their face.
 - f. They are to develop a list of anyone who was in the room or area when this suspicious letter or package was discovered. They are directed to give this list to both the Fire Department and Police responders.
2. The Fire Department will respond with a single engine with an officer. Should the first due engine not have an officer, the closest company with an officer will be dispatched. The Police Department will dispatch a police unit and supervisor. Units will respond priority 3.
3. Once Fire and Police units arrive at the scene, they will question the complainant about the package, whether they followed the pre-arrival instructions and which actions they have taken. At this time, the police supervisor will determine and document the credibility of the threat.
 - a. If the caller has doubled bagged the letter/package, they will be asked to bring it to a Fire Officer. The fire officer will be attired in an EPA level D (uniform) or bunker gear if already dressed, with their personal issued N-100/N-95 HEPA mask and double medical gloves. He or she will inspect the object and document the event and property. The fire officer will place in a clean bag provided. After placing the letter/package in the bag, he/she will doff the outer gloves into the bag and seal it. The inner gloves can be disposed of as a common waste. Police will take custody of the letter/package. The Police Officer will take the package to their District Station and deposit the package in a white, bio-hazard marked, five gallon over-pack bucket. The fire officer will leave a copy of the "Suspicious Package Medical Information Letter" with the caller.

(NOTE: N-100, P-100, N-95 and P-95 HEPA Masks are CDC approved for biological protection)

- b. Should the caller not be able to bag the letter or package with no known or visible product, the Fire Department will enter in EPA level D (uniform) or bunker gear if already dressed, with their personal issued N-100/N-95 HEPA mask, Safety Glasses/Goggles, and double medical gloves to secure the letter/package. This situation is not an IDLH environment so two-in-two and OSHA regulations are not in effect. The

PPE level is purely precautionary and follows the guidance of the CDC*. The Fire Fighter will double bag the letter/package and remove it to the outside. The Fire Officer will bag the letter/ package in a clean bag. After placing the letter/ package in the bag, he/she will doff the outer glove into the bag and seal it. The inner glove can be disposed of as common waste. The fire officer will turn over the bagged letter/package to the Police.

- c. Fire Investigators will periodically collect the 5 gallon over-pack buckets from the Police District Stations. The over-pack buckets will be stored for a period of 90 days. After 90 days if no investigation is needed the letter/package will be destroyed.

(* CDC Update 10/21/01 Interim Recommendations for Fire Fighters and Other First Responders for the Selection and Use of Protective Clothing and Respirators Against Biological Agents)

Should The Envelope Contain Powder And If The Powder Spills Out:

1. The citizen 911 call will be routed to Fire Communications. The FD call taker will ask a series of questions about the package. Based on the caller's responses, pre-arrival instructions will be given. For the opened/ damaged or leaking package the caller will be instructed to:
 - a. Do not try to clean up the powder. Cover the spilled contents immediately with an article of clothing, paper, trashcan, etc. Do not remove this cover. If a cover is not available see below.
 - b. Leave the room and close the door, or section off the area to prevent others from entering. Turn off HVAC systems if possible.
 - c. Wash their hands with soap and water to prevent spreading any contaminants.
 - d. Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling. If they are not at home, the Fire Department will provide disposable clothing and will secure the contaminated clothing once the Hazmat team arrives.
 - e. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on their skin. If they are not at home and/ or a shower capability is not available, the Fire Department will provide a means of decontamination (shower).

- f. Develop a list of anyone who was in the room or area when the letter or package was discovered, especially those who had actual contact with the agent. Give this list to both the Fire Department and Police so that proper instructions can be given for medical follow-up and for further investigation.
2. The Fire Department will dispatch a Hazmat Local which includes the Hazmat Investigation Team, the closest engine company, paramedic unit, Battalion Chief and a Fire Investigator. A police unit and supervisor will also be dispatched.
3. Once Fire and Police units arrive at the scene, they will position up wind/ up hill, isolate and secure an area at a minimum of 80 Feet (DOT EGR no. 158). Fire and Police question the complainant about the package, whether they followed the pre-arrival instructions and which actions they have taken. This may be done by telephone or face to face. If communicating face to face, remember to be upwind and at a sufficient distance (several feet) that cross contamination is not possible. The police supervisor will then determine and document the credibility of the threat.
4. The Engine company will provide support to the Hazmat Investigation Team/ Company.
5. The Hazmat team/ company will insure that the occupants of the effected area are identified. If self decon has not been performed, the Hazmat team/ company will commence decon operations and collection of potentially contaminated clothing. The Hazmat team/ company will provide the people deconed with disposable clothing
6. If potential exposure exists a Paramedic Company will be requested. Potentially exposed personnel will be decontaminated and sent to the Paramedic Unit for a baseline patient assessment and documentation (MAIS sheet and Additional Narrative). Exposed personnel may be transported to the nearest emergency room. Early notification is required and notification and ETA are to be made prior to transporting.
7. The Hazmat Investigation Team/ Company will make a Level C/B (Full face negative pressure or PAPR respirator with a HEPA Filter (P/N-100 or 95) and a disposable Tyvek suit or SCBA and a disposable Tyvek suit) entry and secure the agent by double bagging and placing in an appropriate container. The Hazmat entrance team will photograph the letter/ package prior to securing the agent.
8. If biological agent detection test(s) are conducted and the results are negative, units can clear the scene. The letter/ package will be handled as per the "suspicious letter/ package procedure mentioned above. *If the biological agent detector test(s) positive a Hazmat Box will be requested.*
9. The fire officer will leave a copy of the "Suspicious Package Medical Information Letter" with the caller
10. The Hazmat entry team will dry decon as per SOP.

11. The Fire Investigator on scene will take custody of the overpack and remove it to an appropriate certified laboratory for evaluation ,if the test(s) are positive or it is determined to be a creditable threat.
12. Test results will be may be available in 12 to 48 hours from the time the test starts dependent on the agent. The County Health Department will provide notifications.

In The Event That A Room Is Contaminated By An Aerosol:

Examples: an aerosol device is discharged, warning is received that the air handling system has been contaminated, or warning is received that a biological or chemical agent has been released into a public space.

1. The citizen 911 call will be routed to Fire Communications. The FD call taker will ask a series of questions about the package. Based on the caller's responses, pre-arrival instructions will be given. For potential aerosol contamination, the caller will be instructed to:
 - a. Turn off local fans or ventilation units.
 - b. Leave the area immediately.
 - c. Close the door, or section off the area to prevent others from entering
 - d. If they are at work, notify the building security official or any available supervisor.
 - e. Shut down air handling system in the building, if possible.
 - f. Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling. If they are not at facility with extra clothing, the Fire Department will provide disposable clothing and will secure contaminated clothing.
 - g. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin. If they are not at home and shower capability is not available, the Fire Department will provide a means of decontamination (shower).
 - h. Develop a list of anyone who was in the room or area when the letter or package was discovered, especially those who had actual contact with the powder. Give this list to both the Fire Department and Police so that proper instructions can be given for medical follow-up and for further investigation.

2. The Fire Department will dispatch a full Hazmat Box. A police unit and supervisor will also be dispatched.
3. Once Fire and Police units arrive at the scene, they will question the occupant as to whether they followed the pre-arrival instructions and which actions they have taken. This may be done by telephone or face to face. If communicating face to face, remember to be upwind and at a sufficient distance that cross contamination is not possible. The Police officer (s) will then determine the credibility of the threat.
2. The Engine and Squad companies will provide support to the Hazmat team
3. The Hazmat team will insure that the occupants of the effected area are identified. If self decon has not been performed, the Hazmat team will commence decon operations and collection of potentially contaminated clothing. The Hazmat team will provide the occupants with disposable clothing
4. Potentially exposed personnel will be decontaminated and sent to the Paramedic Unit for a baseline patient assessment and documentation (MAIS sheet and Additional Narrative). Exposed personnel may be transported to the nearest emergency room. Early notification is required and notification and ETA are to be made prior to transporting.
5. The Hazmat team will make a Level B/ C entry and secure the agent if possible by double bagging and placing in an appropriate container. The Hazmat entrance team will photograph the site and objects of interest as needed.
6. If biological agent detection test(s) are conducted and the results are negative, units can clear the scene. The letter/ package will be handled as per the "suspicious letter/ package procedure" mentioned above.
7. The Hazmat entry team will decon as per SOP.
8. The Fire Investigator on scene will take custody of the overpack and remove it to an appropriate certified laboratory for evaluation, if the test(s) are positive or it is determined to be a creditable threat.
9. Test results will be available in 12 to 48 hours from the time the test starts, agent dependent. The County Health Department will provide notifications.

Crofton Police Department Written Directive: INDEX CODE 1620

NARCOTICS, VICE AND ORGANIZED CRIME

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Definitions**

I. POLICY

The Crofton Police Department, at the present time, has no narcotics, vice or organized crime units. It is the policy of this department to actively suppress vice and organized crime activities in Crofton. All officers are responsible for the suppression of vice related crimes. Follow up investigation of major cases and any other assistance as needed by this department is given by the Anne Arundel County Police Department Narcotics and Vice Control section or District Tactical Narcotics Team units.


II. DEFINITIONS

A. Vice Activities

1. Illegal use/sale of controlled dangerous substances;
2. Prostitution;
3. Illegal gambling;
4. Illegal use/sale of alcoholic beverages;
5. Distribution/sale of obscene or pornographic materials.

B. Organized Crime Activities

Organized crime means the unlawful activities by members of organized groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or any offense for profit; or engaged in supplying illegal goods and services such as gambling, pornography, prostitution, illegal trafficking in controlled dangerous substances, liquor or weapons, and other unlawful conduct that may include the unlawful use of force, fraud, bribery, or corruption.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1622

INFORMANTS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Definitions
- III. General Policy on Use of Informants
- IV. Juvenile Informants
- V. Establishment of Informants
- VI. Informant Files
- VII. Informant Statements
- VIII. Disclosure of Informant's Identity
- IX. Payment of Informants
- X. Use of Other Agencies Informants

I. POLICY

The following policies and procedures are applicable to all Crofton Police Department personnel, with respect to establishment, activation, and use and control of informants.

II. DEFINITIONS

- A. **Informant** - a person who, under the direction of a specific police officer and with or without expectation of compensation, furnishes information on criminal activity or performs a service for the police department related to the investigation of a crime; also referred to as a "confidential informant"
- B. **Defendant - Informant** - an informant who is subject to arrest or prosecution for an offense, and who expects compensation in return for assistance, either in the form of judicial or prosecutorial consideration, remuneration, or some other form
- C. **Restricted-use Informant** -an informant under the age of eighteen (18) years; employment of restricted use informants is contingent on the authorization of a police supervisor and the written consent of the informant's parent or legal guardian
- D. **Source of Information** - a person or organization not under the direction or control of a specific police officer, who provides information to the police department without becoming a party to an investigation and without expectation of compensation

III. GENERAL POLICY ON THE USE OF INFORMANTS

- A. Informants are assets of the police department and not a specific police officer. At its discretion the police department may reassign an informant to the control of another police officer.
- B. Contacts between police officers and informants will be professional in nature. Contacts between police officer and informants of a social nature or in furtherance of personal business are prohibited.

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EFFECTIVE: 01 OCT 94

Revised:

- C. Contacts with informants will be such that their knowledge of police department facility, operations, activities, and personnel is limited to the minimum amount necessary for their successful utilization. Informants will not be brought to any police department facility without prior approval of the facility commander. Informants will not be brought to the Narcotics section of the Anne Arundel County Police Department for any reason.
- D. Control of informants will be such that at least two (2) police officers are capable of contacting each informant.
- E. Whenever practical, two (2) police officers (one of whom may be affiliated with another law enforcement agency) will be present during all contacts with informants. Any deviation from this policy will be documented in the Informant Contact Sheet.
- F. All significant contacts with informants and all information obtained during contacts with informants, will be documented in the appropriate case CI file within five (5) working days from the date of contact.
- G. Prior to activating or employing the services of an informant, the proposed informant will be required to read, agree to abide by, sign and date a "Cooperating Individual Agreement." The proposed informant will be informed verbally and in writing (in the form of the aforementioned agreement) of the following terms and conditions of his or her association with the police department:
 - 1. the informant will not violate any law in furtherance of gathering information or providing services to the police department; any such violation of the law will be reported to the appropriate law enforcement agency
 - 2. the informant possess no official status, implied or otherwise, as a law enforcement officer or as an employee of the Crofton Police Department
 - 3. information provided by the informant may be used in the criminal prosecution of others; the department will make every reasonable effort to assure the confidentiality of the informant's identity, but does not guarantee said confidentiality.
- H. If the proposed informant refuses to sign the "Cooperating Individual Agreement," the following statement will be entered on the form and will be signed and dated by two (2) police officers:

"On (date), Confidential Informant number -- was advised of and agreed to the conditions set forth on this form. Confidential Informant number -- refused to sign this agreement." The form will then be filed in the appropriate CI file.
- I. When an informant is to participate in a police operation in which he or she may come into contact with official funds, controlled dangerous substances, or anything else of evidentiary value, the informant will be thoroughly searched both before and after his or her participation in the police operation. If possible, the informant will be kept under continuous observation during the police operation. The results of all searches of the informant will be recorded in the investigative report. The purpose of this procedure is to enable the investigator to precisely identify the source of ownership of all funds, controlled dangerous substances, and other evidentiary or property with which the informant comes in contact.
- J. All interactions between police officers and informants, including the development, establishment, utilization, and debriefing of informants, is carried out with the highest regard of the confidentiality of the identity of the informants. All documents revealing the status or identity of an informant will be considered confidential and will be kept secured. When it becomes necessary to disclose the status or identity of an informant to a prosecutor, the prosecutor will be reminded to handle the information with a similar regard of confidentiality.

Crofton Police Department Written Directive: INDEX CODE 1622

INFORMANTS

EFFECTIVE: 01 OCT 94

Revised:

IV. JUVENILE INFORMANTS [RESTRICTED USE]

- A. Employment of juvenile (restricted use) informants requires the authorization of a police supervisor and the written consent of the informant's parent or legal guardian. Such consent will be given on a "Juvenile Authorization Release" form. The parent or legal guardian will be kept fully informed as to the use of the juvenile informant.
- B. Officers will diligently strive to protect juvenile informants from physical and emotional harm, and will not allow juveniles to be placed in possible danger without the full knowledge and consent of the parent or legal guardian.

V. ESTABLISHMENT OF INFORMANTS

Establishment, activation and deactivation of a confidential informant requires the notification and prior approval of a police supervisor.

A limited access master file will be maintained by the Chief of Police of all confidential informants used by the department. The Chief of Police will ensure that access to the file is available only to those employees specifically authorized by himself or herself. The purpose of this file is to prevent duplicate establishment of confidential informants by different components of the department. Any officer wishing to establish, activate or deactivate an informant must first notify and obtain approval from the Chief of Police. The Chief of Police may deny authorization to establish an informant and may require deactivation of an informant who is currently in use by another component.

The master file will be located in a locked cabinet or safe within a limited access file room. The file will contain the informant's name, CI number, activation status, and any additional information required by the Chief of Police to ensure that the integrity of the confidential informant system is maintained. After authorization to establish, activate or deactivate an informant has been obtained, the officer desiring such action must obtain prior approval from his or her supervisor. The follow procedure will be followed:

A. Debriefing and Activation

As part of the activation process and prior to a supervisor granting approval for the establishment and activation of an informant, the potential informant will be fully debriefed by the sponsoring officer and a supervisor. The nature and extent of the debriefing will be determined by the individual's background and knowledge of criminal activity of interest to this agency. The debriefing will focus on the specific knowledge of criminals and criminal activity, both drug related and otherwise. All debriefings will be fully reported in an "Informant Debriefing Report" and submitted to the police supervisor for review and approval. Debriefing reports will be filed in the applicable informant file. Upon the determination by the police supervisor that the potential informant may possess knowledge of interest to the department or may be useful in the investigation of criminal activity, the supervisor will grant authority to establish and activate the informant. The sponsoring police officer will then create an informant file and will complete an "Informant Establishment Report," which will include the informant's biographical background information and criminal history, if any.

Debriefing information which adversely reflects upon the integrity or conduct of a Crofton Police Department employee will be documented and will be forwarded to the Chief of Police.

Crofton Police Department Written Directive: INDEX CODE 1622

INFORMANTS

EFFECTIVE: 01 OCT 94

Revised:

B. Deactivation and Reactivation of Informants

Deactivation: an informant will be deactivated when he or she no longer has the potential or the ability to furnish information or services of use to the police department; when he or she is no longer willing to cooperate with the department; or when he or she cooperation has been determined to be unsatisfactory; deactivation of an informant requires the approval of a police supervisor; the police officer proposing to deactivate a confidential informant will submit a report entitled, "Deactivation of [code number]." The report will state the reason(s) for deactivating the informant. Once approved by a supervisor, the report will be placed in the Informant file. No cross filing to investigative files will be made.

Reactivation: an informant may be reactivated with the approval of a police supervisor; the police officer requesting reactivation will submit a report entitled, "Reactivation of [code number]," stating the reason(s) for reactivation, as well as any developments during the period of deactivation affecting the informant's status, such as restricted use or defendant informant; once approved, the reactivation report will be placed into the Informant file; no further cross filing is necessary.

VI. INFORMANT FILES

The master file of confidential informants will be maintained by the Chief of Police with an emphasis on security and rigid control of access.

A. Secured, Restrict and Controlled Access

A separate file jacket will be established for each informant. Informant files will be kept in a separate and secured storage facility, segregated from any other files, and locked when not in use. For the purpose of establishing control and accountability, files on informant developed by patrol officers will be controlled by the Chief of Police. Access to those files will be limited to those employees having a legitimate investigative need. An informant file may not be removed from the secured area except for review by the Chief of Police or the involved officer. The file will be returned to the secured area before the close of business day. A sign out log will be maintained. If an informant file is removed the sign out sheet will indicate the date, informant number, time out, time returned, and signature and identification number of the person reviewing the file. **ONLY SWORN OFFICERS OF THIS DEPARTMENT WILL BE ALLOWED TO VIEW THE SECURED INFORMANT FILES.**

B. Informant Code Number

Each informant will be assigned a code number. Code numbers assigned to confidential informant will not be divulged to anyone except officers directly involved in investigations with the informant, supervisors of the investigative components using the informants, Internal Affairs of the Anne Arundel County Police Department's Internal Affairs Section and the Chief of Police. The code number will have ten (10) characters, each assigned as follows: For example: **CI-94-004-950**

First and second	the letters CI
third and fourth	two digits of the calendar year
fifth, sixth, seventh	the sequential number of the individual informant
eighth, ninth, and tenth	identification number of the primary officer using the informant

Once assigned, this code number will remain with the informant throughout his or her use. If a deactivated informant is later reactivated, the original code number will be used. The code number will be used to refer to the informant in

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INFORMANTS

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all department reports, in lieu of the informant's name. Informant files will be maintained in code number sequence. Informants under the control of another law enforcement agency will not be assigned a code number unless they will be paid by this department.

C. Informant File Contents

Informant files will contain the following documents:

1. Informant Establishment Report
2. Juvenile Authorization, if applicable
3. Cooperating Individual Agreement
4. Payment vouchers recording payments made to the informant
5. Debriefing reports [initial and follow-up]
6. Contact reports
7. Copies of any statements signed by the informant
8. Copies of any administrative correspondence pertaining to the informant [e.g., deactivation reports]
9. Photograph of the informant

D. File Maintenance

For each informant in an active status, the controlling police officer's supervisor will review the informant file on a semi-annual basis to assure it contains all relevant and current information. The date of each review will be documented in the file. Changes in material facts reported on the Establishment Report (e.g., change in criminal status, new means of contacting the informant) will be documented on a supplement page.

VII. INFORMANT STATEMENTS

When an informant has provided information or has participated in activity which may require his or her testimony in court, the investigating officer will ensure that a formal statement is taken. All statements will be taken and witnessed by two (2) police officers. In cases where a police supervisor determines the taking of a formal statement may adversely impact the outcome of an investigation, the supervisor may waive this requirement with the concurrence of the prosecuting attorney. In such cases, the relevant information which would have been developed in the statement will be reported by the investigating officer on an "Informant Debriefing Report."

The original copy of statement will be signed by the informant and will be filed in the informant file. A copy of the statement, identified by informant code number only, will be included in the case file. Statements will be typewritten or handwritten legibly in ink. All mistakes, cross through, and alterations will be initialed by the informant on the original copy. The informant and the officers taking the statement will initial each page at the end of the narrative. The format of the statement will be as follows:

A. Heading

The heading will contain the informant's code number, date and time and place of the statement, the names of the police officers taking the statement, and a brief description of the contents of the statement. For example:

"Statement of CI-94-004-950 on Saturday, 11 Jun 94, at 1000 hours, at the Crofton Police Department: given to Officer Steven Brown #950 and Officer Thomas Smith #951, regarding the introduction of Officer Brown to Lex Luther, a criminal defendant."

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B. Body

The body of the statement will be composed in the informant's words as long as the language is understandable. The organization and sequence of material may be set by the investigating officer. Any omissions, misstatements of fact, or statements which raise obvious questions will be explained.

C. Conclusion

The following paragraph will conclude the statement:

"I have read the foregoing statement consisting of ___ pages, and have initialed each page and all corrections. This statement is true and correct to the best of my knowledge and belief. I gave this statement freely and voluntarily, without threat, coercion, or promise."

D. Signatures

The informant will sign and date the statement beneath the conclusion. The police officers taking the statement will sign and date the statement at the bottom of the last page.

VIII. DISCLOSURE OF INFORMANTS IDENTITY

Informants will be advised at the outset that the information they provide may be used in a criminal proceeding, and that the department will use all lawful means to protect the confidentiality of their identity. They will further be told that their confidentiality cannot be guaranteed.

The disclosure of an informant's identity will be avoided whenever possible.

Informant confidentiality will be discussed with the prosecuting attorney prior to the beginning of any trial or criminal proceeding, and all alternatives to disclosure will be thoroughly explored. If the issue of informant disclosure arises during the trial, especially during police testimony, the police officer will request time to discuss the matter with the prosecuting attorney. In situations where disclosure of an informant's identity may adversely affect the outcome of a more significant investigation, the police department may recommend a dismissal of the immediate case. A decision of this nature must be authorized by the Chief of Police in the chain of command of the police officer employing the use of the informant. All such requests and authorizations will be made in writing and will thoroughly state all relevant circumstances and reason(s). The documentation will be filed in the appropriate case file(s).

IX. PAYMENT OF INFORMANTS

A. Criteria

Any person who is to receive payment in return for information or services must be established as an informant. This includes informant under the control of another agency. Payments to informants normally are made either for information or for active participation in an investigation. Payments may be in a lump sum, or in installments (on a staggered basis). In rare cases, payments may be made on a commission basis. See paragraph B below, for special procedures to be used when commission payments are made. The amount of any payment will depend on the value of the information and or service provided. The following factors will be considered:

1. the relative importance or level of the targeted individual, organization, or operation
2. the value or quantity of the actual or potential seizure
3. the significance of the informant's contribution to the achievement of desired objectives

Payments for information leading to a seizure, with no defendant's arrested, will be kept to a minimum.

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B. Procedures for Commission Payments

The use of a commission payment, based upon some percentage of the value of the case(s) provided, may be used in rare cases where it is deemed appropriate under the circumstances of the investigation. The following procedures will be followed in commission payment cases:

1. the informant will be instructed, both verbally and in writing, about the law of entrapment before the beginning of the operation and will be instructed not to entrap the suspect
2. the informant's fee arrangement will be agreed to in writing prior to the beginning of the operation; the officer in charge of the investigation will ensure that there is no misunderstanding of the terms of the fee arrangement
3. informant's operational instructions will be provided both verbally and in writing prior to the beginning of the operation
4. every effort will be made to maximize the supervision and control of the informant
5. every effort will be made to corroborate the informant's statements concerning his or her activities
6. payments to the informant will be completed before he or she testifies in court
7. the investigator's report will explain why it was necessary to pay the informant on a commission basis


C. Investigative Funds

See Index Code 1675 for information on maintenance of special investigative funds.

IX. USE OF OTHER AGENCIES' INFORMANTS

In order to use or pay another agencies informant in an investigation conducted and controlled by this department, an Establishment Report must be submitted to a police supervisor for approval. The report will contain a statement identifying the informant as an informant of another agency; the name of the agency as well as the name of the officer responsible for the informant; and a jurisdiction for the payment. Fingerprinting and photographing are not required. For record keeping purposes, such informants will be considered deactivated once payment has been made.

This department may share payment of an informant with one or more other law enforcement agencies. Informants will not be paid for participation in cases not controlled by this department, or where payment would constitute duplication of payments made by other law enforcement agencies.


Deborah L. Bogush, Chief of Police







Crofton Police Department Written Directive: INDEX CODE 1624

CRIMINAL INVESTIGATION FUNCTION

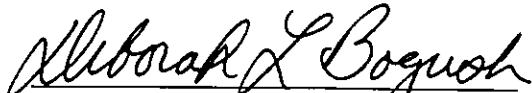
EFFECTIVE: 01 OCT 94

Revised:

I. Criminal Investigation Function

I. CRIMINAL INVESTIGATION FUNCTION

The Crofton Police Department utilizes the Anne Arundel County Police Department's Criminal Investigation Division. The Crofton Police Department will perform community based follow up investigation and resolution of recurring problems, including drug abuse, crimes against property, and crimes against persons. In cases requiring more specialized skills and abilities Crofton Police will request the assistance of Anne Arundel County Police Department's Criminal Investigation Units. Crofton Police will maintain a liaison with Anne Arundel County Police Department investigating the case until the final outcome, making sure citizens are appraised of the status.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1625

CRIMINAL INVESTIGATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Constitutional Requirements
- III. Preliminary Investigations
- IV. Follow Up Investigations
- V. Criteria for Suspending Investigations

I. PURPOSE

This directive establishes accountability for the conduct of preliminary and follow up criminal investigation by agency personnel, and establishes guidelines for accomplishment of these tasks.

II. CONSTITUTIONAL REQUIREMENTS

Agency personnel who conduct criminal investigations will do so in full respect for the spirit and the letter of the United States Constitution, and the various rulings and interpretations thereof that have been established from time to time. Personnel will devote special attention to constitutional requirements in the areas of: (1) coercion or involuntary nature of confessions and admissions; (2) delay in arraignment; (3) failure to inform defendants of their rights; (4) deprivation of counsel; (5) pretrial publicity tending to prejudice a fair trial. These areas are more fully developed in Index Code 105.1.

III. PRELIMINARY INVESTIGATIONS

Many times the most important factor in solving a crime is the information supplied by a victim or witness to the first responding officer.

A. Uniformed Patrol Officer

It is the policy of this department that all crimes and incidents reported to the department will receive preliminary investigation by uniformed patrol officers. In the case of homicide, rape and felony sexual assault, preliminary investigation will be limited to gaining sufficient information to broadcast a lookout, immediate apprehension of suspects, and crime scene preservation. In all other cases, a uniformed patrol officer will conduct the preliminary investigation and is responsible for calling Anne Arundel County Police Department's evidence technicians when needed. In the case of other serious, unusual or complex crimes, the uniformed patrol officer, along with patrol and Anne Arundel County Police Department's criminal investigation supervisors, will confer and the decision to call in a criminal investigator on a preliminary investigation will be made on a case by case basis as appropriate under the circumstances.

B. Preliminary Investigation Steps

Preliminary investigations begin when the officer arrives at the scene of an incident, first makes contact with the complainant, or becomes aware that a crime has been or is being committed. The preliminary investigation includes the following:

1. observing all conditions, events, and remarks;
2. locating and identifying witnesses;

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CRIMINAL INVESTIGATION

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3. maintaining the crime scene and protecting evidence;
4. interviewing the complainant and the witnesses;
5. interrogating the suspect;
6. arranging for the collection of evidence;
7. effecting the arrest of the criminal;
8. reporting the incident fully and accurately;
9. any other action which may aid in resolving the situation, solving the crime, or is directed by supervisor

C. Victim / Witness Assistance

During the course of the preliminary investigation, officers will provide victim / witness assistance services to include:

1. giving information to the victim / witness about applicable services (e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy)
2. advising the victim / witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her
3. informing victim / witness about the case number and subsequent steps in the processing of the case
4. providing a telephone number that the victim / witness may call to report additional information about the case or to receive information about the status of the case

The information can best be provided by giving the victim / witness a "Victim of Crime" brochure, coupled with dialogue between the officer and the victim / witness to assure that all needs are satisfied.

IV. FOLLOW UP INVESTIGATIONS

A. Uniformed Patrol Officers

The department's policy is to encourage uniformed patrol officers to conduct follow up investigations in all cases not requiring specialized skills, knowledge and abilities, in order to increase the effectiveness of patrol officers and to enhance their role in our community..

B. Specialized Investigations

The following kinds of cases will be referred to specialized investigative components of Anne Arundel County Police Department for follow-up investigation; patrol officers may assist the specialists in the investigation at the discretion of the appropriate CID and supervisor and the Chief of Police:

1. homicide;
2. rape and sexual assault;
3. robbery
4. assault with intent to commit above listed crimes; attempts to commit same
5. child abuse;
6. kidnaping;
7. critical missing person;
8. forgery and uttering; bad checks;
9. racial, religious, or ethnic violence; acts of terrorism; bombings;
10. organized crime and vice activities, as listed in Index Code 1620
11. crimes committed by serious / habitual offenders;

CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

VEHICULAR PURSUIT

Index Code Number: 1650
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Purpose & Policy
- II. Definition
- III. Pursuit Authorization
- IV. Pursuit Procedures
- V. Pursuit Tactics
- VI. Interjurisdictional Pursuit
- VII. Termination of Pursuit
- VIII. Field Supervisor's Role
- IX. Reporting Requirements
- X. Review of Vehicular Pursuits
- XI. Training Considerations

I. PURPOSE & POLICY

The purpose of this directive is to limit officer discretion in vehicular pursuit of fleeing suspects. Vehicular pursuit of fleeing suspects presents a danger to the lives of the public, officers and suspects involved in the pursuit. It is the policy of this department to protect all persons lives to the extent possible when enforcing the law. In addition, it is the department's responsibility to assist officers in the safe performance of their duties. To meet these obligations, it is the policy of the department to narrowly regulate the manner in which vehicular pursuit is undertaken and performed.

Officers are in no way relieved of their duty to enforce the law by other lawful means, when vehicular pursuit is prohibited by this policy. Officers and supervisors must be mindful that alternatives to pursuit exist, and that police officers are expected to exercise their alternatives when available and practical. For example, officers may:

1. Attempt to follow the violator at a reasonable speed;
2. Coordinate with county or other law enforcement agencies to limit the area accessible to the violator;
3. Initiate air surveillance through county or state resources;
4. Conduct a follow-up investigation to locate and interview witnesses or others who may identify the violator.

II. DEFINITION

A. "Vehicular pursuit" means an active attempt by a police officer in an authorized emergency vehicle to apprehend a fleeing suspect(s) who is/are attempting to avoid apprehension through evasive tactics.

B. The act of accelerating in order to catch up to a speeding vehicle does not constitute a vehicular pursuit, unless the violator clearly has recognized (or should have recognized) the police vehicle and still refuses to stop.

III. PURSUIT AUTHORIZATION

A. When Pursuit is Authorized

Vehicular pursuit is authorized when a suspect uses a vehicle to flee from apprehension for:

1. Any crime or attempt to commit a crime where the officer would be authorized to use deadly force;
2. Burglary or breaking and entering;
3. Arson;
4. Attempts to commit items 2, or 3;
5. Driving while intoxicated or under the influence of alcohol or drugs, if the operation of the fleeing vehicle represents a serious threat to the safety of others, and
6. A hit-and-run traffic accident resulting in death or serious injury.

B. Police Vehicle Requirements

The following police vehicles may engage in vehicular pursuits:

1. *Fully-marked police package patrol cars*
2. *Unmarked police vehicles equipped minimally with sirens, dash lights, and flashing headlights.*
 - a. *Once a marked police package patrol car joins the pursuit, the unmarked car must relinquish the primary pursuit position to the marked car and become the secondary pursuing car.*
 - b. *Once a second marked police package patrol car joins the pursuit, it becomes the secondary pursuit car and the unmarked car must disengage completely from the pursuit.*

C. Safety Considerations

1. Vehicles will not engage in vehicular pursuit while carrying occupants other than Crofton Police officers.
2. The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public due to the continued freedom of the suspect is greater than the immediate or potential danger to the public created by the pursuit.
3. As with the use of deadly force, the decision to initiate or continue a vehicular pursuit can be justified only by the facts or information known at the time. Facts unknown to those involved, no matter how compelling, cannot be considered in later determining whether or not the pursuit was justified under this policy.
4. In addition, the pursuing officer will consider the following factors in deciding whether to initiate or continue a pursuit:



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

VEHICULAR PURSUIT

**Index Code Number: 1650
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006**

- A. Upon learning of a vehicular pursuit in progress, a field supervisor in the patrol district where the pursuit originates will assume responsibility for monitoring and controlling the pursuit as it progresses. The supervisor will identify on the air and acknowledge his or her acceptance of responsibility.
- B. The field supervisor will continuously review incoming data to determine whether the pursuit should be continued or terminated.
- C. Once a supervisor (Anne Arundel County Police Department or Crofton Police Department) has become engaged in a pursuit or has come on the radio to take command of a pursuit, that supervisor will remain in charge of the pursuit until its termination. However a Crofton supervisor may supervise Crofton Units. Crofton officers will comply with the direction of County Supervisors, who have assumed control only of a pursuit which leaves our jurisdiction.**
- D. The field supervisor is responsible for the following:
1. Directing pursuit vehicles and air support into and out of the pursuit;
 2. Redesignation of primary, backup, and support vehicles and their responsibilities;
 3. Approval, disapproval and coordination of pursuit tactics;
 4. Approval or disapproval to continue the pursuit beyond the Anne Arundel County boundary line.

IX. REPORTING REQUIREMENTS

- A. *The primary officer reporting the incident which led to the pursuit must document the critical aspects of the pursuit in either the primary incident report or a supplement to the incident report. The pursuit documentation should cover the pursuit criteria outlined in Sections III through VII of this Index Code, and it should detail the routes traveled throughout the pursuit.*
- B. *In addition to other operational reports of the incident, a Crofton supervisor if involved, will prepare and submit a "Police Pursuit Report" (PD Form 200) before ending his/her tour of duty.*

X. REVIEW OF VEHICULAR PURSUIT

- A. Each incident involving vehicular pursuit by a member of this department will be reported by the officer and the supervisor (if involved) on a "Police Vehicular Pursuit Report." The report(s) will be reviewed by the Chief. The purpose of the review is to evaluate and comment on the following areas: Tactical considerations; Training considerations; Quality of supervision; Adequacy of the department's policy on vehicular pursuit; Adherence to department policy

XI. TRAINING CONSIDERATIONS

The *Chief of Police may forward any appropriate recommendations to the Commander of the Anne Arundel County Police Training Academy for review and consideration.*

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 1651

EMERGENCY NOTIFICATIONS AND HAZARDS

EFFECTIVE: 01 OCT 94

Revised:

- I. Emergency Repairs and Essential Services**
- II. Essential Services**
- III. Next of Kin Notifications**
- IV. News Media**
- V. Police Hazards**

I. EMERGENCY REPAIRS AND ESSENTIAL SERVICES

On occasion it becomes necessary to notify/request personnel from various areas of expertise to assist with hazardous situations that may be out of the scope of the Crofton Police Department (e.g., State Highway Administration, County Public Works, utilities). When the need exists for these personnel, notification will be made via the Anne Arundel County Police Department Communications Section, upon request from the officer on the scene.

II. MEDICAL EXAMINER

See Index Code 1802 for procedures on notifying the medical examiner and arranging for the removal of dead bodies.

III. Next of Kin Notifications

In cases when an individual has died or has become seriously ill or injured, the investigating officer will ensure that the individual's next of kin is notified promptly, and in a considerate manner. The officer will make every effort to ensure the notification is made before the individual's name is released to the news media. Whenever possible, such notifications should be made in person, either by the investigating officer or by another member of the department. Assistance should be obtained from a clergy member, or a relative or friend of the next of kin. When the victim has been taken to a hospital, the officer will arrange transportation for the next of kin if so requested. If the next of kin is located outside of the Crofton area, the officer will request that the local law enforcement agency make the notification, and will provide sufficient details to enable this, including a telephone number where the investigating officer can be reached.

Requests from other agencies to make such notification within Crofton will be directed to the patrol officer available. Before making the notification, the officer will obtain the name and telephone number of the person making the request, and will attempt to secure the assistance of a member of the clergy, or a relative or friend of the next of kin.

IV. NEWS MEDIA

Procedures for notifying the news media of law enforcement events are covered in Index Code 2420. Anne Arundel County Police Communications Section will inform the news media of traffic congestion or detours resulting from traffic accidents.

Crofton Police Department Written Directive: INDEX CODE 1651

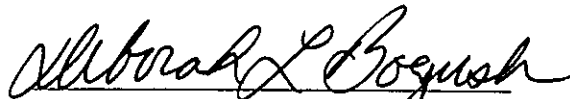
EMERGENCY NOTIFICATIONS AND HAZARDS

EFFECTIVE: 01 OCT 94

Revised:

V. POLICE HAZARDS

A police hazard is any situation, person, property, or place that may create or contribute to an incident calling for some police or law enforcement action. Information regarding current and ongoing hazards will be passed on to all affected personnel over the police radio, by telephone, and by placing the information on the Hot Sheet, as appropriate. New information on the hazard, or cancellation of the hazard notice, will be disseminated in a similar manner as it becomes available.


Deborah L. Bogush, Chief of Police



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 02- 022

FILE BEHIND: Index Code 1651

TO: All Personnel

FROM: P. Thomas Shanahan *PTB*
Chief of Police

EFFECTIVE DATE: May 10, 2002

SUBJECT: Emergency Notifications

BACKGROUND

On occasion, it is necessary for officers of this department to make death or other sensitive notifications for another department or officer. Sensitive information broadcast over the air can easily be monitored and could make an already difficult assignment worse.

PROCEDURE

When the Communications Section obtains a request for a death or other sensitive notification, unless it is extremely urgent, Communications will not relay this information over the air. Instead, the dispatcher will request that the assigned officer advise a phone number where they can be reached as soon as possible for a notification. Should the officer not wish to relay the phone number over the air, (e.g. personal cell phone); the assigned officer may call the supervisor's console, (ext. 8619 or 8620), to receive the necessary call information. Should an officer not be available, or is unable to advise a number in a reasonable period of time, the dispatcher will notify a patrol supervisor.

As directed in Index Code 1651, before making a death notification, the officer will obtain the name and telephone number of the person making the request and will attempt to secure the assistance of a member of the clergy, mobile crisis team member, or a friend or relative of the next-of-kin.

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DEPARTMENT CANINES

INDEX CODE: 1661

EFFECTIVE DATE: 12-15-03

Contents:

- I. Mission & Role
- II. Duties & Responsibilities
- III. Deployment**
- IV. Proponent Unit
- V. Cancellation

I. MISSION & ROLE

The mission of the K-9 Unit is to provide line support to Department personnel by providing highly mobile, specially-trained police dogs. The police K-9 is capable of searching for items or people *and apprehending criminal suspects* while providing additional safety for the police officer.

II. DUTIES & RESPONSIBILITIES

A. Utility/Patrol Dogs

1. Detect, locate, and apprehend criminal offenders who attempt to elude and resist arrest.
2. Search buildings and enclosed areas for suspected criminals.
3. Track fleeing criminals and escapees, or lost persons who for humanitarian reasons must be located by the police as soon as possible.
4. Establish and maintain perimeter control in situations such as large fires, crime scene preservation, etc.
5. Provide a strong psychological deterrent for the criminal element.

B. Specialty Dogs

1. Detect and locate controlled dangerous substances by scent discrimination to include: marijuana or hashish, cocaine, amphetamines, Quaaludes *or other illegal narcotics*.
2. Detect and locate explosives and firearms by scent discrimination to include: handguns, shotguns, rifles, ammunition, spent casings, projectiles, TNT, black powder, detonation cord, plastic explosives, and numerous other explosive compounds.

III. DEPLOYMENT

A. The value of the use of K-9's in law enforcement activities is indisputable. However, it must be understood that whenever a "utility/patrol" K-9 is deployed on any type of call, the possibility exists that the incident will result in a K-9 bite.

B. All K-9 bites require "use of force" reporting.

C. Injuries can range from "no injury", to a "scratch", to a "severe bite" requiring hospitalization. The severity of the "bite" (use of force) is totally dependent on the suspect's level of resistance once apprehended by the K-9. For that reason and the inability to predict a suspect's response, K-9 deployment is a resource that must be carefully managed and constantly scrutinized to maintain both the Unit's and the Department's professional standards and credibility.

D. The following guidelines for K-9 deployment will serve to help ensure the proper use of police K-9's:

Felonies: - K-9's may be deployed on any felony cases/calls.

Violent Misdemeanors: - K-9's may be deployed for violent misdemeanors such as violent domestic assaults, assaults on officers, and violent disorderly subjects.

Non-violent Misdemeanors - K-9 deployment for non-violent misdemeanors will require the permission of an on-duty sergeant (Acting sergeants, excluded) or above. In this event, the K-9 officer will briefly explain to the supervisor their opinion on the use of the K-9 for the call and the potential for a K-9 bite and "use of force". Should the supervisor then decide to deploy the K-9 team, that supervisor will be required to submit a supplement report for the case which delineates his/her justification for the K-9 deployment.

Crowd Control - K-9 deployment for crowd control or civil disorder can only be authorized by an on-duty sergeant or above (Acting sergeants excluded) and will be conducted with the utmost consideration for the facts at hand and the severity of the incident. Under exigent circumstances and when no supervisor is at the scene, a K-9 handler may use his/her K-9 for crowd control if he/she deems it necessary. A Special Operations supervisor and district patrol supervisor are to be made aware of the deployment immediately after the event has stabilized and the situation is under control.

Humanitarian Searches - K-9's may be deployed to search for lost, injured or sick persons.

E. The ultimate responsibility for a K-9 "use of force" resides with the K-9 handler. The "use of force" will be reviewed by his/her chain of command. In the event the K-9 officer feels the circumstances of the case are not sufficient to justify a K-9 deployment, the K-9 officer will contact the K-9 sergeant, SOS lieutenant or his designee before deploying the K-9.

IV. **PROPONENT UNIT:** Special Operations Division.

V. **CANCELLATION:** This directive cancels Index Code 1661, dated 12-20-02.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1675

SPECIAL INVESTIGATIVE FUNDS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Administrative Procedures**
- III. Authorized Expenditures**
- IV. Unauthorized Expenditures**
- V. Procedures for Requesting Advances & Reimbursements**

I. POLICY

The department realizes that there may be a need for extra funds during a special investigation. These funds must be pre-approved unless there is no other alternative. In those cases a request for reimbursement will be submitted, but may be denied. The payment or reimbursement of any special investigative funds must be approved by the Town Manager and/or the Board of Directors.

II. ADMINISTRATIVE PROCEDURES

Individuals receiving monies from special investigative funds are fully accountable for all such funds. Officers who spend advanced funds or request reimbursement of investigative expenses must submit: a report detailing the circumstances of the payment or expense, including information or material purchased, and subsequent law enforcement action, if any; all documents and receipts (without these items, the individual will be responsible for remitting the total amount advanced); and, a signed Informant Payment Voucher for any payments to informants.

III. AUTHORIZED EXPENDITURES

A. Covert Investigations

Food, drink, meals, and miscellaneous expenses are authorized only when they are directly related to a covert operation or necessary to maintain the clandestine nature of the operation. Rental of cars, facilities or equipment necessary to conduct a covert operation or surveillance which is directly related to a specific case or which is previously approved by the Chief of Police and/or Town Manager. Purchase of stolen property with the expectation of additional seizure or substantiation of an existing case must also have prior approval of the Chief of Police and/or Town Manager.

B. Informant Payments

Informant payments are authorized only by the Chief of Police and/or Town Manager where there is a reasonable expectation that the information obtained will lead to the prevention of criminal activity, seizure, and/or substantiation of an existing case. Payments to informants will be made after the information is obtained and proven to be of value. Refer to Index Code 1622 for additional criteria required for paying informants.

C. Emergencies

Emergency use of a motel/hotel to ensure the safety of an informant or witness.

Crofton Police Department Written Directive: INDEX CODE 1675

SPECIAL INVESTIGATIVE FUNDS

EFFECTIVE: 01 OCT 94

Revised:

D. Overt Investigations

Official travel for the purpose of: extraditions; information/evidence gathering as it relates to an existing case and when such information/evidence will yield a reasonable expectation of seizure or success; and, testifying out of County or state when time constraints prohibit applying for travel funds.

IV. NON-AUTHORIZED EXPENDITURES

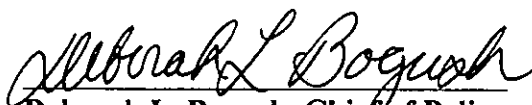
Official travel which is preplanned or which is directly related to conferences, conventions, training or schools and covered under existing personnel or department directives. Personal items, alcoholic beverages, entertainment, and other expenditures which are not directly related to covert operations. When the goods or services can be procured under the existing purchasing procedures without endangering a covert operation or an individual's life. Noninvestigative operating expenses that require budgetary approval or are reimbursable through the department's petty cash fund.

V. PROCEDURE FOR REQUESTING ADVANCES OR REIMBURSEMENTS

When requesting an advance or reimbursement from the special investigative fund, the requesting officer will submit a special investigative fund expenditure request (PD Form 1675) documenting the following: a statement regarding the need for the advance, intended or actual use of the funds, the results expected or achieved, and the CI number, if applicable. The receiving officer will sign and date the "request for advance" or "request for reimbursement" part of the form and submit it to the Chief of Police. If the advance or reimbursement is approved, the Chief of Police will sign and date the form and advance the funds. The Chief of Police will retain the original of the form and will provide the requesting officer and comptroller with a copy.

V. CLOSING OUT AN ADVANCE

The transaction must be closed out within three days after completion of the activity. Individuals will bring all reports, forms, receipts and related information, CI numbers and remaining cash to the Chief of Police for the purpose of closing out the transaction. The amount of all expenditures from the fund will be listed on the form and all receipts and appropriate documents attached. The Chief of Police will give the forms to the comptroller, who will audit the form and documents before completing the transaction. If advanced funds are returned, the Chief of Police will complete section IV of the original fund request form, indicating receipt of returned funds. The Chief of Police will retain the original and give a copy of the completed form to the officer and the comptroller.


Deborah L. Bogush, Chief of Police

CROFTON POLICE DEPARTMENT
Crofton, Maryland

SPECIAL INVESTIGATIVE FUND EXPENDITURE REQUEST

Requesting officer's name & ID number:	Date:
Duty Assignment:	Case #:

I. REQUEST FOR FUND ADVANCE

TO: _____, Chief of Police:
I request an advance of \$ _____ from the special investigative fund for expenses related to the above-referenced case number. Funds are requested for the following purpose: (check all that apply & include brief explanation: <input type="checkbox"/> Covert expenses <input type="checkbox"/> Informant payment <input type="checkbox"/> Overt investigative expense <input type="checkbox"/> Emergency
Requesting officer's signature & date: _____

II. REQUEST FOR REIMBURSEMENT OF PERSONAL INVESTIGATIVE EXPENSE

TO: _____, Chief of Police:
I request reimbursement of \$ _____ from the special investigative fund for investigative expenses explained in report number: 9 - (Attach all receipts; payments to informants require a signed Informant Payment Voucher)

III. DENIAL / APPROVAL & RECEIPT

<input type="checkbox"/> request denied. <input type="checkbox"/> request approved. Commander's signature & date: _____
I hereby acknowledge receipt of \$ _____ of special investigative funds for the purpose or expenses stated above .
Requesting officer's signature & date: _____

IV. RECEIPT FOR RETURN OF UNEXPENDED ADVANCES

I hereby acknowledge receipt of \$ _____ from _____
as the unexpended amount of investigative funds advanced on (date); _____.
Commander's signature & date: _____

V. EXPLANATION OF REQUEST FOR FUND ADVANCE:

Requesting officer's signature & date: _____





Department of Public Safety and Correctional Services

Police and Correctional Training Commissions Driver Training

7310 SLACKS ROAD • SYKESVILLE, MARYLAND 21784 • www.pctc.state.md.us
(410) 549-5732 • FAX (410) 549-5710 • V/TTY (800) 735-2258 • E-MAIL: dtf@mpctc.net

STATE OF MARYLAND

ROBERT L. EHRlich, JR.
GOVERNOR

MICHAEL S. STEELE
LT. GOVERNOR

MARY ANN SAAR
SECRETARY

MARY L. LIVERS, Ph.D.
DEPUTY SECRETARY

COL. THOMAS E. "TIM" HUTCHINS
CHAIR
POLICE TRAINING COMMISSION

MARY ANN SAAR
CHAIR
CORRECTIONAL TRAINING COMMISSION

PATRICK L. BRADLEY
EXECUTIVE DIRECTOR

RAYMOND A. FRANKLIN
EXECUTIVE ASSISTANT DIRECTOR

LEE E. GOLDMAN
DEPUTY DIRECTOR

ALBERT L. LIEBNO, JR.
ADMINISTRATOR

1 September 2006

Dear Law Enforcement Colleague:

As you know, the original version of Transportation Article ("TR") §25-113, Race Based Traffic Stops, passed by the Maryland General Assembly in 2001, contained a sunset provision that allowed law enforcement agencies to cease collecting and reporting traffic stop data on December 31, 2006 with the submission of calendar-year-2006 data to the Maryland Justice Analysis Center ("MJAC") by March 1, 2007. MJAC was to submit a final report to the Governor and Legislature by August 31, 2007.

However, during the 2006 legislative session, the **General Assembly passed Senate Bill 288, Vehicle Laws – Race Based Traffic Stops – Sunset Extension and Reporting Requirements, and the Governor has signed the bill into law. This law extends the traffic stop data collection and reporting requirements of the original law for one (1) year, and becomes effective October 1, 2006.**

The following excerpt highlights the changes:

Section 3. And be it further enacted, that, beginning January 1, 2002 data shall be collected under Section 1 of this Act through **DECEMBER 31, 2007, and the Maryland Justice Analysis Center shall issue a final report on or before **AUGUST 31, 2008**.**

Section 4. And be it further enacted, that this Act shall take effect July 1, 2001. It shall remain effective for a period of **7 YEARS and 2 months and, at the end of **AUGUST 31, 2008**, with no further action required by the General Assembly, this Act shall be abrogated and of no further force and effect.**

Section 2. And be it further enacted, that this Act shall take effect October 1, 2006.

In short, traffic stop data collection and reporting requirements have been extended until December 31, 2007. All other provisions of the original TR §25 – 113 remain in effect.

If you have any questions regarding the above information or any other questions regarding TR §25 – 113, please feel free to contact me at 410-552-6927 or by "e" mail at jdurner@dpscs.state.md.us. I will be happy to assist you in any way that I can.

Sincerely,

James A. Durner
Race Based Traffic Stop Administrator



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Crofton Police Department Written Directive: INDEX CODE 1700

JUVENILE OPERATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I Policy**
- II. Juvenile Operations Function**
- III. Drug Education Program**
- IV. Program Coordination & Evaluation**

I. POLICY

The Crofton Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in and supporting juvenile operations is shared by all department components and personnel. All officers should be familiar with the problem of delinquency and handling juvenile problems, which may be either criminal or non-criminal in nature. Officers dealing with juvenile offenders will use the least coercive among reasonable alternatives, consistent with preserving public safety, order and individual liberty.

II. JUVENILE OPERATIONS FUNCTION

This directive establishes the department's juvenile operations function, which includes the following minimum activities:

- A. designing and implementing programs intended to prevent and control delinquent and criminal behavior by youths;
- B. follow-up processing of youth arrests;
- C. coordinating or preparing court cases in which a juvenile offender is involved; and
- D. diverting juvenile offenders out of the juvenile justice system and adjusting cases.

This list of activities should not be viewed as all inclusive; rather it is intended that the activities mentioned form a core around which other requirements or policies may be added as needs dictate.

III. DRUG EDUCATION PROGRAM

The department conducts formal drug education classes for students on a regular basis. The officers educate students in drug and alcohol resistance techniques, while acting as role models. The participation of officers in the schools provides a forum through which students, parents, faculty and officers become acquainted and, as a result, earn mutual respect. This participation demonstrates to parents and faculty that the department has a genuine interest in the community's youths. As school liaison officers, DARE Officers share the following responsibilities:

- 1. acting as resources with respect to delinquency prevention;
- 2. providing accurate information about tobacco, drugs and alcohol;
- 3. teaching positive decision-making skills and skills for resisting peer pressure;
- 4. providing guidance on ethical issues in a classroom setting;
- 5. providing individual counseling to students;
- 6. teaching drug and alcohol resistance techniques;

Crofton Police Department Written Directive: INDEX CODE 1700

JUVENILE OPERATIONS


EFFECTIVE: 01 OCT 94

Revised:

7. providing a positive role model for the students;
8. explaining the law enforcement role in society; and
9. providing the students with positive alternatives to drug use.

IV. PROGRAM COORDINATION & EVALUATION

The Chief of Police is responsible for programs relating to juvenile enforcement and prevention will ensure that all such programs are evaluated at least annually, to determine whether the program should be continued, modified, or ended. The Chief of Police is also responsible for mutual coordination of efforts to achieve the department's juvenile operations goals.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1701

JUVENILE ENFORCEMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions**
- II. Jurisdiction of Juvenile Court**
- III. Enforcement Principles**
- IV. Enforcement Guidelines and Criteria**

I. DEFINITIONS

A. Adjudicatory Hearing

A hearing to determine whether the allegations in the petition, other than the allegations that the child requires the court's assistance, treatment, guidance or rehabilitation, are true.

B. Adult

A person who is 18 years old or older.

C. Child or Juvenile

A person under the age of 18 years.

D. Child In Need of Assistance (CINA)

A child who requires the assistance of the court because:

1. he or she is mentally handicapped or is not receiving ordinary and proper care and attention, and
2. his or her parents or custodian are unable or unwilling to give proper care and attention to the child and his or her problems

However, a child will not be deemed to be in need of assistance for the sole reason he or she is being furnished non-medical remedial care and treatment recognized by state law.

E. Child in Need of Supervision (CINS)

A child who requires guidance, treatment or rehabilitation and:

1. is required by law to attend school and is habitually truant, or;
2. is habitually disobedient, ungovernable, and beyond the control of the person having custody of him or her, or;
3. departs himself or herself so as to injure or endanger himself or herself or other, or;
4. has committed an offense applicable only to children, such as running away from home

F. Delinquent Offender

A juvenile offender who has been charged with or adjudicated for conduct that would, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult.

G. Detention

The temporary care of children who, pending court disposition, require secure custody for the protection of themselves or the community, in physically restricting facilities.

Crofton Police Department Written Directive: INDEX CODE 1701

JUVENILE ENFORCEMENT

EFFECTIVE: 01 OCT 94

Revised:

H. Disposition Hearing

A hearing to determine whether a child needs or requires the court's assistance, guidance, treatment, or rehabilitation; and if so, the nature of the assistance, guidance, treatment or rehabilitation.

I. Mentally Handicapped Child

A child who is or may be mentally retarded or mentally ill.

J. Non-Offender

A juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, CINA, or neglect statutes, for reasons others than legally prohibited conduct of the juvenile.

K. Shelter Care

The temporary care of children in physically unrestricted facilities.

L. Status Offender

A juvenile offender who has been charged with or adjudicated for conduct that would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult.

II. JURISDICTION OF THE JUVENILE COURT

Juvenile proceedings are of a special nature designed to meet the problems peculiar to juveniles. The juvenile law has underlying concept of the protection of the child (Annotated Code of Maryland, Courts and Judicial Proceedings, Subtitle 8, Section 3-802). The Juvenile Court has exclusive original jurisdiction over a child alleged to be delinquent, in need of supervision, in need of assistance or who has received a citation for a violation. The jurisdiction of the court is concurrent with that of District Court in any criminal case arising under the compulsory public school attendance laws of this state. An adult eighteen (18) or above, who is charged with contributing to the delinquency of a minor, must be brought before the Juvenile Judge or Master. In these cases the District Court will have concurrent jurisdiction.

III. ENFORCEMENT PRINCIPLES

A. Primary Guideline

Officers dealing with juvenile offenders will use the least coercive among reasonable alternatives, consistent with preserving public safety, order, and individual liberty.

B. Enforcement Options

Youthful offenders may be dealt with by officers of this department in one of the following ways:

1. outright release with no further action;
2. a relatively prolonged program of treatment, on a voluntary basis, necessitating the services of one or more social agencies;
3. counseling by the department alone, consisting principally of supervision on a voluntary basis agreed by the parents;
4. diversion / referral to the department of Juvenile Services by the issuance of a citation;
5. referral to juvenile court;

Crofton Police Department Written Directive: INDEX CODE 1701

JUVENILE ENFORCEMENT

EFFECTIVE: 01 OCT 94

Revised:

6. formal arrest and arraignment in Circuit Court

C. Factors to be Considered

Officers will consider the following factors when making diversion decisions relating to juvenile offenders:

1. the nature of the alleged offense;
2. the age and circumstances of the alleged offender;
3. the alleged offender's record, if any;
4. the availability of community based rehabilitation programs;
5. whether a recommendation for diversion is or was made by a complainant or victim, and;
6. the requirements of the law

IV. ENFORCEMENT GUIDELINES AND CRITERIA

Department policies on juvenile enforcement operations are governed in large part by state law. This section explains guidelines and criteria for officers in dealing with juvenile matters.

A. Field Contact / Informal Release of Juveniles

Based on the age of the juvenile and circumstances of a case, officers may seek alternatives to citation or arrest in minor juvenile cases. Where victims are involved, they must be informed and agree with an officer's intention to seek an alternative. Alternatives available to officers include:

1. verbal warnings
2. consulting with and arranging for corrective action by parents

The purpose of releasing the child to the parent is to verify the child's identification and to give the officer the opportunity to discuss the matter with the parents. Through this involvement, it is hoped that parents will initiate corrective measures. This action involves the parents immediately and tends to reinforce the seriousness of the situation.

B. Juvenile Citations

The juvenile citation is a mechanism for referring the juvenile to the Department of Juvenile Services for case screening and resolution. Police officers whose investigations confirm delinquent acts may refer the juvenile to the department by issuing a juvenile citation, and then releasing the juvenile to the custody of a parent or legal guardian. In such cases, the officer should not transport the arrested juvenile to a holding facility if the parent or guardian is available to take custody of the child and there is investigative need for taking the child to a police station. Juvenile citations are also used to charge violations of the Motor Vehicle Law under certain circumstances, instead of the Maryland Traffic Citation - see Index Code 1703 for specific guidelines.

C. Maryland Uniform Criminal / Civil Citation

Maryland Uniform Criminal / Civil Citations may be issued to juveniles for violation of certain alcohol abuse laws. The purpose of the juvenile citation is to enable officials presiding over juvenile hearings to order the suspension of the driver's license of a juvenile who violated one of the alcohol offenses. If the juvenile is not licensed, the hearing officer may order the Motor Vehicle Administration not to issue the defendant a driver's license, for a specified time when the defendant does apply for a license. See Index Code 1703 for applicable laws and issuing procedures.

Crofton Police Department Written Directive: INDEX CODE 1701

JUVENILE ENFORCEMENT

EFFECTIVE: 01 OCT 94

Revised:

D. Authorization and Formal Detention

Only the court or an intake officer of the Department of Juvenile Services may authorize detention or shelter care for a child who may be in need of supervision or who is delinquent. The Department of Social Services may authorize shelter care for a child who may be in need of assistance. If a child is taken into custody, he or she may be placed in detention or shelter care prior to a hearing if:

1. such action is required to protect the child or person and property of others;
2. the child is likely to leave the jurisdiction of the court;
3. there are no parents, guardian, custodian or other person able to provide supervision and care for the child and return him to the court when required, or;
4. the juvenile is designated as a Serious Habitual Offender (SHO) and has been arrested and issued a juvenile citation for a misdemeanor or a felony offense. (See Index Code 1628, "SHOCAP Procedures")

When a juvenile is formally placed in a detention facility by the Department of Juvenile Services, a copy of the arresting officer's police report will accompany the juvenile to the detention center. If an officer should transport the juvenile from a detention facility to court, the officer must ensure that the police report and the juvenile citation are delivered to the representative of DJS. *Last minute information which would be critical in a placement decision should be faxed to 410-974-5565. The juvenile's name and identity must be included.* An example would be a confession to a violent crime, obtained after the initial report was submitted.

E. Juveniles Charged as Adults

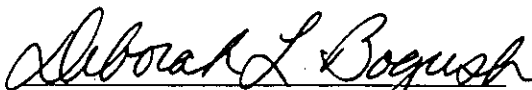
For certain crimes committed by juveniles of specified ages, charges are to be placed on Statement of Charges (form DC / CR2) because jurisdiction is automatically waived by operation of law to the Circuit Court. Ages at which certain crimes are waived to adult court are:

1. Age 14 or Older:

- First degree murder
- First degree rape
- First degree sexual offense
- Dynamiting or bombing

2. Age 16 or Older:

- Handgun violation: wearing, carrying transporting handgun (Article 27, Section 36B)
- Armed robbery
- Attempt armed robbery


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1702

ARREST AND CUSTODY OF JUVENILES

EFFECTIVE: 01 OCT 94

Revised:

- I. Arrest of Juveniles
- II. Custodial Interrogation
- III. Temporary Detention
- IV. Booking Procedures
- V. Detention Limits
- VI. Juvenile Records

I. ARREST OF JUVENILES

Police officers are authorized to temporarily detain juveniles for investigative purposes, to issue citations or criminal charges, and to safeguard them. When a juvenile is arrested or otherwise taken into police custody, the following requirements will be followed without exception:

A. Constitutional Rights

Juveniles are entitled to all Constitutional rights afforded adults. Officers will fully respect a juvenile's Constitutional rights.

B. Transportation

Officers who arrest juveniles will bring the juveniles to a Anne Arundel County Police Department station house holding facility or the juvenile component without delay (unless a juvenile is in need of emergency medical treatment). All precautions and procedures relating to prisoner transportation will be followed. In cases where photographs and fingerprints are not needed, the juvenile may be transported to Town Hall.

C. Parental Notification

The arresting officer will notify the parents or guardians of the juvenile of the fact that he or she has been taken into custody as soon as possible upon arrival at the police facility, and will provide directions to the police facility upon request. If the juvenile's parents or guardians cannot be reached and a relative or other caretaker will not take custody, the Department of Juvenile Services will be notified by the arresting officer immediately. This pertains to delinquent offenders, non-offenders, and status offenders.

II. CUSTODIAL INTERROGATION

- A. Juvenile have the same rights as adults regarding statements and confessions. Special efforts will be made to ensure that the juvenile understands these rights, as well as department and juvenile justice system procedures.
- B. Officers will have a parent present when a juvenile under fifteen (15) years of age is to be questioned and advised of his or her rights. For juveniles 15 and over, investigators will confer with the parent or guardian to explain the interrogation process.
- C. Juvenile interrogations / interviews will be conducted in the same general manner as adult interrogation

Crofton Police Department Written Directive: INDEX CODE 1702

ARREST AND CUSTODY OF JUVENILES

EFFECTIVE: 01 OCT 94

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or interviews. The duration of the interrogation will be limited as appropriate to the juvenile's age and the nature of the alleged offense, but will not exceed two hours without a break being offered. The number of officers engaged in the interrogation will not exceed two at any time.

Investigators will confer with parents or guardians to discuss the interrogation process, the circumstances of the case, and the legal status of the juvenile. The conference may be held before, during or after the interrogation as considered appropriate by the investigator.

III. TEMPORARY DETENTION OF JUVENILES

Anytime a member of the department arrests or otherwise temporarily detains a juvenile, the following procedures will be followed:

A. Separation from Adult Offenders

Federal and state law prohibit the placement of juveniles with adult offenders in any type of holding cell or room. When a juvenile is detained and transported to a district station for any reason, the juvenile will be separated by sight and sound from adult offenders. Contact of any nature between juvenile and adult offenders, either in the police vehicle or station must not occur.

B. Delinquent Offenders

A juvenile charged with a criminal offense may be placed in a designated detention cell or room, but may not be held in any area where sight and sound separation from adult offenders cannot be maintained.

C. Status Offenders and Non-offenders

If at all possible, do not transport a status offender to an Anne Arundel County Police station. Status offenders and non-offenders will not be placed in a holding cell for any reason. Under no circumstances will the status offender be seated in the holding facility or booking area. Juveniles charged with alcohol abuse violations are status offenders and may not be placed in holding cells. Status offenders may not be handcuffed or otherwise restrained, except to ensure the physical safety of the juvenile or police employee. When such restraint becomes necessary, a written incident report is required prior to the end of the officer's tour of duty.

The juvenile should immediately be turned over to a parent or guardian or relative by the officer transporting the youth directly from the scene to one of these caretakers; the Department of Juvenile Services should be called immediately for placement if the officer is unsuccessful in attempts to locate a caretaker; the detaining officer will file a written police report containing all pertinent information including the name, date, and time that a parent or guardian and or the Department of Juvenile Services or Social Services was notified. While maintaining sight and sound separation from adult offenders, a police officer, booking officer, or other custodial agent may sit with a status offender or non-offender while waiting for a parent or the Department of Juvenile Services personnel to arrive and take custody of the youth; if no personnel are available, the juvenile may be seated alone in a public waiting area of the police facility

D. Uncontrollable Juveniles

Incorrigible (uncontrollable) juveniles should not be taken into custody merely because the parents, guardians or school authorities want the police to handle the situation, **WITH THE FOLLOWING EXCEPTIONS:**

Crofton Police Department Written Directive: INDEX CODE 1702

ARREST AND CUSTODY OF JUVENILES

EFFECTIVE: 01 OCT 94

Revised:

- A. if the juvenile is violent, is in the process of or has committed a criminal act the officer will respond immediately and if necessary take the juvenile into custody, prepare the appropriate criminal charges and notify DJS for placement immediately
- B. non-violent juveniles who have committed a minor criminal act will be charged on the juvenile citation and immediately released to the parents or guardian; officers will direct the parent to contact DJS and provide the telephone number
- C. in cases involving incorrigible (uncontrollable) non-violent juveniles, the complainant will be referred to the Department of Juvenile Services and will be provided the proper phone number; in the event DJS elects to place (shelter) the juvenile, they should coordinate with the police if they are needed for placement

E. Truants

A juvenile will not be held at a district station if he or she is truant. The officer will contact the school principal and transport the child back to the appropriate school.

F. Runaways

Officers should strongly encourage a runaway to talk about the reason for his or her behavior. Many times children run away from home because of physical or sexual abuse, neglect, or alcoholism in the family.

G. Child in Need of Assistance

In cases when a child has been left without adequate supervision, the officer will attempt to have a relative or guardian take custody. If the attempts to locate a relative or guardian fail, the officer will notify the Department of Social Services (child in need of assistance) to place the child.

H. Uncooperative Parents

If the parents or guardians have been contacted but refuse to cooperate, they are to be advised that they may be charged under Family Law, Section 1-219 with "Desertion of a Minor Child" because their child is now considered "neglected" (child in need of assistance). If this is the case, the officer should contact the Department of Social Services for placement. The parents or guardian may be charged at a later time.

IV. BOOKING PROCEDURES

The police aide of Anne Arundel County Police or officer responsible for processing a juvenile criminal offender, status offender, or non-offender will document on the Juvenile Arrest/Detention Log, PD 337, at the Anne Arundel County Police station, the following information:

Date and time of the arrest; name and address of the juvenile; date of birth of the juvenile; charges or reason for detention; detention cell number or other information starting place of detainment; time placed in detention cell or room, to also include notations indicating each time a juvenile is removed from a detention cell or room and returned to a detention cell or room; the name of the arresting officer and booking officer; time of the juveniles release; total time that the juvenile was held in a detention cell or room or otherwise securely held; time that a notification is made to the juvenile's parent, guardian and or DJS; document and comments concerning the condition of the juvenile and or instructions made by DJS, parent or guardian

Crofton Police Department Written Directive: INDEX CODE 1702

ARREST AND CUSTODY OF JUVENILES

EFFECTIVE: 01 OCT 94

Revised:

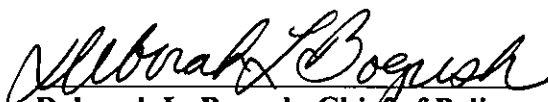
V. DETENTION LIMITS

Juvenile criminal offenders., status offenders, and non-offenders will not be held in excess of six (6) hours. If the juvenile is detained in excess of six hours, the following procedures apply:

- A. a shift supervisor must be notified
- B. the Department of Juvenile Services must be notified
- C. a supplement report must be written by the shift supervisor detailing the reason(s) why the juvenile was held in excess of six hours
- D. a copy of all written reports will be forwarded to the Chief of Police
- E. the police aide from the County Police will highlight the juvenile's name and other pertinent blocks on the Juvenile Arrest Log, PD 337

VI. JUVENILE RECORDS

- A. In accordance with the Annotated Code of Maryland, a police record (arrest and identification records) concerning a child is confidential and will be maintained separate from those of adults. Its contents may not be divulged, by subpoena or otherwise, except by an order of the court upon good cause shown. This does not prohibit access to and confidential use of the record by the Department of Juvenile Services or in the investigation and prosecution of the child by any law enforcement agency.
- B. The commander of the Anne Arundel County Police Department Evidence Management Section will establish written procedures for the collection, dissemination, and retention of fingerprints, photographs and other forms of identification pertaining to juveniles. For the purpose of this directive, "other form of identification" include physical samples from the suspect (hair, blood, urine, nails, breath or stomach contents) and handwriting samples.
- C. All requests for juvenile records will be referred to the Anne Arundel County Police Department Central Records Section. The Central Records Manager, serving as the custodian of records, is accountable for:
 1. the collection, dissemination and retention of juvenile records;
 2. procedures to carry out court ordered expungement of records;
 3. provisions governing disposition of records when juveniles reach adult age, pursuant to state law, and;
 4. restricting access to records on a need to know basis
- D. Media inquires for information regarding juveniles will be referred to the Chief of Police.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1703
PROCEDURES FOR ISSUING JUVENILE / ALCOHOL CITATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Juvenile Citation Cases**
- II. Juvenile Citation Procedures**
- III. Juvenile Traffic Enforcement**
- IV. Maryland Uniform Criminal / Civil Citation**

I. JUVENILE CITATION CASES

The juvenile citation is used to charge juveniles with commission of all delinquent acts **except**:

A. Automatic Waivers

Crimes that are automatically waived to adult criminal court by law, namely:

- 1. AGE 14 or older:
 - First degree murder
 - First degree rape
 - First degree sexual offense
 - Dynamiting or bombing
- 2. AGE 16 or older:
 - Handgun violation (wearing, carrying, transporting handgun (Article 27, Section 36B)
 - Armed robbery
 - Attempted armed robbery

The above listed crimes are charged on DC / CR2 statement of charges.

B. Alcohol Abuse Civil Violations

Charged on the Maryland Uniform Criminal / Civil Citation. See Section III of this directive.

C. Traffic Violations

See Section III of this directive.

All other charges are placed on the juvenile citation.

II. JUVENILE CITATION PROCEDURES

The citation must be signed by both the officer and the parent or guardian. If the parent or guardian refuses to sign the citation, the officer should mark the citation "refused to sign," on the line where the signature should appear. Refusal by the parent to sign the citation may result in the complaint being referred directly to the State's Attorney's for formal court action. A hearing date must be set for misdemeanor and felony offense. The date of hearing should be scheduled accordingly as follows: at least 10 calendar days but not more than 15 calendar days since the date of issuance. Hearing will be scheduled as follows: Tuesday at 0900 hours, at Department of Juvenile Service, in Annapolis, Maryland 21401, Circuit Court Building.

Each citation issued to an individual must be completely filled out for the purpose of entering arrest data in the computer. Of particular importance is the subject's date of birth. Without it, the arrest may not be computer recorded.

Crofton Police Department Written Directive: INDEX CODE 1703

PROCEDURES FOR ISSUING JUVENILE / ALCOHOL CITATIONS

EFFECTIVE: 01 OCT 94

Revised:

The officer will give the victim their copy of the citation and inform the victim of the date, time and location of the hearing. Complainants are urged to come to the hearings. A citation is to be issued only after completion of the investigation. A detailed report of the offense must be completed and submitted at the time the citation is completed, with the original and Juvenile Services copies of the citation attached to the report. If there is an adult co-defendant in the juvenile case, the officer will note this fact in the report or indicate that a statement of charges was issued. Copies of the citation will be distributed to the following components: police officer, juvenile offender, complainant, Central Records of the Anne Arundel County Police Department, Juvenile Liaison Unit (CID copy), and Department of Juvenile Services. When the parent or guardian is not available to sign the juvenile citation and the juvenile is transported to a police facility to be detained, the arresting officer will leave all copies of the citation for the appropriate signatures. A copy of the incident report will also be left. A juvenile citation card will be completed in lieu of a record of arrest. After the citation and the card have been signed by the parent or guardian, the copies of the citation will be distributed as previously specified.

III. JUVENILE TRAFFIC ENFORCEMENT

Juvenile who commit violations of the Motor Vehicle Law are processed in the following manner.

A. Juveniles less than 16 years of Age

All traffic offenses committed by juveniles less than 16 years of age are charged on a juvenile citation, not the Maryland Uniform Complaint and Citation. A hearing date should be set by the officer, and the citation and incident report will be forwarded to the Department of Juvenile Services for a hearing.

B. Juvenile 16 years or Older - Incarcerable Offenses

If a juvenile 16 years or older commits a traffic violation carrying a penalty of incarceration, all traffic charges arising from the same event are charged on a juvenile citation and referred to the State's Attorney's Office for prosecution.

1. do not set a hearing date
2. write "State's Attorney's Office" on top of the juvenile citation and the incident report, and
forward to the Department of Juvenile Services
3. a complete list of incarcerable offenses appears at Title 27 of the Transportation Article (Section 27-101), a copy of which is issued to every officer.

C. Juvenile 16 years of Older - Violations Carry No Penalty of Incarceration

Violations of the motor vehicle laws committed by juvenile 16 years and over, which carry no penalty of incarceration, will be charged on the Maryland Uniform Complaint and Citation in the same manner as an adult. The charges will be tried in District Court.

IV. MARYLAND UNIFORM CRIMINAL / CIVIL CITATION

Maryland Uniform Criminal Civil Citations may be issued to juveniles for violation of certain alcohol abuse laws. A juvenile defendant must appear at a hearing with the Department of Juvenile Services. A hearing date will be set and entered on the citation. A hearing must be scheduled between 10 and 15 days after the offense date and is scheduled **at the same location and time as the juvenile citation charges.**

The following alcohol abuse violations are civil, not criminal violations. They are charged on the Maryland Uniform Criminal / Civil Citation, not the juvenile citation. Arrests may not be made for these violations.

Crofton Police Department Written Directive: INDEX CODE 1703
PROCEDURES FOR ISSUING JUVENILE / ALCOHOL CITATIONS

EFFECTIVE: 01 OCT 94

Revised:

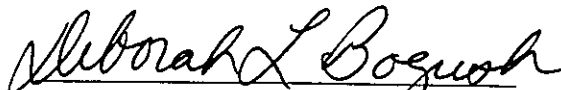
1. Article 27, Section 400: Making a misrepresentation or false statement
2. Article 27, Section 400A: Unlawful possession of an alcoholic beverage
3. Article 27, Section 401: Unlawfully obtaining alcohol for another
4. Article 27, Section 402: Misrepresenting the age of another person to obtain an alcoholic beverage
5. Article 27, Section 403: Falsely representing one's age as 21 years or older
6. Article 26, Section 103 (Education): Drinking or possessing an alcoholic beverage on public school property

There is one alcohol related offense for which an arrest is warranted:

1. Article 27, Section 403C: Failure to furnish proof of identification and / or age upon request

This charge is appropriate only when the defendant has violated one of the other alcohol offenses and then refuses to provide identification. All alcohol offenses including Section 403C will be placed on the civil citation, although the juvenile may be arrested. Any criminal charges must be placed on a juvenile citation.

A juvenile may refuse to sign the civil citation. It is important that the full name and address of the juvenile's parent or legal guardian be entered on the citation where specified. The juvenile will be given a copy of the citation, as will the parent or guardian is not present. If the parent or guardian is not present, a copy of the citation will be mailed to them. Persons (adults and juveniles) who violate any of the alcohol offenses may be issued a citation even in cases where the officer does not witness the violation. If an officer receives sufficient information from a complainant to justify the placing of charges, the officer may issue a citation and summon the complainant to testify at the hearing or trial.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

CHILD ABUSE AND SEXUAL CHILD ABUSE

Index Code Number: 1704
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Child Abuse
- II. Sexual Child Abuse
- III. Child Neglect
- IV. Unattended Children
- V. Family Problems
- VI. Parental Kidnapping
- VII. Proponent Unit
- VIII. Cancellation

I. CHILD ABUSE

A. General Policy

The department's response to child abuse or suspected child abuse is not limited to investigation, but includes responsibility for preliminary detection of evidence suggestive of child abuse, as well as aiding in subsequent efforts to effect a satisfactory resolution in the child's and family's best interest. The protection of the child, above any other concern, is the intent of the law and of primary importance to the officer. All reports of suspected child abuse and subsequent investigations will be kept strictly confidential. The law provides that any person reporting suspected child abuse in good faith is immune from civil liability or criminal penalty.

B. Child Abuse Defined

"Abuse" means the physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk of being significantly harmed; or sexual abuse of a child, whether physical injuries are sustained or not. (For procedures on sexual child abuse, see Section II.) An injury is any bodily damage, ranging from a bruise or bruises, to bone fractures and burns, and is not always readily apparent, as in some internal injuries.

C. Evidence Suggestive of Child Abuse

Officers called to conduct preliminary investigations in cases of suspected child abuse will look for evidence which is suggestive of child abuse. Characteristic injuries of child abuse:

1. Cigarette burns, or scars caused by cigarette or hot liquid burns; burns having a glove or sock like appearance
2. Distended fingers or limbs
3. Swelling or tenderness of extremities
4. Non-accidental bruising patterns such as impressions from instruments, tools, etc.
5. Repeated injuries
6. "Wrap around injuries" which denote the use of a flexible object used to strike the child
7. Evidence of malnutrition if it appears to be the result of deliberate withholding of food by the parent/guardian
8. Unusual behavior of the child
9. Attitude or conduct of the parent(s)/guardian towards the child or toward the situation such as evidence of delay in seeking help, the injury is blamed on a sibling or third party, the parents are reluctant either to give information or to consent to further investigation, or the parents have an inappropriate reaction to the extent of the injury
10. The inability to locate parents after a case of trauma has been brought to the Emergency Room, or the parents(s)/guardian's failure to visit the child following admission
11. Unusual or abnormal parent/guardian child relationship(s)

D. Investigating Officer's Responsibilities

As required by State law, child abuse investigation is a joint responsibility of the Police Department and the local Department of Social Services. Promptly after receiving a call of suspected abuse, the officer will make a thorough preliminary investigation as follows:

1. The officer will assess the need to remove the child from the home if there is reason to believe that the child could be the victim of further abuse. The officer will also determine if the child is in need of immediate medical attention. It is only in the most EXTREME CIRCUMSTANCES that the officer will remove the child from the home without first contacting the Department of Social Services. If circumstances do require this action, the officer will arrange for the child to be taken into protective custody by the Protective Service Worker. If the parents/guardian are not at home when the child is removed, the officer will ensure that the parents are notified. In the majority of cases where it appears to the officer that there is cause to remove the child from the home there will be time to contact the Department of Social Services so that the Protective Service Worker may take the child into protective custody and arrange for temporary shelter/medical treatment. Whenever possible, the officer will follow the procedure of contacting Social Services when removal of the child appears necessary.
2. The preliminary investigation should include the identification of any physical evidence associated with the alleged child abuse. Such evidence would include instruments and objects which were used to inflict abuse. The officer should also arrange for an Evidence Technician to take photographs if there are any visible signs of physical abuse present on the child.
3. At the conclusion of the preliminary investigation, the officer will prepare a written report which must be completed prior to the end of the tour of duty. It is essential that the report be completed within this prescribed time frame so that the requirements of the law to initiate the investigation within 24 hours will be accomplished.
4. ***Officers will contact the Department of Social Services (through their answering service if necessary) and the Anne Arundel County Police Department CID Child Abuse Unit. After normal working hours, the supervisor will contact the on-call CID supervisor if it is determined a CID investigator is needed to respond. A copy of the completed report will be faxed to both the Department of Social Services and the Criminal Investigations Division.***



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E. Temporary Removal of Child from Home Without Court Approval

A Department of Social Services representative may enter a household if the representative previously has been denied the right of entry and has probable cause to believe that a child is in serious, immediate danger. At the representative's request, a police officer will accompany the representative and may use reasonable force, if necessary, to gain entry.

II. SEXUAL CHILD ABUSE

A. Definition & Characteristics

"Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. Sexual abuse includes: incest, rape, or sexual offense in any degree, sodomy, and unnatural or perverted sexual practices.

It is extremely important for officers to be aware of common attitudes toward sexual abuse. The abuser tends to be very secretive about the abuse. If the family as a whole learns of the abuse, secrecy increases, making reports of abuse infrequent and cases difficult to investigate. The abused child, and the family if it knows, feels guilt, shame and embarrassment. If the investigation or rehabilitation efforts are badly handled, the sexually abused child may sustain trauma which will affect the child's adult life. Sexual abuse of a child is regarded as a heinous and repulsive crime. Community over-reaction may result if suspected sexual abuse in a family becomes known to the public. Contrary to prevailing belief, sexual child abuse is not confined to any one segment of society; it crosses all socioeconomic lines.

B. Investigation Responsibilities

An officer who suspects a child is the victim of a sex crime must determine by whom the crime was committed. If the crime was committed by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child, or by any household or family member, then sexual child abuse exists. The officer will contact the Department of Social Services and the Anne Arundel County Police Department Child Abuse Unit. The officer will follow the preliminary investigation procedures outlined in this directive for child abuse. If the crime was not committed by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child, then sexual assault exists. The officer will contact the Anne Arundel County Police Department Crimes Against Persons Section and will follow the procedures outlined for sexual offenses.

III. CHILD NEGLECT

"Neglect" means the leaving of a child unattended or other failure to give proper care and attention to a child by the child's parents, guardian, or custodian under circumstances that indicate that the child's health or welfare is significantly harmed or placed at risk of significant harm. An officer who encounters a possible case of child neglect will make an oral report, by telephone or direct communication, to the Department of Social Services as soon as possible. The officer will also write a report prior to the end of his/her tour of duty. The content of the report will include:

- A. The name, age, and home address of the child;
- B. The name and home address of the child's parent or other person who is responsible for the child's care;
- C. The whereabouts of the child;
- D. The nature and extent of the neglect of the child, including any evidence or information available concerning possible previous instances of neglect; and
- E. Any other information that would help to determine the cause of the suspected neglect and the identity of any individual responsible for the neglect.

Make certain that all child neglect reports are forwarded directly to the Anne Arundel County Police Department Child Abuse Unit, who will forward the report to the Department of Social Services. State law requires the initial report to be forwarded to the Department of Social Services within 24 hours.

IV. UNATTENDED CHILDREN

A person who is charged with the care of a child under the age of 8 years may not allow the child to be locked or confined in a dwelling, building, enclosure or motor vehicle while the person responsible for the child is absent and the child's location is out of his/her sight. Persons responsible for the care of children under the age of 8 years may leave them in the care of a reliable person at least the age of 13 years.

V. FAMILY PROBLEMS

In situations where a dispute is occurring but no one is in any danger, and the parents insist the officer remove the child from the home, the officer will contact day or night intake at the Department of Juvenile Services. The on-call worker will then inform the parents of his/her decision as to leaving the juvenile in the home.

In situations involving a **domestic dispute** in which the juvenile is a threat to himself/herself or the family, the officer will contact the Department of Social Services and a Social Services Worker should place the juvenile.

VI. PARENTAL KIDNAPPING

The information contained in this subsection is designed to summarize laws regarding parental kidnapping, and in no way will be construed to amend any procedure on missing children.

- A. Maryland State parental kidnapping laws are contained in the MD. Code, Family Law, Section 9-301 through 9-307 (Child Abduction) which defines a lawful custodian as "a person who is authorized to have custody of and exercise control over a child who is under the age of 16 (sixteen) years. A lawful custodian includes a person who is authorized to have custody by an order of a court of



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

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competent jurisdiction in this State or any other state.

B. If a child is under the age of 16 (sixteen) years, a relative who knows that another person is the lawful custodian of the child may not:

1. Abduct, take, or carry away the child from the lawful custodian to a place within or outside of this State;
2. Having acquired lawful possession of the child, detain the child within or outside of this State for more than 48 hours after the lawful custodian demands that the child be returned;
3. Harbor or hide the child within or outside of this State knowing that possession of the child was obtained by another relative in violation of this section; or
4. Act as an accessory to an act prohibited by this section.

C. Preliminary investigations of parental kidnapping is the responsibility of patrol officers. Follow-up investigations of parental kidnapping is the responsibility of the Anne Arundel County Police Department Team Police Unit.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 1705

INVESTIGATION OF STUDENTS AT PUBLIC SCHOOLS

EFFECTIVE: 01 OCT 94

Revised:

- I. Arrest, Questioning, Removing Students on School Premises During School Hours**
- II. Search and Seizure of Student Property / Persons**
- III. Drug Detention Dogs**
- IV. Trespass on School Property**
- V. Disturbance of Athletics / Threats**
- VI. Possession of Portable Pagers**
- VII. Concealed Weapons**

I. ARREST, QUESTIONING, REMOVAL OF STUDENTS ON SCHOOL PREMISES DURING SCHOOL HOURS

Although police officers may arrest students on school property, student arrests should be made off premises or during non school hours whenever possible and appropriate. On premises arrests during school hours should only result after considering the seriousness of the crime and the possibility of harm to other students or school personnel if an arrest is not made.

A. Arrest for Serious Crimes

It is the policy of this department and the Board of Education that the following crimes, if supported by probable cause, will require an arrest of the student on school premises:

1. murder, rape, robbery, arson or malicious burning; attempts or assault with intent to commit same
2. possession of firearms or deadly weapons
3. use, possession or distribution of CDS or alcoholic beverages
4. aggravated assault
5. sexual assault, molesting or fondling

B. Arrest Upon Request of School Official

The following crimes warrant an arrest if supported by probable cause, and if an arrest is requested by school authorities or is indicated by the seriousness of the offense:

1. extortion or theft
2. vandalism or malicious destruction of school or private property
3. carrying or wearing concealed weapons
4. disorderly conduct; disturbance of school activity; threats against other students or school personnel
5. trespassing
6. unlawful possession of portable pager

C. Arrest Guidelines and Procedures

All on premise arrests of students will be conducted so as to avoid embarrassment of the arrested student or jeopardy

Crofton Police Department Written Directive: INDEX CODE 1705

INVESTIGATION OF STUDENTS AT PUBLIC SCHOOLS

EFFECTIVE: 01 OCT 94

Revised:

to the safety and welfare of the students. If an arrest on school premises during school hours is necessary, the arresting officer will advise the school principal or other responsible school official of the nature of the charge, the arresting officer's identity, and the location where the student will be taken. If the student is a minor, the police officer must notify or cause to be notified the student's parent or guardian, after taking the minor into custody.

D. Questioning Arrested Students

Police officers may not question an arrested student on school premises. The arresting officer will remove the student from the premises as quickly as possible.

E. Investigative Questioning

Police questioning of students, who are not under arrest, on school premises is permitted only in the following cases:

1. questioning involving a crime committed on school premises
2. questioning in connection with a police investigation, which, if not immediately permitted, would compromise the success of that investigation or endanger lives or safety of the students or others
3. questioning related to an investigation of suspected child abuse or neglect

Except in child abuse or neglect investigations, a school official should be present throughout all questioning, and should promptly advise the student's parents or guardians, and the school superintendent, of the nature of the investigation and such other details as may be required. In child abuse or neglect cases, the consultation with the Department of Social Services or the investigating officer, is authorized to determine whether a school official will be present during questioning.

F. Removal of Student from School

In the absence of an arrest, school officials may not authorize the removal of a student from school for the purpose of investigative questioning without the consent of the parent or guardian, except as: a student may be removed from school premises if that student is a suspected victim of child abuse or neglect and the local department of social services has guardianship of the child or a court order to remove the child

II. SEARCH AND SEIZURE OF STUDENT PROPERTY OR PERSON

A. Search of Premises

Police officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the warrant, and school officials should cooperate in performing the search. Investigative searches of school premises by police officers is permitted only:

1. upon the authority of a search warrant, or;
2. in any case where the search is essential to prevent imminent danger to the safety or welfare of the student, other persons, or school property

The search may not include a student's assigned locker unless specified in the search warrant. Every effort will be made to conduct searches in a manner which will minimize disruption of normal school routine, and minimize embarrassment to students affected.

Crofton Police Department Written Directive: INDEX CODE 1705

INVESTIGATION OF STUDENTS AT PUBLIC SCHOOLS

EFFECTIVE: 01 OCT 94

Revised:

B. Search of Student

A police officer may not search the person of a student not under arrest, unless the officer has a reasonable suspicion that the student is concealing a weapon which poses a danger to others. A school official may not conduct a search of the person at the request of the officer.

C. Authority of School Officials

A principal, assistant principal, or school security guard of a public school may make a reasonable search of a student on the school premises if that individual has a reasonable belief that the student has in his or her possession an item, the possession of which is a criminal offense under the laws of the state.

III. DRUG DETECTION DOGS

- A. A school principal who suspects that drugs exist within the school may request a police search. The principal must be able to identify a specific area of the building or grounds where drugs are suspected. Upon request of a school principal, and when available, a drug detection dog will be dispatched to the school.
- B. When the police canine unit arrives at the school, the officer in charge will confer with the school principal and will, in the company of school officials, tour specified areas of the building and grounds.
- C. **Dogs will not be used to search students, nor taken into classrooms occupied by students**
- D. Should a drug detecting dog alert on a student's possessions, lockers, or vehicle, the incident will then be handled by the police according to standard operating procedures for drug cases.
- E. The investigating officer will provide the following information to the school principal or designee:
 - 1. name, arrest status, and location of any student arrested or charged with a CDS violation
 - 2. arresting officer's name, rank and ID number and telephone number
 - 3. police case number
- F. If a student is charged with a CDS violation on a juvenile citation, the complainant's copy of the citation will be given to the school principal or designee.

IV. TRESPASS ON SCHOOL PROPERTY

Under Maryland Code, Education Article, Section 26-102, the governing board, president, superintendent or principal of any public school (or any person they authorize in writing) may deny access to school property any person who:

- A. is not a bona fide, currently registered student or staff member and who does not have lawful business to pursue at the school, or;
- B. is a registered student but is currently suspended or has been expelled, or;
- C. acts in a manner that disrupts or disturbs the normal educational functions of the institution

A person who trespasses on school property, and who fails or refuses to leave after being requested to do so by an authorized employee of the school, or who willfully damages or defaces any school property, is guilty of a misdemeanor, punishable by a maximum of six months imprisonment and a \$1,000 fine.

If the trespass occurs in the presence of the police officer, the officer may arrest the trespasser and place charges. A witness summons must be requested for the school official who denied access or requested the person to leave the

Crofton Police Department Written Directive: INDEX CODE 1705

INVESTIGATION OF STUDENTS AT PUBLIC SCHOOLS

EFFECTIVE: 01 OCT 94

Revised:

premises. If the school official is not the principal, remind him or her to bring to court the written authorization to deny access granted him or her by the principal.

If the trespass does not occur in the presence of the police, the responding officer will attempt to obtain sufficient identification from the trespasser to enable the school official to apply for a warrant or a criminal summons from the District Court commissioner.

V. DISTURBANCE OF SCHOOL ACTIVITY; THREAT TO STUDENT, SCHOOL OFFICIAL

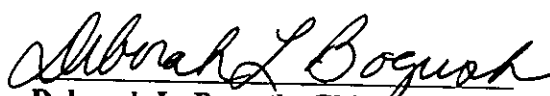
Section 26-101(a) of the Education Article makes it a crime to willfully disturb or otherwise willfully prevent the orderly conduct of the activities, administration, or classes of any public school. Paragraph 'b' of that section provides that "a person may not molest or threaten with bodily harm any student, employee, administrator, agent, or any individual lawfully on the grounds or in the immediate vicinity" of any public school. Violation of paragraph a or b of Section 26-101 is a misdemeanor, punishable by a maximum six months imprisonment and a \$1,000 fine.

VI. POSSESSION OF PORTABLE PAGERS

Possession of portable pagers on public school property is a misdemeanor punishable by a maximum six months imprisonment and a \$2,500 fine, Education Article, Section 26-104. The law exempts handicapped students who use pagers for medical reasons, police officers, school staff members, volunteer fire department, ambulance company or rescue squad members (provided they are designated to possess a portable pager on school property by the chief of the volunteer fire department, ambulance company or rescue squad, and the school principal) and visitors who are on school property for an authorized program, meeting or function.

VII. CONCEALED WEAPONS (OTHER THAN FIREARMS)

Every person who wears or carries any switchblade, knife, sandclub, metal knuckles, nunchaku, or any dangerous weapon (pellet, BB, starter pistols) concealed upon or about his person, is guilty of a misdemeanor, and upon conviction, will be fined not more than \$1,000 or be imprisoned for not more than three years. (Maryland Annotated Code, Article 27, Section 36, 36A) Wearing or carrying mace or tear gas is illegal if worn or carried "openly with the intent or purpose of injuring any person in any unlawful manner." It is not a criminal violation to carry mace concealed and in a non-threatening manner for safety and defensive purposes. (Maryland Annotated Code, Article 27, Section 36, 36A)


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1706

JUVENILES AND TOBACCO PRODUCTS

EFFECTIVE: 01 OCT 94

Revised:

- I. Distribution of Tobacco to Minors**
- II. Possession of Tobacco Products by Minors**
- III. Response to Anne Arundel County Schools**

I. DISTRIBUTION OF TOBACCO PRODUCTS TO MINORS

Maryland Code, Article 27, Section 404(B)

The law prohibits distribution of any tobacco products or cigarette rolling papers to any minor, by any person engaged in the business of selling or distributing those products; A person not engaged in the sale of tobacco products may not purchase for, or sell to, a minor any tobacco product or cigarette rolling papers; "Tobacco products" means any substance containing tobacco, including cigarettes, cigars, smoking tobacco, snuff, or smokeless tobacco. A minor is any person under 18 years of age; A minor employed by a distributor of tobacco products or rolling papers is exempt while acting in this employment capacity; the law does not apply to an individual exercising lawful control over a tobacco product vending machine from which a minor has purchased a tobacco product. Violations of this law are civil offenses. Officers should issue violators a Maryland Civil Citation and check the second block, indicating the person must appear for trial, and that the court may impose a fine of up to \$300.00.


II. POSSESSION OF TOBACCO PRODUCTS BY MINORS

Maryland Code, Article 27, Section 405(A)

No minor may use or possess any tobacco product or cigarette rolling paper. No minor may use any false identification, or identification that is not the minor's own, to obtain or attempt to obtain tobacco products or cigarette rolling papers. Violations of this law are civil offenses. Officers should charge violators on the Maryland Civil Citation according to normal procedures. The court may impose a fine of not more than \$25 for the first offense; not more than \$100 for a second or subsequent offense; or participation in a work program.

III. RESPONSE TO ANNE ARUNDEL COUNTY SCHOOLS

Anne Arundel County school authorities will handle the first two violations of these laws by any individual student. Officers will be called to handle the third and subsequent violations committed by any student. Citations issued to students at the request of school authorities will be written as if the violation was the student's first violation.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

HOMICIDE INVESTIGATIONS

Index Code Number: 1801
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy
- II. Homicide Investigations
- III. Duties of the First Officer at the Scene
- IV. Duties of the Patrol Supervisor
- V. Duties of the Patrol Division Platoon Commander
- VI. Duties of the Communications Section
- VII. Duties of the Criminal Investigation Division

I. HOMICIDE INVESTIGATIONS

A suspected or confirmed homicide will always be investigated by the Anne Arundel County Police Department. This department will assist them in any way possible and the following procedures will be maintained until such time as Anne Arundel County Police Department takes over the investigation.

II. HOMICIDE INVESTIGATIONS

A. Homicide is the killing of one human being by another. Depending on the circumstances, it may or not be a criminal act. Whatever the case, the proper investigation of a homicide is one of the most exacting tasks with which a law enforcement officer can be confronted.

B. The responsibility for the coordination of a homicide investigation rests with the Anne Arundel County Police Department's Criminal Investigation Division, which has the sole responsibility for handling the technical phases of the investigation. However, the solution of a homicide, together with the proper presentation of evidence is a shared responsibility of both departments.

C. The importance of the role of the first officer to arrive on the scene cannot be over emphasized. ***The successful outcome of the case may well rest with the effectiveness, thoroughness, and alertness with which the scene is secured and protected.***

D. To ensure that all cases are investigated in an efficient and professional manner, the procedures outlined in the following subsections will be adhered to in every case of homicide, as well as in cases of serious assault where death may result, and in sudden or unattended deaths involving questionable circumstances.

III. DUTIES OF THE FIRST OFFICER ON THE SCENE

Upon notification of a possible homicide, the first responding officer must record the following information while en route to the scene: a. date and exact time of notification of the crime; b. method of transmission of the information; c. name and other data identifying the person giving the information; d. complete details of the information

A. **RENDER/SUMMON MEDICAL AID:** Administer first aid and if there is the possibility of life remaining summon emergency medical assistance.

B. **ARREST THE PERPETRATOR:** Never assume that the perpetrator has escaped. Arrest the perpetrator if possible. If the perpetrator is injured and taken to the hospital, the on-scene supervisor will direct an officer to guard the individual.

C. **DO NOT QUESTION ANY SUSPECTS: DO NOT** question the suspect about the incident and do not Mirandize the suspect. If the suspect makes any statements, make notes of the information provided by him/her.

D. **OBTAIN AND BROADCAST A DESCRIPTION OF THE SUSPECT:** Obtain and provide the Communications Sections of the Anne Arundel County Police Department with all available information relating to the identity, physical description of the alleged suspect, as well as any information relating to suspect vehicles.

E. **IDENTIFY AND DETAIN WITNESSES:** Obtain all pertinent information relating to the witnesses such as: names, addresses, telephone numbers. Detain the witnesses pending the arrival of Anne Arundel County Police Department's Criminal Investigation Division [herein referred to as CID] personnel. If possible, isolate all witnesses and transport them to the location specified by the supervisor from CID.

F. **IDENTIFY AND PROTECT THE CRIME SCENE:** The first officer on the scene of a homicide will take complete charge of the scene until relieved by a senior ranking officer or CID personnel. Fire Department personnel and medical personnel will be allowed access to the victim. This however, should be limited to the number of personnel that is necessary. Non-CID personnel will not touch or disturb anything on the crime scene, with three (3) exceptions:

* Evidence may be taken into custody by an officer if, in his or her judgement, the evidence may be lost, stolen or damaged if left in its original position

* If medical assistance is being rendered by medical personnel, the officer will assist as requested and will attempt to preserve the crime scene to the best of his/her ability

* If it is absolutely necessary to move the victim, the position of the body, as it was found, will be marked by the officer by whatever means are available.

G. **INITIATE A CRIME SCENE ENTRY/EXIT LOG:** The responsibility for the maintenance of the crime scene entry/exit log (Crofton Police Form J) will be the responsibility of the first responding officer. The log will list the name, the time in and out of the crime scene, and the reason for entering the crime scene. ***Those officers whose names appear on the crime scene entry/exit log are required to submit a report indicating the purpose for their being at the crime scene. The report will also contain information regarding what, if anything was touched by them or what, if any, action was taken by them. This report will be submitted prior to the end of the officer's tour of duty. There will be no exceptions.***



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

HOMICIDE INVESTIGATIONS

Index Code Number: 1801

Effective Date: 01 Oct 1994

Revision Date: 31 Dec 2006

H. **MAINTAIN VICTIM CHAIN OF CUSTODY OF THE VICTIM:** If the victim is removed to a hospital, and there is only one officer present, the officer will remain and protect the scene. He/she will contact Communications and request that another officer be directed to respond to the hospital with the victim. If two (2) officers are present, one will leave and respond to the hospital and the other will remain at the scene.

I. **PREPARE DOCUMENTATION OF ACTIONS TAKEN:** Prepare written notes of all facts and details regarding the case in the officer's notebook. This information should include, but is not limited to, weather and lighting conditions, description of the crime scene, identification of the victim and all information pertaining to possible witnesses. A complete report containing all relevant information will be submitted prior to the end of the officer's tour of duty.

IV. DUTIES OF THE PATROL SUPERVISOR

A. DEPLOYMENT OF PATROL SUPERVISORS

Assign whatever personnel are required to properly guard the crime scene, search for and apprehend the alleged perpetrator, maintain a chain of custody of the victim and assist CID as required. An Anne Arundel County Police Department supervisor will respond when a Crofton supervisor is not available. The supervisor will instruct all cars in the vicinity **not** to converge on the scene, unless the suspect is believed to be on the scene, and to systematically search the area for persons fitting the description of the suspect. If the suspect is believed injured, a check of all local hospitals and doctor's offices will be ordered.

B. **COMMUNICATIONS UPDATE:** Keep the Communications Section informed about all new developments in the case. Provide as complete and detailed description of the assailant as possible, along with information on the route and method of escape, the weapons used and any probable injuries suffered by the attacker.

C. **PROVIDING ASSISTANCE TO CID INVESTIGATORS:** The supervisor may be called upon to assign additional uniformed patrol personnel to assist CID with a variety of tasks as mandated by the dynamics of the investigation.

D. Once a County supervisor is on the scene, all Crofton personnel will provide support to the County Police as requested by the supervisor.

V. DUTIES OF THE PATROL DIVISION PATROL COMMANDER

Whenever a homicide occurs, the patrol district platoon commander or senior ranking district officer from the Anne Arundel County Police Department will be in command. He/she will assign a police supervisor of at least the rank of Sergeant to supervise the preliminary investigation of the homicide.

VI. DUTIES OF THE COMMUNICATIONS SECTION

The Communications supervisor of the Anne Arundel County Police Department will ensure that the following information is obtained: location of the homicide; **location of the victim;** any and all information pertaining to the alleged suspect; complainant's name, address and telephone number; Broadcast a description of the suspect(s) and any information relating to vehicles. All information will be relayed to the Maryland State Police and neighboring law enforcement agencies; Dispatch a patrol supervisor and at least one patrol officer to the scene. Dispatch a patrol officer to the hospital if the victim has already been transported; Upon request from the supervisor conducting the preliminary investigation, notify the appropriate Criminal Investigation Division personnel; Dispatch any other assistance requested in support of the investigation; Notify the District Commander or on call Captain.

VII. DUTIES OF THE CRIMINAL INVESTIGATION DIVISION

A. ASSUME COMMAND OF THE SCENE

The first member of the Criminal Investigation Division of the Anne Arundel County Police Department to arrive on the scene of a homicide will assume command of the scene. Uniformed patrol officers will remain charged with the responsibility to protect the homicide scene until relieved by the CID detective in charge. No unauthorized person will be permitted to enter the restricted crime scene.

B. INITIATE THE FOLLOWUP INVESTIGATION

The on scene CID supervisor, or in his/her absence, the on scene CID officer in charge, will direct the follow-up investigation in accordance with departmental standard operating procedures relating to homicide investigations.

C. INVESTIGATIVE RESPONSIBILITIES OF THE HOMICIDE UNIT

The Homicide Unit of the Anne Arundel County Police Department's Criminal Investigation Division is responsible for conducting the following investigations: all homicides; Serious Assaults with Intent to Murder cases where death/maiming is likely (injuries are considered life threatening by attending medical personnel such as a paramedic or emergency room nurse or physician); All Non-Parental Abductions or Kidnappings (attempted abductions or kidnappings where no assault occurs will be handled at the district level unless otherwise directed by the Criminal Investigation Division Commander); All police shootings; Suspicious death cases; Suicides, when suspicious circumstances exist and upon the arrival of a CID supervisor; Critically Missing Persons where foul play is suspected; Other incidents as directed by the Criminal Investigation Division Commander. A district supervisor will consult with a CID supervisor when it is unclear if the Homicide Unit will assume responsibility for an investigation.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 1802

SUDDEN OR UNATTENDED DEATH INVESTIGATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Death Due to Natural Causes
- III. Medical Examiner Cases
- IV. Removal of Bodies

I. POLICY

Investigation of sudden or unattended death requires the on scene supervisor of a sergeant or above. Anne Arundel County will supply a supervisor, if a Crofton supervisor is not available.

II. DEATH DUE TO NATURAL CAUSES

- A. If the investigation concludes that there are no suspicious circumstances and the deceased has been under the care of a physician in recent weeks, the investigating officer will contact the physician, explain the circumstances, and determine if the physician will certify the cause of death within 24 hours.
- B. If the attending physician will not sign the death certificate or cannot be contacted within a reasonable time, the investigating officer will contact the medical examiner, explain the circumstances, and follow the medical examiner's instructions as to the removal of the body.
- C. If the medical examiner authorizes the release of the body to the family or next of kin, the officer will assist the family in making arrangements for removal of the body, as dictated by circumstances.
- D. The investigating officer will prepare and submit an incident report entitled, "Unattended Death - Natural Causes" containing the facts of the case and the details of the investigation.

III. MEDICAL EXAMINER CASES

The medical examiner is required to investigate cases of death under the following circumstances:

- o death occurs as a result of a suicide, violence, or causality
- o death happens suddenly when the deceased was in apparent good health, when unattended by a physician
- o death occurs in a suspicious or unusual manner

The following procedures will be followed in medical examiner cases:

A. Patrol Supervisor

A uniformed patrol supervisor will respond to the scene to oversee the preliminary investigation. Upon evaluation of all available evidence and information, the supervisor will decide whether or not the Anne Arundel County Homicide Squad will be summoned. Any doubt as to whether or not the death was a result of criminal homicide will be resolved by summoning the homicide Squad. It is not necessary to "notify" Homicide of cases where homicide has been ruled out by the on scene commander. The supervisor is responsible for arranging personal notification of the deceased's next of kin, either by this department or by another law enforcement agency if the next of kin is located outside of Anne Arundel County. **Next of kin will not be notified via telephone under any circumstances.**

Crofton Police Department Written Directive: INDEX CODE 1802

SUDDEN OR UNATTENDED DEATH INVESTIGATIONS

EFFECTIVE: 01 OCT 94

Revised:

B. Investigating Officer

The supervisor will assign a patrol officer to conduct the police investigation of the unattended death. The investigating officer is responsible for the following actions:

1. secure and preserve the crime scene pending the arrival of ECU (Evidence Collection Unit)
2. assist ECU in the identification, collection and submission of evidence
3. conduct all necessary interviews of witnesses, friends, relatives, neighbors, acquaintances, taking formal statements when possible
4. obtain positive identification of the deceased; positive identification should be based on fingerprints, dental records, and or personal papers found on the deceased
5. complete all investigative procedures necessary to establish the cause and manner of death
6. contact and brief the medical examiner, and preserve the scene pending his or her arrival; if the cause of death is such that the medical examiner does not respond to the scene, obtain instructions from him or her as to the removal of the body
7. establish a chain of custody of the body in cases where the medical examiner directs the body be removed to a morgue for a postmortem examination
8. secure the personal property and residence of the deceased
9. prepare and submit a written report containing the facts of the case and the details and conclusion of the investigation

IV. REMOVAL OF BODIES OF DECEASED PERSONS

A. Natural Causes

In cases of non suspicious death (cases not requiring an investigation by the police officer or medical examiner) where the deceased person's physician has agreed to sign the death certificate, removal of the body is the responsibility of the deceased person's survivors. The Fire Department is not responsible for transporting the body. Officers should provide reasonable assistance to the surviving family in arranging transportation. Experience has shown that police officers are delayed for extended periods of time attempting to resolve the following situations:

1. next of kin cannot be located or will not be available for at least 2 hours;
2. no one will assume responsibility for the deceased's body;
3. surviving family or friends cannot afford the funeral costs;
4. deceased person's doctor will sign the death certificate but cannot respond for at least 2 hours

If one or more of these problems exists, the investigating officer may call the medical examiner and advise him or her of the details. The medical examiner may authorize the removal of the body to a hospital. Once such authorization has been obtained, Anne Arundel Police Communications may be requested to contact one of the following funeral homes:

1st: Hardesty Funeral Home 263-2222

2nd: Barranco Funeral Home 647-2400

Communications personnel must inform the funeral home that we are requesting a transport to a hospital for the police department authorized by the medical examiner. The investigating officer is to provide arriving funeral home personnel with a completed form CPD M, "Transportation of Body Report," instructing them to complete the parts of

Crofton Police Department Written Directive: INDEX CODE 1802

SUDDEN OR UNATTENDED DEATH INVESTIGATIONS

EFFECTIVE: 01 OCT 94

Revised:

the form applying to the funeral home, and to forward the form to Property Management of the Anne Arundel County Police Department for payment.

The investigator must contact the medical examiner to obtain the results of the autopsy and his or her findings as to the cause and manner of death.

B. Traffic Accident Deaths

In the event that death results from a traffic accident, and there is no evidence of criminal homicide, the Fire Department will transport the body to a medical facility.

C. Medical Examiner Cases

In all cases requiring investigation by the medical examiner, the body may not be removed from the scene without the medical examiner's permission. Such permission may be requested and obtained via telephone in cases where the body constitutes a public nuisance and criminal homicide has been ruled out. In such cases the investigating officer will inform the medical examiner where the body has been taken, if not already so instructed by the medical examiner.

When the medical examiner order the body transported to the morgue, he or she will arrange for transportation. The investigating officer's report will indicate names of the persons who transport the body to the morgue, and their place of employment. If the medical examiner fails to arrange transportation, the investigating officer or, if necessary, the supervisor will re-contact him or her for instructions on removal of the body.


Deborah L. Bogush, Chief of Police

Transportation of Body Report
(Non-Suspicious Death Case)

FORM TO BE COMPLETED BY FUNERAL HOME REPRESENTATIVE AND MAILED TO:

Commander - Management Planning Section
Anne Arundel County Police Department
8495 Veterans Highway
Millersville MD 21108-1485

Date of Transport: _____ Time of Transport: _____

Deceased Transported:

1. Name: _____ Date of Birth: _____
2. Name: _____ Date of Birth: _____

Transported From: _____

Transported To: _____

Police Case Number: _____ Officer: _____ ID #: _____

Transported By:

Funeral Home: _____

Address: _____

Driver: _____

Charges: (check one)

_____ \$ 45.00 _____ Other (Specific) _____

Removal Authorized by Dr. _____

County Medical Examiner

Transportation of Body Report
(Non-Suspicious Death Case)

FORM TO BE COMPLETED BY FUNERAL HOME REPRESENTATIVE AND MAILED TO:

Commander - Management Planning Section
Anne Arundel County Police Department
8495 Veterans Highway
Millersville MD 21108-1485

Date of Transport: _____ Time of Transport: _____

Deceased Transported:

1. Name: _____ Date of Birth: _____

2. Name: _____ Date of Birth: _____

Transported From: _____

Transported To: _____

Police Case Number: _____ Officer: _____ ID #: _____

Transported By:

Funeral Home: _____

Address: _____

Driver: _____

Charges: (check one)

_____ \$ 45.00 _____ Other (Specific) _____

Removal Authorized by Dr. _____

County Medical Examiner



SUDDEN OR UNATTENDED DEATH INVESTIGATIONS

INDEX CODE: 1802

EFFECTIVE DATE: 10-28-05

Contents:

- I. Policy
- II. Death due to Natural Causes
- III. Medical Examiner Cases
- IV. Removal of Bodies
- V. Proponent Unit
- VI. Cancellation

I. POLICY

Investigations of sudden or unattended deaths require the on-scene supervision of a sergeant or above.

II. DEATH DUE TO NATURAL CAUSES

A. If the investigation concludes that there are no suspicious circumstances and the deceased has been under the care of a physician in recent weeks, the investigating officer will contact the physician, explain the circumstances, and determine if the physician will certify the cause of death within 24 hours.

B. If the attending physician will not sign the death certificate or cannot be contacted within a reasonable time, the investigating officer will contact the medical examiner, explain the circumstances, and follow the medical examiner's instructions as to removal of the body.

C. If the medical examiner authorizes release of the body to the family or next of kin, the officer will assist the family in making arrangements for removal of the body, as dictated by the circumstances.

D. The investigating officer will prepare and submit an incident report entitled "Unattended Death - Natural Causes" containing the facts of the case and the details of the investigation.

III. MEDICAL EXAMINER CASES

The medical examiner is required to investigate cases of death under the following circumstances:

- * Death occurs as a result of suicide, violence, or casualty.
- * Death happens suddenly when the deceased was in apparent good health, when unattended by a physician.

* Death occurs in a suspicious or unusual manner.

The following procedures will be followed in Medical Examiner cases:

A. Patrol Supervisor

A uniformed patrol supervisor will respond to the scene and oversee the preliminary investigation by District personnel. Upon evaluation of all available evidence and information, the platoon supervisor will decide whether or not the Homicide Unit will be summoned. Any doubt as to whether or not the death was a result of criminal homicide will be resolved by summoning the Homicide Unit. It is not necessary to "notify" Homicide of cases where homicide has been ruled out by the on-scene commander. The supervisor is responsible for arranging personal notification of the deceased's next of kin, either by this department or by another law enforcement agency if the next of kin is located outside Anne Arundel County. The next of kin will not be notified via telephone from Anne Arundel County.

B. Investigating Officer

The supervisor will assign a patrol officer to conduct the police investigation of the unattended death. The investigating officer is responsible for the following actions:

1. Secure and preserve the crime scene pending the arrival of an Evidence Collection Unit.
2. Assist E.C.U. in the identification, collection, and submission of evidence.
3. Conduct all necessary interviews of witnesses, friends, relatives, neighbors, acquaintances. Take formal statements when possible.
4. Obtain positive identification of the deceased. Positive identification should be based on fingerprints, dental records, and/or personal papers found on the deceased.
5. Complete all investigative procedures necessary to establish the cause and manner of death.

6. Contact and brief the medical examiner, and preserve the scene pending his/her arrival. If the cause of death is such that the medical examiner decides not to respond to the scene, obtain instructions from him/her as to removal of the body.
7. Establish a chain of custody of the body in cases where the medical examiner directs that the body be removed to a morgue for a postmortem examination.
8. Secure the personal property and residence of the deceased.
9. Prepare and submit an incident report containing the facts of the case and the details and conclusions of the investigation.
10. *Officers will fax the incident report to the Criminal Investigation Division Homicide Unit prior to ending their tour of duty.*
11. *In medical examiner cases in which the Homicide Unit is not investigating the death, reports are to be faxed to the Office of the Chief Medical Examiner in Baltimore.*

The investigator must contact the Medical Examiner to obtain the results of the autopsy and his/her findings as to the cause and manner of death. This information will be documented in a supplement report.

IV. REMOVAL OF BODIES OF DECEASED PERSONS

A. Natural Causes

In cases of non-suspicious death (cases not requiring an investigation by the police or the Medical Examiner) where the deceased person's physician has agreed to sign the death certificate, removal of the body is the responsibility of the deceased person's survivors. The Fire Department is not responsible for transporting the body. Officers should provide reasonable assistance to the surviving family in arranging transportation.

Experience has shown that police officers are delayed for extended periods of time attempting to resolve the following situations:

1. The next of kin cannot be located, or will not be available for at least two hours;
2. No one will assume responsibility for the deceased's body;
3. The surviving family or friends cannot afford the funeral costs;

4. The deceased person's doctor will sign the death certificate, but cannot respond for at least two hours.

If one or more of these problems exists, the investigating officer may call the Medical Examiner and advise him or her of the details. The Medical Examiner may then authorize removal of the body to a hospital. Once such authorization has been obtained, Communications may be requested to contact one of the following funeral homes:

NORTHERN DISTRICT - all beats
EASTERN DISTRICT - *beats 3A1, 3A2, 3A3*
WESTERN DISTRICT - *beats 5A1 thru 5C2:*

1st - Stallings Funeral Home: 410-360-1770
2nd - Hardesty Funeral Home: 410-263-2222

EASTERN DISTRICT - *beats 3A4 thru 3D3:*

1st - Barranco Funeral Home: 410-647-2400
2nd - Stallings Funeral Home: 410-360-1770

WESTERN DISTRICT - *beats 5C3 thru 5D3*
SOUTHERN DISTRICT - all beats:

1st - Hardesty Funeral Home: 410-263-2222
2nd - Barranco Funeral Home: 410-647-2400

Communications personnel must inform the funeral home that we are requesting a transport to a hospital for the Police Department, authorized by the Medical Examiner. The investigating officer is to provide arriving funeral home personnel with completed form PD 390, "Transportation of Body Report", instructing them to complete the parts of the form applying to the funeral home, and to forward the form to Management & Planning for payment.

B. Traffic Accident Deaths

In the event that death results from a traffic accident, and there is no evidence of criminal homicide, the Fire Department will transport the body to a medical facility.


C. Medical Examiner Cases

In all cases of death requiring an investigation by the Medical Examiner, the body may not be removed from the scene without the Medical Examiner's permission. Such permission may be requested and obtained via telephone in cases where the body constitutes a public nuisance and criminal homicide has been ruled out. In such cases the investigating officer will inform the Medical Examiner where the body has been taken, if not already so instructed by the Medical Examiner.

When the Medical Examiner orders the body transported to the morgue, he/she will arrange for transportation. The investigating officer's report will indicate the names of the persons who transport the body to the morgue, and their place of employment. If the Medical Examiner fails to arrange transportation, the investigating officer or, if necessary, the squad supervisor will re-contact him/her for instructions on removal of the body.

V. **PROPONENT UNIT:** Field Operations Bureau.

VI. **CANCELLATION:** This directive cancels 1802, dated 04-30-94.



P. Thomas Shanahan, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

SUICIDE ATTEMPTS

Index Code Number: 1803
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Purpose**
- III. First Officer on the Scene**
- IV. Patrol Supervisor**

I. POLICY

It is the policy of the Crofton Police Department to respond to threats of suicide and attempted suicides to prevent the loss of life and assist the victim in obtaining medical and psychiatric help.

II. PURPOSE

Cases of threatened suicide present so many varied situations that it is impossible to outline a specific course of action that might be applied in each and every case. Responding officers must apply good judgment and prompt efficient action.

III. FIRST OFFICER ON THE SCENE

- A. Take immediate steps to protect yourself and the public, if required.
- B. Assess the situation and determine what type of assistance is necessary; i.e., tactical personnel, negotiators, additional equipment, etc.
- C. Attempt to delay the suicide attempt, if at all possible.

D. In cases where a suicide is averted:

1. Non-Custodial

If a suicide has been averted and the Mobile Crisis Team (MCT) is on the scene, the officer will follow the recommendation of the MCT regarding future action, which may include transportation to a hospital where the investigating officer will petition for an emergency evaluation of the person, transfer to the care and custody of the family or significant others, other action, or no further action at the discretion of the MCT.

If the MCT is not present on the scene, the person should be taken to the hospital and the investigating officer should petition for an emergency evaluation of the person.

2. Custodial

If the suicide attempt occurs while in police custody, or if the person will be taken into police custody for reasons unrelated to the suicide attempt, the person will be taken to the hospital and the investigating officer will petition for an emergency evaluation of the person.

- E. If the suicide is successful, the case should be handled as a Medical Examiner case in accordance with Index Code 1802.

IV. PATROL SUPERVISOR

An Anne Arundel County Police Department patrol supervisor will respond to and supervise the investigation of all suicide or attempt suicide cases.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

INVESTIGATION OF MEDICAL CASES

Index Code Number: 1804
Effective Date: 16 Aug 1999
Revision Date: 31 Dec 2006

- I. Policy
- II. Purpose
- III. Procedures Upon Finding an Ill, Injured, or Unconscious Person
- IV. Police Investigation of Medical Cases

I. POLICY

It is the policy of the Crofton Police Department to render assistance to injured or unconscious persons and conduct an investigation into the cause of these injuries. ***All sworn personnel are expected to render medical aid to ill, injured, or unconscious persons until Fire Department personnel, or other medical professionals, can take over.***

II. PURPOSE

The purpose of this policy is to give guidelines for providing assistance and investigating incidents involving injured or unconscious persons.

III. PROCEDURES WHEN FINDING AN ILL, INJURED, OR UNCONSCIOUS PERSON

- A. Whenever a member of this Department finds an ill, injured, or unconscious person on the street or other public place, or in a private home or institution, the officer will notify Anne Arundel County Police Department Communications to dispatch an ambulance to the scene. Fire Department personnel are responsible for determining and providing the appropriate degree of medical attention, including transportation to a medical facility.
- B. This procedure applies whether such condition is the result of illness, injury, alcohol or drug abuse, or any other condition.
- C. Members of this Department should be aware that many persons carry, wear, or display a "MEDIC ALERT" bracelet or other identification emblem, designed to alert medical personnel that they have a specific medical problem which must be known prior to any treatment. The investigating officer will carefully inspect the victim's body, and if a "MEDIC ALERT" emblem or bracelet is found, the officer will alert medical personnel.
- D. If a person is so severely injured that the officer feels transportation in a patrol vehicle is essential to preserve life, the officer will notify Anne Arundel County Police Department Communications of any apparent wounds and/or the condition of the victim, and instruct them to call ahead to the hospital and request that a doctor or nurse meet the officer at the emergency room entrance.
- E. The personal property of the victim will not be retained by police personnel, but will accompany the victim to the hospital. Property seized from an unconscious person as evidence or contraband will be processed in accordance with the procedures outlined in Index Code 1201 (Evidence & Recovered Property).

IV. POLICE INVESTIGATION OF MEDICAL CASES

- A. Officers will conduct an investigation to determine the cause of the victim's injuries or unconsciousness. Preliminary investigation will be the responsibility of the uniformed officer, up to and including the part where probable cause exists to believe a homicide or other felonious assault has occurred. At that point, Anne Arundel County Police Department CID should be contacted for assistance. If it appears that the victim may die, the case will be treated as a homicide until such time as criminal homicide is ruled out through investigation. If the victim's injuries are incapacitating, but not life-threatening, and are not self-induced, the case will be handled as an aggravated assault until such time as criminal assault is ruled out through investigation.
- B. The investigating officer will attempt to contact a relative of the victim, if not already done so by hospital personnel, and request that they respond to the hospital to assist the victim.
- C. The investigating officer will inform the hospital admitting desk that the Police Department is not financially responsible for the victim's medical treatment.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

RAPE AND SEX OFFENSE INVESTIGATIONS

Index Code Number: 1806
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Purpose**
- III. Definitions**
- IV. Initial Investigation**
- V. Notification of CID**
- VI. Duties of Patrol Division Personnel**
- VII. Duties of the Communications Section**
- VIII. Duties of the Criminal Investigation Division**

I. POLICY

The Department will thoroughly and aggressively investigate all complaints of rape or sexual assault. It will be the responsibility of the Anne Arundel County Police Department Criminal Investigation Division Sex Offense Unit to conduct follow-up investigations of all felony rape and sexual offenses.

The preliminary investigation of a suspected felony rape or sexual offense requires the on scene supervision of a supervisor of at least the rank of Sergeant from the Anne Arundel County Police Department or Sergeant or Chief of Police from Crofton Police Department.

II. PURPOSE

The purpose of this policy is to provide specific and consistent guidelines for the investigation of rape and sexual offense complaints. The duties and responsibilities of Anne Arundel County Police units and personnel listed in this order are included for the information of Crofton personnel and to facilitate cooperation and coordination between the agencies. In cases where the County police assume the the investigative responsibility, Crofton officers will assist during the initial call for service as appropriate.

III. DEFINITIONS

A. Rape

Vaginal intercourse with another person by force or threat of force against the will and without the consent of the other person.

B. Marital Rape

There are cases when a spouse can be charged with marital rape. Due to the complexity of the laws, any cases that are believed to be marital rape will be forwarded to the Anne Arundel County Police Department CID Persons Sex Offense Unit who will consult with the State's Attorneys Office.

C. Sexual Offense

Sexual act with another person by force or threat of force against the will and without consent, or sexual contact with another person against the will and without the consent. There are four degrees of sexual offenses, 1st, 2nd, 3rd and 4th (misdemeanor).

D. S.A.F.E.

An acronym for Sexual Assault Forensic Examination. These examinations are conducted by specially trained S.A.F.E. nurses or physicians assistants (Sexual Assault Forensic Examiner).

IV. INITIAL INVESTIGATION

The responsibility for the initial investigation of a rape, sex offense, or attempt of the same, rests with the uniformed patrol officer dispatched to the scene. The preliminary investigation consists of: 1. Confirmation of the crime; 2. Providing medical attention and protection to the victim; 3. Immediate identification and arrest of the perpetrator; 4. Preservation of the crime scene

It is essential that the victim of a rape or sex offense be treated with courtesy, dignity, respect, and compassion by all department employees. The first officer on the scene must always be aware that he or she is the initial source of protection for the victim. The manner in which all personnel treat the victim at the time of the crime and afterwards effects not only the victim's immediate and long-term ability to cope with the crime, but also the willingness of the victim to assist in the investigation and prosecution.

In all cases, the assigned officer and his/her supervisor will conduct a brief interview of the victim to determine if a crime has been committed. If they determine a sex crime has been committed, the following two steps need to be taken:

1. **Transport the victim to the hospital if the assault occurred within the last 72 hours to have a S.A.F.E. examination. If a Anne Arundel County Police Department CID detective is responding to investigate the sex crime, the Anne Arundel County Police Department CID detective is responsible for arranging the S.A.F.E. examination of the victim. If the uniformed patrol officer is investigating the sex crime, the uniformed officer is responsible for arranging the S.A.F.E. examination of the victim. (Victim interviews must be completed prior to the arrival of the S.A.F.E. examiner.) To arrange for a S.A.F.E. examination, the officer/detective will contact the charge nurse of the emergency room and request that a S.A.F.E. examiner be notified to respond to the hospital for the examination. The S.A.F.E. examiner will respond within one hour of notification. If possible, the investigating officer should stay with the victim until the S.A.F.E. nurse or crises counselor arrives. If it is not possible to stay, the officer will ensure that the S.A.F.E. nurse receives the case number and investigating officer's name.**

2. **The S.A.F.E. examiner will contact the Evidence Collection Unit for collection of evidence obtained during the S.A.F.E. examination. The hospital will contact the crises response system (phone (410) 222-RAPE (7273) and an advocate will respond to the hospital and give emotional support to the victim.**



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

RAPE AND SEX OFFENSE INVESTIGATIONS

Index Code Number: 1806
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

In all cases, the assigned officer will isolate the victim from other officers, witnesses, and spectators (including friends, family members, and relatives when possible). The victim will be asked only those questions necessary to determine the type of crime and to obtain information necessary for a lookout.

The initial investigator will refrain from expressing or implying any personal opinion during the course of the investigation. The assigned officer should contact his or her supervisor if there is a question concerning the legitimacy of the complaint. An Anne Arundel County Police Department CID Sex Offense Unit investigator should be contacted if there are questionable circumstances about the incident.

V. NOTIFICATION OF CID

Upon the determination that a rape, first, second or third degree sex offense has occurred, or an attempt of the same has just occurred, the field supervisor will request an Anne Arundel County Police Department CID investigator. If an Anne Arundel County Police Department CID investigator is not working, the on-call Anne Arundel County Police Department CID supervisor should be notified. Any offense that occurred more than 24 hours from the time of the call can be handled by the initial patrol officer unless extraordinary circumstances exist. A copy of the report should be immediately sent to Anne Arundel County Police Department CID for appropriate follow-up investigation. If strange or unusual circumstances exist, Anne Arundel County Police Department CID should always be notified.

It is not necessary to notify Anne Arundel County Police Department CID investigators in reference to 4th degree sex offenses unless unusual circumstances dictate.

VI. DUTIES OF PATROL DIVISION PERSONNEL

If the victim is seriously injured and death may result, the investigation will be investigated according to the procedures outlined in Index Code 1801, "HOMICIDE INVESTIGATIONS." Otherwise, procedures outlined in this section will be followed.

All victims of 1st Degree Rape, 2nd Degree Rape, 1st, 2nd, and 3rd Degree Sex Offenses should be transported to the hospital and examined by a S.A.F.E. examiner, if the assault occurred within 72 hours of the time it was reported.

If only one officer is present when the victim is transported to the hospital, that officer will remain on the site to preserve the crime scene. The patrol supervisor in charge will direct another officer to the hospital to meet with the victim.

If two officers are present and the victim needs to be transported to the hospital for treatment, one officer will go with the victim while the other remains behind to secure the scene. The Anne Arundel County Police Department Evidence Collection Unit will be immediately summoned to assist in processing the crime scene. Any suspect information obtained from the victim will immediately be given to the communication section for lookout purposes.

Names and information from any and all witnesses or potential witnesses will be gathered and included in the initial officer's report. This information will also be turned over to Anne Arundel County Police Department CID personnel upon their arrival on the scene. An immediate canvass of the area will be conducted by the initial officer in hopes of recovering evidence or suspect information.

VII. DUTIES OF THE COMMUNICATIONS SECTION

Upon receiving a report of a rape, felony sexual offense, or attempt of the same, the Anne Arundel County Police Department Communications Section will be responsible for the following:

1. Broadcast a description of the suspect(s) and vehicle(s) to any and all Anne Arundel County Police Department patrol districts, Maryland State Police, and all neighboring jurisdictions.
2. Dispatch a patrol supervisor and at least one patrol officer to the scene, and at least one patrol officer to the hospital if the victim has already been transported.
3. Upon request from the supervisor conducting the investigation, contact a working CID investigator or the on-call supervisor.
4. Coordinate the transmission of information among police units on the scene, and between field units and personnel from CID.
5. Communicate any other assistance requested in support of the investigation.

VIII. DUTIES OF THE CRIMINAL INVESTIGATION DIVISION

The detective in charge of the follow-up investigation will be assigned by the commander of the Anne Arundel County Police Department Sex Crimes Unit of the Criminal Investigation Division. The detective in charge of the investigation is responsible for the following:

A. Interviews and Interrogations

1. The effectiveness of an investigator, as well as the success of the investigation, is largely dependant upon his or her ability to obtain information from victims, complainants, witnesses, informants, and suspects. Therefore, it is essential that the interviews and interrogations be conducted by investigators with sensitivity, patience, persistence, and dedication to the task at hand.

2. The detective in charge of the investigation will, whenever possible, obtain a signed, written statement from each victim, witness, and suspect. Statements and confessions will be prepared in accordance with the provisions of **Index Code 1820, "Confessions and Formal Statements."**

3. All statements obtained in the investigation will be attached to the case file for future reference, and for the use of the State's Attorney for Anne Arundel County.

B. Victim/Witness Assistance - At the Scene

The investigator will provide the following information and assistance to the victim, and to any witnesses as indicated by the circumstances of the case:

1. Availability of local services (e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy). In all circumstances provide the victim with the **Crisis Response System** Hotline - 410-222-RAPE (7273). All of the above references can be located in the booklet titled "CRIME VICTIMS AND WITNESSES: Your Rights and Services."



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

RAPE AND SEX OFFENSE INVESTIGATIONS

Index Code Number: 1806
Effective Date: 01 Oct 1994
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2. What to do if the suspect or the suspect's friends or family threatens or intimidates him or her.
3. Explain the procedure involved in processing and eventually prosecuting the case.
4. The investigator's name, case number, and a phone number the victim/witness can call to report additional information or to receive information about the status of the case.
5. When and if the victim is transported to the hospital, make arrangements for him or her to have a change of clothes at the hospital for use upon completion of the medical examination.

C. Arrangement For Physical Examination

1. *The victim may be transported to the medical facility by police or ambulance personnel. The medical needs of the victim are the first priority and take precedence over the S.A.F.E. examination. Therefore, the victim may be transported to any medical facility for medical treatment even if the facility does not have a S.A.F.E. program.*

If the victim does not require medical assistance and only requires the S.A.F.E. examination, the victim should be transported to Baltimore-Washington Medical Center for a S.A.F.E. examination. If the victim does not require medical assistance and is reporting the crime from a medical facility that does not offer a S.A.F.E. examination, the victim must be medically screened and released by the facility staff before being transported to another medical facility for a S.A.F.E. examination.

2. Be sure to have completed the interview process before the arrival of the S.A.F.E. examiner. It is imperative that the exam takes place immediately upon the arrival of the S.A.F.E. examiner.

3. If the victim is to be examined by her or his own personal physician, the detective in charge of the investigation must be notified of this fact. If the victim utilizes their own physician, the officer must make arrangements with Anne Arundel County Police Department ECU to have an MSP Sexual Assault Kit delivered to the physician. The physician will then contact Anne Arundel County Police Department ECU to obtain the kit upon its completion.

4. In sex crimes involving minors, it is advisable, but not mandatory, that the consent of the parents, custodians, or legal guardians first be obtained for such physical examinations, and if possible they should be requested to accompany the victim to the hospital.

D. Crime Scene/Evidence Search

1. Search the crime scene for evidence, summon and direct the Anne Arundel County Police Department Evidence Technicians to take photographs and fingerprints and to search for physical evidence.

2. It is important to preserve all articles such as clothing, bed linens, towels, handkerchiefs, or other physical evidence relevant to the investigation. Each article should be separately tagged and wrapped according to the procedures outlined in Index Code 1201.

3. Assign officers to canvass the neighborhood of the crime scene for persons who have information regarding the crime. Assign personnel to systematically search the vicinity of the crime area for any evidence that may have been lost or disposed of by the perpetrator.

E. Victim/Witness Services - Follow-up Investigation

1. The investigator will periodically re-contact the victim and appropriate witnesses to determine whether their needs are being met.

2. If not an endangerment to the successful prosecution of the case, the investigator will explain to victims/witnesses the procedures involved in the prosecution of the case and their role in those procedures. The investigator will coordinate this activity with the Victim/Witness Assistance Unit of the State's Attorney's Office.

3. Whenever feasible, the investigator will schedule lineups, interviews, and other required appearances at the convenience of the victim/witness, and will arrange for transportation if necessary.

4. Whenever feasible, and when permitted by laws and rules of evidence, personal property taken as evidence will be returned promptly to the victim/witness. Contraband, disputed property, and weapons used in the course of the crime will not be returned.


5. The investigator will notify the victim and witnesses of the arrest of the perpetrator, the charges filed, and any changes in the status of the perpetrator's custody.

F. Maintain Investigative Records

Keep accurate and complete records of the case, particularly records of the following:

1. A clear and concise investigative report.
2. Statements from the defendant/victim/witnesses.
3. Possession and marking of evidence.
4. Chain of custody of the prisoner(s) (documented through investigative reports.)
5. Detailed description of the crime scene.
6. All photographs of the scene and victim's physical injuries.
7. Medical reports or findings.
8. Witness information and statements.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.



Police Chief's Signature



RACIAL, RELIGIOUS, ETHNIC, SEXUAL ORIENTATION, OR DISABILITY HATE/BIAS INCIDENTS

INDEX CODE: 1807

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. Definitions
- III. Purpose
- IV. Criteria for Determining Racial, Religious, Ethnic, Sexual Orientation, or Disability Hate/Bias Incidents
- V. Criteria for Verifying a Racial, Religious, Ethnic, Sexual Orientation, or Disability Hate/Bias Incident
- VI. Investigative Procedures
- VII. Proponent Unit
- VIII. Cancellation

I. POLICY

It is the policy of the Anne Arundel County Police Department to bring the investigative, operational, and support elements of this Department into quick action following any and all reported or observed incidents of racial, religious, ethnic, *sexual orientation, or disability (RRESOD)* hatred.

II. DEFINITIONS

A. Sexual Orientation

The identification of an individual as to male or female homosexuality, heterosexuality, or bisexuality.

B. Disability

Of or relating to persons who have physical or mental impairments/challenges, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age, or illness.

III. PURPOSE

The purpose of this directive is to provide guidance in determining whether a racial, religious, ethnic, *sexual orientation, or disability hate/bias* incident has occurred. It also provides guidelines for investigating such incidents. This Department takes the approach that the unique nature of these incidents requires special handling from our agency. It will be the Department's policy to thoroughly investigate these acts and to recognize and react in a supportive manner to the emotional trauma experienced by the victims, families, and citizens of the community who have witnessed/suffered such incidents. Personnel of the Department will:

- A. Approach victims in an empathetic and supportive manner;
- B. Reduce the victim's alienation through visible and genuine concern; and
- C. Reassure the victim that the Police Department will use every available investigative and enforcement tool to find and prosecute the person or persons responsible for the crime.

IV. CRITERIA FOR DETERMINING RACIAL, RELIGIOUS, ETHNIC, SEXUAL ORIENTATION, OR DISABILITY HATE/BIAS INCIDENTS

The following criteria are to be used in determining whether or not an incident is of a racially, religiously, or ethnically biased nature and whether or not it is covered by this policy. This list is not all-inclusive. Some incidents may not clearly fit a specific definition. In those cases, a common sense approach must be used. If the situation looks like an incident of *RRESOD* bias, it should be reported as such. Verification can be made later in the investigation. The key criterion in determining whether these incidents fit into the definition of an incident of *RRESOD* bias is the motivation behind the act.

A. Examples of criminal acts which are directed at *any person or group of persons because of their racial, religious, ethnic, sexual orientation or disability origin*, include:

1. Burning cross or religious symbol - Any violation of *CR 6-104*.
2. Explosives - Any violation of *CR 9-505*, perpetrated against a person or group of persons because of his/her or their *RRESOD* origin.
3. Bomb threats - Any violation of *CR 9-504*, perpetrated against a person or persons because of his/her or their *RRESOD* origin.
4. Destroying, injuring property of another - Any violation of *CR 6-301*, which is directed against *RRESOD* groups because of their *RRESOD* origin. If in violating *CR 6-301*, any written language or symbol is used which has been historically directed against persons because of their *RRESOD* origin, it must be reported. Examples include swastikas or racial epithets.

5. Assault - Any verbal threat or assault and battery which is directed against a person or persons because of his/her or their *RRESOD* origin. (*CR 3-202*)
6. Disorderly conduct - Any violation (written or oral) of *CR 10-201*, directed against a person or persons because of his/her or their *RRESOD* origin and disturbs the peace and tranquility of the community.
7. Interrupting or disturbing religious meetings - Any violation of *CR 10-301*, which is directed against a person or persons because of his/her or their *RRESOD* origin.
8. Possession of firearm in proximity of public demonstration - Any violation of *CR 4-208*, which occurs at a public *RRESOD* demonstration.
9. Unlawful use of the telephone - Any violation of *CR 3-804*, which is directed against *RRESOD* groups because of their *RRESOD* origin. For example, any racial, religious, ethnic, *or sexual* slurs.
10. All common law offenses pertaining to acts of *RRESOD* intimidation, hatred, etc.

B. Any non-criminal act directed at any *RRESOD* group (or individuals within these groups), which is done with the apparent intention to: harass, intimidate, threaten, retaliate, or create racial, religious, or ethnically motivated conflict will be considered a *RRESOD* incident and will be covered by this policy.

V. CRITERIA FOR VERIFYING A RACIAL, RELIGIOUS, ETHNIC, SEXUAL ORIENTATION, OR DISABILITY HATE/BIAS INCIDENT

In determining whether or not an incident reported as an *RRESOD* motivated act is actually verified as such, the following criteria should be applied, either singularly or in combination. This verification will be done by police sergeant or supervisor at the time the incident occurs. The judgement of the investigator must also be applied in the final determination since the criteria listed below are not all inclusive.

- A. Motive;
- B. A lack of any other apparent motive for the *RRESOD* act;
- C. Display of any *RRESOD* offensive symbol(s), word(s), or act(s);
- D. A common sense review of the circumstances surrounding the entire incident itself (i.e., the totality of circumstances);
- E. Effect on the victim(s);
- F. Statement(s) of suspect(s)/victim(s);

- G. Prior history of similar incidents in the same area or against the same victim group; and
- H. A violation of any of the statutes enumerated above outlining criteria for reporting *RRESOD* acts.

VI. INVESTIGATIVE PROCEDURES

At the direction of the district commander, the Team Police supervisor will be responsible for the follow-up investigation of all confirmed *RRESOD* incidents. All officers will be sensitive to the feeling and fears of the victim(s) and the community as a result of real or perceived *RRESOD* bias. In conducting an investigation of a racial, religious, ethnic, *sexual orientation, or disability hate/bias* incident the following investigative procedures will be followed.

A. Investigating Officer

1. Immediately take all possible investigative and enforcement action.
2. Preserve the crime scene and evidence.
3. Notify the Evidence Collection Unit (ECU) if any *RRESOD*-motivated destruction or defacement of property (i.e., cross burning, painted swastika) takes place for possible comparisons of other such incidents.
4. Gather evidence and search the scene on those incidents in which the ECU does not respond.
5. Prepare a detailed report containing, but not limited to, the following information:
 - a. Date, time and specific location of the incident;
 - b. The specific type of *RRESOD* incident;
 - c. Type of property damage and value;
 - d. Injury status of all subjects injured;
 - e. Type of weapon involved;
 - f. Victim information including the race, religion, ethnic, *sexual orientation, or disability* background which is at issue in the incident;
 - g. Offender information including the race, religion, ethnic, *sexual orientation, or disability* background or group affiliation (i.e., KKK); and
 - h. Circumstances including the events that led the investigator to consider the incident as a racial, religious, ethnic, *sexual orientation, or disability hate/bias* motivated case.
6. The officer will submit the initial written report prior to the completion of the officer's tour of duty. Additional information will be submitted on supplement reports. When it is determined that the incident is a *RRESOD* motivated case,

the responding officer will immediately notify the field supervisor of the district.

B. Field Supervisor

1. Respond immediately to the scene of all incidents as defined above.
2. Ensure that the crime scene is protected.
3. Ensure that the Evidence Collection Unit has been notified if any evidence is to be collected.
4. Ensure that the scene is properly searched and evidence gathered for incidents in which ECU does not respond.
5. Ensure that all physical remains of the incident are removed soon after processing is completed. The property owner should be encouraged to restore or obliterate the damage so as not to engender further animosities.
6. Ensure that all reports, evidence, and procedures are in order and that the report clearly identifies the incident as one motivated by racial, religious, ethnic, *sexual orientation, or disability hate/bias*.
7. Notify the appropriate platoon commander of the nature and circumstances of the incident.
8. If it appears that the incident is being conducted by an organized known group, notify the Intelligence Section supervisor.

C. Platoon Commander

1. Ensure that the responsibilities enumerated above are carried out.
2. Personally visit and advise the victim of the status of the investigation.
3. Arrange for an immediate increase of patrols throughout the affected area as needed.
4. Ensure that the Intelligence Section is informed and that a copy of the report is faxed to Intelligence (410-987-9167) by the end of his or her tour of duty.
5. Ensure that the Public Information Officer is apprised of such incidents, clearances, and any other information which may be of interest to the media.
6. Apprise the district commander in a timely fashion as dictated by the severity of the incident.
7. Ensure that the report clearly and distinctively identifies the incident as one motivated by racial, religious, ethnic, *sexual orientation, or disability hate/bias*.

D. District Commander

1. Designate investigative responsibility. The district commander will have authority to require a CID investigation of any confirmed *RRESOD* incident. However, only those serious crimes

usually investigated by CID, such as homicide, robbery, sexual assault, arson, or life-threatening assault should be assigned to CID. All other *RRESOD* incidents will be conducted at the district level and coordinated by the district commander.

2. As the coordinator of district-level *RRESOD* investigations, assign a sufficient number of investigators and technical specialists to the investigation to assure a thorough and professional investigation. Requests for the assistance of personnel outside the district commander's command will be routed through the chain of command to the appropriate source.
3. Ensure that a follow-up report is completed within 10 days and forwarded to the Intelligence Section. For incidents requiring a lengthy investigation, submit a follow-up report every 10 days to the Intelligence Section.
4. Serve as the primary Police Department contact person for the victims, neighbors, community leaders, and others seeking information about the incident or the status of the investigation.
5. Increase the uniformed patrol presence in the affected community or neighborhood for as long a period as the commander deems necessary.

E. Intelligence Section

1. Investigate and analyze the incident in terms of its *RRESOD* content.
2. Determine the severity of the case, and if it has connections to any organized known group.
3. If it is determined that the incident is connected to an organized known group, inform the District Commander that the Intelligence Section will investigate.
4. Formulate a monthly report to the Human Relations Officer of the County.

F. Community Relations Section Commander

1. At the request of the affected District Commander, provide such services to the victim and community that will mobilize community sentiment against the act(s) of the suspect(s) in a positive manner, calming the victim's community to prevent retaliatory actions. This may include neighborhood canvassing, foot patrols, enlisting the aid of religious, community groups, business leaders, in an effort to obtain public condemnation of the incident, and other efforts designed to reduce fear in the affected neighborhood.
2. Provide frequent, regular briefings to the affected District Commander concerning the progress of the community relations effort in question.

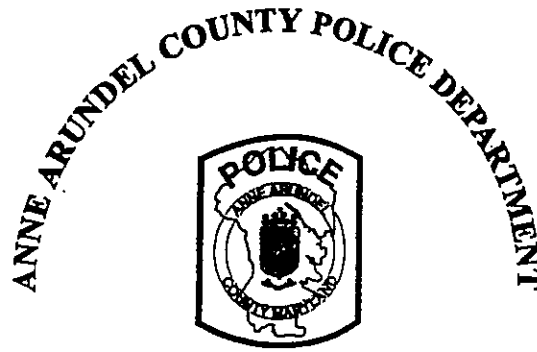
- G. Criminal Investigation Division Commander**
1. Coordinate the follow-up investigation of all *RRESOD* incidents assigned to CID.
 2. Provide frequent, regular briefings to the affected District Commander concerning the progress of the *RRESOD* investigation in question.

VII. PROPONENT UNIT: Field Operations Bureau.

VIII. CANCELLATIONS: This directive cancels Index Code 1807, dated 09-28-98.



P. Thomas Shanahan, Chief of Police



1807

MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-043

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE: Immediately

SUBJECT: **Hate Crime Investigation & Proper Charges**

It is the policy of the Anne Arundel County Police Department to bring the investigation, operational, and support elements of this department into quick action following any and all reported or observed incidents of racial, religious, or ethnic (RRE) hatred. Furthermore, it is the responsibility of all department personnel investigating an RRE incident to follow the procedures outlined in Index Code 1807.

Additionally, investigating officers and their supervisors *must* ensure that proper criminal charges are placed upon violators of hate crimes. The State of Maryland has specifically addressed its denouncement of hate crimes by enacting Article 27-470A. Religious and Ethnic Crimes are separate and distinct crimes from property defacement, obstruction, assault, and alike that carry additional fines and penalties. Therefore, effective immediately officers investigating hate crimes *will* place all appropriate charges on suspects who commit criminal acts having certain criminal elements present. Officers *shall* charge suspects with the hate crime statute when the unlawful act meets the criminal elements defined below:

Article - Crimes and Punishments

§ 470A

- (a) (1) In this section the following words have the meanings indicated.
- (2) "Institution" means a publicly or privately owned, leased, or used building, including:
- (i) A school;
 - (ii) A library;
 - (iii) A recreation center;
 - (iv) A meeting hall; or
 - (v) A cemetery.

- (3) "Religious real property" includes:
- (i) A church, synagogue, or other place of worship;
 - (ii) A cemetery;
 - (iii) A religious school, educational facility, community center, structure, or other real property used for any religious purpose; and
 - (iv) The grounds adjacent to the property described in items (i) through (iii) of this paragraph.
- (b) A person may not:
- (1) Deface, damage, or destroy or attempt to deface, damage, or destroy religious real or personal property that is owned, leased, or used by a religious entity;
 - (2) Obstruct, or attempt to obstruct by force or threat of force, a person in the free exercise of that person's religious beliefs;
 - (3) Harass or commit a crime upon a person or damage the real or personal property of:
 - (i) A person because of that person's race, color, religious beliefs, or national origin;
 - (ii) An institution:
 - 1. Because of the institution's contacts or association with a person or group of a particular race, color, religious belief, or national origin; or
 - 2. Where there is evidence that exhibits animosity on the part of the person committing the act against a person or group because of that person's or group's race, color, religious beliefs, or national origin; or
 - (4) Deface, damage, or destroy, attempt to deface, damage, or destroy, or burn or attempt to burn any object on the real or personal property of:
 - (i) A person because of that person's race, color, religious beliefs, or national origin;
 - (ii) An institution:
 - 1. Because of the institution's contacts or association with a person or group of a particular race, color, religious belief, or national origin; or
 - 2. Where there is evidence that exhibits animosity on the part of the person committing the act against a person or group because of that person's or group's race, color, religious beliefs, or national origin.
- (c) A person who violates the provisions of this section is subject to the following penalties:
- (1) If the violation involves a separate crime that is a felony, the person is guilty of a felony and upon conviction is subject to imprisonment for not more than 10 years, or a fine of not more than \$10,000, or both.
 - (2) If the violation involves a separate crime that is a felony and results in death to a victim, the person is guilty of a felony and upon conviction is subject to imprisonment for not more than 20 years, or a fine of not more than \$20,000, or both.
 - (3) In all other cases, the person is guilty of a misdemeanor and upon conviction is subject to imprisonment for not more than 3 years, or a fine of not more than \$5,000, or both.
- (d) Prosecution of a person under this section does not preclude prosecution and imposition of penalties for any other crime in addition to any penalties imposed under this section.

Crofton Police Department Written Directive: INDEX CODE 1807

RACIAL, RELIGIOUS, OR ETHNIC INCIDENTS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Criteria for Determining Racial, Religious, or Ethnic Incidents
- III. Criteria for Verifying a Racial, Religious, or Ethnic Incident
- IV. Investigative Procedures

I. POLICY

- A. It is the policy of the Crofton Police Department to bring the investigative, operational and support elements of this department into quick action following any and all reported or observed incidents of racial, religious, or ethnic (RRE) hatred.
- B. This department takes the approach that the unique nature of these incidents requires special handling from our agency. It will be the department's policy to thoroughly investigate these acts and to recognize and react in a supportive manner to the emotional trauma experienced by the victims, families, and citizens of the community who have witnessed or suffered such incidents. Personnel of the department will:
 - 1. Approach the victim in an empathetic and supportive manner
 - 2. Reduce the victim's alienation through visible and genuine concern
 - 3. Reassure the victim that the department will use every available investigative and enforcement tool to find and prosecute the person or persons responsible for the crime
 - 4. Notify Anne Arundel County Police Department so that they may assist in any way possible

II. CRITERIA FOR DETERMINING RACIAL, RELIGIOUS, OR ETHNIC INCIDENTS

- A. The following criteria are to be used in determining whether or not an incident is of a racially, religiously, or ethnically biased nature and whether or not it is covered by this policy. This list is not all inclusive. Some incidents may not clearly fit a specific definition. In those cases, a common sense approach must be used. If the situation looks like an incident of RRE bias, it should be reported as such. Verification can be made later in the investigation. The key criterion in determining whether these incidents fit into the definition of an incident of RRE bias is the motivation behind the act.
- B. Examples of criminal acts which are directed at any racial, religious or ethnic group include:
 - 1. Burning cross or religious symbol - any violation of Article 27, Section 10A)
 - 2. Explosives - any violation of Article 27, Section 139B, perpetrated against a person or group of persons because of his or her RRE origin
 - 3. Bomb threats - any violation of Article 27, Section 151A, perpetrated against a person or persons because of his or her RRE origin
 - 4. Destroying, injuring property of another - any violation of Article 27, Section 111, which is directed against RRE groups because of their RRE origin
 - a. If in violating Section 111, any written language or symbol is used which has been historically directed against persons because of their RRE origin, it must be reported. Examples include swastikas or racial epithets

Crofton Police Department Written Directive: INDEX CODE 1807

RACIAL, RELIGIOUS, OR ETHNIC INCIDENTS

EFFECTIVE: 01 OCT 94

Revised:

5. Assault - any verbal threat or assault and battery which is directed against a person or persons because of his or her or their origins
 6. Disorderly conduct - any violation (written or oral) of Article 27, Section 123, directed against a person or persons because of his or her or their RRE origin and disturbs the peace and tranquility of the community
 7. Interrupting or disturbing religious meetings - any violation of Article 27, Section 470, which is directed against person or persons because of his or her or their RRE origin
 8. Possession of firearm in proximity of public demonstration - any violation of Article 27, Section 36G, which occurs at a public RRE demonstration
 9. Unlawful use of the telephone - any violation of Article 27, Section 555A, which is directed against RRE groups because of their RRE origin (racial or religious or ethnic slurs)
 10. All common law offenses pertaining to acts of RRE intimidations, hatred, etc
- C. Any non-criminal acts directed at any RRE group (or individuals within these groups), which is done with the apparent intention to: harass, intimidate, threaten, retaliate, or create racial, religious or ethnically motivated conflict will be considered a RRE incident and will be covered by this policy.

III. CRITERIA FOR VERIFYING A RACIAL, RELIGIOUS, OR ETHNIC INCIDENT

In determining whether or not an incident reported as a RRE motivated act is actually verified as such, the following criteria should be applied, either singularly or in combination. This verification will be done by a supervisor at the time the incident occurs. The judgement of the officer must also be applied in the final determination since the criteria listed below are not all inclusive.

- * motive
- * a lack of any other apparent motive for the RRE act
- * display of any RRE offensive symbol(s), word(s), or act(s)
- * a common sense review of the circumstances surrounding the entire incident itself (totality of circumstances)
- * effect on the victim(s)
- * statement(s) of suspect(s) or victim(s)
- * prior history of similar incidents in the same area or against the same victim group
- * a violation of any of the statutes enumerated above outlining criteria for reporting RRE acts

IV. INVESTIGATIVE PROCEDURES

At the direction of the Anne Arundel County Police Department's Western District Commander, the Team Police supervisor will be responsible for the follow up investigation of all confirmed RRE incidents.

All officers will be sensitive to the feelings and fears of the victim(s) and the community as a result of real or perceived RRE bias. In conducting an investigation of a racial, religious or ethnic incident the following investigative procedures will be followed.

Crofton Police Department Written Directive: INDEX CODE 1807

RACIAL, RELIGIOUS, OR ETHNIC INCIDENTS

EFFECTIVE: 01 OCT 94

Revised:

A. INVESTIGATING OFFICER

1. Immediately take all possible investigative and enforcement action
2. Preserve the crime scene and evidence
3. Notify the Anne Arundel County Police Department's Evidence Collection Unit (ECU) if any RRE motivated destruction or defacement (i.e., cross burning, painted swastika) takes place for possible comparisons of other such incidents
4. Gather evidence and search the scene on those incidents in which ECU does not respond
5. Prepare a detailed report containing, but not limited to, the following information
 - a. Date, time and specific location of the incident
 - b. The specific type of RRE incident
 - c. Type of property damage and value
 - d. Injury status of all subject injured
 - e. Type of weapon involved
 - f. Victim information including race, religion, or ethnic background which is at issue in the incident
 - g. Offender information including race, religion, or ethnic background or group affiliation (i.e., KKK)
 - h. Circumstances including the events that lead the investigator to consider the incident as a racial, religious, or ethnically motivated case

The officer will submit the initial written report prior to the completion of the officer's tour of duty. Additional information will be submitted on supplemental reports. When it is determined that the incident is a RRE motivated case, the responding officer will immediately notify the Anne Arundel County Police Department's supervisor.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

MISSING PERSONS

Index Code Number: 1808
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II Purpose**
- III. Definitions**
- IV. Missing Persons Reports**
- V. Officer Responsibilities**
- VI. Missing Children - Additional Responsibilities**
- VII. AMBER Alerts**
- VIII. Critically Missing Persons - Additional Responsibilities**
- IX. Missing Persons Data Collection Entry Guide**
- X. Parental Kidnapping**
- XI. Field Supervisor Responsibilities**
- XII. Platoon Commander's Responsibilities - Missing Children**
- XIII. Crofton Supervisor Responsibilities**
- XIV. Teletype Responsibilities**
- XV. Criminal Investigation Division's Responsibilities**
- XVI. Central Records Responsibilities**
- XVII. Closure/Cancellation**

I. POLICY

The Department will diligently investigate all reports of missing persons, whether they are adults or juveniles. The Department will not differentiate between runaway and missing juveniles for investigative purposes. All personnel must remember that missing person cases are not considered routine by the reporting person.

II. PURPOSE

The purpose of this policy is to provide specific and consistent guidelines for the investigation of all missing person complaints. This policy also identifies the proper reporting requirements, as mandated by Maryland law. This directive also is intended to provide information regarding the policies of the County Police Department, and to enhance cooperation and coordination between our agencies.

III. DEFINITIONS

A. Missing Adult

Any person eighteen (18) years of age or older, whose whereabouts is unknown, and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

B. Critical Missing Adult

Any missing person, age eighteen (18) or older in which one or more of the following circumstances may exist:

1. The missing adult suffers from a neurodegenerative disease;
2. The missing adult suffers from mental/physical impairment or serious illness;
3. The missing adult is suicidal; or
4. Foul play is suspected, and articulated by the complainant.

C. Missing Child

Any person under the age of eighteen (18) years; and is the subject of a Missing Persons Report filed with a law enforcement agency in this State and whose whereabouts are unknown. [MD Family Law 9-401(c)]

D. Critical Missing Child

Any missing person under the age of eighteen (18) years, in which one or more of the following circumstances may exist:

1. The missing child has not been the subject of a prior (SOM) Missing Persons Report;
2. The missing child suffers from mental/physical impairment or serious illness;
3. The disappearance is of a suspicious or dangerous nature;
4. The complainant believes the missing child may have been abducted;
5. The missing child has previously been the subject of a child abuse report filed with the State or local law enforcement agency; or
6. The missing person is under 14 years of age. [MD Family Law 9-402(a)].

E. Missing Emancipated Person

Any person under the age of eighteen (18) years; and legally declared emancipated (released from parental care) by the laws of his/her state of residence; and, the subject of a (SOM) Missing Persons Report filed with a law enforcement agency in this State; and, whose whereabouts are unknown; and, the agency has signed documentation in its possession supporting the stated conditions (emancipation) under which the person is declared missing. If the emancipation documentation is not in our possession, the report is filed under the Missing Child status.

IV. MISSING PERSONS REPORTS

A State of Maryland (SOM) Missing Persons Report will be prepared for any person reasonably believed to have been in the County at the time of their disappearance. When a resident of another jurisdiction is reported missing from a location within this County, a report will be taken. If a County resident is last seen or reasonably believed to have been in another jurisdiction at the time of their disappearance,



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the jurisdiction where the County resident is last seen is responsible for taking a missing person report. A "Police Information Report" (see section V. A. 11) will be prepared instead.

All missing person reports are taken **in person** by an officer unless the complainant is reporting from an unreasonably distant location, such as out-of-state. A phone report is then acceptable. There is no specific age limit nor time period that a person must have been missing prior to the initiation of a report. Once a (SOM) Missing Persons Report is taken, a supplement narrative will be written indicating all actions taken during the course of the investigation. Missing person cases cannot be cleared with a "No Report" status. Officers will complete the (SOM) Missing Persons Report form, along with a supplement form which lists the circumstances surrounding the disappearance of the missing person. The scope of the investigation will depend on the age of the missing person, the circumstances of the person's disappearance, and the likelihood, or lack of it, that the person's disappearance is due to foul play, mental impairment, or some other life threatening circumstance. **The original copy of the (SOM) Missing Persons Report, and the original copies of any supplement report forms, will be submitted prior to the end of the investigating officer's tour of duty. Crofton officers must fax a copy of all reports to Western District, and to CID Missing Persons Unit before going off duty.**

V. OFFICER RESPONSIBILITIES

- A. Upon receiving a complaint of a missing person, the reporting officer will:
1. Immediately make personal contact with the complainant. Phone contact for out-of-state or unreasonably distant complainants is acceptable;
 2. Conduct a preliminary and thorough investigation;
 3. Contact the Communications Section within a reasonable time and give a complete description of the missing person for radio broadcast by the dispatcher;
 4. Brief the supervisor and determine if any critical factors exist for immediate follow-up;
 5. Complete a (SOM) Missing Persons Report, along with a supplement page narrative;
 6. **Do not check the "Dental Records Available" block on the (SOM) Missing Persons Report unless you have the missing person's dental records in your possession and are forwarding them to Teletype with your report. You may indicate in your report that the reporting person believes that dental records exist and they will follow the procedures contained in the "Missing Persons Data Collection Entry Guide" to obtain them. Teletype will update the missing person's computer records once additional information is received.**
 7. **The block on the (SOM) Missing Persons Report for "Has Missing Person Ever Been Fingerprinted" should only be checked "Yes" if you have made a criminal history check on the adult missing person and determined that the missing person has been fingerprinted and you actually know where the fingerprint card is located. It is much more difficult to determine if a juvenile has been fingerprinted when arrested, so unless you're certain the juvenile fingerprint card exists and can be located, do not check the "Yes" block.**
 8. Request a recent photograph of the missing person. Note the case number, missing person's name and date of the photograph on the photograph and attach it to the report;
 9. Leave a Missing Persons Data Collection Packet with the complainant for them to complete;
 10. Notify Teletype for entry into MILES and NCIC, and fax a copy of the report to the Teletype operator(s) on duty and the Missing Persons Unit.
 11. Complete a "Police Information" report if the facts of the case do not meet the criteria for a missing person, and include the following:
 - a. Name and address of reporting person;
 - b. Name and address of the person who is the alleged missing person;
 - c. Reason why the case did not fit the criteria for a missing person.
 12. If the case is the responsibility of another jurisdiction (see section IV.) advise the complainant to contact the responsible investigative agency. In critical missing person situations, the officer will notify the responsible investigative agency of the circumstances. In either case, complete a "Police Information Report" to include the following information:
 - a. Name and address of the person who is the alleged missing person;
 - b. Name and address of the complainant who was advised to contact the responsible investigative agency.
 - c. In critical missing person situations, the name of the police official notified with the responsible investigative agency along with the date and time of the notification.
 13. Instruct the complainant to contact the department if missing person returns.
- B. For all missing person cases, the reporting officer will obtain the signature of the reporting person on the (SOM) Missing Persons Report. NCIC regulations mandate that the signature be obtained to aid in the protection of the missing person's right to privacy. If the complainant is reporting from out-of-state, indicate that as being the reason for no signature.
- C. The investigating officer will submit the (SOM) Missing Persons Report and any supplement reports to the field supervisor for review prior to the end of the officer's tour of duty. This includes supplement reports written by officers assigned to do follow-up investigations during the first forty-eight (48) hours after the initial report. Each officer conducting a follow-up investigation will submit a separate supplement report detailing his/her investigative efforts. All (SOM) Missing Persons Reports and supplement reports must be faxed to the Missing Persons Unit by the end of the officer's tour of duty.**

VI. MISSING CHILDREN - ADDITIONAL RESPONSIBILITIES



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- A. In all reported cases of missing children, the initial officer will complete the (SOM) Missing Persons Report form.
- B. The officer taking the initial report of a missing child will determine the following information:
 1. Has the missing child been the subject of a prior (SOM) Missing Persons Report?
 2. Does the missing child suffer from a mental or physical impairment or serious illness?
 3. Is the disappearance of the missing child suspicious or dangerous in nature?
 4. Does the complainant have reason to believe the missing child has been abducted? *If it is determined to be an abduction, see Section VII for AMBER Alert requirements.*
 5. Has the missing child previously been the victim/witness in any criminal investigation?
 6. Is the missing child under the age of fourteen (14) years?
 7. Has the missing child been missing more than 12 hours?

VII. AMBER ALERTS

In 1996, Amber Hagerman, a nine-year-old from Arlington, Texas, was abducted in front of witnesses while innocently riding her bicycle. Her body was found four days later. In response to community concerns following the tragedy, a system called the AMBER Plan (America's Missing: Broadcast Emergency Response) was developed. The State Police enacted the Maryland AMBER Plan, which is designed to use technology and the broadcast media to quickly disseminate information about abducted children to the public. Under the plan, radio and television stations immediately interrupt programming to broadcast information and lookouts in reference to abductions. State Highways will also put information on their highway message boards.

A. Procedures

If an officer is called for a child abduction, which he/she believes meets the criteria for activating the plan, they will immediately notify their supervisor. The supervisor must approve the activation of the AMBER Plan and will either instruct the officer, or make the appropriate notification himself, via telephone to the applicable notification phone number. The phone notification must be followed up by a facsimile of the same information for verification purposes.

B. AMBER Alert Criteria

All of the following must be met in order for the AMBER Plan to be activated:

1. *The police agency has received and confirmed a reported child abduction;*
2. *The child is 14 years of age or younger (consideration will be given to activation of the plan for a witnessed abduction of a 15 to 17 year old. However, particular consideration must be given when a child between the ages of 15 and 17 is reported missing as to their own behavior or mental capacity that in some way contributed to the criminal activity. A child under 14 cannot legally give consent for any action, and therefore that age group should be considered more at risk. When in doubt concerning this issue, consult with the appropriate notification agency.);*
3. *Evidence exists to further believe the child is missing against their will and not simply missing (eyewitness, physical evidence, etc.);*
4. *Evidence suggests a threat to the child's safety;*
5. *The child is likely to be within the MD broadcasting area; and*
6. *There is a victim/suspect description, direction of travel, vehicle information, or something that can be described to the public to be on the lookout for.*

The notification must be made as soon as possible to assist in the recovery of the child and apprehension of the suspect. These procedures are in addition to those already outlined in this Index Code dealing with critically missing children.

C. AMBER Alert Notification Phone Numbers

Monday - Friday, 0830 - 1630

Maryland Center for Missing Children

1-410-290-0050

1-800-MDS-KIDS (637-5437)

1-410-290-1831 (fax)

After Hours

M.S.P. Headquarters Duty Officer

1-800-525-5555

410-486-3101

410-653-4269 (fax)

VIII. CRITICALLY MISSING PERSONS - ADDITIONAL RESPONSIBILITIES

When a (SOM) Missing Persons Report is upgraded to a Critical Missing Person, the initial officer will immediately notify a Crofton supervisor (if working), and a County field supervisor. While on the scene, the field supervisor will, in accordance with County policy:

1. Determine the necessary support to aid in the investigation.
2. Notify Communications for an immediate broadcast to all area channels, as well as surrounding jurisdictions.
3. Institute an intensive, well-planned search, including a thorough check of the missing person's home and outside surroundings.
4. Notify the Platoon Commander.
5. Request the assistance of CID, if necessary.
6. If necessary, request additional manpower and equipment from another district or specialized component.
7. Establish a command post and advise the dispatcher of the location.
8. Ensure that friends and relatives are contacted for leads and information.
9. Complete a Press Release if necessary, and forward to the PIO Office.
10. If the critical missing person is involved in a case with the Department of Social Services, contact the Department of Social



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Services, and to the extent possible, obtain information that may be relevant in locating the missing child.

IX. MISSING PERSONS DATA COLLECTION ENTRY GUIDE

- A. The County Police Department has developed an entry guide to assist in the collection of information needed to investigate missing person cases. Copies of the entry guide are available at district stations and from the Property Management Unit. All patrol officers must carry a supply of them while on patrol duty.
- B. The police officer taking the initial report of a critical missing person (adult or juvenile), must take the following actions in addition to completing the required reports and investigative measures:
1. Provide the complainant with a "Missing Persons Data Collection Entry Guide."
 2. Fill out the front sheet of the entry guide with:
 - a. Officer's name and identification number;
 - b. Police Department case number; and
 - c. The date the questionnaire is given to the complainant.
 - C. The officer will instruct the complainant to have the entry guide completed according to the instructions enclosed in the packet. The officer will advise the complainant to return the packet to the Police Department as quickly as possible, but not later than six (6) days, by one of the three (3) ways listed on the instruction page.
 - D. The investigating officer will state in the supplement to the (SOM) Missing Persons Report the full name, address, and telephone number(s) of the person to whom the entry guide was given.

X. PARENTAL KIDNAPPING

Preliminary investigations of parental kidnapping are the responsibility of patrol officers. Follow-up investigations of parental kidnapping are the responsibility of the County Team Police Unit. A (SOM) Missing Persons Report must be filed and faxed to Teletype and the Missing Persons Unit.
Refer to Index Code 1704, Section VI.

XI. FIELD SUPERVISOR RESPONSIBILITIES – County Police

- A. A supervisor will classify all cases as critical or non-critical, evaluating the following factors: age, physical and/or mental health, repeated prior instances of absence, and unusual circumstances surrounding the absence of the missing person.
- B. The supervisor will make contact with the officer at the scene and obtain the relevant facts concerning the case and if necessary respond to the scene. The supervisor will determine if intensive search procedures need to be instituted. The supervisor will contact CID immediately if the incident involves suspicious or unusual circumstances. (If first on the scene, a Crofton supervisor will request assistance through a County supervisor when appropriate.)
- C. Field supervisors will ensure that all missing person incidents are followed up by district personnel during the initial 48 hours after the person is reported missing. **Every eight (8) hours during the initial 48 hours after a report is taken, a separate supplement report will be submitted by each officer assigned to do a follow-up investigation detailing the investigative efforts made.**
- D. **Field supervisors will review all (SOM) Missing Persons Reports and all supplement reports submitted by the investigating officers. Field supervisors will submit the original copies of all approved (SOM) Missing Persons Reports and supplement reports to the Central Records Section prior to the end of their tour of duty. Field supervisors will provide the blue "Investigator's Copy" of the (SOM) Missing Persons Report, and the pink "District Copy" of any supplement reports, to the platoon commander.**
- E. Field supervisors will notify the Maryland State Police if the missing person is thought to be in any other state than Maryland, and the missing person has not been located after 24 hours. (Maryland Family Law 9-402)

XII. COUNTY PLATOON COMMANDER'S RESPONSIBILITIES - MISSING CHILDREN

- A. **The platoon commander will ensure that the blue "Investigator's Copy" of the (SOM) Missing Persons Report, and the pink "District Copy" of any supplement reports, are turned over to the on-coming platoon commander. These are the copies that will continue to be turned over to the on-coming platoon commanders until the initial 48 hour follow-up investigation by district personnel has been satisfied.** At least one follow-up per oncoming shift is required, with discretion being exercised on the Midnight shift. If the investigation requires immediate intervention of CID, the platoon commander will notify the on-call supervisor.
- B. Under Maryland law, a missing child who is not located within 12 hours from the filing of a report is reclassified as a critical missing child. It is the platoon commander's responsibility to ensure that all elements of Section VII are implemented. The platoon commander will determine whether a missing child originally classified as "C/M" has been located within the twelve hours subsequent to the filing of the (SOM) Missing Persons Report. If the child is not located, the platoon commander will ensure that appropriate intensive search procedures applicable to critical missing children are initiated. The platoon commander may request the assistance of CID.
- C. Upon receipt of notification of a critical missing person, the Platoon Commander or other command personnel will assess the situation and determine the scope of the investigation and intensive search procedures. Based on that assessment, the platoon commander will cause and/or terminate the appropriate investigation and search. This assessment will be made on a case by case basis. Extended search procedures include, but are not limited to:
1. A thorough check of the home;
 2. A search of the immediate area;



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3. A check of locations the missing person is thought to frequent;
4. Interviews of friends, relatives, and acquaintances of the missing person;
5. Call out of District Team Police and/or CID personnel to assist (or direct) any follow-up investigation;
6. Requests to other law enforcement agencies to search specific locations or question specific persons believed to have knowledge relating to the case;
7. Requests for investigative assistance from the Maryland State Police, the FBI, or any other relevant law enforcement agency.

XIII. CROFTON SUPERVISORS RESPONSIBILITIES

- A.** When the Chief of Police or the Sergeant reviews a Missing Persons Report submitted by a Crofton officer he will:
1. Ensure that the report is complete and that all of the responsibilities applicable to the submitting officer have been accomplished.
 2. Ensure that copies were faxed to Western District and to CID.
 3. Ascertain if there is a need for further investigation or Supplement Reports by the Crofton Police Department and assign such duties as are appropriate.
 4. Coordinate with the County field supervisor, platoon commander, and/or CID as necessary based on the circumstances of the case.

XIV. TELETYPE UNIT RESPONSIBILITIES

- A. Enter all necessary and available information into MILES and NCIC.
- B. Initiate a hot sheet entry when appropriate.
- C. When closing/canceling a case, complete a missing persons format sheet and cancel teletypes, MILES, and NCIC entries.
- D. Forward a copy of the format sheet to Central Records and the Missing Persons Unit detective at CID.

XV. CRIMINAL INVESTIGATION DIVISION'S RESPONSIBILITIES

- A.** The Commander of the Crimes Against Persons Section will assume responsibility for cases where critical factors are known to exist, and an extensive search has not determined the location of the missing person. The District of initial occurrence will be notified when responsibility is assumed by CID.
- B.** The Crimes Against Persons Section will be notified in any of the following cases:
1. Possible homicide cases;
 2. Possible sex cases;
 3. Possible kidnapping cases;
 4. Any missing child cases where it is believed the child did not leave voluntarily.
- C.** The Missing Persons detective is responsible for follow-up investigation after the 48-hour initial investigation is completed by district personnel. The detective will contact the original complainant, make formal introductions, and ascertain if there are any new developments in the case. The detective will follow up on leads given for the whereabouts of the reported missing person(s).
- D.** The Missing Persons detective will serve as the liaison with the Maryland State Police and other jurisdictions when a joint investigation is required, as outlined in Maryland Family Law 9-402. The detective will adhere to the CID/Missing Persons Standard Operating Procedures regarding missing persons.

XVI. CENTRAL RECORDS RESPONSIBILITIES

- A. Enter data in the local computer file.
- B. Forward copies of (SOM) Missing Persons Reports to Teletype, CID, and the State Clearing House for Missing Children.
- C. Delete information from local files upon notification by Teletype of a closure/cancellation.

XVII. CLOSURE/CANCELLATION

The officer or investigator closing the case will:

- A.** Verify the return and identity of the missing person. (If the missing person is found in another jurisdiction, the officer can have the police department in the jurisdiction make the verification.) Complete a supplement report before the end of his/her tour of duty and fax a copy to Teletype and the Missing Persons Unit.
- B.** In missing children cases, officers will debrief the children to ascertain the reason for their disappearance. This contact should be made in person, not over the phone. It is necessary to find out if the child left as a result of abuse or family problems related to domestic violence. The information obtained will be part of the narrative in the supplemental report. The report will be completed before the end of the officer's tour of duty and a copy will be faxed to Teletype and the Missing Persons Unit.
- C.** Contact Teletype with the following information:
1. Nature of closure;
 2. Condition of the person;
 3. Location where found;
 4. Reason for disappearance; and
 5. Suspect information, if applicable.
- D.** Advise the original complainant of the relevant details of the case and the subject's location. If information is developed that the missing person has been the subject of foul play or has been located either deceased or in severely deteriorated physical or mental condition, personal contact will be made with the complainant. In other cases, telephone contact will suffice.



2



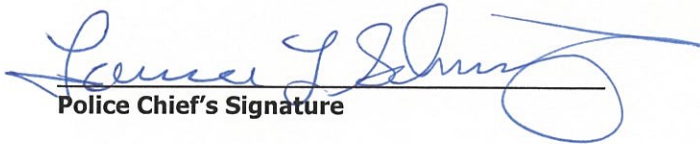
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- E. If requested, return any photograph and/or, dental and fingerprint records in police possession to the owner.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



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ROBBERY INVESTIGATIONS

Index Code Number: 1809
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy
- II. Purpose
- III. Definitions
- IV. Initial Patrol Response
- V. Supporting Units
- VI. Crime Scene Preservation
- VII. Communications Responsibilities
- VIII. Roadblocks
- IX. Investigation
- X. Responsibilities of Uniform Officers
- XI. Responsibilities of Patrol Supervisors
- XII. Responsibilities of the CID Detective Assigned to Investigate
- XIII. Responsibilities of the CID Robbery Supervisor
- XIV. Stakeouts/Surveillance Conducted by District Detectives, Officers, or CID
- XV. Prevention

I. POLICY

It is the policy of the Crofton Police Department to respond immediately to all reported robbery complaints and to take appropriate actions to facilitate or assist in the identification and arrest of the perpetrators. Due to the violent nature of these types of incidents, all available resources will be utilized and officers will exercise extreme caution. The Crofton Police Department will coordinate with and assist the Anne Arundel County Police Department as necessary and appropriate.

II. PURPOSE

The purpose of this policy is to provide guidelines on who will investigate the various types of robberies and to establish a clear understanding of the duties and responsibilities of the patrol supervisors, officers and investigators. In most cases, Anne Arundel County Police Department supervisors and detectives will have the responsibility and authority to conduct operations and investigations related to robbery investigations. Members of the Crofton Police Department will follow the directives listed herein, as appropriate. Members of the Crofton Police Department will assist the County Police as needed and appropriate. Crofton officers having questions regarding their role in on-going operations after a robbery, should contact the Crofton Sergeant or Chief of Police, either immediately or after the operation, as appropriate. Directives regarding the duties of Anne Arundel County Police personnel included in this officer are included for the information of Crofton personnel and to facilitate cooperation and coordination between the agencies.

III. DEFINITIONS

A. Robbery

The taking away, by force, violence or putting in fear, an item of value from another person. Street robberies investigated by the County Police are investigated at the District level.

B. Armed Robbery

The use of a dangerous or deadly weapon, or implying a weapon, in the course of committing a robbery. All street level armed robberies will be investigated at the District level.

C. Home Invasion

The **forced entry** into a residence, taking the occupants "prisoner" for the purpose of stealing item(s) of value from the residence or occupants.

Note: A burglar confronted by a homeowner who then utilizes a weapon to complete the burglary is **not** a Home Invasion Robbery. **The Criminal Investigation Division of the Anne Arundel County Police Department (CID) will be notified and a detective will respond to the scene of a reported home invasion to handle the investigation. The CID Robbery Unit will handle the follow-up investigation of all home invasions.**

D. Car Jacking

To obtain the unauthorized possession or control of a motor vehicle from the individual in actual possession, by force or violence, or by putting that individual in fear through intimidation or threat of force or violence.

All car jackings will be investigated by the Anne Arundel County Police Department Crimes Against Persons Section, Armed Robbery Unit. Car jackings can be investigated with the approval of the Anne Arundel County Police Department Crimes Against Persons Supervisor or the Armed Robbery Supervisor.

E. Armed Car Jacking

The use of a weapon, or implying a weapon in the course of committing a car jacking.

All armed car jackings will be investigated by the Anne Arundel County Police Crimes Against Persons Section, Armed Robbery Unit. Armed car jackings may be investigated at the District level with the approval of the Crimes Against Persons Supervisor or the supervisor of the Armed Robbery Unit.

F. Commercial Robbery

The robbery of any business establishment, to include pizza delivery drivers, any taxi cab drivers, and customers utilizing ATM machines. Unless caught in the act, these crimes will always be investigated by the Armed Robbery Unit/CID Persons Section, of the Anne Arundel County Police Department. Regardless of apprehension, Anne Arundel County Police Department CID should be notified.



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G. Bank Robbery

The act of unlawfully taking the property of a bank by force or intimidation.

An agreement has been reached with The Federal Bureau of Investigation relating to Bank Robberies. All bank robberies that occur in Anne Arundel County will be investigated by the FBI. The FBI's office in Annapolis should be notified immediately when a Bank Robbery is confirmed. It is the FBI's responsibility to conduct the follow up investigation relating to these crimes. Members of the Anne Arundel County Police Department and/or the Crofton Police Department will assist by taking a police report and having ECU respond to the scene for processing. **Exception:** If members of the Anne Arundel County Police Department or Crofton Police Department respond to a bank robbery and make apprehensions at the scene, or within a short distance of the scene, whether the suspect(s) are on foot or in a vehicle, the responsibility to investigate and to charge the suspect(s) rests with the County Police. The FBI should be notified at the time of the apprehension. A member of the CID Persons Section, Robbery Unit of the County Police will assist the District and Uniformed Officer(s) making the arrest. All information will be forwarded to the FBI at the completion of the investigation.

If an apprehension is made in any of these cases, CID Robbery should be notified so it can be determined if the suspect in custody is responsible for any other robberies in this or other jurisdictions. Remember, robbery is usually a serial type crime.

IV. INITIAL PATROL RESPONSE

A. Under most circumstances, when notified that a robbery has occurred, only **one** patrol officer and a supervisor will respond directly to the scene. (An exception to this might be when information is received that the perpetrator is still on the scene, in which case a more concentrated patrol presence might be required in the immediate vicinity.) All other available patrol personnel should immediately set up strategic positions of surveillance along likely escape routes, with particular attention given to major highways and interstates leading out of Crofton. When feasible, the tag number of any suspicious vehicle passing by way of these routes should be obtained for possible future investigation.

B. The need to maintain proper radio discipline during the first critical minutes following the commission of a robbery cannot be over emphasized. Patrol personnel responding to surveillance positions should simply proceed to their locations without tying up the air with needless transmissions. Once on-scene, the supervisor will assess the situation and determine the need for additional manpower or resources.

C. When the scene is secure, the on-scene supervisor will take steps to ensure that all potential witnesses are located and interviewed. If a robbery takes place in a residential district, for instance, the neighborhood immediately adjacent to the scene of the robbery should be canvassed for witnesses. When the robbery occurs in a commercial area, **proprietors of any neighboring businesses should be sought out and interviewed in addition to any other witnesses.**

V. SUPPORTING UNITS

A. Whenever practical, Anne Arundel County Police canine and airborne surveillance should be employed to assist in the apprehension of a suspect(s) involved in a robbery. While use of tracking dogs may be limited to instances where a suspect(s) has fled the scene on foot, or is believed to be hiding in a building, the police helicopter can be utilized to search for suspects fleeing by most conveyances.

B. When **available**, whether on the ground or in service, Aviation 20 or 21 will immediately be dispatched to the scene of any Armed Robbery in support of responding ground units.

VI. CRIME SCENE PRESERVATION

A. Business operators and bank managers should be immediately informed of the need to **close their businesses** until the evidence collection process is completed. They should be notified of the importance of crime scene preservation and encouraged to lock their doors in an effort to prevent contamination. **If they refuse to comply, a SUPERVISOR should be immediately notified and steps taken to protect the scene.** A supervisor then has the authority to order the closing of any business whose proprietor refuses to allow for the preservation of a crime scene.

B. The Anne Arundel County Police Department Evidence Collection Unit should be called to respond as soon as the crime scene has been secured. Anne Arundel County Police Department ECU will respond to **ALL** commercial robberies, bank robberies, home invasion robberies, and all recovered vehicles taken in a car jacking, regardless of whether gloves were worn by the suspect(s) or whether the responding officer observes any evidence to be collected.

C. In cases where a surveillance camera system records the events of a robbery onto a video tape, the tape will be recovered by the responding ECU Technician and held for the assigned Robbery Detective. **Note:** Officers on the scene should be mindful that viewing of this tape over and over limits the ability (and in some cases destroys any chance) for enhancement of the video tape at a later time. The tape should be viewed no more than **ONE** time at the scene.

D. Some of the most unsuspecting **violators** of crime scene integrity are police officers themselves. Personnel should be mindful of their whereabouts at all times when entering a crime scene and avoid touching, brushing, or leaning against anything. No one should be in the crime scene that does not need to be there.

VII. COMMUNICATIONS RESPONSIBILITIES

A. Once a report of a commercial or bank robbery is received, in addition to their primary responsibilities of obtaining look-out information and maintaining an open line with the caller, County Police Communications Division Personnel will request that the complainant immediately lock the doors to the business until the arrival of responding units. This serves a dual purpose: 1) it prevents further crime scene contamination, and 2) it discourages the perpetrator from returning to a potential hostage situation should officers arrive prior to a suspect's escape from the immediate area. Look-out information should be simulcast across all district channels as soon as possible.



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VIII. ROADBLOCKS

A. The Anne Arundel County Police Department Deputy Chief of the Field Operation Bureau will determine the need for the use of police roadblocks to assist in the apprehension of any armed robbery suspect(s) following review of the recommendation of the Anne Arundel County Police Department CID Commander. Once the decision to employ a roadblock has been made, it will be the responsibility of the Special Operations Section Commander to coordinate with individual platoon commanders the logistics of setting up these roadblocks in the affected district. This will be conducted based on the pattern or suspect's profile provided by the Supervisor of the Robbery Unit and the Detectives in charge of the investigation. Detailed contingency plans should be developed prior to the implementation of any road block schemes, with special attention focused on such factors as: number of suspects, likely escape routes, time of day, traffic patterns, etc. Crofton units will assist as requested and in accordance with our Rules and Regulations, and the Memorandum of Understanding with the County Police.

B. Any use of police roadblocks should be supplemented by both departmental canine units, and, whenever possible Air 20 or Air 30.

IX. INVESTIGATION

A. Primary responsibility for follow-up investigation of all robberies rest with the Anne Arundel County Police Department Criminal Investigation Division, Robbery Unit. However, because of the number and nature of so called street robberies, and purse snatching, these type cases will be assigned to other units (i.e. Team Police , Patrol) for investigation.

B. All Commercial Robbery follow-up investigations will be conducted by the Anne Arundel County Police Department CID Robbery Unit only. Additionally, if an apprehension is made by responding patrol officers in a Commercial or Bank Robbery, Anne Arundel County Police Department CID will be notified immediately. A similar notification is to be made in the event that a Car jacking/abduction case results in an apprehension of a suspect(s) by patrol division personnel.

C. All robbery suspects, whether apprehended by uniform patrol officers or detectives from Anne Arundel County Police Department CID, will be interviewed in an attempt to learn of their involvement in any other crimes, and to ascertain the identities of any co-defendants or associates who may have committed similar offenses in this, or any other jurisdiction. Of course, all such interviews/interrogations will be conducted in accordance with established legal precedent.

1. If uniform officers make an arrest on a commercial robbery Anne Arundel County Police Department CID should be notified by the **Shift Supervisor**. If possible, a detective will respond and assist with the debriefing of the suspect(s) and assist in taking any formal statements. After the interview is conducted the officer(s) making the arrest will **place** the required charges.

2. The purpose of Anne Arundel County Police Department CID response to a robbery apprehension made by patrol officers is to provide any needed assistance to the officers, obtain photographs of the suspect(s), and interview the suspect(s) to determine possible involvement in other crimes. Anne Arundel County Police Department CID Detectives will **not** attempt to take credit or responsibility for the arrest.

X. RESPONSIBILITIES OF UNIFORM OFFICERS

A. To immediately respond to the crime scene.

B. Secure the crime scene, protect any and all evidence and to notify the Evidence Collection Unit.

C. Immediately obtain and broadcast a description of the suspect(s). The description can be updated as more information is obtained, but it is vital to get out an immediate lookout.

D. Debrief all victim(s) and witnesses. All information obtained should be recorded in the officer's notes and official police report.

1. It is the officer's responsibility to obtain the victim(s) and witness(es) full **name, correct home address, and home phone numbers.**

2. The officer should include a complete description of the suspect (s) in their report. The description should include, race, approximate age, height, weight, build, hair style, facial hair, description of all clothing including hats and shoes. An effort should be made to record any information about scars, marks, tattoos, or slang statements made by the suspect (s). If the suspect spoke with an accent this information should be noted.

3. The officer's report should contain a separate paragraph for each person interviewed. This paragraph should contain, whether the person was a victim or witness, where they were when the incident took place and what they saw. It is always better to interview each victim/witness separately. Victim(s)/witness(es) often will not volunteer information if they are not asked specific questions. Be sure to ask if they know who the suspect is.

E. If a commercial establishment is robbed, proprietors of any neighboring businesses should be sought out and interviewed in addition to any other witnesses. **Officers will conduct a canvass of any open establishments, in the area of a commercial robbery.** Often times valuable information can be obtained from these sources.

The officer's report should include the name of the business where a canvass was done, the names, home address, home and business phone numbers of the person(s) that were interviewed.

F. The officer's incident report should be written before the end of their daily tour of duty.

G. The report should contain all of the above information in detail. The report **must** be faxed to the CID Robbery at 222-3462 or 222-3483 before the end of the officer's daily tour of duty.

XI. RESPONSIBILITIES OF PATROL SUPERVISORS

A. Make sure there are sufficient officers responding to the crime scene and area.

B. Respond to the crime scene and make sure the scene is protected for the Anne Arundel County Police Department Evidence



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Collection Unit. Close the establishment if necessary until the crime scene can be processed and a preliminary investigation can be completed by the patrol officer.

C. If the robbery occurs while the Anne Arundel County Police Department CID Robbery Unit is working, the PATROL SUPERVISOR may call and request the assistance of a Robbery Detective.

D. Review the officer's report to make sure it is correctly titled, the correct crime is reported, that the report is factual, complete and includes the victim(s) and witness(es) full name, home address and home phone numbers.

E. It is the supervisor's responsibility to see that the Robbery Report is faxed to CID before the end of the officer's shift.

F. If an arrest is made relating to a Commercial Robbery, Home Invasion Robbery, or a Car Jacking, it is the SUPERVISOR's responsibility to contact the Anne Arundel County Police Department CID ROBBERY SUPERVISOR or the on call CID SUPERVISOR with the information. The information should include: Location of incident; Information on how the incident occurred; Suspect (s) information (name, DOB, address, physical description) and type of weapon used; Where the suspect is being held or transported to.

XII. RESPONSIBILITIES OF THE ANNE ARUNDEL COUNTY POLICE DEPARTMENT CID DETECTIVE ASSIGNED TO INVESTIGATE

A. If available, a detective will respond to the scene of all Commercial Robberies and Armed Robberies.

B. Detectives will conduct a thorough investigation into all assigned cases. Their investigation will include the following:

1. Re-interview all victims, witnesses, surrounding businesses, and the officers involved in taking the original police report. The detective will maintain contact with the officer, when necessary, while conducting the investigation. All interviews should be conducted in person when feasible.

2. Check with the Evidence Collection Unit to analyze any and all physical evidence that may have been recovered at the crime scene.

3. Contact the surrounding jurisdictions Robbery and Crime Analyst Units to ascertain if there is a pattern or if other departments are experiencing similar type crimes involving the same suspect(s). Confer with detectives within our Robbery Unit in reference to related crimes.

4. Detectives will attempt to identify the perpetrators of the crime through physical evidence, informant information, photographic line-ups, interviews, polygraph examinations, fingerprint examinations, search and seizure warrants, forensic testing (hair, blood and saliva), and trace evidence (fibers and spills).

5. If a suspect is identified an arrest will be effected. The detective will attempt to debrief any and all suspects arrested relating to the incident in question or any other crimes that the suspect may be involved in.

6. Detectives will follow up their investigation with a factual report, documenting the entire investigation and all related information.

7. Detectives will forward all paperwork to the States Attorney's Office and work closely with them in the prosecution of the case.

8. Detectives will forward to the originating officer and the District Commander a letter detailing the outcome of the investigation. The letter will include the arrested suspect(s) name, address and DOB, and any additional information that needs to be exchanged.

XIII. RESPONSIBILITIES OF THE CID ROBBERY SUPERVISOR

A. To assign the case as soon as it is received.

B. To periodically check with the investigator in reference to the status of the investigation.

C. To discuss with the investigators the status of all of their assigned cases, being mindful that similar patterns or MO's may be occurring and that there may be a need for District assistance or the assistance of SOS.

D. To review the investigators reports for clarity and factual information before forwarding it to the States Attorney's Office.

E. To maintain a record of all assigned cases, to include the detective assigned, date assigned, date closed and status of the case at closure.

XIV. STAKEOUTS/SURVEILLANCE CONDUCTED BY DISTRICT DETECTIVES, OFFICERS, OR CID

A. Stakeouts and the conducting of surveillance for Robbery suspect(s) have been found to be extremely costly in man hours. Any decision to conduct a stakeout should be coordinated with the Anne Arundel County Police Department CID Commander, Robbery Supervisor and the Detectives investigating the crimes. Information such as a pattern, times, dates, vehicles, and description of the suspects should be reviewed before any manpower is allocated.

B. If the stakeout is successful and an arrest is made relating to any cases that the Anne Arundel County Police Department CID Robbery Unit are charged with to investigate, the suspect(s) will be held, the CID Robbery Unit will be notified, and a Robbery Detective will interview the suspect along with either a member of the stakeout team or a member of the Team Police Unit from the District where the arrest was made.

E. The Anne Arundel County Police Department CID Robbery Unit may request assistance from the Crofton Chief of Police, to assist in any stakeout.

XV. PREVENTION

Because a uniform patrol presence is so vital to any crime prevention effort, particularly in light of its ability to act as a deterrent to crime, field operations personnel will play a key role in instituting this phase of the enforcement plan. On duty patrol officers are **required** to make regular periodic checks to all banks and vulnerable commercial establishments during their assigned tour of duty, and will notify radio so that a record of each inspection can be maintained. Additionally, when not assigned to a call for service or other specific duty, officers are to patrol commercial centers as well as residential areas. Officers will not park in any area not generally visible to the public (i.e., behind schools, industrial areas, etc.), as stationing oneself in these areas provides no deterrent effect whatsoever.



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CANCELLATION: This current revised directive cancels any previous Index Code of the same number.



Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 1810

PROTECTIVE SERVICES FOR VULNERABLE ADULTS

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions
- II. Investigative Responsibilities

The Family Law Article, Section 14-101 through 14-309 of the Annotated Code of Maryland, establishes procedures for the investigation of situations involving the abuse, neglect or exploitation of vulnerable adults. The following procedures apply in the investigation of complaints against vulnerable adults.

I. DEFINITIONS

- 1. **Vulnerable Adult** - an adult who lacks the physical or mental capacity to provide for his or her daily needs
- 2. **Abuse** - the sustaining of any physical injury by a vulnerable adult as a result of cruel or inhumane treatment or as a result of a malicious act by any person
- 3. **Emergency** - any condition in which an individual is living that presents a substantial risk of death or immediate and serious physical harm to the individual or others
- 4. **Exploitation** - any action which involves the misuse of a vulnerable adult's funds, property or person
- 5. **Neglect** - the willful deprivation of a vulnerable adult of adequate food, clothing, essential medical treatment, rehabilitative therapy, shelter or supervision (does not include the providing of non-medical remedial care and treatment for the healing of injury or disease, with the consent of the vulnerable adult, recognized by state law instead of medical treatment)
- 6. **Self neglect** - the inability of a vulnerable adult to provide himself or herself with the services
 - * that are necessary for the vulnerable adult's physical and mental health, and;
 - * the absence of which impairs or threatens the vulnerable adult's well being

II. INVESTIGATIVE RESPONSIBILITIES

A. COMMUNICATIONS RESPONSIBILITIES OF THE ANNE ARUNDEL COUNTY POLICE DEPARTMENT

Upon receipt of a complaint alleging abuse, neglect, self neglect, or exploitation of a vulnerable adult, the Communications Section will assign the appropriate priority to the complaint. A patrol officer will be dispatched to handle the complaint.

B. PATROL DIVISION

Officers who respond to a complaint regarding a vulnerable adult 18 years or older, who has been the victim of abuse, neglect, self neglect or exploitation, whether it is an emergency or non-emergency, will render first aid and ensure that the victim is taken to a medical facility, if necessary.

The officer will conduct an investigation and report the following information in the incident report:

- * the name, age, and home address of the vulnerable adult
- * the name and home address of the person responsible for the care of the vulnerable adult

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PROTECTIVE SERVICES FOR VULNERABLE ADULTS

EFFECTIVE: 01 OCT 94

Revised:

- * the location of the vulnerable adult
- * the nature of the vulnerable's incapacity
- * the nature and extent of the abuse, neglect, self neglect or exploitation of the vulnerable adult, including evidence or information available to the officer about previous injury possibly coming from abuse, neglect, self neglect or exploitation
- * any other information which would help to find out the cause of the suspected abuse, neglect, self neglect or exploitation; and the identity of any person responsible for the abuse, neglect, self neglect or exploitation

A copy of the report will be forwarded to the Crimes Against Persons Section of the Anne Arundel County Police Department.

The investigating officer will:

1. Contact the Department of Social Services for assistance, if necessary, or if referral information is needed
2. Take appropriate action, based upon probable cause, with regard to making an arrest or obtaining warrants or summons

Upon request from the Department of Social Services, the investigating officer will assist them in their investigation. If a lengthy investigation is required, the Criminal Investigation Division, Crimes Against Persons Section, will be contacted for assistance.

C. CRIMINAL INVESTIGATION DIVISION

At the requests of the Department of Social Services or responding police personnel, a CID Persons Section detective will be assigned to assist in the investigation of a situation involving vulnerable adults.

The Crimes Against Persons Section is responsible for the following:

- * Receive reports concerning vulnerable adults, submitted by the Department personnel, and forward them to the Department of Social Services
- * Receive reports concerning vulnerable adults, forwarded to the Police Department by the Department of Social Services, and conduct follow up investigations as may be requested or required
- * Maintain a liaison with the Department of Social Services in matters of a criminal nature pertaining to vulnerable adults


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1811

BANK ROBBERY ALARMS - RESPONSE PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Communications Section
- II. Patrol Division

Robbery alarms for banking institutions present a difficult problem for police personnel. There are numerous false alarms and yet, because of the hazardous nature of a bank robbery, all alarms must be considered as valid until there is specific knowledge to the contrary. An organized and well planned response to bank alarms will enhance safety and offer the greatest possibility to the apprehension of offenders.

I. COMMUNICATIONS SECTION

- A. Upon notification of a bank robbery alarm, the call taker will take the necessary information and relay it to the dispatcher.
- B. The dispatcher will dispatch the beat car or the nearest in service car, plus a minimum of one back up unit to the call; two back up units will be assigned when available or when circumstances indicate such a need.
- C. The Communications Supervisor or his or her designee will locate the alarm card for that particular institution. When responding units notify Communications that they have secured the perimeter of the bank, the Communication Supervisor or his or her designee will contact the bank and ask to speak to the senior employee in charge. The Communication employee will NOT identify himself or herself until permitted to speak to the requested bank employee.
- D. If no one answers the telephone or there is an immediate hang up, the dispatcher will notify responding units of the circumstances. At this point, the responding units should handle the call as a robbery in progress until proven otherwise.
- E. If able to reach bank personnel by telephone, the dispatcher will determine the nature and status of the problem - robbery has occurred, false alarm, etc., and relay the information to responding units. If there has been a robbery and the perpetrators have left, the dispatcher will obtain a description and direction of travel and provide this information to responding units.
- F. If the bank employee states that the alarm is false or accidental, the dispatcher will instruct the bank employee to meet the police officers outside the bank for final verification. The dispatcher will provide responding officers with the name and description of the person who will meet them outside the bank.

II. PATROL DIVISION

- A. If the dispatcher states that the alarm is false, all units except the assigned unit and one back up unit will return to service. The assigned units will respond to the bank with caution, and wait for the bank employee to exit the bank. They will verify that the alarm is in fact false or accidental.
- B. If the dispatcher informs all units that there is no response to the telephone call or the response indicates that a robbery is in progress, all assigned units will respond as directed by the senior ranking officer.
- C. Responding units will exercise caution when approaching the bank, being observant for lookouts, getaway cars, and suspects. Upon arrival, officers will position themselves to cover the exits without being seen from inside the bank. Officers will use the maximum cover possible for their own safety.

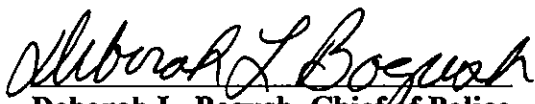
Crofton Police Department Written Directive: INDEX CODE 1811

BANK ROBBERY ALARMS - RESPONSE PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- D. Officers will not enter the bank unless absolutely necessary for the saving of human life when no other alternative exists. If the police have successfully concealed their presence around the bank, any suspects inside will in most cases be attempting to escape very shortly. Any attempts to apprehend the suspects will be made outside the bank.
- E. If the suspects have learned that the police are present and refuse to exit the bank, the senior ranking officer on the scene will request Communication to dispatch SOS of the Anne Arundel County Police Department, and the matter will be handled as a hostage situation from that point on. No direct action will be taken against the hostage takers unless absolutely necessary to save a human life.


Deborah L. Bogush, Chief of Police

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ALARMS AT BUSINESSES AND PRIVATE RESIDENCES

Index Code Number: 1812
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Purpose**
- III. Definitions**
- IV. Responsibilities of Responding Officers**
- V. False Alarms**
- VI. Issuance of Criminal or Civil Citations**

I. POLICY

It is the policy of the Crofton Police Department to respond to burglar and robbery alarms at businesses and private residences in order to deter crime in cases of attempts, or apprehend perpetrators when a burglary or robbery has been committed.

II. PURPOSE

The purpose of this directive is to provide guidelines for responding to alarms at businesses and private residences.

III. DEFINITIONS

A. Alarm System

A burglar alarm system or a robbery alarm system.

B. Alarm User

The owner or lessee of an alarm system.

C. Defective Alarm

More than three (3) false alarms occur within a 30-day period; or eight (8) or more false alarms occur within a 12-month period.

D. False Alarm

Any alarm-generated request for immediate assistance of a law enforcement agency, regardless of the cause, that is not in response to an actual emergency situation or threatened suggested criminal activity.

IV. RESPONSIBILITIES OF RESPONDING OFFICERS

A. Officers dispatched to or coming upon the scene of an activated alarm will, if not dispatched, notify Communications of the situation and request a backup unit. Officers must not allow the frequency of false alarms to affect their attitude when handling such incidents, and must observe caution in every case.

B. If a break-in is suspected, under no circumstances will a lone officer enter a building to search for the perpetrator. No entry or search will be made until the arrival of sufficient assistance. The only exception to this procedure will be a search conducted by a member of the Anne Arundel County Police Department K-9 Unit employing the use of a dog.

C. The officer will have Anne Arundel County Police Department Communications attempt to notify the owner or a representative of the business or home and advise the individual that an alarm has been activated and request their presence at the scene to terminate the alarm and to allow the entry of police personnel to verify the security of the premises.

D. A thorough search of the area and premises must be made by the officer and all facts relative to the incident, including the notification and a response of the owner or representative, will be recorded in a report should the alarm lead to the discovery of a crime.

E. If the premises appear to be secure, and the estimated time of arrival of the owner/representative is lengthy or unknown, the officer may clear the scene pending the arrival of the owner/representative.

F. In the event that a burglary or robbery did not occur, the responding officer will indicate to the dispatcher that the alarm was false due to the following:

1. Accidental alarm (provide dispatcher with the name of the person who set off the alarm.)
2. Weather related.
3. Malfunctioning or faulty.
4. Unscheduled opening where the alarm company was notified by the store employee but allowed the police to respond anyway.

The name of the alarm company notified should be given.

5. Purposely activated for a non-emergency situation.

G. If the alarm is purposely activated to summon police for a non-emergency situation, the officer may issue a criminal citation to the person who intentionally activated the alarm. The charge will be:

Article 27, Section 156, Subsection B

"False Alarm-Intentional Activation"

H. Officers responding to an alarm which is determined to be false as defined by state law, will leave at that location a copy of the False Alarm Brochure advising the owner of the law. If no one is at the location at the time of the alarm, the False Alarm Brochure will be left at the location in a conspicuous place.

V. FALSE ALARMS

A. The procedures set forth below are intended to implement the provisions of Article 27, Section 156 of the Annotated Code of Maryland, entitled "State Burglary and Robbery False Alarm" statute.

B. A false alarm includes: a negligently or accidentally activated signal; a signal that is the result of faulty, malfunctioning, or improperly installed or maintained equipment; and a signal that is purposely activated to summon law enforcement agencies in non-



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emergency situations.

C. A false alarm does not include: a signal activated by unusually severe weather conditions or other causes beyond the control of the alarm user or alarm system contractor; or a signal activated during the initial 60-day period following new installation.

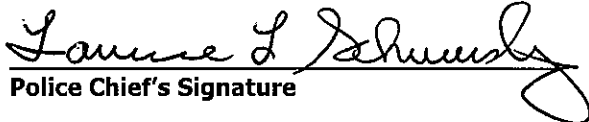
D. An alarm system that is activated a second time within a 12-hour period when the premises are unoccupied will be considered one (1) false alarm if:

1. Access to the building is provided to the alarm system contractor; and
2. An alarm system contractor or employee of an alarm system contractor responds to the alarm.

VI. Issuance of Criminal or Civil Citations

The issuance of Criminal or Civil Citations regarding false or defective alarms will be done by the Crime Prevention Section of the Anne Arundel County Police Department. Information about alarms that may justify the issuance of a citation will be passed on to the Chief of Police, who will coordinate with the Crime Prevention Section if he deems it appropriate.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

IDENTITY THEFT

Index Code Number: 1813
Effective Date: 01 Mar 2002
Revision Date:

- I. Definition
II. Responsibilities of Responding Officer
III. Identity Theft Information Sheet

I. DEFINITION

For the purposes of this directive, identity theft is defined as follows:

Identity theft involves the unauthorized acquisition of key pieces of a person's personal identifying information, such as name, address, date of birth, mother's maiden name, social security number, soundex number or other similar items. This list is not all-inclusive; there may be other identifying pieces of information which the suspect has gained control of. This information is then used for such fraudulent purposes as to access existing financial or credit accounts, establish new accounts not authorized by the victim, apply for loans, rent apartments, establish utility service accounts, apply for Social Security benefits, or other similar fraudulent purposes. Again, this list is not all-inclusive.

II. RESPONSIBILITIES OF RESPONDING OFFICER

When a Crofton Police Officer responds to a false pretense, identity theft or other similar report, he shall ascertain if the reported offense constitutes an identity theft as defined above. This would involve not only the theft of the identity documents, but also some indication that the identity information is being used for a fraudulent purpose.

When a credit card is stolen and the card is used for a purchase or purchases immediately after the theft, before the owner of the credit card can alert the financial institution or credit card company to cancel the account, that information may be included on the initial theft or burglary report. It is not necessary to consider those initial unauthorized purchases as constituting a separate identity theft for report purposes.

A false pretense/identity theft report will normally involve circumstances in which a significant time period has passed between the time of the original theft and the time at which the victim becomes aware that financial transactions are being made using the victim's identity. It is not uncommon in identity theft cases for the victim to have no knowledge as to how or when the perpetrator secured any cards or documents used in the fraudulent activities.

If the officer ascertains that an identity theft has occurred, a written report WILL be completed. The offense will be classified "False Pretense." The officer will indicate in the summary portion of the report that an identity theft has occurred. The officer will include in the report all pertinent information provided by the victim.

The officer will provide the victim with a Crofton Police Department Identity Theft Information Sheet. The fact that the Information Sheet was given to the victim will be recorded in the summary section of the report. The victim will also be provided with the appropriate Case Number. An Identity Theft Information Sheet will also be given to any victim of a theft, burglary or robbery in which identification information was stolen. If the identity theft appears to be related to an earlier report of a burglary or theft in which the identification documents were stolen, that information will be included in the summary section of the report, along with the related Case Number, if available.

If the victim advises that a creditor or financial institution has given them any information that would indicate an address outside of Anne Arundel County where a suspect is receiving items or account statements for fraudulent orders or accounts, the officer will contact the local law enforcement agency and advise them of the information. Normally this will be done initially on the telephone. This notification is to be accomplished within 72 hours of the report being taken. If the agency contacted requests a copy of the report, the copy will be mailed or faxed to that requesting agency. The officer will complete a Supplemental Report that will document when the requesting agency was contacted, who was contacted, and whether or not the agency requested a copy of the report.

III. IDENTITY THEFT INFORMATION SHEET

Identity Theft Information Sheet is attached.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.

Lawrence Schwendling
Police Chief's Signature

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CROFTON POLICE DEPARTMENT

1576 Crofton Parkway
Crofton, Maryland 21114

Administrative: 721-2301 • 261-6021 • Emergency: 911

IDENTITY THEFT INFORMATION

Identity theft involves the unauthorized acquisition of key pieces of a person's identifying information, such as that person's name, address, date of birth, mother's maiden name, or social security number. This information is then used for such purposes as to take over existing financial accounts, establish fraudulent new accounts, apply for loans, establish utility accounts, rent apartments, apply for social security benefits or other fraudulent purposes. Identity theft is a crime that has grown incredibly in recent years. And, because this crime almost always crosses jurisdictional boundaries, it is difficult to investigate and to prosecute. The below information has been gathered from such sources as the Maryland Crime Prevention Association, the United States Postal Inspectors and the Federal Trade Commission. It is provided to the citizens served by the Crofton Police Department to help you avoid becoming a victim of identity theft and to assist you in reacting if you should become a victim.

PREVENTIVE ACTIONS

- Do not leave personal information in wallets, purses etc. left in vehicles.
- Promptly remove mail from mailboxes.
- Deposit outgoing mail in secure USPS post boxes, preferably at the Post Office.
- Do not give out personal information over the telephone *unless* you initiated the call – especially credit card numbers, social security numbers, PIN numbers.
- Shred all financial documents, especially pre-approved credit applications, before discarding them.
- Review you credit report regularly, at least annually.
- Cancel credit accounts that you do not use, and make a list of those you are using.
- Do not leave account receipts at ATM machines, gas pumps, banks, etc.
- Memorize you social security number and PIN numbers. Do not write them down on cards and carry them in your wallet or purse.
- Sign all credit/debit cards immediately or write in "Ask for Identification".
- Match your credit/debit card receipts with your monthly statements.
- If you do not receive a statement as you normally should, contact the business or financial institution.
- Notify financial institutions in advance of address or telephone number changes.
- Never loan credit or debit cards to anyone.
- If you have applied for a new credit or debit card and have not received it in a timely manner, contact the issuer.
- Report any lost or stolen cards immediately.
- Monitor expiration dates on cards – if new cards are not received to replace expired cards, contact the issuer.
- Beware of mail or phone promotions offering instant prizes requiring the disclosure of personal information.

ACTIONS FOR VICTIMS

- Contact all creditors and financial institutions by phone immediately. Follow up with letters. Keep records of phone conversations and copies of letters.
- Request changes in PIN numbers or passwords when appropriate.
- Contact local police to report identity theft. Ask for a case number for that report.
- Contact all three major credit bureaus (see below). Report the theft and request that an alert be placed on your record asking that creditors call you before opening new accounts.
- Contact the Motor Vehicle Administration to see if another license has been issued in your name. If so request a new driver's license number and fill out a Motor Vehicle Administration report if available.

REPORT IDENTITY THEFT TO:

- All appropriate businesses, creditors, financial institutions
- Local police
- Equifax Credit Bureau – 1-800-525-6285
- Experian (formerly TRW) – 1-888-397-3742
- Trans Union Credit Bureau – 1-800-680-7289
- Social Security Fraud Hotline – 1-800-269-0271
- USPS Postal Inspectors – for more information see www.usps.gov/postalinspectors
- Federal Trade Commission – 1-877-FTC-HELP

Crofton Police Department Written Directive: INDEX CODE 1814

FIRES

EFFECTIVE: 01 OCT 94

Revised:

- I. Responsibilities of the Police Department at Fire Scene
- II. Forcible Entries By the Fire Department

Any member of the Department who becomes aware of a fire will immediately notify communications. The officer will convey to the dispatcher the location, size and type of fire. The officer will arouse persons in the burning building, and, if necessary, those in adjoining buildings.

At any fire, the Fire Department is in full command. The mission of the Police Department at a fire scene is to assist the Fire Department in every possible way, to enable them to extinguish the fire as soon as possible.

Members of the Police Department will ensure that no person hinders or obstructs members of the Fire Department in the performance of their duties.

I. RESPONSIBILITIES OF THE POLICE DEPARTMENT AT FIRE SCENES

Police will enter burning buildings only for the performance of a life or death law enforcement service. Fire rescue requires a high degree of training and technical expertise and should be attempted by untrained personnel only in the most dire circumstances.

The patrol supervisor or officer in charge will ensure that the following actions are taken:

1. Establish a command post at a convenient and accessible point and inform the Anne Arundel County Police Department's Communications of the location
2. Request and coordinate any necessary police reinforcements and the relief of officers assigned to the scene. Dismiss any officers no longer needed at the scene.
3. Maintain fire lines and exclude unauthorized persons and vehicles. The police supervisor or officer in charge will establish the traffic control points at a distance from the fire that will ensure control of the scene and free maneuverability of fire apparatus
4. If a fire occurs in a business establishment at a time when the owner or occupant is not on the premises, the beat officer will request Communications to notify the owner or occupant as soon as possible. Adjoining property owners will also be notified when there is a possibility of damage by fire, smoke, or water.
5. After the departure of the Fire Department apparatus from the scene of the fire, the police officer in command will make the arrangements to provide security for the buildings damaged by the fire, for the purpose of preventing unauthorized persons from entering, to protect remaining property, and to warn the public of the dangerous conditions.

II. FORCIBLE ENTRIES BY THE FIRE DEPARTMENT

Upon the requests of the Fire Department, a police officer will be dispatched to a fire or rescue scene to assist or witness a forcible entry of a locked building by the Fire Department.

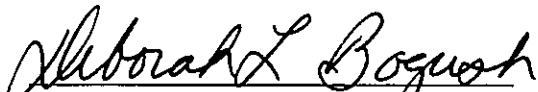
Crofton Police Department Written Directive: INDEX CODE 1814

FIRES

EFFECTIVE: 01 OCT 94

Revised:

Once the Fire Department personnel have completed their mission and cleared the scene, the Police Department is responsible for securing the premises or for standing by until the owner or a representative of the owner arrives to take responsibility for the premises. The officer at the scene will provide all available information to the owner or representative


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1815

DEMONSTRATIONS AND LABOR DISPUTES

EFFECTIVE: 01 OCT 94

Revised:

- I. Department Policy
- II. Enforcement of Laws at Labor Disputes and Demonstrations

I. DEPARTMENT POLICY

- A. Every large assembly of persons is a situation which requires the attention of the Police Department. In any lawful assembly, officers must assure the basic rights guaranteed by the Constitution, including the right of free assemblage and freedom of speech. Equal consideration must be given to the safety of individuals, the protection of personal property, and the maintenance of public peace.
- B. Regardless of the purpose of a gathering of people, officers must maintain an impartial attitude toward the enforcement of the law. Personal feelings must not be projected, and the officers must not side with either party or issue at hand.
- C. Strikes, picketing, or public demonstrations of political belief are not violations of the law. It is the illegal acts which sometimes arise from such activities which are the concern of the police.

II. ENFORCEMENT OF LAWS AT LABOR DISPUTES AND DEMONSTRATIONS

A. CHIEF OR DESIGNEE

- 1. Prior to or at the beginning of a strike, labor dispute, or demonstration, the District Commander will identify and contact the leaders of all sides to obtain information and to explain the Department's policies and procedures
- 2. It will be emphasized that the use of public sidewalks and roadways, the free access to public places, and the rights to enter and leave private premises are to be preserved. In cases where there is a denial of these rights, the Department will take prompt and impartial enforcement action
- 3. The employment of professional bullies, thugs, or agitators by any party will not be tolerated. Unlawful conditions and acts that may ultimately lead to disorder and violence will be dealt with immediately
- 4. Notify the Anne Arundel County Police Department for assistance as needed

B. OFFICERS ASSIGNED TO A STRIKE OR DEMONSTRATION

Impartiality in attitude, and in the enforcement of the law, is required of any officer assigned to strike duty. A firm, yet courteous manner, will be maintained. Orders will be issued courteously. If an arrest is made, it will be made swiftly. Persons arrested will be removed from the scene quickly to prevent any further disorder.

- 1. Officers will exercise care that regulations in regard to picketing or demonstrating are interpreted fairly, and are in agreement with the police objectives. Our most important obligation to the public is to ensure the safety of persons and property
- 2. Pickets or demonstrators will not be permitted to interfere with the free passage of pedestrian or vehicular traffic, and will not be permitted to violate any law
- 3. Officers will ensure the free and unobstructed use of the sidewalks and streets to the general public
- 4. The number of persons involved in a strike or demonstration will be constantly monitored to prevent a situation where the participants outnumber the amount of police needed to maintain order
- 5. Officers will provide intelligence data to the supervisor at regular intervals. Such information will include:

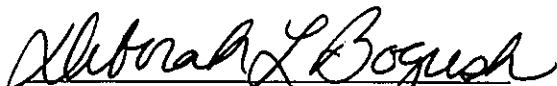
Crofton Police Department Written Directive: INDEX CODE 1815

DEMONSTRATIONS AND LABOR DISPUTES

EFFECTIVE: 01 OCT 94

Revised:

- * number of strikers involved
- * opening and closing hours of business
- * location of entrances, exits, etc.
- * cause of strike (to determine if hostility may exist)
- * manpower requirements
- * police equipment needed


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1816

TELEPHONE MISUSE INVESTIGATIONS

EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

If two or more incidents of telephone misuse are reported by a complainant, the investigating officer will:

1. Conduct an investigation to attempt to identify the caller
2. Instruct the complainant to maintain a log of all future calls, noting the date, time and content of the calls
3. Prepare an incident report stating the facts and details of the investigation
4. Provide the complainant with the case number
5. Instruct the complainant to contact Bell Atlantic Telephone Company Security to arrange for a record to be made of future calls to the complainants telephone number
 - a. Advise them of Caller ID
 - b. Advise them of feature *57
6. If a suspect is identified, conduct a follow up investigation and place charges as appropriate

The officer's incident report will indicate that the actions stated above have been taken, as well as any pertinent results


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1818

FUGITIVES AND EXTRADITIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Fugitives Arrested in Anne Arundel County - Wanted in Another State**
- II. Extradition of Fugitives - Persons Arrested in Another State Wanted in Anne Arundel County**

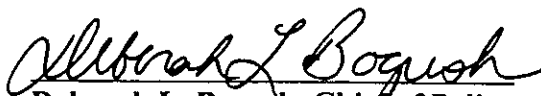
I. FUGITIVES ARRESTED IN ANNE ARUNDEL COUNTY - WANTED IN ANOTHER STATE

Whenever an officer develops probable cause to believe that a person is a fugitive wanted by an out of state law enforcement or criminal justice agency, the following procedure will be followed:

- A. The officer will arrest the person after verifying through teletype that the individual is wanted in another state
- B. The officer will transport the prisoner to the nearest holding facility for booking. Booking personnel will process the prisoner according to established procedures.
- C. The arresting officer will request that a teletype be sent to the jurisdiction in which the prisoner is wanted, notifying them that the subject is in custody by the Crofton Police Department at an Anne Arundel County Police Department District station. The teletype will include the date and time of arrest and a request to contact the Anne Arundel County Police Department's Career Criminal Section during normal business hours, or by facsimile machine (fax number available from Anne Arundel County Police Department CID or Communications).
- D. After booking is complete, the prisoner will be transported to a District court commissioner, by a sworn police officer (not a contractual Prisoner Transport Officer). The officer will present the commissioner with a copy of the teletype confirming that the subject is wanted by another state, and that said jurisdiction will extradite. The officer will complete an application for a fugitive warrant based on the information supported by the available documentation, and sign it in the presence of the commissioner.
- E. Upon issuance of a fugitive warrant, the prisoner will be taken before the court at the next sitting of a judge. It is NOT required that a member of this department be present at this hearing. Therefore, if the prisoner is taken before the commissioner during hours when the court is not in session, he or she will be committed to the Detention Center until the next court session. If the fugitive appears before the commissioner at a time when the court is in session, he or she will be placed in the custody of the court security personnel and the case will be placed on the court docket
- F. The arresting officer will send copies of the teletypes and the fugitive warrant to the Anne Arundel County Police Department's Career Criminal Section

II. EXTRADITION OF FUGITIVES - PERSONS ARRESTED IN ANOTHER STATE WANTED IN ANNE ARUNDEL COUNTY

All extradition proceedings to return a wanted person to Anne Arundel County will be handled by the Criminal Investigation Division, Career Criminal Section.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1820

CONFESSIONS AND FORMAL STATEMENTS

EFFECTIVE: 01 OCT 94

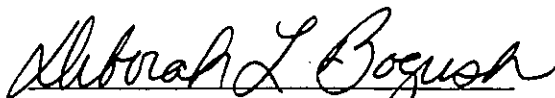
Revised:

I. Policy

I. POLICY

The following requirements will govern the taking of most confessions and formal statements by members of the Department. See Index Code 1622, "Informant Statements" for specific instructions on the taking of statements from informants.

- A. All confessions and formal statements will be reduced to writing and prepared in the first person in the language of the defendant. These will include the original and one (1) copy.
- B. A written statement or confession must be prefaced with a statement to the effect that the defendant knows the official character of the officer or officers to whom he or she is making the statement; that he or she has been advised of any currently applicable Fifth Amendment rights or privileges; and that he or she is making the statement or confession freely and voluntarily, in the absence of any form of threat, promise, coercion, or duress. The name of the officer advising the person of his or her rights will appear in the heading.
- C. The date and place where the statement is made will be shown and all possible details of the offense will be developed, particularly details which may be corroborated by other evidence.
- D. All statements and confessions will be read and signed by the person making them; each page will be initialed by the maker and the police officers present. If the maker cannot read, the completed statement or confession will be read aloud to him or her prior to signature. If only one police officer is present, a witness will be present for the reading and signature of the statement or confession. The police officer(s) and or witness will sign and date the statement at the end.
- E. A witness to a signed statement or confession will initial each page and sign his or her name and title (or if no title, his or her address) at the end.
- F. Any changes or alternations in statements can be made only by the person giving the statement, and will either appear in the person's own handwriting or will be initialed by him or her. Once a statement is adopted as final and complete it cannot be changed or altered. If the person giving the statement wishes to change it after it has been read and signed by him or her, a new statement will be taken and the person will be allowed to state his or her changes by making reference to the previous statement.
- G. Statements can be recorded on audio tape, or on video tape with sound on. This procedure requires the express permission of the person giving the statement. The officer taking the statement will ask, on the record, if the person is aware that the statement is being recorded, and if the person consents to the recording of the statement. If the person replies in the affirmative to both questions, the statement will be recorded. In any other case, the recording will immediately cease.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1821

POLYGRAPH EXAMINATIONS

EFFECTIVE: 01 OCT 94

Revised:

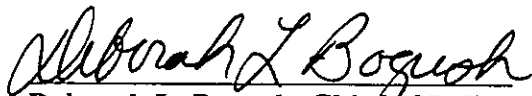
- I. Polygraph Examinations**
- II. Responsibilities of Investigator Requesting a Polygraph**

I. POLYGRAPH EXAMINATIONS

The Polygraph Unit is a component of the Anne Arundel County Police Department's Criminal Investigation Division. The Polygraph Unit is an investigative aid to be utilized by members of this Department during the course of any investigation.

II. RESPONSIBILITIES OF INVESTIGATOR REQUESTING A POLYGRAPH

- A. Personally contact the examiner for the purpose of making an appointment for the examination and to discuss the particulars of the case or the issue in question.**
- B. Do not attempt to explain the scientific application of the polygraph examination or the methodology utilized by the examiner to the individual for whom the examination is being requested.**
- C. Avoid requesting a polygraph examination after concluding intensive interrogation of a subject, where the subject is tired or otherwise over stimulated. In order for the polygraph to be effective investigative aid, the subject of the examination should not be physically exhausted or emotionally distraught.**


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1823

PHOTOGRAPHIC LINEUP IDENTIFICATION PROCEDURES

EFFECTIVE: 01 OCT 94

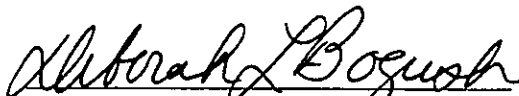
Revised:

I. Policy

I. POLICY

In those cases where a suspect is developed and photographs of the suspect are shown to witnesses, the following procedures will be used:

- A. The witness will be furnished with at least six (6) photographs with similar characteristics
- B. The photographs are to be unmarked and, where applicable, of the same size and kind
- C. The photographs will be of persons approximately the same height, age and color of hair and skin
- D. When two or more suspects are being considered, the investigating officer will show separate photographic lineups for each suspect. Investigating officers will **NOT** place two suspects in the same lineup
- E. The investigating officer will require witnesses to separately view the photographs and to make identification out of the presence and hearing of the other witnesses
- F. The investigating officer will record every photograph viewed and safeguard all of them for trial
- G. The investigating officer will record contemporaneously all remarks made by viewing witnesses if they identify photographs, or fail to do so, or if they make mistakes in an identification
- H. When an identification is made, the witness will sign and date the back of the photograph
- I. The use of a photographic lineup and the results thereof will be recorded as part of the investigator's report
- J. In the case where photographs are only available in a school year book, the officer will allow the victim to flip through all the pages applicable (i.e., males if male suspect, females if female suspect). All the names will be covered at the time of the viewing. If anyone is identified the page number, row, and picture number from left to right, and the name will be noted on a supplemental report. The yearbook will be brought to court as evidence.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1824

ELECTRONIC EAVESDROPPING

EFFECTIVE: 01 OCT 94

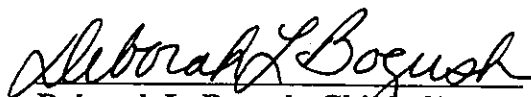
Revised:

I. Policy

I. POLICY

No member of the Department, regardless of rank, will in any manner conduct, assist or participate in the electronic interception of communication (including what is commonly referred to as wiretapping) without the assistance of the Anne Arundel County Police Department and approval of the Chief of Police.

All members shall be aware that **Maryland State Law only permits the interception of communications during an investigation of the crimes of murder, kidnaping, gambling, robbery, bribery, extortion, arson, and narcotics violations, or an conspiracy to commit the foregoing offenses.** It should also be noted that in certain situations court orders are not needed to intercept communications and these instances are specified in Maryland Code, Article of Courts and Judicial Proceedings, Section 10-401 through 10-411.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1825

FIRE CODE VIOLATIONS AND AIR POLLUTION VIOLATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Routine Fire Code Violations
- II. Hazards to Life and/or Safety
- III. Air Pollution Violations

I. ROUTINE FIRE CODE VIOLATIONS

Normally members of the Department will not respond to ROUTINE Fire Code violations. The Anne Arundel County Fire Department has the responsibility and enforcement powers to investigate such violations. However, officers who witness or have knowledge of fire code violations will notify the Anne County Fire Department in the following manner: prepare and submit a written report containing all the necessary information observed and or known concerning the possible fire code violation; forward a copy to the Fire Department headquarters to the attention of the Fire Marshall's office; be available to respond to questions from the Fire Marshall's investigator and to provide whatever assistance is required to resolve the violation.

II. HAZARDS TO LIFE AND/OR SAFETY

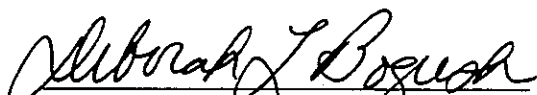
Fire code violations that present an immediate and serious hazard to life and/or safety will be handled in the following manner:

- A. Fire Department personnel will explain to the owner/manager/responsible party that they are in violation of Article 38A of the Annotated Code of Maryland and are subject to arrest for noncompliance.
- B. If compliance is not obtained, the Police Department will be summoned. The Fire Department personnel will explain the violation and the relevant section of the law to the police officer.
- C. If the owner/manager/responsible party still refuses to comply after a request by the police officer, the officer will place the owner/manager/responsible party under arrest, and will charge the person on a statement of charges with violating the applicable section(s) of the Annotated Code of Maryland.
- D. If the situation warrants, additional charges of reckless endangerment (Maryland Annotated Code, Article 27, Section 120) may be placed. This charge is appropriate when the violation presents a "...substantial risk of death or serious physical harm..." should the fire code violation continue.

III. AIR POLLUTION VIOLATIONS

Complaints involving air pollution violations are handled in the following manner:

- A. OPEN BURNING - Open burning complaints should be referred to the Fire Department, who may issue a warning for violation of Section 2-610 of the State Air Quality Act.
- B. ALL OTHERS - Air pollution complaints other than open burning should be referred to the Air Quality Control Unit of the Anne Arundel County Health Department for follow up (222-7364).


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1827

REQUESTS FOR BGE SUBSCRIBER INFORMATION

EFFECTIVE: 01 OCT 94

Revised:

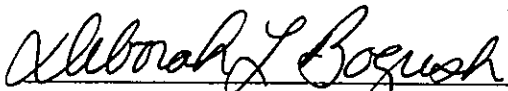
I. Policy

I. POLICY

If it is determined during the course of an investigation that subscriber information from BGE is necessary, the following procedure will apply:

- A. The officer making the request must obtain approval from their immediate supervisor, who must concur with the need of the request. Every effort must be made to control the number of requests made of BGE.
- B. After obtaining approval, the requesting officer will contact BGE Security Control Center by telephone at 234-5640 between 0800 and 1600 to request the desired information. The information will not be provided directly to the officer at the time of the request. The information will be directed to the officer pursuant to the procedures outlined in paragraphs D and E of this section.
- C. The requesting officer will furnish their name, rank and ID number to BGE officials.
- D. BGE will provide the requested subscriber information, during normal business hours, to the Anne Arundel County Police Department's commander of the Narcotics Section, who will then forward the information in a timely manner to the requesting officer.
- E. Receipt of after hours subscriber information will be the responsibility of the on duty Anne Arundel County Police Department's Communications Section supervisor, who will see that the information is directed in a timely manner to the requesting officer.

In an emergency such as an extraordinary police incident, BGE can be called, at the direction of the incident commander, at any time.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1828
SELLING ALCOHOLIC BEVERAGES TO MINORS OR INTOXICATED
PERSONS

EFFECTIVE: 01 OCT 94


Revised:

I. Policy

I. POLICY

Selling or furnishing an alcoholic beverage to a minor, and sale and delivery of an alcoholic beverage to a subject under the influence of an alcoholic beverage, are violations of Article 2B, Section 118 of the Annotated Code of Maryland. The following procedures will be used:

- A. The officer will obtain the necessary information from the licensee and or employee.
- B. The officer will apply to the District Court commissioner for a criminal summons.
- C. The licensee and or employee will NOT be taken into custody for this violation.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1828.A

ALCOHOLIC BEVERAGES - REGISTRATION OF KEGS

EFFECTIVE: 01 OCT 94

Revised:

- I. Keg Registration - Licensed Sellers**
- II. Penalty & Enforcement**
- III. Keg Registration - Individuals**
- IV. Penalty & Enforcement**

I. KEG REGISTRATION - LICENSED SELLERS

Maryland Code, Article 27, Section 147A

The law creates a civil penalty for the sale, offer for sale, transfer or offer to transfer of a beer keg that does not have affixed to it a state-issued registration form bearing the following information:

- A. name, address, and registration number of the licensed seller;
- B. purchaser's name and address as listed on the identification displayed to the seller by the purchaser; and,
- C. date of purchase.

The registration form must remain affixed to the keg until it is returned to the seller, or in the case of a disposable keg, until the keg is disposed of. The disposable nature of the keg must be indicated on the registration form by the seller.

The seller is required to retain a copy of the registration form for 30 days. The existence of a completed registration form signed by the purchaser creates a presumption that the seller has complied with the law.

"Keg" is defined as a container of beer with a capacity of at least four gallons, designed to dispense beer directly from the container.

II. PENALTY & ENFORCEMENT

A licensed seller who violates the provisions of this section is subject to a fine of not more than \$100 and/or a suspension or revocation of the alcoholic beverage license. The Board of License Commissioners is responsible for assessing penalties.

Officers who encounter violations of this section should document the circumstances in an incident report. Write "Liquor Board" across the top of the report form. Central Records of Anne Arundel County Police Department will forward a copy of the report to the Board of License Commissioners.

III. KEG REGISTRATION - INDIVIDUALS

Maryland Code, Article 27, Section 401B

No person may knowingly possess a keg (as defined above) that has not been registered or does not have a registration form attached to it. A person may not remove, alter, obliterate, or allow the removal, alteration, or obliteration of a registration form that is affixed to a keg.

Crofton Police Department Written Directive: INDEX CODE 1828.A

ALCOHOLIC BEVERAGES - REGISTRATION OF KEGS

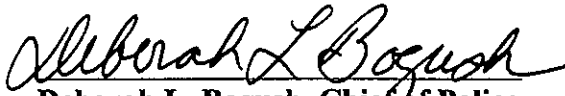
EFFECTIVE: 01 OCT 94

Revised:

A person may not permit an individual under the age of 21 to consume any of the contents of a keg purchased by that person.

IV. PENALTY & ENFORCEMENT

Violations of Section 401B are civil offenses. Officers should issue violators a Maryland Civil Citation and check the second block, indicating the person must appear for trial, and that the court may impose a fine of up to \$500 for the first offense, or \$1,000 for second or subsequent offenses.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1829

SHOPLIFTING / THEFT (ADULTS)

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Adults Arrested by Maryland Special Police Officers**
- III. Adults Arrested by Store Employees Who Are Not Maryland Special Police Officers**

For shoplifting (theft) case involving juvenile arrests, refer to Index Code 1700, "Juvenile Operations."

I. GENERAL POLICY

- A. All warrantless arrests will be charged via a statement of charges (form DC/CR2) prepared by a police officer or a Maryland Special Police Officer who is empowered to execute the statement of charges.
- B. Article 27, Section 594B provides that police officers may not arrest without a warrant, based on probable cause, on certain misdemeanor offenses that did not occur in their presence.

II. ADULTS ARRESTED BY MARYLAND SPECIAL POLICE OFFICERS

- A. Maryland Special Police Officers are commissioned by the State of Maryland and are issued identification cards. They have the Court's permission to complete a statement of charges on the scene for adults caught stealing any amount of goods.
- B. When a Crofton Police Officer responds to an adult shoplifter complaint and determines that the complainant is a Maryland Special Police Officer, the officer will accept and transport the prisoner and the completed statement of charges to Western District of the Anne Arundel County Police Department (or other district station should Western not have a station aide), to have the prisoner processed, and complete an incident report.

III. ADULTS ARRESTED BY STORE EMPLOYEES WHO ARE NOT MARYLAND SPECIAL POLICE OFFICERS

A. MISDEMEANOR (UNDER \$300) AND IDENTITY ESTABLISHED

- 1. Responding officers will obtain identification from the suspect and if the suspect's identity is established to the officer's satisfaction and the suspect is:
 - * a resident of Maryland
 - * not wanted as a result of an NCIC wanted check
- 2. Show the complainant the suspect's identification and advise him to see a court commissioner for a warrant application. Advise the complainant that the charging document will be served at a later date. **DO NOT TRANSPORT THE SUSPECT**
- 3. Write an incident report listing the suspect and documenting the date and the time of the wanted check

B. MISDEMEANOR, IDENTITY NOT ESTABLISHED

- 1. If the suspect has no identification or the officer has reasonable suspicion to believe it to be false, or the suspect is not a Maryland resident, INVESTIGATE the complaint to establish probable cause for an arrest
- 2. Officers will obtain a written statement from the complainant to support the probable cause for the arrest

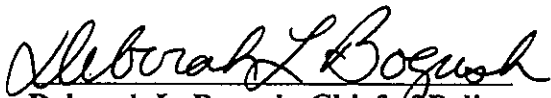
Crofton Police Department Written Directive: INDEX CODE 1829

SHOPLIFTING / THEFT (ADULTS)

EFFECTIVE: 01 OCT 94

Revised:

3. Upon establishing probable cause to believe that the suspect did commit the offense, and that unless the suspect is immediately arrested, he or she may not be apprehended later, or he or she may cause injury to the person or damage the property of one or more persons, or that he or she may tamper with, dispose of, or destroy evidence, the officer will arrest the suspect and transport to the district station, in accordance with Article 27, Section 594B
 4. Officers will prepare a statement of charges based on their investigation and the written statement given by the complainant. Process the suspect and complete the required written reports and witness summons information. Have the suspect presented to the commissioner for disposition
- C. **FELONIES (THEFT OVER \$300)**
1. Responding officers will interview the complainant and determine if probable cause exists that a felony was committed and the suspect did commit it. Obtain a written signed statement from the complainant
 2. Arrest and transport the suspect to Western District of the Anne Arundel County Police Department (or other district station should Western not have a station aide). The arresting officer will prepare a statement of charges based upon his or her investigation of the incident, and the information supplied by the complainant in charging the suspect
 3. Process the suspect, and complete the required written reports and witness summons information. Have the suspect presented to the commissioner for disposition


Deborah L. Bogush, Chief of Police

RESPONDING TO PERSONS WITH MENTAL ILLNESS

INDEX CODE: 1830
EFFECTIVE DATE: 06-01-05

Contents:

- I. Policy
- II. Purpose
- III. Procedures
- IV. Mental Illness (Definitions)
- V. Memory Impaired Persons
- VI. Common Symptoms
- VII. Common Encounters
- VIII. Response to People with Mental Illness
- IX. Interview and Interrogation
- X. Custody
- XI. Available Resources
- XII. Training
- XIII. Proponent Unit
- XIV. Cancellation

I. POLICY

A. It is the policy of the Anne Arundel County Police Department to ensure a consistently high level of service is provided to all community members. Anne Arundel County Police Department employees shall afford people who have mental illnesses the same rights, dignity and access to police and other government and community services as are provided to all citizens.

B. The Americans with Disabilities Act (ADA) entitles people with mental illnesses or disabilities to the same services and protections that law enforcement agencies provide to anyone else. They may not be excluded from services or otherwise be provided with lesser services or protection than are provided to others. The ADA calls for law enforcement agencies to make reasonable adjustments and modifications in their policies, practices, or procedures on a case-by-case basis. For example, if a person exhibits symptoms of mental illness, expresses that he or she has a mental illness or requests accommodation for a mental illness (such as access to medication), Anne Arundel County Police personnel may need to modify routine practices and procedures, take more time or show more sensitivity to extend the services or protections that would be extended to someone else in a similar circumstance.

II. PURPOSE

This Index Code is intended to address the varying role Anne Arundel County Police employees play in their encounters with people with mental illnesses. As first

responders and law enforcers, they may encounter victims, witnesses or suspects who have mental illnesses. While the most serious consequences of officer interactions with the mentally ill are altercations or armed confrontations, other agency personnel who may come in contact with the public also need guidance and training in dealing with the mentally ill. As service personnel, they may be called upon to help people obtain psychiatric attention or other needed services. The Anne Arundel County Police Department recognizes that helping people with mental illnesses and their families obtain the services of mental health organizations, hospitals, clinics, and shelter care facilities has increasingly become a role for police, and that no single policy or procedure can address all of the situations personnel may encounter. This Index Code is intended to address the most common types of interactions with mentally ill persons, and provide guidance to department personnel dealing with such individuals.

III. PROCEDURES

A. While many people with mental illnesses manage symptoms successfully with the use of medications, others who do not have access to mental health services, fail to take their medications, or do not recognize that they are ill, can experience psychiatric difficulties.

B. When anyone with a mental illness comes into contact with the Police Department, for whatever reason or circumstance, Department personnel must take extra caution to ensure that the person's rights are not violated and that he/she understands what is occurring. Some individuals may not have educational or communication comprehension levels sufficient to fully understand the basic Miranda rights. Simply reading the rights to someone with these types of disabilities and having the individual acknowledge that they understood may not be sufficient.

C. Officers and civilian employees must ensure that people with a mental illness receive the necessary assistance to access available services. This may require time and patience beyond what is normally provided.

D. People with a mental illness may also be suspects or arrestees and require detention, transport, and processing. Employees must familiarize themselves with the proper methods of transport, arrest, and detention to

ensure officer safety while providing all reasonable support to an arrestee with a mental illness. (Refer to Index Code 2003 and 2004.)

E. Officers and civilian employees must recognize that responses of people with certain mental illness may resemble those of people who have abused substances such as alcohol or drugs. Individuals may appear as though they are on a substance or intoxicated but rather have not taken their prescribed medication for their mental illness.

IV. MENTAL ILLNESS (Definitions)

A. Any of various conditions characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.

B. The terms "mental illness", "emotional illness", and "psychological illness", describe varying levels of a group of disabilities causing disturbances in thinking, feeling, and relating.

C. It has been estimated that ten percent of the population of the United States has some type of mental illness.

V. MEMORY IMPAIRED PERSONS

A. Alzheimer's disease causes intellectual deterioration in adults severe enough to dramatically interfere with occupational and social performance.

B. This disorder is not only found in older people. The youngest diagnosed case is age 22, however, most victims are people in their 40's and 50's when diagnosed. Many Alzheimer victims have a tendency to wander, mentally and physically, sometimes in an attempt to return to their past. The rate of deterioration differs from patient to patient.

C. Establishing a level of communication with memory-impaired persons is essential in order to render assistance. Caution should always be exercised when an officer encounters memory-impaired persons.

D. An important function of the officer is to assist with the reuniting of memory impaired victims with family members or primary care providers in a timely fashion, utilizing available resources.

VI. COMMON SYMPTOMS

A. Although officers are not in a position to diagnose mental illness, officers should be alert to symptoms common to such illnesses.

B. Symptoms of mental illness may vary, but all mentally ill persons experience thoughts, feelings, or behavioral characteristics, which result in varying levels of inability to cope with the ordinary demands of life.

C. While a single symptom or isolated event does not necessarily indicate mental illness, professional help should be sought if symptoms persist or worsen. The following may be useful in recognizing warning signs of mental illness:

1. Social Withdrawal

- a. Sitting and doing nothing.
- b. Withdrawal from family, friends, or abnormal self-centeredness.
- c. Dropping out of activities such as occupations and hobbies.
- d. Decline in academic or athletic performance.

2. Depression

- a. Loss of interest in once pleasurable activities.
- b. Expression of hopelessness, helplessness, inadequacy.
- c. Changes in appetite, weight loss or sometimes gain.
- d. Behaviors unrelated to events or circumstances.
- e. Excess fatigue and sleepiness, or an inability to sleep.
- f. Pessimism; perceiving the world as "dead".
- g. Thinking or talking about suicide.

3. Thought Disorders

- a. Inability to concentrate or cope with minor problems.
- b. Irrational statements. Poor reasoning, memory, and judgment. Expressing a combination of unrelated or abstract topics. Expressing thought of greatness, e.g., person believes he/she is God. Expressing ideas of being harassed or threatened, e.g., CIA monitoring thoughts through TV set.
- c. Peculiar use of words or language structure. Nonsensical speech or chatter. Word repetition – frequently stating the same or rhyming words or phrases. Extremely slow speech. Pressured speech – expressing an urgency in manner of speaking.

d. Excessive fears or suspiciousness. Preoccupation with death, germs, guilt, delusions and hallucinations.

4. Expression of Feelings

- a. Hostility from one formerly passive and compliant. Argumentative, belligerent, unreasonably hostile. Threatening harm to self or others. Overreacting to situations in an overly angry or frightening way.
- b. Indifference, even in highly important situations. Lack of emotional response.
- c. Inability to cry, or excessive crying.
- d. Inability to express joy.
- e. Inappropriate laughter. Reacting with opposite expected emotion – e.g., laughing at auto accident.
- f. Nonverbal expressions of sadness or grief.

5. Behavior

- a. Hyperactivity or inactivity or alterations between the two. Talking excitedly or loudly. Manic behavior, accelerated thinking and speaking.
- b. Deterioration in personal hygiene and appearance. Bizarre clothing or make-up, inappropriate to environment, e.g., shorts in the winter, heavy coats in the summer.
- c. Involvement in automobile accidents.
- d. Drug or alcohol abuse.
- e. Forgetfulness and loss of valuable possessions.
- f. Attempts to escape through geographic change, frequent moves, or hitchhiking trips.
- g. Bizarre behavior – staring, strange postures or mannerisms, lethargic, sluggish movements, repetitious or ritualistic movements.
- h. Decorations – inappropriate use of household items, e.g., aluminum foil covering windows.
- i. “Packratting” waste matter/trash- accumulation of trash, e.g., hoarding string, newspapers, paper bags, clutter, etc.
- j. Unusual sensitivity to noises, light, colors, clothing.
- k. Changes in sleeping and eating habits.

6. Cognitive Impairments

- a. Disorientation in time, place, or person. Confusion, incoherence and extreme paranoia.
- b. Inability to find way in familiar settings.
- c. Inability to solve familiar problems.
- d. Impaired memory for recent events.
- e. Inability to wash and feed oneself, urinary or fecal incontinence. Presence of feces or urine on the floor or walls.

D. The degree to which these symptoms exist varies from person to person according to the type and severity of the mental illness. Many of these symptoms represent internal, emotional states that are not readily observable from a distance, but are noticeable in conversation with the individual. Often, symptoms of mental illness are cyclic, varying in severity from time to time. Duration of an episode can also vary from weeks to months for some, and many years or a lifetime for others.

VII. COMMON ENCOUNTERS

A. Officers should be prepared to encounter a person with a mental illness at any time.

B. Common situations in which such individuals may be encountered include but are not limited to, the following:

- 1. Wandering: Individuals with mental challenges may be found wandering aimlessly or engaged in repetitive or bizarre behaviors in a public place;
- 2. Seizures: Mentally ill persons are more subject to seizures and may be found in medical emergency situations;
- 3. Disturbances: Disturbances may develop when caregivers are unable to maintain control over mentally ill persons engaging in self-destructive behaviors;
- 4. Strange and bizarre behaviors: Repetitive and seemingly nonsensical motions and actions in public places, inappropriate laughing or crying, and personal endangerment; or
- 5. Offensive, aggressive or suspicious persons: Socially inappropriate or unacceptable acts such as ignorance of personal space, annoyance of others, inappropriate touching of oneself or others, are sometimes associated with the mentally ill persons who are not conscious of acceptable social behaviors.

VIII. RESPONSE TO PEOPLE WITH MENTAL ILLNESS

A. Persons with mental illness can be easily upset and may engage in tantrums or self-destructive behavior. Minor changes in daily routines may trigger these behaviors.

B. Frequently, a family member or friend is of great value in calming an individual exhibiting unusual behavior such as those resulting from mental or emotional impairment.

C. The following guidelines detail how to approach and interact with people who may have mental illness, and who may be a crime victim, witness or suspect. These guidelines should be followed in all contacts, whether on the street or during more formal interviews and interrogations. While protecting their own safety, the safety of the person with the mental illness and others at the scene, the officer should:

1. **Speak calmly:** Loud, stern tones will likely have either no effect or a negative effect on the individual;
2. **Use non-threatening body language:** Keep your hands by your sides, if possible;
3. **Eliminate commotion:** Eliminate, to the degree possible, loud sounds, bright lights, sirens, and crowds, moving the individual to a calm environment, if possible;
4. **Keep animals away:** Individuals with mental illness are often afraid of dogs or other large animals;
5. **Look for personal identification:** Medical tags or cards often indicate mental illness and will supply a contact name and telephone number.
6. **Call the caregiver:** The caregiver is often the best resource for specific advice on calming the person and ensuring both the officer's safety and the person's safety until the contact person arrives;
7. **Memory impaired persons reported missing** should be handled utilizing guidelines set in Index Code 1808, Missing Persons. The level of intensity should be the same as if the missing person was a child;
8. **Prepare for a lengthy interaction:** Mentally ill individuals should not be rushed unless there is an emergency.
9. **Use short, direct phrases:** Too much talking can distract the mentally ill individual and confuse the situation;
10. **Be attentive to sensory impairments:** Many mentally ill individuals have sensory impairments that make it difficult to process information. Officers should not touch the person unless absolutely necessary, use soft tones & gestures, avoid quick movements, use simple and direct language, and don't automatically interpret odd behavior as belligerence;

11. In many situations and particularly when dealing with someone who is lost or has wandered away, the officer may gain improved response by accompanying the person through a building or neighborhood to seek visual clues;
12. Be aware of different forms of communication. Mentally ill individuals often use signals or gestures instead of words or demonstrate limited speaking capabilities;
13. Don't get angry, and;
14. Maintain a safe distance.

D. Once sufficient information has been collected about the nature of the situation, and the situation has been stabilized, there is a range of options officers should consider when selecting an appropriate resolution. These options include the following:

1. Refer or arrange transport the person for medical attention if he or she is injured or abused.
2. Outright release.
3. Release to care of family, caregiver or mental health provider.
4. Refer or arrange transport to substance abuse services.
5. Assist in arranging voluntary admission to a mental health facility if requested.
6. Arrange transport for involuntary emergency psychiatric evaluation if the person's behavior meets the criteria for this action.
7. Arrest if a crime has been committed.

IX. INTERVIEW AND INTERROGATION

A. Officers attempting to conduct an interrogation with a mentally ill individual should consult with the State's Attorney's office to determine the proper course of action regarding the interrogation and the advisement of Miranda rights.

B. If the mentally ill person is a witness, officers should:

1. Not interpret lack of eye contact or strange actions as indications of deceit;
2. Use simple and straightforward language;

3. Not employ common interrogation techniques, suggest answers, attempt to complete thoughts of persons slow to respond, or pose hypothetical conclusions; and

4. Recognize that the individual might be easily manipulated and highly suggestible.

X. CUSTODY

A. If an individual with a mental, emotional, or psychological illness is taken into custody, officers will make a responsible effort to use the least restraint possible and protect the arrestee from self-injury, while taking all necessary precautions. The overall circumstances and the person's potential for violence will determine if handcuffs will be used as a temporary measure to prevent injury to the individual or officer.

B. In a misdemeanor incident where an individual is apparently mentally ill, officers should seek non-arrest resolutions. The most desired resolution being voluntary admission to an appropriate mental health facility. However, when public safety is at issue, officers will follow Maryland Code, Health General Article §10-620 et seq., regarding involuntary emergency evaluation:

1. VOLUNTARY ADMISSION

The three following scenarios would indicate minimal officer involvement.

a. Persons who appear to be in need of psychiatric evaluation and do not appear to pose an imminent danger to themselves or others should be referred to a mental health facility. (A family member or other responsible person is often available to assist the disturbed person in seeking such treatment and should be provided with the information necessary to secure the needed help.)

b. Persons who have been or are under the care of a private physician should be referred to the physician if possible.

c. Persons, who voluntarily agree to psychiatric evaluation, will be taken to the closest hospital.

2. INVOLUNTARY ADMISSION

a. A higher level of law enforcement intervention will be required when officers encounter the following scenarios:

1. The person is imminently dangerous to self or others.

2. The person is unable to care for self (unable or refuses to accept intervention which would meet needs for food, clothes, shelter or physical well being.)

3. The person is suffering substantial physical deterioration and shows an inability to function if not treated immediately.

b. Officers can respond with the most appropriate of the following alternatives for involuntary admissions to a psychiatric hospital:

1. If the person in question poses no apparent threat to themselves or others, a relative or any responsible person may petition a Judge to order the detention and a hearing for the person who is believed to be in need of psychiatric hospitalization.

2. Police Officers, who have personally observed the actions of the individual and have reason to believe that the person is in clear and imminent danger of causing personal harm to him/herself or others, should be transported to the closest hospital.

a. At the hospital the officer must complete the Petition for Emergency Evaluation form (CC-DC#13).

b. The officer must also complete the Certification by Peace Officer form (CC-DC#14).

c. The officer must complete an incident report detailing the circumstances of the event, which led to the involuntary admission application.

XI. AVAILABLE RESOURCES

There are several community mental health resources available to the officer.

A. The Anne Arundel County "Warm" Line:
Police Line Only (410-590-4932)
Community Hotline (410-768-5522)

The warm line is open 24 hours a day, 7 days a week and can assist the officer with appropriate referrals. The officer should call the warm line and talk to a counselor about the situation. The counselor can assist with housing, therapy, and mental health evaluations. They also have a Mobile Crisis Team that may be able to respond to the scene and assist in evaluating the person. (See Index Code 1611, Mobile Crisis Team)

INDEX CODE: 1830
EFFECTIVE DATE: 06-01-05

- B. The Anne Arundel County Police Chaplains (For procedural guidelines see Index Code 609)
- C. Anne Arundel County Mental Health (410-222-7858)
- D. State Mental & Health Hygiene (877-463-3464)
- E. Anne Arundel Medical Center (443-481-6810)
- F. North Arundel Hospital (410-787-4565)
- G. YWCA (410-222-6800)

The Domestic Violence Hotline is an available resource to officers for domestic related issues.

The Sexual Assault & General Crisis Hotline is a 24 hours a day, 7 days a week resource to officers for sexual assault and general crisis counseling issues. (410-222-7273 or 410-222-RAPE)

- H. Department of Social Services (410-421-8400)
- I. The Family Tree (800-243-7337)

The Family Tree is an available resource for officers to provide family members for general crisis and support issues.

- J. Anne Arundel County Department of Health, Substance Abuse, Addition and Treatment (410-222-7428)
- K. National Alliance for the Mentally Ill Anne Arundel County (410-467-7100)

XII. TRAINING

A. In order to prepare personnel who, during the course of their duties, may have to deal with persons with mental illnesses in an appropriate manner, the Anne Arundel County Police Department shall provide entry level police officers, Booking Officers, Animal Control Officers, and Police Communications Officers with training on this subject, and will provide refresher training at least every three (3) years.

B. Newly hired personnel shall receive training in department procedures set forth in this Index Code as follows:

- 1. Sworn personnel – Entry Level Training Program.
- 2. Civilian personnel listed above – New hire orientation.
- C. Refresher training for all personnel will include, but not be limited to:
 - 1. Shift briefings
 - 2. In-Service programs

XIII. PROPONENT UNIT: Training Academy

XIV. CANCELLATION: None



P. Thomas Shanahan, Chief of Police



STATE OF MARYLAND
DHMH

MENTAL HYGIENE ADMINISTRATION
OFFICE OF REGULATIONS, LEGISLATION AND POLICY

Maryland Department of Health and Mental Hygiene
Mental Hygiene Administration
Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – Nelson J. Sabatini, Secretary

MEMORANDUM

TO: U.S. Secret Service, Baltimore Field Office
Federal Judicial Officers
Maryland Circuit Court Judges
Maryland District Court Judges
Local Health Officers
Maryland State Police
Local Police Department/Sheriff Offices;
Hospital Emergency Rooms
Maryland Association Core Service Agency Directors
Directors of Outpatient Community Mental Health Clinics
DHMH / MHA Facilities CEOs
DHMH / MHA Management Committee

FROM: Stacey R. Diehl, 
Office of Regulations, Legislation and Policy
Mental Hygiene Administration

RE: DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES FY'2004

DATE: July 3, 2003

=====

Attached is the policy bulletin regarding the FY'2004 Designated Psychiatric Emergency Facilities list. Health-General Article '10-621 requires the Department to publish and distributed once a year to the above facilities. Statute mandates the annual up-dating and distribution of the list as appropriated.

If you have any questions, your are welcome to contact Stacey R. Diehl, Mental Hygiene Administration, Office of Regulations, Legislation & Policy, at Spring Grove Hospital Center, 55 Wade Avenue, Catonsville, MD 21228, or call me at (410) 402-8840.

cc: Sigi Georgecutty

SRD/mea-m
C:\DPEP POLICY\mailist for policy







STATE OF MARYLAND

DHMH


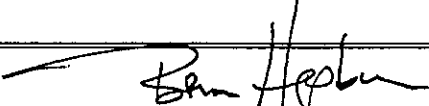
Maryland Department of Health and Mental Hygiene
Mental Hygiene Administration

Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – Nelson J. Sabatini, Secretary

POLICY BULLETIN

PURPOSE: Notification of statewide list of hospitals designated as psychiatric emergency facilities for FY 2004. These facilities are designated for the purpose of providing evaluation of individuals who are presented on the basis of a petition for emergency evaluation pursuant to Health-General Article, §§10-620-10-629, Annotated Code of Maryland

DATE OF ISSUE	EFFECTIVE DATE	NUMBER	POLICY CODE
7 / 01 /2003	7/1/03 - 6/30/2004	1MH2004	R97
SUBJECT: DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES			
 DEPUTY SECRETARY: ARLENE STEPHENSON PUBLIC HEALTH SERVICES		 INTERIM DIRECTOR: BRIAN M. HEPBURN, M.D. MENTAL HYGIENE ADMINISTRATION	

SCOPE:

- 1) U.S. Secret Service, Baltimore Field Office;
- 2) Federal Judicial Officers;
- 3) Maryland Circuit Court Judges;
- 4) Maryland District Court Judges;
- 5) Local Health Officers;
- 6) Maryland State Police;
- 7) Local Police Department/Sheriff Offices;
- 8) Hospital Emergency Rooms;
- 9) Maryland Association Core Service Agency Directors
- 10) Directors of Outpatient Community Mental Health Clinics.

Authority: Health-General Article, §10-621, Annotated Code of Maryland.

C:\DPEF POLICY\maillist for policy.mmo

Toll Free 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us





**Department of Health and Mental Hygiene
 MENTAL HYGIENE ADMINISTRATION
 DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES
 FY 2004**

<u>COUNTY</u>	_____	<u>FACILITY</u>
Allegheny County	_____	Sacred Heart Hospital 900 Seton Drive, Cumberland, MD 21502 (301) 759-4200
		Memorial Hospital Campus 600 Memorial Avenue Cumberland, MD 21502 (301) 723-4000
Anne Arundel County	_____	Anne Arundel Medical Center 2001 Medical Parkway Annapolis, MD 21401 (410) 267-1000
		North Arundel Hospital 301 Hospital Drive Glen Burnie, MD 21601 (410) 787-4565
Baltimore City	_____	Bon Secours Hospital 2000 W Baltimore Street Baltimore, MD 21223 (410) 362-3075
		Harbor Hospital 3001 S. Hanover Street Baltimore, MD 21225 (410) 350-3510
		Johns Hopkins Hospital 600 N. Wolfe Street Baltimore, MD 21287 (410) 955-5964
		Johns Hopkins Bayview 4940 Eastern Avenue Baltimore, MD 21224 (410) 550-0350
		Maryland General Hospital 827 Linden Avenue Baltimore, MD 21201 (410) 225-8100
		St. Agnes Hospital 900 Canton Avenue Baltimore, MD 21229 (410) 368-2000



**DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES
FY 2004**

<u>COUNTY</u>	_____	<u>FACILITY</u>
Baltimore City (continued)	_____	Sinai Hospital 2401 W. Belvedere Ave Baltimore, MD 21215 (410) 601-5000
	_____	Union Memorial Hospital 201 E. University Parkway Baltimore, MD 21218 (410) 554-2000
	_____	University of Maryland Hospital 22 S. Greene Street Baltimore, MD 21201 (410) 328-6722
Baltimore County	_____	Franklin Square Hospital 9000 Franklin Square Drive Baltimore, MD 21237 (410) 682-7357
	_____	Greater Baltimore Medical Center 6701 N. Charles Street Towson, MD 21204 (410) 828-2000
	_____	Northwest Hospital Center 5401 Old Court Road Randallstown, MD 21133 (410) 521-5945
	_____	St. Joseph Medical Center 7601 Olser Drive Towson, MD 21204 (410) 337-1226
Calvert County	_____	Calvert Memorial Hospital 100 Hospital Drive Prince Frederick, MD 20678 (410) 535-4000
Caroline County	_____	Memorial Hospital at Easton 219 South Washington Street Easton, MD 21601 (410) 822-1000
	_____	Kent & Queen Anne's Hospital, Inc. 100 Brown Street Chestertown, MD 21620 (410) 778-3300



**DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES
FY 2004**

<u>COUNTY</u>	_____	<u>FACILITY</u>
Carroll County	_____	Carroll County General Hospital 200 Memorial Avenue Westminster, MD 21157 (410) 848-3000
Cecil County	_____	Union Hospital of Cecil County 106 Bow Street Elkton, MD 21921 (410) 392-7061
Charles County	_____	Civista Medical Center 701 E. Charles Street La Plata, MD 20646 (301) 609-4000
Dorchester County	_____	Dorchester General Hospital, Shore Health Systems 300 Byrn Street Cambridge, MD 21613 (410) 228-5511
Frederick County	_____	Frederick Memorial Hospital 400 West Seventh Street Frederick, MD 21701 (301) 698-3300
Garrett County	_____	Garrett County Memorial Hospital 251 North Fourth Street Oakland, MD 21550 (301) 533-4000
Harford County	_____	Upper Chesapeake Medical Center 500 Upper Chesapeake Drive BelAir, MD 21014 (443) 643-1000 Harford Memorial Hospital 501 S. Union Avenue Havre DeGrace, MD 21078 (410) 939-8070
Howard County	_____	Howard County General Hospital 5755 Cedar Lane Columbia, MD 21044 (410) 740-7777
Kent County	_____	Kent & Queen Anne's Hospital, Inc. 100 Brown Street Chestertown, MD 21620 (410) 778-3300



**DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES
FY 2004**

<u>COUNTY</u>	<u>FACILITY</u>
Montgomery County	<p>Holy Cross Hospital 1500 Forest Glen Road Silver Spring, MD 20910 (301) 754-7500</p> <p>Montgomery General Hospital 18101 Prince Philip Drive Onley, MD 20832 (301) 774-8900</p> <p>Shady Grove Adventist Hospital 9901 Medical Center Drive Rockville, MD 20850 (301) 279-6053</p> <p>Suburban Hospital 8600 Old Georgetown Road Bethesda, MD 20814 (301) 896-3880</p> <p>Washington Adventist Hospital 7600 Carroll Avenue Takoma Park, MD 20912 (301) 891-5070</p>
Prince George's County	<p>Doctors' Community Hospital 8100 Good Luck Road Lanham, MD 20706 (301) 552-8665</p> <p>Laurel Regional Hospital 7300 Van Dusen Road Laurel, MD 20707 (301) 497-7954</p> <p>Prince George's General Hospital 3001 Hospital Drive Cheverly, MD 20785 (301) 618-3751</p> <p>Southern Maryland Hospital Center 7503 Surratts Road Clinton, MD 20735 (301) 877-4500</p>



**DESIGNATED PSYCHIATRIC EMERGENCY FACILITIES
FY 2004**

<u>COUNTY</u>	_____	<u>FACILITY</u>
Queen Anne's County	_____	Memorial Hospital at Easton 219 South Washington Street Easton, MD 21601 (410) 822-1000
	_____	Kent & Queen Anne's Hospital, Inc. 100 Brown Street Chestertown, MD 21620 (410) 778-3300
St. Mary's County	_____	St. Mary's Hospital 25500 Point Lookout Road Leonardtwn, MD 20650 (301) 475-6112
Somerset County	_____	Peninsula Regional Medical Center 100 East Carroll Street Salisbury, MD 21801 (410) 543-7101
Talbot County	_____	Shore Health System, Memorial Hospital at Easton 219 South Washington Street Easton, MD 21601 (410) 822-1000
Washington County	_____	Washington County Hospital Association 251 East Antietam St Hagerstown, MD 21740 (301) 790-8300
Wicomico County	_____	Peninsula Regional Medical Center 100 East Carroll Street Salisbury, MD 21801 (410) 543-7101
Worcester County	_____	Peninsula Regional Medical Center 100 East Carroll Street Salisbury, MD 21801 (410) 543-7101



Crofton Police Department Written Directive: INDEX CODE 1901

TRAFFIC FUNCTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Traffic Function
- III. Administration
- IV. Traffic Safety Section

I. POLICY

It is the policy of this department that the responsibility for enforcing traffic laws and regulations is shared by all uniformed officers.

II. TRAFFIC FUNCTION

This directive establishes the department's traffic function. The major activities of the traffic function include:

- A. general traffic enforcement;
- B. selective traffic enforcement
- C. general accident investigation
- D. specialized accident investigation
- E. operation of speed measuring devices
- F. operation of chemical testing equipment
- G. traffic safety education
- H. liaison with traffic safety and traffic engineering groups;
- I. traffic direction and control
- J. provision of emergency and towing services to motorists
- K. identification and correction of roadway hazards
- L. removal of abandoned vehicles

III. ADMINISTRATION

The Chief of Police is responsible for department's traffic function, to include planning, analysis, monitoring, and coordinating the department's traffic activities.

IV. TRAFFIC SAFETY SECTION

The Anne Arundel County Police Department's Traffic Safety Section is responsible for the coordination and administration of programs dealing with the regulation of traffic and enforcement of traffic laws. This section is responsible for the following, as well as assisting the Crofton Police Department as needed:

- A. fatal accident investigation;
- B. investigation of accidents resulting in injuries to any party which can reasonably be presumed to be incompatible with life;

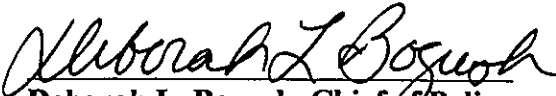
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Revised:

- C. investigation of departmental accidents resulting in death, injury or property damage which requires the towing of any vehicle involved;
- D. analysis of accident and enforcement data
- E. abandoned vehicle processing
- F. chemical tests for alcohol programs
- G. licensed towing companies within the county; applicant investigation and complaint investigation;
- H. motorcycle enforcement;
- I. parade applications;
- J. radar enforcement programs;
- K. traffic engineering liaison;
- L. management of school crossing guard program


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1903

TRAFFIC LAW ENFORCEMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose**
- II. Policy**
- III. Enforcement Options**
- IV. Enforcement Practices**
- V. Enforcement Guidelines**

I. PURPOSE

The purpose of this directive is to provide all officers of this department with:

- A. uniform procedures for taking enforcement action incidental to traffic violations
- B. uniform enforcement policies for traffic law violations
- C. guidelines on law enforcement practices, and
- D. procedures for handling traffic violations by certain classes of motorists

II. POLICY

It is the department's policy to enforce traffic laws for the purpose of reducing the number of traffic accidents. Therefore, officer's enforcement actions, and their decisions about the type of enforcement action to take in any given situation, should include careful consideration of the nature and seriousness of the violation, the intent of the driver, and the effect of the violation on other motorists and or pedestrians.

Officers will initiate enforcement action based on a combination of training, experience, and common sense. In the absence of specific direction elsewhere, officers should operate on the premise that deliberate violations of the traffic laws and hazardous violations, deserve a more vigorous enforcement action than do inadvertent violations or non hazardous violations.

Further, the department places greater emphasis on the quality of the officer's traffic law enforcement efforts, rather than the quantity. While all uniformed officers share the responsibility for traffic law enforcement, it is recognized that the opportunity to enforce laws varies according to other law enforcement duties of officers. The department expects all uniformed officers to contribute to traffic law enforcement but does not establish quantitative objectives for individual officers such as ticket quotas.

III. ENFORCEMENT OPTIONS

Officers will keep the preceding statements of policy in mind when selecting from the following enforcement methods that are available, from the most to the least extreme:

- 1. physical arrest;
- 2. application for summons or warrant
- 3. citations

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4. written warnings and or safety equipment repair orders
5. verbal warnings

IV. ENFORCEMENT PRACTICES

A. Visible Traffic Patrol

Normal traffic enforcement involves visible traffic patrol by officers who observe and handle traffic violations during the performance of their normal duties, or while on a directed patrol traffic enforcement assignment.

B. Stationary Enforcement

When completing reports or doing other activities that keep officers out of service for a short while, officers are encouraged to park their patrol vehicles in a conspicuous location, where the presence of the vehicle will serve to remind drivers to comply with traffic laws

C. Unmarked or Unconventional Vehicles

When available, unmarked or unconventional vehicles may be used in problem areas. All unmarked vehicles will be equipped with emergency lights (blue and or red) and siren.

D. Speed Measuring Devices

1. radar equipment may be operated only by members of the department who have completed the radar training courses applicable to the equipment being used; radar operators are responsible for the proper care of the radar they use; under no circumstances will any one who is unauthorized to repair radar units attempt to repair the unit
2. each radar will be calibrated at intervals of six (6) months and repaired, if necessary, by a qualified technician; calibration certificates will be maintained in a log book specifically established for said records
3. requests from citizens or community organizations for radar enforcement will be evaluated, and if deemed necessary, appropriate action will be taken

V. ENFORCEMENT GUIDELINES

A. Out of State Motorists

Because the Uniform Vehicle Code is followed by a majority of states, including Maryland, nonresidents should not be granted immunity unless the traffic regulations violated are unique to Maryland or Anne Arundel County.

B. Juveniles

In addition to the discretionary factors discussed in Section I, officers must consider the age and inexperience of a juvenile motorist in deciding on the proper enforcement action. See Index Code 1703 for juvenile traffic enforcement procedures.

C. Legislators

Members of the United States Congress, Maryland General Assembly, the Anne Arundel County Council, the Federal and State judiciary, and the executive branches of the government, and local officials of Crofton, enjoy no immunity

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from citation or arrest. Officers will address them with respect customarily accorded their office and standing in the community.

D. Foreign Diplomats and Consular Officials

See Index Code 2001.1

E. Military Personnel

If a traffic stop results in the physical arrest of an active duty member of the armed forces of the United States, the officer will advise the Anne Arundel County Police Department's Communication Section to inform the Officer on Duty of the military reservation, ship, or installation to which the military person is assigned.

F. Armored Cars

In the event that an armored car commits a traffic violation requiring the issuance of a citation the officer will:

1. stop the vehicle and advise Communications of the vehicle number and company name;
2. communicate with the driver through the gun port - including passing the driver's license, registration card, or citation(s), and;
3. not request the driver to exit the vehicle, under normal circumstances

In the event the offense is such that it is necessary to have the driver exit the vehicle, the officer will request a supervisor and a supervisor from the armored car company. Drivers have been instructed not to exit the vehicle unless company and police supervision are present.

G. Drivers with Suspended or Revoked Driving Privileges

Arrests will be made for driving while suspended or revoked charges if the motorist has an out of state license. Maryland residents may be arrested for driving while suspended or revoked. However, this is not mandatory. The motorist's prior driving history and reason for suspension or revocation should be considered. **Under no circumstances should the motorist be allowed to continue to drive.** If the status of a motorist's drivers license cannot be determined at the point of contact, and the officer later learns that the license is suspended or revoked, the officer will attempt to issue a traffic citation to the individual. If unsuccessful, the officer will place charges through the District Court commissioner.

H. Speeding Enforcement

Enforcement of speeding violations should be based upon the location of the violation, time of day, traffic volume, proximity of pedestrians, and the danger caused to other motorists. As with all other enforcement decisions, the officer's decision on the enforcement option must be based on a combination of training, experience, and common sense.

I. Equipment Violations

When enforcing equipment violations, officers should consider the continued safe operation of the vehicle and the general condition of the equipment, as well as the type of equipment defect. Equipment violations should be handled by issuing a Safety Equipment Repair Order unless the vehicle has an out of state registration, in which case a warning or citation should be issued.

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J. Public Carriers / Commercial Vehicles

Moving violations involving commercial vehicles or public carriers should be handled in the same manner as a private passenger vehicle, with appropriate consideration given to the danger caused to other motorists and passersby, and to the inconvenience caused to passengers, if any. Enforcement of weight and load limits is the responsibility of the State Police. Officers encountering such violations should request a properly trained trooper to be dispatched to the scene.

K. Multiple Violations

When issuing charges for multiple violations, only one violation may be charged on each citation. Be sure to "loop" all related citations. See Index Code 1937 for procedures. Except in the case of fatal accidents, officers may place "Must Appear" charges at the same time that the violator is charged with prepayable offenses. Charges in fatal accident cases will be placed by the fatal accident investigation specialist of Anne Arundel County Police Department, after consultation with the State's Attorney's Office.

L. Grace Periods for Newly Enacted Laws

Grace periods will be announced for newly enacted laws. After the expiration of the grace period, the officer will use discretion according to the circumstances.

M. Bicycles and Pedestrians

1. Traffic Safety from Anne Arundel County Police will review all accident reports involving bicycles and pedestrians; when appropriate they may recommend a study of an accident scene to determine if selective enforcement is warranted; results will be forwarded
2. on heavily traveled highways where moving violations are observed involving persons operating bicycles, all applicable laws will be strictly enforced; in areas where traffic flow is minimal, visibility is unobstructed, and traffic accident occurrences are low, officers should exercise discretion in the type of enforcement action taken
3. officers should be more lenient in the enforcement of the law and more instructive in their response to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles. Officers should be less tolerant with older offenders who should be aware of the hazards inherent in the unsafe operation of bicycles
4. officers will concentrate their efforts on pedestrian violations in those areas where pedestrian accidents have been frequent and severe, and will cite those persons committing substantial violations, when appropriate

N. Off Road Vehicles

Unregistered off road vehicles will be impounded and towed if found in operation on public highways, public parks, or trails. Persons illegally operating off road vehicles on public highways will be charged on the appropriate charging document (traffic citation or juvenile citation). Warnings are at the officer's discretion. If a juvenile is warned, his or her parent or guardian will be notified of the offense. Operation of off road vehicles in such a manner to endanger the life or property of others should result in traffic charges instead of warnings.

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O. Parking Enforcement

Non-emergency parking regulations, including tow away zones, time controlled zones, and handicapped parking will be enforced with reasonableness and impartially in all areas of Crofton. Vehicles parked in fire lanes, and vehicles parked illegally presenting an immediate hazard to traffic, will be ticketed and towed immediately.

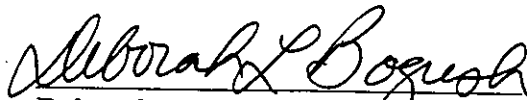
P. Traffic Citations Involving Anne Arundel County School Bus Drivers

The transportation supervisor for Anne Arundel County Board of Education has requested to be notified whenever county school bus drivers are issued traffic citations for moving violations. To adhere to this request officers will follow the policy outlined below:

1. any officer who issues a traffic citation for a moving violation to a school bus driver (while operating the school bus) will forward a copy of the citation to Traffic Safety within 72 hours of issuance; it is not necessary for the bus to be occupied by students when the violation occurs; on the reverse side of the citation to Traffic Safety indicate the bus number and company
2. Traffic Safety will subsequently notify the transportation supervisor of the Anne Arundel County Board of Education
3. the issuance of the citation(s) and the completion of any related duty will be done in the normal manner according to existing policies and procedures

Q. Request for Driver's Reexamination

- A. If a police officer encounters a driver who appears to be physically and or mentally incapable of operating a motor vehicle, the officer will notify the Motor Vehicle Administration using the Request for Reexamination form provided by the MVA. The officer will list:
 1. the driver's condition or actions that led to the initial traffic stop, and;
 2. the driver's subsequent conditions or actions observed by the officer that led the officer to believe the driver was incompetent or otherwise not fit to operate a motor vehicle
- B. All of the information set forth on the form must be complete and precise. The officer will submit the form to his or her supervisor for review and approval.
- C. If the drivers condition is such that continued operation of a motor vehicle will immediately endanger the motoring public, or the driver himself, further operation will not be allowed. The vehicle should be safely secured and arrangements made for the operator.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1904

TRAFFIC STOPS

EFFECTIVE: 01 OCT 94

Revised:

- I. Traffic Stop Policies**
- II. Procedures for Initiating a Traffic Stop**
- III. Contact with the Violator**
- IV. Information Provided to Motorist**
- V. Refusal to Sign Citation**
- VI. Ending the Traffic Stop**

I. TRAFFIC STOP POLICIES

Traffic enforcement, though a daily task for officers, is usually an infrequent and emotional experience for the violator. In many cases this is only contact that a citizen has with the police department. Officers should strive to make each contact an educational experience, leaving the violator with the impression that a necessary task was performed in a professional and friendly manner. If officers approach violators properly they will often influence driving behavior in a positive manner. Officers should be unequivocally certain of their observations concerning the violation.

II. PROCEDURES FOR INITIATING A TRAFFIC STOP

The safety of the officer and the motorist is the paramount concern through the duration of the traffic stop.

- A. Be mindful of the topography of the land. The stop location should be carefully chosen. Curves, hill crests, intersections and shoulder less roads should be avoided. If possible, stop locations offering adequate cover should be selected.
- B. Inform the dispatcher of the vehicle registration number (including state and type), vehicle description, and stop location prior to the first contact.
- C. Activate emergency equipment, to include emergency lights, hazardous warning lights, and if necessary, the spotlight or siren. Use the vehicle's public address system to direct the driver to a safe location, if necessary, or to provide other instructions before approaching the vehicle.
- D. Position the patrol vehicle about 15-20 feet to the rear and at an angle line to the road. Turn the front wheels to the left, leave the engine running and the driver's door unlocked. When leaving the vehicle unlocked, be alert to those who may be in the immediate area.
- E. Before exiting the patrol vehicle, observe the occupant(s) of the stopped vehicle for a short period of time (about 5 to 10 seconds) for unusual movements. As an added precaution, the officer may inform the driver to turn the wheels of the vehicle toward the curb.
- F. At night, the high beam headlights, spotlight and other vehicle lights should be used to conceal the officer's movement's from the violator and illuminate the interior of the stopped vehicle.
- G. If the violator or other occupants gets out of the vehicle, they should be directed back into their vehicle and the officer should be prepared to take evasive action should the violator continue to advance.
- H. Consider the position, readiness and availability of any weapons you may possess.
- I. While approaching the vehicle, watch occupant(s), check for altered registration plates, check the trunk to ensure that it is closed and locked and observe the interior of the vehicle for weapons or obscured passengers. If necessary, initiate a passenger side approach to the vehicle. Regardless of the

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approach chosen, officers should avoid passing between the lights of the patrol vehicle and the rear of the violator's vehicle.

- J. Stand beside and as close to the vehicle as possible. Position yourself to the rear of the driver (center post position). Be watchful of any passenger(s). Keep a constant, undistorted view of the violator's hands. Request the violator's driver's license and registration card. The officer should take the driver's license and other information with his non gun hand.

III. CONTACT WITH THE VIOLATOR

- A. Be prepared for the unexpected, but not noticeably apprehensive. Be prepared for the contact by having the necessary equipment immediately available.
- B. Present a professional image in appearance, language, and demeanor. Greet the violator with the appropriate title (Sir, Ma'am) and in a courteous manner. The officer may reasonably discuss the violation with the operator. Do not argue, berate, belittle, or otherwise verbally abuse the driver. Officers should be alert for any emotional stress or physical illness exhibited by the driver, and evidence of alcohol or drug use.
- C. Request and accept the violator's driver's license and registration card for the vehicle being operated. Obtain another identification document, preferably a photo identification, if the driver has no driver's license in possession
- D. The enforcement action should be in accordance with the driving behavior observed, not the violator's attitude. Be straight forward with the violator. Tell him or her what motor vehicle law has been violated and what the intended enforcement action will be.
- E. While completing the appropriate forms, check the vehicle operator through MILES and NCIC for license validity, driving record, criminal warrants or other outstanding court orders. When justified, check other occupants for criminal warrants and other outstanding court orders. When completing the appropriate documents, be in a position that allows for the immediate and unobstructed observation of the vehicle and its occupant(s).

IV. INFORMATION PROVIDED TO MOTORIST WHEN ISSUING CITATION

Upon issuance of a citation, the officer will explain to the violator that:

- A. If the offense is a prepayable offense, the defendant can elect to strand trial or pay the fine. The defendant should read the reverse side of the citation for precise instructions. If the offense is a "Must Appear" offense, the violator must appear for trial on a date to be set by the District Court.
- B. The possible consequences of not paying the fine nor appearing in court could be suspension of the driving privilege, issuance of a bench warrant, or both.
- C. By signing the citation, the motorist is promising to appear for trial or prepay the fine, and is not admitting any guilt.
- D. If the enforcement action requires a court appearance, where to appear. Explain any alternatives to the violator, but do not predict what the outcome of any court appearance might be. Refer inquiries about court appearances to the courts.

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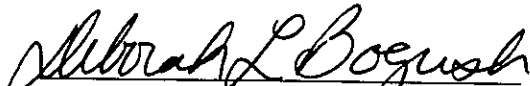
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V. REFUSAL TO SIGN CITATION

If the violator refuses to sign the citation, the officer will inform the violator that refusal to sign the citation is a separate violation of the law, and will result in his or her being arrested. **If the violator again refuses to sign, the officer will place the person under arrest and process the person according to the procedures for a misdemeanor arrest.**

VI. ENDING THE TRAFFIC STOP

- A. When returning to the stopped vehicle, be wary of, and alert to, any changes or alterations that the vehicle or occupants may have undergone during this brief period of time. Return the violator's drivers license, registration card and as copy of the warning or citation. Explain to the driver exactly what his or her obligations are in response to the enforcement action taken, as well as the consequences for failing to fulfill these obligations.
- B. Caution the operator to re-enter traffic flow safely. The officer should not leave the scene of the traffic stop until the violator has left.


Deborah L. Bogush, Chief of Police



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

BIAS BASED PROFILING

Index Code Number: 1904.1

Effective Date: 31 Dec 2006

Revision Date:

- I. Purpose**
- II. Policy**
- III. Definitions**
- IV. Guiding Principles**
- V. Responsibilities**

I. PURPOSE

The purpose of this policy is to establish departmental guidelines for conducting constitutionally valid investigative contacts and enforcement traffic stops. Additionally, it will explain how officers will collect certain information pertaining to traffic stops and how the collected data will be used and disseminated.

II. POLICY

A. It is the department's policy that all investigative contacts and enforcement traffic stops will be based upon articulate and constitutionally valid suspicion(s) or reason(s). Officers are prohibited from using an individual's race, ethnicity, gender, sexual orientation, religion, economic status, age, culture group, or any other identifiable grouping as the sole justification to initiate traffic contacts, investigative field contacts and asset seizure and forfeiture efforts.

B. It is the department's policy that officers will complete the approved "Traffic Stop Data Sheet" (TSDS) to record certain enforcement traffic stops.

C. It is the department's policy that all officers will receive initial instruction on the prohibition against bias based profiling and refresher training to reinforce previous training and/or to develop new skills to enhance police-citizen contacts.

III. DEFINITIONS

A. Profiling

The observation of characteristics and indicators learned through the collective experience of law enforcement agents has shown to be relevant in identifying specific criminal actions and are considered accordingly in determining whether or not there are grounds to reasonably believe an investigative stop is appropriate.

B. Bias Profiling

The selection of individuals for police-initiated action based on a common trait of a group. This includes but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, culture group or any other identifiable groups.

C. Racial Profiling

Any police-initiated action that relies exclusively on race, ethnicity, or national origin of an individual.

D. Reasonable and Articulate Suspicion

Actions taken by the officer must be reasonable under the existing circumstances and based on the officer's knowledge at the time. Officers must be able to point to and describe the specific factors that raised suspicions and led him/her to take action in connection with an investigative or enforcement traffic stop.

E. Investigative Contact

A stop based on reasonable articulate suspicion or knowledge of criminal activity. Information may originate with another officer or by independent investigation.

F. Enforcement Stop

A stop initiated as a result of an observed violation of the criminal or traffic code.

G. Reportable Traffic Stop

Means any instance when a law enforcement officer stops the driver of a motor vehicle and detains the driver for any period of time for a violation of the Maryland vehicle law. This does not include: A checkpoint or roadblock stop; A stop of multiple vehicles due to a traffic accident or emergency situation requiring the stopping of vehicles for public safety purposes; or, A stop based on the use of radar, laser, or vascar technology.

H. Traffic Stop Data Sheet (TSDS)

A form developed to assist with the department's efforts in recording information about certain traffic stops as required by the Annotated Code of Maryland, Section 25-113. The record system will include data such as: race, age and gender of person stopped, suspicions of the officer that led to the contact, any enforcement action taken as result of the contact, duration of the stop, and whether any evidence and/or property was seized as a result of the stop.

IV. GUIDING PRINCIPLES

A. Law enforcement officers have a duty and authority to investigate suspicious activities that may be associated with the violation of criminal and motor vehicle laws. This duty is limited to reasonable articulable factors which would likely lead any knowledgeable, reasonable officer to the same conclusion; i.e., that a violation is occurring or has occurred.

B. Any consideration, to any degree, of a person's race, ethnicity, age, or gender, in law enforcement actions, including traffic stops, is absolutely prohibited. The only exception to this standard would occur if one or more of these characteristics were part of a specific lookout for a specific suspect. This applies to passengers as well as automobile drivers.

C. The recording and evaluation of statistical data is a management tool to be used to determine overall department-wide traffic stop patterns and to produce the required yearly traffic stop data submission reports. Police management will review and evaluate traffic stop



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

BIAS BASED PROFILING

Index Code Number: 1904.1

Effective Date: 31 Dec 2006

Revision Date:

data on a periodic basis pursuant to Annotated Code of Maryland, Section 25-113.

D. Officers should receive refresher training to enhance their ability to articulate and document their actions. Any such training should stress the importance of communication, particularly active listening and non-verbal cues.

E. Police-citizen encounters, when done properly and professionally, have the potential to be positive community relations tools and can be a means of confronting adverse anecdotal information.

F. Nothing in this policy should be construed to alter the authority of a law enforcement officer to make an arrest, conduct a search or seizure, or otherwise fulfill the officer's law enforcement obligations.

G. Officers should realize the advantage in issuing the driver or passenger(s) a receipt (copy of a ticket, warning, etc.) documenting the circumstance leading up to the stop and subsequent actions taken thereafter.

V. RESPONSIBILITIES

A. Officer's Responsibility

To help ensure accurate and timely information about traffic stops is captured on the computer aided dispatch system, officers must be diligent in following traffic stop procedures established in Index Code 1904 and relay all required information to police dispatchers. Police officers who conduct traffic stops, meeting the criteria of a reportable traffic stop (Section III.G.), will accurately and thoroughly complete a "Traffic Stop Data Sheet" (Appendix A). **The officer will obtain an "Incident Number" from the dispatcher and will enter the number in the space provided on the report form.** Officers conducting traffic stops which meet the exception criteria described in Section III.G will notify the dispatcher of the exception and will not request an incident number. Police officers shall not ask the automobile driver or passenger(s) their race or ethnicity group because it may only inflame and prolong an already tense situation. Officers should use their personal judgement in assessing race and ethnicity. The TSDS will be turned into the patrol supervisor along with all related paperwork before the end of his or her tour of duty. Officers who conduct reportable traffic stops during off-duty hours or during special assignments will submit the applicable paperwork to their supervisor on their next scheduled work day.

B. Communications Section Responsibility

Just as important as the completion of the "Traffic Stop Data Sheet" by the police officers, communication dispatchers of the Anne Arundel County Police Department must enter into CAD the location, vehicle registration, (including state and type) and vehicle description. This cooperative effort will help to ensure that all vital information about traffic stops is accurately collected. Upon the officer's notification that a traffic stop has ended, the communication dispatchers must issue the officer the corresponding Incident Number upon the officer's request, which will be placed on the officer's TSDS and clear the traffic stop with the TSDS nature code 3903. The disposition code 3904 will be used for traffic stops not requiring a TSDS or incident number as indicated by the involved officer.

Note: It is imperative that officers and Communications Section dispatchers, working together, ensure that proper disposition codes are used and TSDS forms are completed when appropriate as required by this Index Code.

C. Central Records Responsibility

Beginning January 1, 2002 Central Records of the Anne Arundel County Police Department will collect and maintain a data base for all recorded "Traffic Stop Data Sheets," pursuant to the Annotated Code of Maryland, Section 25-113. Additionally, Central Records personnel shall produce two interim TSDS reports revealing the accumulated data as of April 30th and August 31st of each year. The interim TSDS reports will be forwarded to the Staff Inspection Unit. By January 31st of each proceeding year, Central Records will produce an annual report of all collected TSDS from the previous year and prepare a report in accordance with the reporting provisions of the Maryland Justice Analysis Center.

D. Training Academy's Responsibility

The Training Academy of the Anne Arundel County Police Department is responsible for ensuring that officers receive initial instruction on the prohibition against bias based profiling and refresher training to reinforce previous training and/or to develop new skills to enhance police-citizen contacts.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



TRAFFIC STOP DATA SHEET INSTRUCTIONS FOR COMPLETION

REQUIRED INFORMATION FOR EVERY STOP

YEAR: Fill in the oval for the year.

INCIDENT NUMBER: Write the sequential number in the 6 boxes provided. Fill in the corresponding oval for each of the 6 digits of the sequential number.

BIRTH DATE OF DRIVER: Write the driver's birth date in the 6 boxes provided in MMDDYY format. Fill in the corresponding oval for each of the 6 digits.

STATE OF DRIVER'S LICENSE: Fill in **one and only one** oval. Use **Other** for U.S. Territories and foreign countries. Use **None** if the driver has no driver's license.

MD COUNTY OF DRIVER: For Maryland drivers fill in **one and only one** oval. County appears between the city and state on the driver's license. (Fill in the unlabeled oval for Baltimore City)

Sex of Driver: Fill in **one and only one** oval based on your observation.

Race of Driver: Fill in **one and only one** oval based on your observation.

Driver Arrested: Fill in **one and only one** oval for Driver Arrested. If the driver was arrested fill in one or more of the ovals **Based on Stop, Based on Search or Other**.

Primary "Initial" Reason For Stop: Fill in the ovals for Article, Section and Subsection *or* the Equipment SERO Code **but not both**. Fill in **one and only one** oval for the Action Taken as a result of the "Initial" Reason for the stop. If the Action Taken is Citation, the Art/Section/Sub must be filled in. If the Action Taken is SERO, the SERO Code must be filled in. (There can only be one Primary Initial Reason for the stop) *Note: See examples on cover.*

Search Done: Fill in **one and only one** oval for Search Done.

Sign, Date, enter your ID# and District or other assignment and turn in to your supervisor.

REQUIRED FOR ARREST/SEARCH/SEIZURE

If a Search Was Done: Fill in the oval for Person or the oval for Property or **both**.

Disposition of Search: Fill in the oval for Contraband Seized or the oval for Other Property Seized or **both**. If nothing was seized, leave both ovals blank.

Reason for Search: If a search was done fill in **one and only one** oval for the reason.

ADDITIONAL VIOLATIONS

Any Additional Violations up to four (4): Up to four (4)-additional violations shall be listed. Fill in the ovals for Article, Section and Subsection *or* the Equipment SERO Code **but not both**. Fill in **one and only one** oval for the Action Taken. If the Action Taken is Citation, the Art/Section/Sub must be filled in. If the Action Taken is SERO, the SERO Code must be filled in. *Note: See examples on cover.*

SLIT

PERF GLUE PERF

TRAFFIC STOP DATA SHEET

YEAR	INCIDENT NUMBER	DRIVER'S BIRTH DATE			Search Done	SERIAL #	DO NOT MARK IN THIS AREA
		M	D	Y	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2001					Type of Search <input type="checkbox"/> Person <input type="checkbox"/> Property		
2002					Disposition of Search <input type="checkbox"/> Contraband Seized <input type="checkbox"/> Other Property Seized		
2003					Reason for Search <input type="checkbox"/> Consensual <input type="checkbox"/> Arrest <input type="checkbox"/> Exigent Circumstances <input type="checkbox"/> K-9 Alert <input type="checkbox"/> Probable Cause <input type="checkbox"/> Other (Explain) _____		
2004							
2005							
2006							

STATE OF DRIVER'S LICENSE			
<input type="checkbox"/> MD	<input type="checkbox"/> FL	<input type="checkbox"/> MS	<input type="checkbox"/> SD
<input type="checkbox"/> VA	<input type="checkbox"/> GA	<input type="checkbox"/> MO	<input type="checkbox"/> TN
<input type="checkbox"/> DC	<input type="checkbox"/> HI	<input type="checkbox"/> MT	<input type="checkbox"/> TX
<input type="checkbox"/> PA	<input type="checkbox"/> ID	<input type="checkbox"/> NB	<input type="checkbox"/> UT
<input type="checkbox"/> NJ	<input type="checkbox"/> IL	<input type="checkbox"/> NV	<input type="checkbox"/> VT
<input type="checkbox"/> NY	<input type="checkbox"/> IN	<input type="checkbox"/> NH	<input type="checkbox"/> WA
<input type="checkbox"/> AL	<input type="checkbox"/> IA	<input type="checkbox"/> NM	<input type="checkbox"/> WV
<input type="checkbox"/> AK	<input type="checkbox"/> KS	<input type="checkbox"/> NC	<input type="checkbox"/> WI
<input type="checkbox"/> AZ	<input type="checkbox"/> KY	<input type="checkbox"/> ND	<input type="checkbox"/> WY
<input type="checkbox"/> AR	<input type="checkbox"/> LA	<input type="checkbox"/> OH	<input type="checkbox"/> Other
<input type="checkbox"/> CA	<input type="checkbox"/> ME	<input type="checkbox"/> OK	<input type="checkbox"/> None
<input type="checkbox"/> CO	<input type="checkbox"/> MA	<input type="checkbox"/> OR	
<input type="checkbox"/> CT	<input type="checkbox"/> MI	<input type="checkbox"/> RI	
<input type="checkbox"/> DE	<input type="checkbox"/> MN	<input type="checkbox"/> SC	

MD COUNTY OF DRIVER			
<input type="checkbox"/> A	<input type="checkbox"/> CE	<input type="checkbox"/> HO	<input type="checkbox"/> S
<input type="checkbox"/> AA	<input type="checkbox"/> CH	<input type="checkbox"/> K	<input type="checkbox"/> T
<input type="checkbox"/> BA	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> WA
<input type="checkbox"/> CAL	<input type="checkbox"/> F	<input type="checkbox"/> PG	<input type="checkbox"/> WI
<input type="checkbox"/> CA	<input type="checkbox"/> G	<input type="checkbox"/> QA	<input type="checkbox"/> WO
<input type="checkbox"/> CAR	<input type="checkbox"/> HA	<input type="checkbox"/> STM	

Sex of Driver: Male Female

Race of Driver: Asian Black White
 Hispanic Other

Driver Arrested: Yes No
 Based on Stop
 Based on Search
 Other

Primary "Initial" Reason For Stop			
Traffic	Equip.	SERO	Action Taken
Art	Section	Sub Code	
1	1	1	<input type="checkbox"/> Citation
1	1	1	<input type="checkbox"/> SERO
1	1	1	<input type="checkbox"/> Written Warning
1	1	1	<input type="checkbox"/> Verbal Warning

ADDITIONAL VIOLATIONS				
Art	Section	Sub	SERO Code	Action Taken
1	1	1	1	<input type="checkbox"/> Citation
1	1	1	1	<input type="checkbox"/> SERO
1	1	1	1	<input type="checkbox"/> Written Warning
1	1	1	1	<input type="checkbox"/> Verbal Warning

Officer _____ Date _____

ID # _____ Assignment _____

Supervisor _____

State Abbreviation Key

MD Maryland	ID Idaho	NM New Mexico
VA Virginia	IL Illinois	NC North Carolina
DC Dist. of Columbia	IN Indiana	ND North Dakota
PA Pennsylvania	IA Iowa	OH Ohio
NJ New Jersey	KS Kansas	OK Oklahoma
NY New York	KY Kentucky	OR Oregon
AL Alabama	LA Louisiana	RI Rhode Island
AK Alaska	ME Maine	SC South Carolina
AZ Arizona	MA Massachusetts	SD South Dakota
AR Arkansas	MI Michigan	TN Tennessee
CA California	MN Minnesota	TX Texas
CO Colorado	MS Mississippi	UT Utah
CT Connecticut	MO Missouri	VT Vermont
DE Delaware	MT Montana	WA Washington
FL Florida	NB Nebraska	WV West Virginia
GA Georgia	NV Nevada	WI Wisconsin
HI Hawaii	NH New Hampshire	WY Wyoming

Examples for Completing Primary "Initial" Reason For Stop and ADDITIONAL VIOLATIONS

Example 1: SERO Code
 55 Headlights SERO

Art	Section	Sub	SERO Code	Action Taken
0	0	0	a	<input type="radio"/> Citation
1	1	1	b	<input type="radio"/> Citation
2	2	2	c	<input checked="" type="radio"/> SERO
3	3	3	d	<input type="radio"/> Citation
4	4	4	e	<input type="radio"/> Written Warning
5	5	5	f	<input checked="" type="radio"/> SERO
6	6	6	g	<input type="radio"/> Written Warning
7	7	7	h	<input type="radio"/> Verbal Warning
8	8	8	i	<input type="radio"/> Verbal Warning
9	9	9	j	<input type="radio"/> Verbal Warning

Example 2: 3 Digit Section
 Leave first column blank
 21-801.1 (b) written warning

Art	Section	Sub	SERO Code	Action Taken
0	0	0	a	<input type="radio"/> Citation
1	1	1	b	<input type="radio"/> Citation
2	2	2	c	<input type="radio"/> SERO
3	3	3	d	<input type="radio"/> Citation
4	4	4	e	<input checked="" type="radio"/> Written Warning
5	5	5	f	<input type="radio"/> Written Warning
6	6	6	g	<input type="radio"/> Verbal Warning
7	7	7	h	<input type="radio"/> Verbal Warning
8	8	8	i	<input type="radio"/> Verbal Warning
9	9	9	j	<input type="radio"/> Verbal Warning

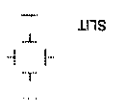
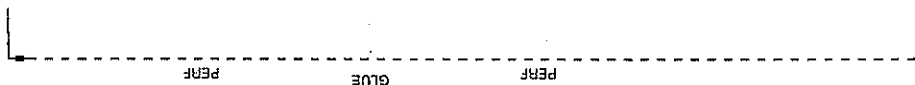
Example 3: 4 Digit Section
 21-1117 (c) verbal warning

Art	Section	Sub	SERO Code	Action Taken
0	0	0	a	<input type="radio"/> Citation
1	1	1	b	<input type="radio"/> Citation
2	2	2	c	<input type="radio"/> SERO
3	3	3	d	<input type="radio"/> Citation
4	4	4	e	<input type="radio"/> Written Warning
5	5	5	f	<input type="radio"/> Written Warning
6	6	6	g	<input type="radio"/> Verbal Warning
7	7	7	h	<input checked="" type="radio"/> Verbal Warning
8	8	8	i	<input type="radio"/> Verbal Warning
9	9	9	j	<input type="radio"/> Verbal Warning

Index Code: 1904.1
Appendix A: Traffic Stop
Data Sheet
Effective Date: 01-01-02

Notes:

Lined area for notes, consisting of approximately 30 horizontal lines.





MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 02-014

FILE BEHIND: Index Code 1904.1

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: April 15, 2002

SUBJECT: **Biased Based Profiling:
Revised Traffic Stop Data Collection Procedures**

BACKGROUND

On January 01, 2002, the department began compliance with a new Maryland law requiring that all law enforcement agencies collect certain data pertaining to the traffic stops its officers conduct. At the end of each year, the departments will then be required to provide a report of the accumulated data derived from those stops to the Maryland Justice Analysis Counsel. The Anne Arundel County Police Department has been at the forefront in regard to the manner in which we collect the required data, and every effort was made to make this process as workable as possible. Over the past few months, there has been an excellent working effort between officers and dispatchers to ensure that the data collection forms (TSDS) were submitted when required. However, a review of our data collection efforts to date shows us that we may now need to fine-tune our procedures, to insure our maximum compliance with the law.

PURPOSE

The purpose of this memorandum is to detail specific modified procedures and actions to the current manner in which traffic stops are reported and cleared. These changes are directed to insure proper communication occurs between officers and dispatchers as it relates to the completion of a Traffic Stop Data Sheet (TSDS).

PROCEDURE

- A. A TSDS form is required whenever the **primary** (first) reason for a traffic stop is for a violation of a Maryland motor vehicle law. The primary exceptions to the completion of TSDS are investigative stops and the use of radar. (IC 1904.1 G)
- B. It is **important** that officers notify their dispatcher of the correct **initial** contact (incident or event) they are involved in with the motoring public to insure proper coding and to determine whether a TSDS is expected. If the dispatcher is notified of a traffic stop and a CAD incident is initiated as such, including the stop of a suspected DUI, a TSDS will be expected. This expectation occurs regardless if the officer later notifies the dispatcher to change the final disposition. If the initial contact is a Check Vehicle (Investigation); Radar Stop; Traffic Hazard; Disabled Motorist; etc., a different code is entered that will not expect a TSDS form to be submitted. **Again, it is very important that officers advise their dispatcher of the correct initial contact** (incident or event) to avoid confusion later regarding the submission of a TSDS.
- C. When initiating a Traffic Stop, officers should first notify their intent to the dispatcher by communicating their unit number followed by the word "Traffic" (e.g., "5A1 Traffic" or "A-1515 Traffic"). The officer should then pause and **wait** for acknowledgment, which allows the dispatcher the time needed to switch screens and prepare to copy the stop information. The officer should then provide the location first, followed by the tag number, vehicle description, and then any other characteristics of the stop.
- D. At the conclusion of a stop requiring a TSDS (see paragraph B), officers are required to request an incident number from the dispatcher. The dispatcher will note in CAD that an Incident Number was given using the abbreviation "IN". These stops will be coded as 3903 by the dispatcher.
- E. In ALL incidents, the officer will clear each traffic stop stating either, "10-08 Stop **WITH** Data Sheet,"(3903) or "10-08 Stop **NO** Data Sheet" (3904). If the dispatcher has any doubt, they should ask the officer to clarify.

- F. There are certain Traffic Stops that officers initially tend to identify by the violations, such as a "Possible DUI or "10-55 driver." The dispatcher should initiate these stops as a Traffic Stop (3903) and officers are required to complete a TSDS form; however, final disposition may indicate DUI.
- G. At times, Radar Stops seem to be a special problem. Radar Stops, stationary or moving, do not require a TSDS. However, officers who conduct Radar Stops must initiate the stop as a **Radar Stop** (39R). When an officer(s) begins a stationary radar assignment the dispatcher should be notified, who can then initiate a single incident on CAD to record multiple tag numbers. As the dispatcher is informed of each tag number, the word "**Radar**" must follow to avoid confusion that might occur during busy or relief periods in Communications, (e.g., "5A1, WGN-421 Maryland, **Radar**"). These stops will be coded as 3904 by the dispatcher.
- H. TSDS forms should be turned into a supervisor at the end of an officer's tour of duty. In other cases, such as off-duty stops, the TSDS form must be submitted to Central Records upon returning to work, or within 96 hours of the stop, whichever ever comes first.
- I. Upon review, if the Technical Services Bureau staff is not able to resolve the status of a missing TSDS form, an inquiry TSDS Status form (PD Form 1904.1) will be forwarded to the appropriate commander. The form should be completed as soon as possible and returned to Central Records.

We have received statewide recognition for the manner in which we have chosen to collect this data and our ability to comply with these mandates. I would like to thank all of you for your efforts and appreciate your adoption of these changes to insure the most accurate compliance possible.



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MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 02-014(A)
FILE BEHIND: Index Code 1904.1
TO: All Personnel
FROM: Emerson Davis *ED*
Deputy Chief, Field Operations Bureau
EFFECTIVE DATE: August 23, 2002
SUBJECT: **Biased Based Profiling:
Clarification Of Traffic Stop Data Collection Procedures**

BACKGROUND

A review of the data collection efforts from April 15, 2002, through July 7, 2002, reveals the need to further fine-tune our procedures, to insure our maximum compliance with the law.

PURPOSE

The purpose of this memorandum is to clarify current procedures, thus eliminating discrepancies related to the manner in which traffic stops are reported and cleared.

PROCEDURE

- A. Only one Traffic Stop Data Sheet (TSDS) is to be completed for each traffic stop even if the number of violations of the Maryland vehicle law exceeds five (5). A second (supplemental) TSDS for additional violation(s) should not be completed.

(Over)

B. A TSDS must be completed for the violation(s) observed by an officer leading to a DUI arrest.

C. 1.) If a vehicle is stopped for a violation of the Maryland Motor Vehicle law and further investigation results in criminal charge(s) being placed (i.e. CDS violation, theft, liquor law violation, etc.), or an FIR completed, or a warrant/summons served, a TSDS is still required citing the vehicle law violation even if there were no traffic charges placed.

2.) If the initial purpose of a Traffic Stop is for:

- a. a warrant/summons service only;
- b. a check vehicle;
- c. a check subject; or,
- d. investigative purposes only and not for a traffic violation(s),

a TSDS is not required. This information must be clearly communicated to the dispatcher and the incident cleared as required by item D.

Additionally, if it is known that a vehicle is initially being stopped for one of these specific purposes, other than a traffic violation, than the dispatcher should be notified as such at the beginning of the incident initiation.

D. **Reminder: In ALL incidents, the officer will clear each traffic stop stating either "10-08 Stop WITH Data Sheet" (3903), or "10-08 Stop NO Data Sheet" (3904). Supervisors will monitor radio communications to insure compliance with this procedure. (Refer to Memorandum 02-014, item E.)**

E. As mentioned in Memorandum 02-014, the sequence that information is provided to dispatchers when calling out on Traffic Stops is very important to their ability to record the stop correctly. When officers request a check for prior tag information, the dispatcher has to switch screens to obtain the information and then immediately switches back to their primary dispatch screen. If the officer advises they are going to be out on traffic after prior tag information is requested, the tag number must be given to the dispatcher again for the dispatcher no longer has the tag information available to them.

If, after obtaining prior tag information, you elect to stop the vehicle on Traffic, it is requested that you initiate the stop from the beginning using the sequence addressed in Memorandum 02-014. Unit Number followed by the word Traffic... a pause to wait for dispatcher acknowledgement, followed by Location, Tag Information, and Vehicle Description.

DUI/DWI ENFORCEMENT

INDEX CODE: 1905
EFFECTIVE DATE: 06-15-05

Contents:

- I. Purpose
- II. Maryland Implied Consent Law
- III. Field Procedures for *DUI/DWI* Cases
- IV. Station Procedures
- V. Release of *DUI/DWI* Offenders
- VI. Court Preparation
- VII. Attendance at Hearings
- VIII. Alcohol Violations by Youth
- IX. Report Requirements: Not Guilty Verdict
- X. Proponent Unit
- XI. Cancellation

I. PURPOSE

The purpose of this directive is to provide detailed guidance on the methods and procedures to be used in enforcing *DUI/DWI* laws. The arrest of a person for *driving while impaired* differs significantly from the handling of other traffic law violations. Included are methods to be employed for (1) proper administration of preliminary and evidentiary breath tests, (2) safe transportation of impaired arrestees, (3) procurement of blood and urine testing where governing statutes give the *suspect* a choice of these tests in addition or as an alternative to a breath test, (4) incarceration or release to a responsible third party, and (5) disposition of the *suspect's* vehicle.

II. MARYLAND IMPLIED CONSENT LAW

Reference: Transportation Article, Section 16-205.1

A. The Maryland Implied Consent Law states that any person who drives or attempts to drive a motor vehicle in the state of Maryland is considered to have consented to take a chemical test in order to determine the alcohol content, *or a test to determine the drug or controlled dangerous substance content* of his/her blood should he/she be detained on suspicion of driving or attempting to drive while *under the influence of alcohol, impaired by alcohol, so far impaired by any drug, any combination of drugs, or a combination of drugs and alcohol, or impaired by a controlled dangerous substance that they could not operate a vehicle safely.*

B. The Implied Consent Law also applies to all nonresident operators and all unlicensed operators, since they have been considered to have given their consent in return for the privilege of operating a motor vehicle on the highways of Maryland.

III. FIELD PROCEDURES FOR *DUI/DWI* CASES

A. If an officer believes that a person is driving or attempting to drive a motor vehicle while *under the influence of alcohol, impaired by alcohol, so far impaired by any drug, any combination of drugs, or a combination of drugs and alcohol, or impaired by a controlled dangerous substance that they could not operate a vehicle safely*, the officer will arrest the person.

B. The arresting officer must be observant of everything the driver says and does. The driver will be kept under observation by the arresting officer from the time of the arrest until the completion of the chemical test, should one be given.

C. If the driver is alone and stops the vehicle in an unsafe or illegal location or the vehicle is impeding traffic, the officer will make provisions to have the vehicle towed in accordance with department tow procedures. If the driver stops the vehicle in a safe and legal location, the officer will ask the driver if he/she wants the vehicle to be locked and left at the scene, or impounded. Officers will honor the request of the driver whenever possible.

D. If the vehicle is occupied by passengers when the driver is taken into custody, the officer may release the vehicle to a sober passenger with a valid license, if so requested and authorized by the owner.

E. The driver will be transported to a district station in accordance with department procedures. Special care must be taken to ensure the safety of the arrestee and the officer.

IV. STATION PROCEDURES

A. Required Reports

1. DR-15:
Advice of Rights to Chemical Test (all drivers)
2. DR-15A:
Notice of Refusal or Results of Chemical Test;
Order of Suspension;
Temporary Driver's License;
Driver's Request for Hearing (in cases of refusal to take chemical test or where the test results are 0.08 percent or higher)
3. Uniform Complaint and Citations
4. Statement of probable cause (if applicable)
5. PD 622, "Notice to Defendant" station release form (if eligible)
6. Alcohol Influence Report Form
7. *DR-23, Refusal to Submit to a DRE Test (if applicable.)*

B. Chemical Tests

See related Index Code 1905.1

C. Legal Representation

1. A person must, on request, be permitted a reasonable opportunity to communicate with counsel before submitting to a chemical test. Maryland law permits attorneys to administer a breath test to their clients. Such a test does not substitute for the *evidentiary* test administered by this department. The attorney may not remove the suspect from police custody to administer a test. *The officer will retain visual custody of the suspect during any attorney-administered test.*

The introduction of a chemical test device by the attorney is considered "mouth contamination" for evidential testing purposes of the suspect. It will then require the suspect to wait an additional twenty (20) minutes before an evidential test can be administered. The attorney test may not interfere with the compulsory two (2) hour time limit for a chemical test.

2. If a *suspect* requests counsel prior to the chemical test, the officer will note the time of the request, allow ample use of the telephone to the detained person, and note the number of calls attempted. The officer will not allow this request to

interfere with the mandated two (2) hour limit for conducting the department's chemical test, *or the four (4) hour limit for a blood test to determine the drug or controlled dangerous substance content of the suspect.*

3. Miranda rights are not required prior to the administration of a chemical test.

D. Request for Physician

1. *Suspects arrested for driving under the influence of alcohol or while impaired*, are entitled to be examined by a physician of their choosing at the time of their arrest. Such examinations will be conducted at the expense of the accused.

2. Officers will only call an accused's physician in the event the accused is unable to do so. In this case, officers will clearly stipulate to the doctor that services are being requested by the accused, who will be solely responsible for any cost incurred. During examinations conducted by private physicians, officers will maintain custody and control of the accused and will scrutinize all procedures used by the physician to ensure the safety of the physician, police personnel, and the general public.

V. RELEASE OF DUI/DWI OFFENDERS

A. The accused may be released upon issuance of a written citation and, consequently, not taken before a commissioner if he or she:

1. Is a Maryland resident; and
2. Has no prior FTA offenses in the last five years; and
3. Has no prior DUI or DWI offenses in the last five years; and
4. DUI or DWI is the most serious charge and/or there are no associated charges which require an appearance; and
5. A sober adult will take custody of the accused.
6. *The suspect and the adult taking custody understands, via PD 622, that he/she having been arrested for a violation of Maryland Vehicle Law 21-902 that they may not drive a motor vehicle within twelve (12) hours after arrest.*

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B. If the accused does not meet all the criteria listed in paragraph "A", he or she must be presented to a District Court commissioner prior to release.

C. The release of the accused to a sober adult upon issuance of a written citation is at the discretion of the arresting officer with approval of a supervisor. Supervisors, in exercising authority and discretion, will consider the best interest of the public. *The suspect will be held a minimum of four (4) hours after the time of arrest.*

D. In cases where the accused is to be released to sober adult, and not presented before a court commissioner, the arresting officer will read to the accused the information contained on the PD622 entitled, "Notice to Defendant" while allowing the accused an opportunity to read along if he/she desires. The arresting officer will sign this form and the accused will be asked to sign this form also.

E. The Department of Juvenile Justice must be notified if the detention period of a juvenile exceeds six (6) hours. See Index Code 1700, "Juvenile Operations" for details.

VI. COURT PREPARATION

When presenting a DUI/DWI case in court, several items must be covered, including:

1. Testifying to the circumstances that established the probable cause for an arrest, including all details which led the officer to believe the defendant was operating *or attempting to drive* a vehicle while either *under the influence of alcohol, impaired by alcohol, so far impaired by any drug, any combination of drugs, or a combination of drugs and alcohol, or impaired by a controlled dangerous substance that they could not operate a vehicle safely.*
2. The date and time of arrest.
3. That the offense occurred in Anne Arundel County.
4. Information on the advisement of Miranda rights and chemical test (DR-15) rights and obligations.
5. In cases where a chemical *test* is administered, the officer must testify to the type of test, time administered, *technician's name*, and results.

6. The officer must bring all related documents to court, including a certified copy of the accused's driving record; the chemical test results; copies of all written reports and citations; and any photographs that were taken.

7. The chemical test technician must appear if summoned by the defense.

VII. ATTENDANCE AT HEARINGS

Every driver who either refuses a test for alcohol, *drugs, or controlled dangerous substance*; or takes a test with a result of .08% or higher, has the right to request an MVA hearing. The request form is printed on the back of the defendant's copy of the DR-15A form. The driver may submit the completed form to the police officer at the time the DR-15A is completed, or within ten (10) days to the MVA. The arresting officer and/or chemical testing instrument operator must attend a MVA hearing after receiving a subpoena to do so.

VIII. ALCOHOL VIOLATION BY YOUTHS

A. The Maryland Vehicle Law prohibits drivers under the age of 21 with an alcohol concentration of 0.02% or higher from operating a motor vehicle. (Transportation Article, 16-113). When a driver under the age of 21 is suspected of operating a motor vehicle after consuming alcoholic beverages, *a chemical test will be requested via the DR-15.* If the driver takes a test with a result of 0.02% or higher, the driver may be charged with an alcohol restriction violation, *in addition to any other charges.* A conviction under this section will result in license suspension. If the driver refuses the test, or takes a test with a result of *0.08% or higher*, the license will be confiscated and processed according to DR-15A procedures.

B. If the youth is not charged with DUI/DWI, he or she may be released from custody upon completion of the chemical test and citation. In cases where a driver under age 21 is charged with a DUI/DWI violation and there is a test result of 0.02 or higher, a charge for the alcohol restriction violation should also be made.

IX. REPORT REQUIREMENTS FOR DEFENDANTS FOUND NOT GUILTY

Whenever a case of driving while intoxicated or driving while under the influence results in a verdict of not guilty, an inter-office memo will be submitted

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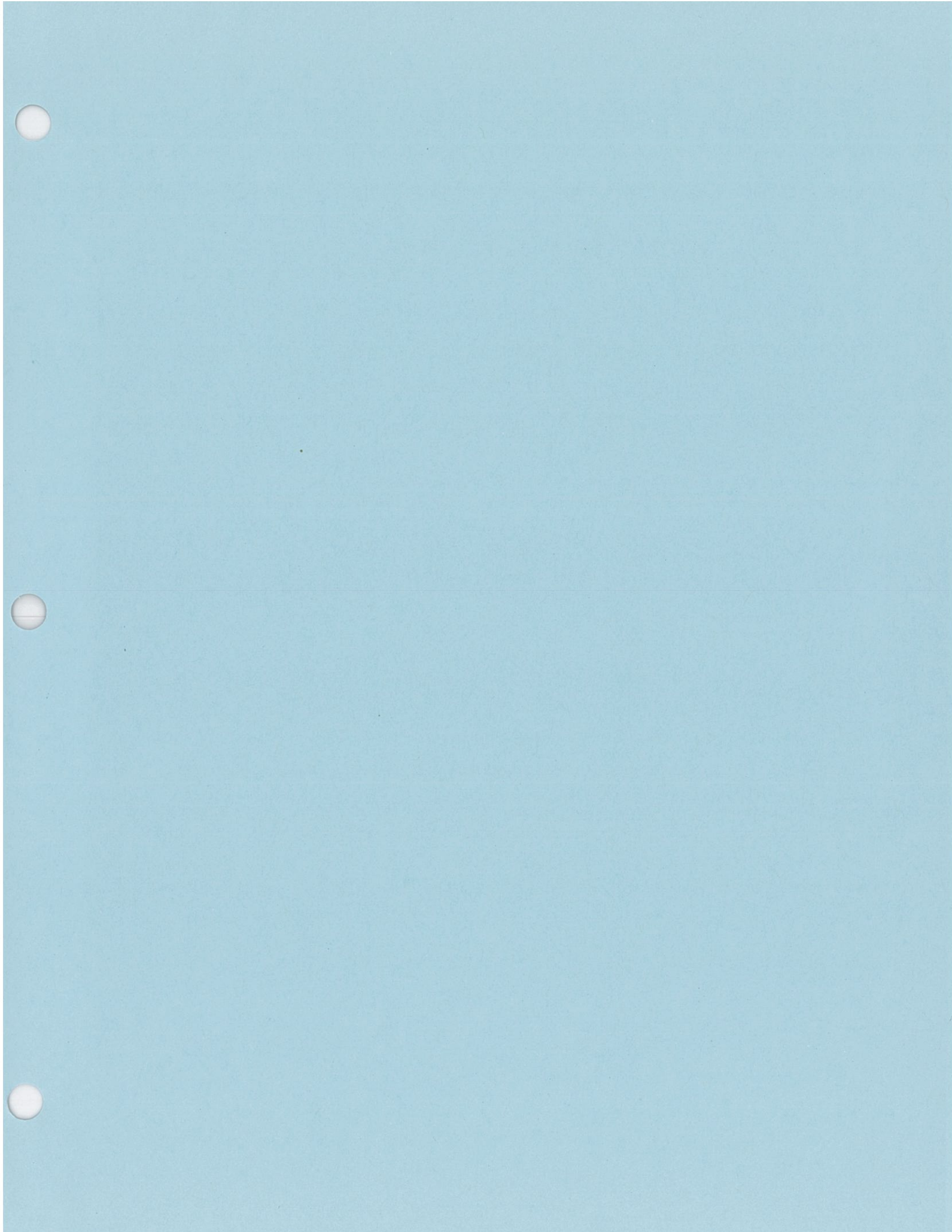
by the arresting officer to the Traffic Safety Section commander. This report must contain the reasons why the defendant was found "not guilty". Traffic Safety will use this data to identify procedural problems and to assist in DUI/DWI training and retraining.

X. PROPONENT UNIT: Traffic Safety Section

XI. CANCELLATION: *This directive cancels Index Code 1905, dated 05-01-94, Memorandum 01-042 and Index Code 1947, dated 03-30-94.*



P. Thomas Shanahan, Chief of Police





CHEMICAL TESTS FOR ALCOHOL

INDEX CODE: 1905.1
EFFECTIVE DATE: 06-15-05

Contents:

- I. Mandatory Chemical Tests
- II. Breath Tests
- III. Blood Tests
- IV. Proponent Unit
- V. Cancellation

I. MANDATORY CHEMICAL TESTS

Transportation Article, Section 16-205.1(c) *is the governing law for the provision listed below.*

A. Any person involved in a motor vehicle traffic accident, who a police officer has reasonable grounds to believe:

1. has been operating a motor vehicle while *under the influence of alcohol, impaired by alcohol, so far impaired by any drug, any combination of drugs, or a combination of drugs and alcohol, or impaired by a controlled dangerous substance that they could not operate a vehicle safely;*

AND

2. *the motor vehicle traffic accident results in the death of, or life threatening injury to, another person,*

is required to submit a chemical test *of breath or blood* at the request of the police officer.

The determination of the injured person's medical condition is the police officer's responsibility. The phrase "life threatening injury" is not defined in the law. The officer should seek the opinion of an attending medical professional, such as an emergency medical technician, paramedic, nurse, or doctor, if available. The officer should include the names of any such personnel in the official report of the incident.

Should the opinion of a medical professional not be immediately available, the officer should rely on his or her past experience and training in determining if the injuries are life threatening.

The officer should immediately compel the chemical test once he or she has made the medical determination. Under the law, a vehicle operator who refuses to submit to a chemical test must be compelled to do so if the police officer has made the threshold determination of the injured person's condition.

Testing will be conducted according to established procedures.

Additionally, MVA form DR-15 has been revised to address the changes in the law. The *most recent* DR-15 is dated "07/04", and *will* be used whenever an officer requires a person to take a chemical test under the new law. The DR-15 forms are available from *the Department Quartermaster.*

B. Suspects in such cases do not have the right to refuse the chemical test. However, the DR-15 and DR-15A should still be read, and the person should be given the opportunity to submit to a test voluntarily.

C. If the suspect refuses to submit a chemical test, the amount of force an officer can apply to obtain a breath or blood test is subject to the following guidelines from the State's Attorney:

1. Unless the officer or medical personnel exhibit gross negligence, they are not civilly liable for their actions.
2. Physical force may be applied, if necessary, to get the sample. The same amount of force that is reasonable to arrest an unarmed person would apply in these cases.
3. Officers will not do anything that *overtly or intentionally* endangers the driver or is physically harmful; they will not strike the driver nor render the driver unconscious. However, officers may physically restrain and immobilize the driver while medical personnel extract a blood sample. An officer may hold each limb and the driver may be strapped down if necessary.

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EFFECTIVE DATE: 06-15-05

4. When administering a breath test, the officer may force the driver to remain in a chair facing the chemical testing instrument and get the best sample possible without *overtly or intentionally* injuring the driver.

II. BREATH TESTS

Whenever a police officer requests a driver to submit to a breath test for alcohol, the officer will:

A. Complete the DR-15 Form

1. Read the entire DR-15 form to the driver.
2. Indicate on the DR-15 form whether or not the person agrees to submit to the test.
3. Have the driver sign the DR-15.
4. Sign and fill in the information on the bottom of the DR-15.
5. Provide the appropriate copy to the driver.
6. *Complete the DUI Data Information Sheet.*
7. *Breath Test operators will be requested only after the officer has completed the above steps.*

B. Complete the DR-15A Form, if applicable

If the driver either refuses the requested test or takes the test with a result of *0.08%* or higher, *or the person refuses to take a blood test for drug or controlled dangerous substance content when requested by a Drug Recognition Expert:*

1. Fill in all blocks with the proper information; **be sure to fill in the date of issuance** in the space labeled "date".
2. Indicate whether the person refused the test, or took the test with a result of *0.08%* or higher.
3. Confiscate the driver's license (Maryland driver's license only).
4. Issue a temporary license for the driver (only for Maryland drivers with valid licenses).
5. Complete the "Statement of Reasonable Grounds" for which the driver was detained.
6. Sign the form.
7. Have the breath test instrument operator sign the certification of a test result of *0.08%* or more.
8. Provide the driver's copy and the Hearing Request copy to the driver.

C. Mail Forms to MVA

1. Attach the confiscated Maryland driver's license to the adhesive strip located on the first copy of the DR-15A.
2. Seal the following items in the envelope provided, and mail to the MVA:
 - a. DR-15 (MVA copy)
 - b. DR-15A with confiscated driver's license
 - c. a copy of the test results
 - d. a copy of MSP Form 33 (Official Test Result)
 - e. *a copy of the DR-23, DRE Certification Form, if applicable.*

On the backside of the envelope, check off the items enclosed and mail immediately – no later than 72 hours from the date *and time* of issuance.

DO NOT LEAVE THE ENVELOPE ON THE DISTRICT SECRETARY'S DESK OR SEND IT TO CENTRAL RECORDS. GO TO A U.S. POST OFFICE AND MAIL IT.

D. In Case of Extreme Test Results

1. Only one chemical test should be given unless the results of the first test are *0.00%* and from all outward appearances the subject appears to be under the influence of alcohol. In such cases a second test must be administered. If the second test is negative, the subject must be taken immediately to a hospital. The hospital authorities should be advised that the subject appears to be under the influence, but that the test results were negative.
 - a. *The second test is not required if probable cause exists that the subject is in fact, under the influence of drugs or controlled substance.*
 - b. *When it is determined that the impairment is drug or controlled dangerous substance related, the arresting officer will request a Drug Recognition Expert (DRE) to conduct an evaluation.*

2. In cases where the chemical test has been administered, and the blood alcohol reading is *0.30%* or higher, the accused will be transported immediately to the nearest hospital. The arresting

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officer will advise hospital authorities of the accused's high blood alcohol reading.

3. For further guidance and processing requirements, see Index Code 2004.

E. Breath Test with a Result of 0.07% or Below

1. *When a breath test indicates a result of 0.07% or below, and the level of impairment is not consistent with the level of breath alcohol concentration, a DRE will be notified.*

2. *No DRE is required when a result below a 0.07% is to be used only for charging the subject with a violation of alcohol restriction.*

III. BLOOD TESTS

A blood test *shall be administered* instead of a breath test under the following circumstances:

- A breath testing instrument is not available.
- *Injuries to the defendant require the removal to a medical facility.*
- *A test is required to determine the drug or controlled dangerous substance content.*

A. Administering and Mailing Blood Tests

1. Read the DR-15 to the driver, if he/she is conscious. Complete the DR-15, have the driver sign it, and give the driver his/her copy. If the driver is unconscious, leave his/her copy of the completed DR-15 with the citations.

2. Obtain a current, valid blood alcohol kit from a supervisor. *Blood Test kits will remain in the Breath Test rooms in each district, not in officers' vehicles, except those officers assigned to the Traffic Safety Section. Check the expiration date on the box and inner specimen tubes before use.*

3. Transport the driver to a medical facility, if the Fire Department is not transporting. Only qualified medical personnel approved and licensed by the State Toxicologist may withdraw the blood. All hospitals in the Baltimore metropolitan area are approved.

4. The officer must witness the taking of the blood and is responsible for filling out all

forms included with the blood kit. *The officer must follow the enclosed directions.*

5. The consent form is to be signed by the accused, if conscious, and *a copy* will be submitted to Central Records with the final reports.

6. *Complete* the blood kit manufacturer's "blood collection report".

7. Complete the "Arrest Information" and "Medical Personnel Payment Authorization" parts of the MSP Form 34, which is included.

8. *The officer must follow the packaging and sealing procedure enclosed with the blood sample.* Include the completed MSP Form 34, *blood collection report, and consent form* with the blood kit.

9. Make sure that the *syringes* are properly disposed of *while at the medical facility.*

10. The mailing package is pre-addressed and postage is provided. *You must* drop it in the nearest U.S. Postal Service collection box or post office. *Do not leave it on the secretary's desk or send it to Central Records.*

The State Toxicologist will mail the blood test results to the Traffic Safety Section, who will send two copies to the States Attorney's Office and the original to the arresting officer.

B. DR-15A Procedures

1. If the blood test results are *0.08% or higher*, the arresting officer should contact the *suspect and make arrangement for a meeting with the suspect to complete and issue* the DR-15A form.

2. In the block titled "Issue Date" write the date that the DR-15A is completed, *not usually the same as the date of arrest or accident.*

3. In the block titled "Certification of Test Technician or Analyst", print the words

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"Blood Test – See Attached MSP Form #34".

C. Service of DR-15A on Absent Driver

If it is not practical for the detaining officer to serve the DR-15A on the driver, the detaining officer will:

1. Complete the DR-15A form as listed above with the exception of: order of suspension issue date, surrender of driver's license and driver's certified statement, and the temporary license block.
2. Forward the partially completed DR-15A and a copy to the jurisdiction in the area where the driver may be contacted. The detaining officer should retain a photocopy of the DR-15A.
3. If the DR-15A has not or cannot be served by another agency the arresting officer can serve it on the defendant at court.

IV. PROPONENT UNIT: Traffic Safety Section

V. CANCELLATION: This directive cancels Index Code 1905.1, dated 10-01-94.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1905

DWI / DUI ENFORCEMENT

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Maryland Implied Consent Law
- III. Field Procedure for DWI / DUI Cases
- IV. Station Procedure
- V. Station Release of Violator
- VI. Court Preparation
- VII. Attendance at Hearings
- VIII. Alcohol Violations by Youths
- IX. Report Requirements: Not Guilty Verdict

I. PURPOSE

The purpose of this directive is to provide detailed guidance on the methods and procedures to be used in enforcing DWI / DUI laws. The arrest of a person for driving while intoxicated differs significantly from the handling of other traffic violations. Included are methods to be employed for (1) proper administration of preliminary and evidentiary breath tests, (2) safe transportation of impaired arrestees, (3) procurement of blood and urine testing where governing statutes give the arrestee a choice of these tests in addition or as an alternative to the breath test, (4) incarceration or release to a responsible third party, and (5) disposition of the arrestee's vehicle.

II. MARYLAND IMPLIED CONSENT LAW

Reference: Transportation Article, Section 16-205.1

The Maryland Implied Consent Law states that any person who drives or attempts to drive a motor vehicle in the state of Maryland is considered to have consented to take a chemical breath in order to determine the alcohol content of his or her blood should he or she be detained on suspicion of driving or attempting to drive while intoxicated or under the influence of alcohol. The Implied Consent Law also applies to all non-resident operators and all unlicensed operators, since they have been considered to have given their consent in return for the privilege of operating a motor vehicle on the highways of Maryland.

III. FIELD PROCEDURES FOR DWI / DUI CASES

A. If an officer believes that a person is driving or attempting to drive a motor vehicle while either intoxicated or under the influence of alcohol, drugs, or a combination of both, the officer will arrest the person. The arresting officer must be observant of everything the driver says and does. The driver will be kept under observation by the arresting officer from the time of the arrest until the completion of the chemical test, should one be given. If the driver is alone and stops the vehicle in an unsafe or illegal location or the vehicle is impeding traffic, the officer will make provisions to have the vehicle towed in accordance with department tow procedures. If the driver stops the vehicle in a safe and legal location, the officer will ask the driver if he or she wants the vehicle to be locked and left at the scene, or

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impounded. Officers will honor the request of the driver whenever possible. If the vehicle is occupied by passengers when the driver is taken into custody, the officer may release the vehicle to a sober passenger with a valid license, if so requested and authorized by the owner. The driver will be transported to an Anne Arundel County Police station in accordance with department procedures. Special care must be taken to ensure the safety of the arrestee and the officer.

B. Field Sobriety Tests Procedures - At least three (3) standard Field Sobriety Tests should be attempted on a driver suspected of driving or attempting to drive a motor vehicle while either intoxicated or under the influence of alcohol, drugs, or a combination of both. These tests may include, but are not limited to: Horizontal Gaze Nystagmus [if the officer is certified and trained for this test], alphabet recital, finger to nose, heel to toe walk, or the one foot balance

IV. STATION PROCEDURES

A. Required Reports

1. DR-15;
Advice of Rights to Chemical Test (ALL DRIVERS)
2. DR-15A;
Notice of Refusal or Results of Chemical Test;
Order of Suspension;
Temporary Suspension;
Driver's Request for Hearing (in cases of refusal to take chemical test or where test results were .10 percent or higher)
3. Uniform Complaint and Citations;
4. Statement of probable cause;
5. PD622 "Notice to Defendant" station release form (if eligible)
6. Alcohol Influence Report form

B. Chemical Tests

See Index Code 1905.1.

C. Legal Representation

1. a person must, on request, be permitted a reasonable opportunity to communicate with counsel before submitting to a chemical test; Maryland law permits attorneys to administer a breath test to their clients; such a test does not substitute for the test administered by this department; the attorney may not remove the suspect from police custody to administer a test
2. if a detained person requests counsel prior to the chemical test, the officer will note the time of the request, allow ample use of the telephone to the detained person, and note the number of calls attempted; the officer will not allow this request to interfere with the mandated two (2) hours limit for conducting the department's chemical test
3. Miranda rights are not required prior to the administration of a chemical test

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D. Request for Physician

1. persons arrested for driving while intoxicated or while under the influence of alcohol, are entitled to be examined by a physician of their choosing at the time of their arrest. Such examinations will be conducted at the expense of the accused.
2. an officer will only call the accused a physician in the event the accused is unable to do so; in this case, officers will clearly stipulate to the doctor that services are being requested by the accused, who will be solely responsible for any cost incurred; during examination conducted by a private physician, officers will maintain custody and control of the accused and will scrutinize all procedures used by the physician to ensure the safety of the physician, police personnel, and the general public.

V. RELEASE OF DWI / DUI OFFENDERS

- A. The accused may be released upon issuance of a written citation and, consequently, not taken before a court commissioner if he or she:
 1. is a Maryland resident, and;
 2. has no prior FTA offenses in the last five (5) years, and;
 3. has no prior DWI or DUI offenses in at least five (5) years, and;
 4. DWI or DUI is the most serious charge and or there are no associated charges which require an appearance, and;
 5. a sober adult will take custody of the accused
- B. If the accused does not meet all of the criteria listed in Paragraph "A", he or she must be presented to a District Court Commissioner prior to release.
- C. The release of the accused is a sober adult upon issuance of a written citation is at the discretion of the arresting officer with approval of a supervisor. Supervisors, in exercising authority and discretion, will consider the best interest of the public.
- D. In cases where the accused is to be released to a sober adult, and not presented to a court commissioner, the arresting officer will read to the accused the information contained on PD622 entitled, "Notice to Defendant" while allowing the accused an opportunity to read along if he or she desires. The arresting officer will sign this form and the accused will be asked to sign this form also.
- E. The department of Juvenile Services must be notified if the detention period of a juvenile exceeds six (6) hours. See Article 17, "Juvenile Operations" for details.

VI. COURT PREPARATION

- A. When presenting a DWI / DUI case in court, several items must be covered, including:
 1. testifying to the circumstances that established the probable cause for an arrest, including all the details which led the officer to believe the defendant was operating a motor vehicle while either intoxicated or under the influence of alcohol consumption;
 2. the date and time of the arrest;
 3. that the offense occurred in Anne Arundel County;

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4. information on the advisement of Miranda rights and chemical test (DR-15) rights and obligations;
5. in cases where a chemical test is administered, the officer must testify to the type of test, time administered, and the results
6. the officer must bring all related documents to court, including a certified copy of the defendant's driving record; the chemical test results; copies of all written reports and citations; and any photographs that were taken
7. the chemical test technician must appear if summoned by the defense

VII. ATTENDANCE AT HEARINGS

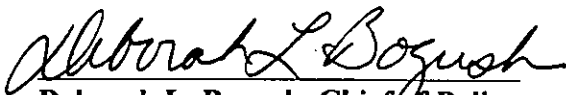
Every driver who either refuses a test for alcohol or takes a test with a result of 0.10 or higher, has the right to request an MVA hearing. The request form is printed on the back of the defendant's copy of the DR-15A form. The driver may submit the completed form to the police officer at the time the DR-15A is completed, or within ten (10) days to the MVA. The arresting officer and or chemical testing instrument operator must attend a MVA hearing after receiving a subpoena to do so.

VIII. ALCOHOL VIOLATION BY YOUTHS

The Maryland Vehicle Law prohibits drivers under the age of 21 with an alcohol concentration of 0.02% or higher from operating a motor vehicle. (Transportation Article 16-113) When a driver under the age of 21 is suspected of operating a motor vehicle after consuming alcoholic beverages, a test for alcohol concentration should be requested. If the driver takes a breath test with a result of 0.02% or higher, the driver may be charged with an alcohol restriction violation. A conviction under this section will result in license suspension. If the driver refuses the test, or takes a test with a result of 0.10% or higher, the license will be confiscated and processed according to the DR-15A procedures. If the youth is not charged with DWI / DUI, he or she may be released from custody upon completion of the chemical test and citation. In cases where a driver under the age of 21 is charged with DWI / DUI violation and there is a test result of 0.02 or higher, a charge for the alcohol restriction should also be made.

IX. REPORT REQUIREMENT FOR DEFENDANT'S FOUND NOT GUILTY

Whenever a case of driving while intoxicated or driving while under the influence results in a verdict of not guilty, an inter office memo will be submitted by the arresting officer to the Chief of Police. This report must contain the reasons why the defendant was found "not guilty." The Chief of Police will use this data to identify procedural problems and to assist in DWI / DUI training and retraining.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1905.1

CHEMICAL TESTS FOR ALCOHOL

EFFECTIVE: 01 OCT 94

Revised:

- I. **Mandatory Chemical Tests**
- II. **Breath Tests**
- III. **Blood Tests**

I. MANDATORY CHEMICAL TESTS

Senate bill 315, expanding the scope of Maryland Code, Transportation Article, Section 16-205.1(c), becomes law on October 1, 1994:

Any person involved in a motor vehicle traffic accident, who a police officer has reasonable grounds to believe:

1. has been operating a motor vehicle while intoxicated or under the influence of alcohol or any drug or combination of drugs and/or alcohol; and
2. the motor vehicle traffic accident results in either the death of, or life threatening injury of, any other person, is required to submit to a chemical test at the request of the police officer.

The determination of the injured person's medical condition is the police officer's responsibility. The phrase "life threatening injury" is not defined in the law. The officer should seek the opinion of an attending medical professional, such as an emergency medical technician, paramedic, nurse, or doctor, if available. The officer should include the names of any such personnel in the official report of the incident.

Should the opinion of a medical professional not be immediately available, the officer should rely on his or her past experience and training in determining if the injuries are life threatening.

The officer should immediately compel the chemical test once he or she has made the medical determination. Under the law, a vehicle operator who refuses to submit to a chemical test must be compelled to do so if the police officer has made the threshold determination of the injured person's condition. Testing will be conducted according to established procedures.

Additionally, MVA form DR-15 has been revised to address the changes in the law. The new DR-15 is dated "9/94", and should be used whenever an officer requires a person to take a chemical test under the new law. The new DR-15 forms are available from Traffic Safety.

- A. **Suspects in such cases do** not have the right to refuse the chemical test. However, the DR-15 and DR-15A should still be read, and the person should be **given the opportunity** to submit to a test voluntarily.
- B. If the suspect refuses to submit to a chemical test, the amount of force an officer can apply to obtain a breath or blood test is subject to the following guidelines from the State's Attorney:
 1. Unless the officer or medical personnel exhibit gross negligence, they are not civilly liable for their actions.
 2. Physical force may be applied, if necessary, to get the sample. The same amount of force that is reasonable to arrest an unarmed person would apply in these cases.
 3. Officers will not do anything that endangers the driver or is physically harmful; they will not strike the driver nor render the driver unconscious. However, officers may

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CHEMICAL TESTS FOR ALCOHOL

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- physically restrain and immobilize the driver while medical personnel extract a blood sample. An officer may hold each limb and the driver may be strapped down if necessary.
4. When administering a breath test, the officer may force the driver to remain in a chair facing the chemical testing instrument and get the best sample possible without injuring the driver.

II. BREATH TESTS

Whenever a police officer requests a driver to submit to a breath test for alcohol, the officer will:

A. Complete the Dr-15 Form

1. Read the entire DR-15 form to the driver.
2. Indicate on the DR-15 form whether or not the person agrees to submit to the test.
3. Have the driver sign the DR-15.
4. Sign and fill in the information on the bottom of the DR-15.
5. Provide the appropriate copy to the driver.

B. Complete the Dr-15a Form, If Applicable

If the driver either refuses the requested test or takes the test with a result of 0.10% or higher:

1. Fill in all blocks with the proper information; **be sure to fill in the date of issuance** in the space labeled "date".
2. Indicate whether the person refused the test, or took the test with a result of 0.10 or higher.
3. Confiscate the driver's license (Maryland driver's license only).
4. Issue a temporary license for the driver (only for Maryland drivers with valid licenses).
5. Complete the "Statement of Reasonable Grounds" for which the driver was detained.
6. Sign the form.
7. Have the breath test instrument operator sign the certification of a test result of 0.10 or more.
8. Provide the driver's copy and the Hearing Request copy to the driver.

C. Mail Forms to MVA

1. Attach the confiscated Maryland driver's license to the adhesive strip located on the first copy of the DR-15A.
2. Seal the following items in the envelope provided, and mail to the MVA:
 - a. DR-15 (MVA copy)
 - b. DR-15A with confiscated drivers license
 - c. a copy of the test results
 - d. a copy of MSP Form 33 (Official Test Result)

On the back side of the envelope, check off the items enclosed and mail immediately - no later than 72 hours from the date of issuance.

DO NOT LEAVE THE ENVELOPE ON THE SECRETARY'S DESK OR SEND IT TO CENTRAL RECORDS OF ANNE ARUNDEL COUNTY POLICE DEPARTMENT. GO TO A U.S. POST OFFICE AND MAIL IT.

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CHEMICAL TESTS FOR ALCOHOL

EFFECTIVE: 01 OCT 94

Revised:

D. In Case of Extreme Test Results

1. Only one chemical test should be given unless the results of the first test are .00 and from all outward appearances the subject appears to be under the influence of alcohol. In such cases a second test must be administered. If the second test is negative, the subject must be taken immediately to a hospital. The hospital authorities should be advised that the subject appears to be under the influence, but that the test results were negative.
2. In cases where the chemical test has been administered, and the blood alcohol reading is .30 or higher, the accused will be transported immediately to the nearest hospital. The arresting officer will advise hospital authorities of the accused's high blood alcohol reading.
3. For further guidance and processing requirements, see Article 20, "Arrests and Prisoners."

III. BLOOD TESTS

A blood test may be used instead of a breath test under the following circumstances:

- * If the defendant is unconscious or otherwise incapable of refusing the chemical test; or
- * Injuries to the defendant require the removal to a medical facility (however, if the driver is treated and released, he may take a breath test if it can be administered within two hours from the time of arrest); or
- * A breath testing instrument is not available.

A. Administering and Mailing Blood Tests

1. Read the DR-15 to the driver, if he is conscious. Complete the DR-15, have the driver sign it, and give the driver his copy. If the driver is unconscious, leave his copy of the completed DR-15 with the citations.
2. Obtain a current, valid blood alcohol kit from a supervisor. Check the expiration date.
3. Transport the driver to a medical facility, if the Fire Department is not transporting. Only qualified medical personnel approved and licensed by the State Toxicologist may withdraw the blood. All hospitals in the Baltimore metropolitan area are approved.
4. The officer must witness the taking of the blood and is responsible for filling out all forms included with the blood kit, except for the form dealing with the analysis itself.
5. The consent form is to be signed by the accused, if conscious, and will be submitted to Central Records with the final reports.
6. Discard the blood kit manufacturer's "blood collection report".
7. Complete the "Arrest Information" and "Medical Personnel Payment Authorization" parts of MSP Form 34, which is included.
8. Fill out all six seals. Seal the blood samples according to directions provided in the kit. Place the blood samples in the plastic case. Use the absorbent pad and clear plastic bag to protect the samples. Place the plastic case in the mailing package.
9. Use the seals to seal the mailing package according to instructions provided in the blood kit. Include the completed MSP Form 34 with the blood kit.
10. Make sure that the needles are properly disposed of.

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CHEMICAL TESTS FOR ALCOHOL

EFFECTIVE: 01 OCT 94

Revised:

11. The mailing package is pre-addressed and postage is provided. Drop it in the nearest U.S. Postal Service collection box or post office. **Do not leave it on the secretary's desk or send it to Central Records.**

The State Toxicologist will mail the blood test results to the Traffic Safety Section, who will send two copies to the States Attorney's Office and the original to the arresting officer.

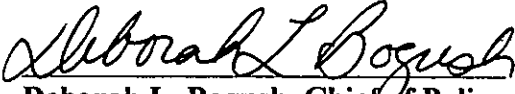
B. Dr-15A Procedures

1. If the blood test results are .10% or more, the arresting officer should contact the driver and complete the DR-15A form.
2. In the block titled "Issue Date", write the date that the DR-15A is completed.
3. In the block titled "Certification of Test Technician or Analyst", print the words "Blood Test - See Attached MSP Form #34".

C. Service of Dr-15A on Absent Driver

If it is not practical for the detaining officer to serve the DR-15A on the driver, the detaining officer will:

1. Complete the DR-15A form as listed above with the exception of: order of suspension issue date; surrender of driver's license and driver's certified statement; and the temporary license block.
2. Forward the partially completed DR-15A and a copy of the MSP Form #33 to a police agency with jurisdiction in the area where the driver may be contacted. The detaining officer should retain a photocopy of the DR-15A.
3. If the DR-15A has not or cannot be served by another agency the arresting officer can serve it on the defendant at court.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1906

TRAFFIC ACCIDENT INVESTIGATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Investigative Responsibility**
- II. Accident Response**
- III. First Officer on the Scene**
- IV. Accident Investigation**
- V. Reporting Methods**
- VI. At Scene Information Collection**
- VII. Follow Up Procedure**
- VIII. Safeguard of Personal Procedure**
- IX. Enforcement Action**

I. INVESTIGATIVE RESPONSIBILITY

See Index Code 1906.1 for fatal accident procedures.

A. Traffic Safety Section

All fatal accidents and accidents resulting in injuries to any party which can be presumed to be incompatible with life will be investigated by the Traffic Safety Section of the Anne Arundel County Police Department. It will be decided if a Traffic Safety accident specialist will investigate an accident after considering information from the scene. If Traffic Safety does not respond the responsibility rests with the officer at the scene of the accident.

Traffic Safety will also investigate all departmental accidents involving death, injury, or damage to the extent any involved vehicle must be towed, if requested.

B. Patrol

Except for fatal, potential fatal and departmental accidents, the officer assigned to patrol where the accident occurred is responsible for the accident investigation and report and is in charge of the accident scene, unless relieved by a supervisor or an accident investigation specialist. If an accident investigation specialist is assigned to an investigation, he or she is responsible for the accident investigation and report, and is in charge of the accident scene unless relieved by a supervisor.

II. ACCIDENT RESPONSE

- A.** It is the department's policy that a uniformed police officer will respond to all known or reported motor vehicle accidents. The closest available officer will be dispatched, regardless of assignment. Responsibility for conducting the investigation will be assigned after the accident scene has been stabilized.
- B.** Accidents with any type of the following conditions will receive priority:
 - 1. death or injury;
 - 2. hit and run;
 - 3. impairment of an operator due to alcohol or drugs;

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TRAFFIC ACCIDENT INVESTIGATION

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4. damage to public vehicles or property;
5. hazardous materials;
6. disturbances between principals;
7. major traffic congestion as a result of an accident; or
8. damage to vehicles to the extent towing is required

It is emphasized that officers will respond to all accidents that are known or reported to the department.

- C. Field supervisors may authorize alternative responses to minor property damage accidents during periods of intensely inclement weather, patrol personnel shortages, or high volumes of calls for service. However, officers will eventually respond to the scene of any accident upon the request of a driver or owner.

III. FIRST OFFICER ON THE SCENE

A. All Accidents

The first officer at the scene of an accident is responsible for:

1. administering emergency medical care and providing basic life support
2. summoning ambulance and or additional assistance (e.g., officers, rescue squad, tow trucks, etc.)
3. protecting the accident scene
4. preserving short lived evidence
5. establishing a safe traffic pattern around the scene
6. locating witnesses and recording accident information
7. expediting the removal from the roadway of vehicles, persons and debris

Flares, reflectors or traffic cones will be used as available to protect the scene and detour traffic. Every effort will be made to restore the free flow of traffic expeditiously, especially in cases of minor property damage only.

B. Accidents Involving Injuries, Fire Hazards or Hazardous Materials

If the accident involves injuries, fire hazards or hazardous materials the officer will:

1. notify Communications
 - a. exact location of accident or incident
 - b. extent, nature and number of injuries
 - c. type and number of vehicle involved
 - d. type, number and characteristics of the hazardous materials, if any
 - e. special equipment or personnel requirements, expert or technical assistance
 - f. unsafe or impassable roads
2. initiate basic life support or emergency medical care until relieved by fire or rescue personnel
3. evacuate nonessential personnel
4. restrict the access to hazardous material by establishing safety lines at a radius of at least 1500 feet; **only properly trained and equipped officers may attempt to enter areas where hazardous materials may be encountered**

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TRAFFIC ACCIDENT INVESTIGATION

EFFECTIVE: 01 OCT 94

Revised:

IV. ACCIDENT INVESTIGATION AND REPORTING

A. On Public Highways or Private Property Open to the Public

Officers will investigate and prepare written reports for any traffic accidents occurring on public thoroughfares (i.e., state or county highways, streets, roads, or alleys) or private property open to the public (i.e., shopping centers, parking lots, school, etc.) when any of the following conditions exist:

1. death or injury is expected, imminent, or known to exist
2. hit and run, as explained in the next paragraph
3. an involved driver is believed to be intoxicated or under the influence of alcohol or drugs
4. damage to government vehicles or property
5. accidents involving hazardous materials
6. any vehicle is damaged to the extent that towing is required
7. any time an owner, driver or passenger who is party to or involved in the accident requests that an investigator report be completed
8. in any accident where the investigating officer charges any party with a "must appear" violation

B. Hit and Run Accidents

Hit and run accidents will be investigated and reported as follows:

1. all fatal or serious hit and run accidents will be fully investigated and reported, regardless of the length of time taken to notify the police
2. routine hit and run accidents involving minor property damage only, that are reported within eight (8) hours of their occurrence or discovery will be investigated and reported
3. property damage hit and run accidents that aren't reported within eight (8) hours will not be investigated unless sufficient evidence exists to enable the officer to conduct an investigation
4. if no investigation is to be conducted the officer will notify the complainant of such and further advise him or her that Maryland motor vehicle law requires a report to be submitted only in cases involving death or serious injury; if the complainant still wishes to file a report with the Motor Vehicle Administration then the officer will direct him or her to the MVA with instructions to obtain and submit a Maryland Motor Vehicle Accident Report (FR30)

C. Private Property

Accidents occurring on privately owned property, not open to the public in general, which result in bodily injury or death will be investigated in the same manner as a "suspicious death" or "injured subject" case and documented on the incident report. Parties involved in property damage accidents on private property will be advised to file the appropriate reports with MVA, if applicable, or with their insurance companies. If probable cause to believe a crime other than a traffic violation caused the death or injury of any party, the investigator will notify the Anne Arundel County Police Department's Criminal Investigation Division for investigative assistance.

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TRAFFIC ACCIDENT INVESTIGATION

EFFECTIVE: 01 OCT 94

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V. REPORTING METHODS

- A. Accidents requiring an investigation and written report will be documented on the state MAARS report form with supplement reports as necessary supplied by this department.
- B. Officers dispatched to minor property damage accidents which do not require an investigative report will ensure the exchange of information on the applicable department form and will advise the dispatcher "no report, information exchanged." The dispatcher will record the information in the CAD system. Officers clearing accidents calls with "no report" in any case other than when information is exchanged, must advise the dispatcher as to why no report is being reported. Examples of "no report" dispositions include: unfounded, investigated by another agency, or unable to locate. The dispatcher will record this information in the CAD system. **In all accidents, including those where information is exchanged with no report, the investigating officer will attempt to verify that the operators have valid drivers licenses and that the involved vehicles are properly registered.** If the complainant still wishes a report with the Motor vehicle Administration then the officer will direct him or her to the MVA with instructions to obtain and submit a Maryland Vehicle Accident Report (FR30).

VI. AT SCENE ACCIDENT INFORMATION COLLECTION

The following procedures will be accomplished during all accident investigations for which a written report is required.

1. interview principal and witnesses, and record accident information
2. examine and record vehicle and property damage
3. examine and record the effects of the accident on the roadway
4. take measurements (accidents involving death, serious injury or extensive property damage)
5. take photographs (accidents involving death, serious injury or extensive property damage)
6. collect and preserve evidence (accidents involving death; serious injury or extensive property damage)
7. list all occupants of the vehicles involved and the injuries, if any sustained
8. ensure the exchange of information among principals of the accident
9. attempt to verify that the operators involved have valid licenses and that the vehicles are properly registered

VII. FOLLOW UP PROCEDURES

The investigator is responsible for preparing as complete an investigative report as possible, with consideration given to the severity of the accident. Accidents resulting in death, serious injury, or extensive property damage require the following follow up actions:

- A. obtaining and recording formal statements from drivers and witnesses
- B. preparing and submitting formal reports to the State's Attorney's Office to support criminal charges

Crofton Police Department Written Directive: INDEX CODE 1906

TRAFFIC ACCIDENT INVESTIGATION

EFFECTIVE: 01 OCT 94

Revised:

- C. accident reconstruction and or vehicle mechanical inspection services; such services can be arranged through Traffic Safety
- D. off scene data collection, if necessary

VIII. SAFEGUARD OF PERSONAL PROPERTY

The officer in charge of the investigation will ensure that all vehicles towed from the accident scene are inventoried before being removed. Valuables or items of personal property requiring added protection, such as money, jewelry, precious metals, or weapons, will be taken into custody and stored, until the owner is able to reclaim them. See Index Code 1201 and 1201.1.

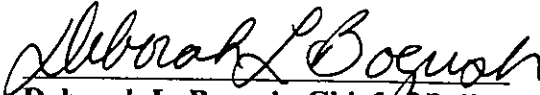
IX. ENFORCEMENT ACTION

A. Fatal Accidents

1. it is the responsibility of the State's Attorney's Office to review fatal accidents and place or authorize placement of criminal and traffic charges against involved drivers. Therefore, except in cases of driving while intoxicated or driving while under the influence of alcohol or drugs, officers will not file charges in fatal accident cases.
2. in cases of fatal accidents involving DWI/ DUI, officers may place alcohol related charges only, in order to arrest the violator and conduct the chemical test and related paperwork. All procedures in Index Code 1905.1 will be followed. The State's Attorney's Office will then be informed to Nol Pros the charges and recharge after their review
3. if a person in a personal injury accident dies after the citation is issued, the investigating officer will notify the State's Attorney's to Nol Pros the charges and review the accident per their fatal accident review policy.

B. Non Fatal Accidents

In non fatal accident cases, whenever an investigating officer discovers or detects a violation of traffic law and all the elements of a particular violation are discernible, enforcement action should be taken. Enforcement action is discouraged when it is evident that a deliberate or flagrant violation of the traffic law caused or contributed to the accident.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1906.1

FATAL ACCIDENT INVESTIGATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Definition**
- II. Fatal Accident Investigation**
- III. Fatal Accident Responsibilities**

I. DEFINITION

For the purpose of assigning investigative responsibility, fatal accidents are motor vehicle accidents which cause the death of any person, or cause injuries to any party which can reasonably be presumed to be incompatible with life.

II. FATAL ACCIDENT INVESTIGATIONS

A. All fatal accidents and accidents resulting in injuries to any party which can reasonably be presumed to be incompatible with life will be investigated by the Traffic Safety Section of the Anne Arundel County Police Department. Determination of investigative responsibility will rest with the commander of the Traffic Safety Section or his designee. Assistance will be provided by patrol officers. Traffic Safety is responsible for the overall investigation and preparation of the final accident report and final accident diagram. The first member of the Traffic Safety Section to arrive on the scene will assume command of the scene.

B. All fatal accidents require the on scene direction of a patrol supervisor until the scene is relinquished to a Traffic Safety Section personnel.

III. FATAL ACCIDENT RESPONSIBILITIES

A. Duties of the First Officer on the Scene

The first officer on the scene of an accident is responsible for:

1. administering emergency medical care and providing basic life support
2. summoning ambulance and or additional assistance (i.e., officers, rescue squad, tow truck, etc.)
3. protecting the accident scene
4. preserving short lived evidence
5. establishing a safe traffic pattern around the scene
6. locating witnesses and recording accident information
7. notifying a patrol supervisor upon determination that the accident has resulted in a fatality or a finding that any party involved has sustained an injury which can reasonably be presumed to be incompatible with life (this determination should be made in consultation with emergency medical personnel)

B. Duties of the Patrol Supervisor

1. assign whatever personnel are required to properly maintain a secure scene

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FATAL ACCIDENT INVESTIGATIONS

EFFECTIVE: 01 OCT 94

Revised:

2. assess if, in fact, a fatality has occurred or any party has sustained injuries which reasonably presumed to be incompatible with life
3. notify Communications Section of Anne Arundel County Police Department to contact an investigator from Traffic Safety and provide information about the injuries to enable Traffic Safety to determine if their response is required
4. summon accident specialist(s) assigned to the shift

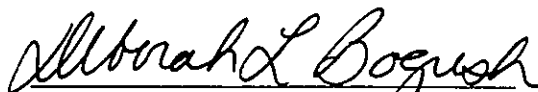
C. Communications Section

Upon request from a patrol supervisor to dispatch an investigator from Traffic Safety Section the Communications Section of the Anne Arundel County Police Department supervisor will notify the Traffic Safety Section commander or his designee, whether on or off duty, and determine if any Traffic Safety Section personnel are on duty. If so:

1. inform them of the accident injury and details and the location of the accident
2. inform them of the unit number of the on scene supervisor or officer in charge
3. obtain an ETA from Traffic Safety Section personnel and provide it to the officers on the scene
4. If no Traffic Safety Section personnel are on duty, notify and dispatch the on call investigator.

D. Traffic Safety Section

The Traffic Safety Section will conduct an intensive and complete investigation of all fatal and potentially fatal accidents (as defined above) according to standard operating procedures established by the section commander. All investigations and reports will be in compliance with the requirements of state and local laws.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1907

TRAFFIC DIRECTION AND CONTROL

EFFECTIVE: 01 OCT 94

Revised: 15 Mar 95

- I. Functions**
- II. Reflective Outerwear**
- III. Closure of State Roads**
- IV. Manual Traffic Direction Procedures**
- V. Special Events**
- VI. Fire Scenes**

I. FUNCTIONS

This directive governs the department's traffic direction and control functions. Traffic direction and control functions are performed, where necessary, to ensure the safe and efficient movement of vehicles and pedestrians.

- A. The following personnel are authorized to provide manual traffic direction and control when necessary:
 - 1. uniformed officers
 - 2. uniformed supervisors
- B. Personnel performing manual traffic control will do so until they are relieved or dismissed by a supervisor
- C. All personnel having responsibility for traffic direction and control will receive appropriate training

II. REFLECTIVE OUTERWEAR

Any personnel directing traffic, in or on the roadway controlling traffic, should wear reflective clothing at all times.

III. CLOSURE OF STATE ROADS

The State Highway Administration has developed a comprehensive program for rerouting traffic in the event of state road closures or significant traffic disruptions on state roads. The system is known as C.H.A.R.T. (Chesapeake Highway Advisory Routing Traffic.) When notified, C.H.A.R.T. will assist in traffic redirection.

In any incident where a state road is closed or experiences a significant disruption of traffic, on scene personnel will inform the Communications Section of the Anne Arundel County Police Department of the known details, and Communications will notify C.H.A.R.T. authorities. It is especially important to inform Communications of the nature of the situation, and the expected length of time the road will be affected.

IV. MANUAL TRAFFIC DIRECTION PROCEDURES

A. In General

Personnel will keep in mind their own safety when manually directing traffic. All personnel assigned or authorized to direct traffic will use uniform signals and gestures to enhance driver and pedestrian recognition of, and response, to directions. The voice commands, signaling aids, hand motions or gestures displayed by personnel should elicit a reasonable and immediate response from drivers and pedestrians.

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TRAFFIC DIRECTION AND CONTROL

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Revised: 15 Mar 95

B. To Stop Traffic

The officer should first extend his or her arm and index finger toward and look directly at the person to be stopped until that person is aware, or it can be reasonably assumed that the person is aware, of the officer's gesture. Second, the pointing hand is raised to the wrist so that the palm is toward the person to be stopped. The palm is then held in that position until the vehicle is stopped. To stop traffic from both directions on a two way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain a raised arm and palm toward the traffic previously stopped. The same procedure applies to stopping vehicles from intersecting roads.

C. To Start Traffic

The officer should first stand with shoulder and side toward the traffic to be started, extending the arm and index finger toward, while looking directly at the driver until the driver is aware of the officer's gesture. Second, with palm toward the officer, the pointing arm is swung from the elbow through a vertical semi circle until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions on a two way street, the procedure is then repeated for traffic coming from the other direction. The same procedure applies to starting vehicles from intersecting roadways.

D. Right Turn

If the driver is approaching from the officer's right side, the extended right arm, index finger, and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn. If the driver is approaching from the officer's left side, either the same procedure may be followed or the extended left forearm may be raised to a vertical position from the elbow while closing the fingers so that remaining thumb points to the direction of the driver's intended turn.

E. Left Turn

To start left turning drivers, the officer's left side and arm should be toward the left turning driver. The officer should then extend the left arm and index finger and then gaze toward the a left turning driver. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go. The officer should not direct her or her gaze nor turn his or her body toward a left turning driver unless he or she is prepared for the driver to complete the left turn.

F. Whistles

A whistle may be used in conjunction with arm and hand signals to gain the attention of drivers and pedestrians in the following manner:

1. one long blast coupled with the hand signal to stop
2. two short blasts coupled with hand signals to go
3. several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal

G. Driver Confusion

When a driver or pedestrian misunderstands or misinterprets an officer's direction, the officer will move reasonably close to the person and politely and briefly explain the officer's directions. The officer will allow the wandering driver to proceed when it is safe to do so. This procedure is not intended to abridge the officer's enforcement responsibilities.

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TRAFFIC DIRECTION AND CONTROL

EFFECTIVE: 01 OCT 94

Revised: 15 Mar 95

In the event of a deliberate and flagrant failure to heed an officer's directions, the officer should invoke the necessary enforcement action.

H. Flashlights

Flashlights must be used during the hours of darkness or diminished illumination. They will be used only to halt traffic. TO STOP TRAFFIC swing the beam of light across the path of oncoming traffic. Once the driver has stopped, the flashlight will be turned off and the officer will then proceed to direct traffic in the manner set forth above.

I. Traffic Flow and Positioning

Unless circumstances prohibit, an officer will allow traffic from one direction to flow for at least 60 seconds. However, officers will disregard the 60 second time allotment when gaps or lulls in traffic appear. Select a position that maximizes visibility; a center position is usually best. Select a position that maximizes personal safety. Be alert and be flexible.


V. TRAFFIC DIRECTION AND CONTROL DURING SPECIAL EVENTS

All contingency plans for such events as parades, sporting events, etc., will include provisions for egress and ingress of vehicles and pedestrians, provisions for parking, spectator control, public transportation, provisions for relief of officers assigned point control duties, provisions for news media, alternate route for through traffic, temporary traffic controls and parking prohibitions, and emergency vehicle access. Temporary traffic control devices such as moveable barriers and temporary signs may be obtained by the officer in charge of planning the event, from the County Department of Public Works and the State Highway Administration.

VI. TRAFFIC DIRECTION AND CONTROL AT FIRE SCENES

THE FIRE DEPARTMENT IS IN FULL COMMAND OF ALL FIRE SCENES

- A. Police department personnel are responsible for assisting and facilitating the operations of the Fire Department. Responsibilities of the police include:
1. ensuring no one hinders or obstructs Fire Department personnel
 2. maintain fire lines
 3. excluding unauthorized persons and vehicles
 4. ensuring control and free maneuverability of fire apparatus
- B. Police officers responding to a fire scene will not congregate directly at the scene of the fire. The officer in charge will establish traffic control points at a distance from the fire.
- C. In discharging their responsibilities at a fire scene it is important that the rights and privileges of citizens, business interests, pedestrians and vehicular traffic not be interfered with or obstructed any longer than public safety requires.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1909

TOW PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- I. Tow Policy
- II. Requesting Tow Service
- III. Towing Procedures
- IV. Problems with a Tow Service
- V. Canceled Tows
- VI. Inventory Required
- VII. Vehicle Inventory and Tow Report
- VIII. Notification of Owner
- IX. Investigative Tows (Holds)
- X. Tow Records

I. TOW POLICY

The police department may tow vehicles for legitimate governmental purposes. Examples of governmental purposes include:

- A. A motor vehicle that has been damaged and rendered inoperative as a result of a motor vehicle traffic accident; the owner or operator is unable to obtain towing services in a timely manner and ; it's a traffic hazard
- B. An abandoned motor vehicle that obstructs the free flow of traffic or otherwise defined in the County code or the Maryland Vehicle law
- C. A recovered stolen vehicle when the owner is unable or unwilling to provide towing services
- D. A vehicle that is held for investigation or is otherwise retained for a lawful purpose (i.e., forfeiture, evidence)
- E. Vehicles that are illegally stopped, standing or parked in a roadway
- F. Vehicles operated by arrested persons if they refuse to assume responsibility for them
- G. Vehicles requiring mechanical repair

II. REQUESTING A TOW SERVICE

- A. Officers will advise their dispatcher of the vehicle's exact location and request that the area tow company respond. The dispatcher will contact the tow company designated for that particular geographical area.
- B. Officers will inform their dispatcher of the number and kind of vehicles involved and any other pertinent information regarding the tow situation. The dispatcher will provide this information to the tow company so that they send the appropriate equipment to the scene. It is the responsibility of the tow operator, not the officer, to determine whether he or she can handle the job, based on the information provided by the dispatcher. If the tow operator can not handle the case the dispatcher will contact the next available tow company.

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TOW PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

- C. The owners / operators of vehicles are permitted to request specific tow companies. Officers will honor these requests, provided that the tow company is able to respond to the officer's location within twenty minutes.
- D. In cases where a motorist needs mechanical assistance, the officer will relay the driver's preference, if known, to the dispatcher. Otherwise, the local tow company will be called.

III. TOWING PROCEDURES

- A. In cases where an officer of this department requests a tow truck outside of the county (i.e., pursuit of vehicle into another jurisdiction) the tow company whose area is closest to that area will be called.
- B. Tow company phone numbers provided to the Anne Arundel County Police Department Communications Section will not be given to the public. The public should be referred to or provided numbers from phone directories.
- C. Tow charges are set by the Anne Arundel County Department of Inspections and Permits. If anyone has a question about a tow fee they should be instructed to contact Inspection and Permits for an explanation. Members of the department are to refrain from offering personal comments about tow fees.
- D. Tow service from Central Garage will be used whenever possible to tow department vehicles or vehicle seizures.

IV. PROBLEMS WITH TOW SERVICE

It is the officer's responsibility to notify the Traffic Safety Section of the Anne Arundel County Police Department through an inter office correspondence of any problem with a licensed tow company, to include:

1. response time; acceptable times are 20 minutes from 0800 to 2000 hours and 30 minutes between 2000 and 0800 hours
2. inadequate tow equipment
3. attitude of driver
4. information concerning the poor quality of tow service

V. CANCELED TOWS

The police department is billed by tow companies for cancellations. Officers should make every effort to carefully evaluate the need for a tow truck before making such a request. **In any case where the tow must be canceled, the affected officer will prepare an incident report detailing the circumstances of the incident.**

VI. INVENTORY OF TOWED VEHICLES REQUIRED

- A. It is the policy of the Crofton Police Department to conduct an inventory of every vehicle towed, except vehicles that are released directly to owners in the officer's presence. The purpose of the inventory is to protect the owner, operator, or legal possessor's property while it remains in the department's

Crofton Police Department Written Directive: INDEX CODE 1909

TOW PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

custody, and to protect the officer and the department from claims or disputes about lost, damaged, or stolen property.

- B. The inventory will encompass all areas and containers within the vehicle that may contain valuables: the interior, including glove compartments and consoles and the trunk; and containers such as luggage or briefcases that also may contain valuables
- C. Officers will not break open locked containers in order to inventory them. Locked containers will be listed on the Vehicle Inventory Report as "one locked / sealed container" with a description of the container. Money, jewelry and valuables will be listed on the Vehicle Inventory Report form and will be stored for safe keeping in accordance with procedures outline in Article 12, "Property Management."

VII. VEHICLE INVENTORY AND TOW REPORT

- A. Officers will complete a Vehicle Inventory Report form (tow report) on all towed vehicles.
- B. The Vehicle Inventory Report will not be used in lieu of any report required to explain the circumstances of the tow (i.e., accident report, arrest of driver, abandoned vehicle, etc.). This form will be filled out completely. It is essential that the vehicle identification number (VIN) is included. Attach a supplement report if additional space is needed.
- C. Distribution of the Vehicle Inventory Report is in the following order
 1. Original - Central Records
 2. Yellow - Traffic Safety
 3. Pink - Tow Company
 4. Gold - Tow Company

VIII. NOTIFICATION OF OWNER

In all towed vehicles cases, except recovered stolen auto stolen from another jurisdiction, it is the responsibility of the towing officer to notify the owner / operator of the location where the vehicle is being stored. If the officer is unable to make the notification, he or she will note that fact on the tow report so that Traffic Safety can make the notification.

IX. INVESTIGATIVE TOW / HOLDS

- A. **Vehicles may be held for investigation only after obtaining permission from a supervisor.** Supervisors are responsible for determining that there is a legitimate need for holding the vehicle, such as in the investigation of a fatal auto mobile, homicide or rape. The supervisor will monitor the progress of the investigation so that the owner will not become responsible for unnecessary storage fees.
- B. In cases where it is anticipated that the vehicle will be held for an extended period of time (such as in the case of a fatal accident investigation) the vehicle should be towed to Headquarters or a station. The investigating officer is responsible for contacting the owner or manager of the tow company when the vehicle is ready for release.
- C. **Vehicles may not "be held for investigation" to force the owner to come forward to accept a traffic citation.**

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TOW PROCEDURES

EFFECTIVE: 01 OCT 94

Revised:

X. TOW RECORDS

- A. Vehicle Inventory Reports will be submitted to and filed by Central Records according to the retention scheduled determined by the custodian of records.
- B. The Communications Section of Anne Arundel County Police Department is responsible for maintaining a log of vehicles towed by this department.
- C. The Traffic Safety Section of Anne Arundel County Police Department will monitor the departmental tow procedure, ensuring that the department complies with all provisions of the law.


Deborah L. Bogush, Chief of Police

ABANDONED VEHICLES

INDEX CODE: 1910

EFFECTIVE DATE: 10-15-03

Contents:

- I. Definition
- II. Public Property
- III. Private Property - Used by the Public
- IV. Private Property - Personal Use
- V. Tow Records
- VI. Proponent Unit
- VII. Cancellation

I. DEFINITION

A motor vehicle is abandoned when it has remained illegally on public property for more than forty-eight hours (48) hours, or has remained on private property for more than forty-eight (48) hours without the consent of the owner, or for more than ten (10) days in a commercially operated garage.

II. PUBLIC PROPERTY

A. Officers investigating complaints of abandoned vehicles on public property will:

1. Determine if the vehicle is stolen, wanted in connection with an official investigation, or a traffic hazard;
2. If the positioning of the abandoned vehicle causes a traffic hazard, the vehicle should be removed, but only after the officer makes reasonable efforts to contact the owner/operator and provides a reasonable opportunity for him/her to remove the vehicle.
3. Attach a warning tag to the vehicle to indicate that the vehicle will be taken into police custody if it is not moved. If the vehicle has not been removed after forty-eight hours has elapsed since the warning tag was attached, it will be towed. Abandoned vehicles should be towed during regular business hours (8:00 a.m. to 4:00 p.m.) unless they are a traffic hazard.

B. *Owner notification must be made in accordance with Index Code 1909, Section VIII.*

III. PRIVATE PROPERTY - USED BY THE PUBLIC

A. Abandoned vehicles will be removed from private property used by the public only in response to a complaint from the owner or lessee of the property and if the vehicle significantly affects the business conducted on the private property in question (i.e. blocking a travel lane within a parking lot, blocking an entrance, etc.). Officers responding to these complaints

will furnish the owner or lessee a Form CS-77 (Application for Authority to Dispose of an Abandoned Motor Vehicle) and instruct them to complete and sign the form before towing. Vehicles will not be towed without the Form CS-77 having been completed. Officers may obtain these forms at the district stations or from the Traffic Safety Section.

B. Boats abandoned on navigable waterways and along the tidal shorelines of Anne Arundel County should be referred to the Department of Natural Resources Police.

Abandoned boats should be handled in the same manner as an abandoned vehicle. If on a trailer, the boat trailer's information should be used to fill in the VEHICLE INFORMATION sections of the tow report. In all instances, the boat make, model, hull identification number, boat registration number and registered owner's name and address should be noted in the narrative section of the tow report. Notification must be made in accordance with Index Code 1909 Section VIII for both the boat and/or the trailer.

C. Officers investigating these complaints will also complete the procedures set forth in Section II for towing from public property.

IV. PRIVATE PROPERTY - PERSONAL USE

A. In response to complaints made by citizens of abandoned or junked vehicles in their community, not on a public right-of-way (such as in a neighbor's yard), the officer will refer the complainant to the County's Inspections and Permits Department.

B. Citizens requesting the removal of abandoned vehicles from their own private property (not used by the public) should be advised to contact a private tow company.

V. TOW RECORDS

Vehicle Inventory (tow) reports will be submitted to and filed by Central Records according to the retention schedule determined by the custodian of records.

The Communications Section is responsible for maintaining a log of vehicles towed by the department. The Traffic Safety Section will monitor the departmental tow procedure, ensuring that the department complies with all provisions of the law.

Index Code: 1910
Effective Date: 10-15-03

VI. **PROPONENT UNIT:** Traffic Safety Section.

VII. **CANCELLATION:** This directive cancels
Index Code 1910, dated 12-18-00.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1910

ABANDONED VEHICLES

EFFECTIVE: 01 OCT 94

Revised:

- I. Definition
- II. Public Property
- III. Private Property - Used By Public
- IV. Private Property - Personal Use
- V. Tow Records

I. DEFINITION

A motor vehicle is abandoned when it has remained illegally on public property for more than forty eight (48) hours, or has remained on private property for more than forty eight (48) hours without the consent of the owner, or for more than ten (10) days in a commercially operated garage.

II. PUBLIC PROPERTY

- A. Officers investigating complaints of abandoned vehicles on public property will:
 - 1. determine if the vehicle is stolen, wanted in connection with an official investigation, or a traffic hazard;
 - 2. attach a warning tag to the vehicle to indicate that the vehicle will be taken into police custody if it is not moved, indicating the following:
 - a. location of vehicle, and ;
 - b. description of vehicle to include the license tag number, and;
 - c. date and time checked
- B. After forty eight hours has elapsed since the warning tag was attached, an officer will see if the vehicle is still present. If it is, the vehicle will be towed. Abandoned vehicles should be towed during regular business hours (0800 to 1600) unless they are a traffic hazard.
- C. It is the responsibility of the officer indicating the tow to notify the vehicle owner. If the officer is unable to locate the owner, this will be noted on the tow report.

III. PRIVATE PROPERTY - USED BY THE PUBLIC

- A. Abandoned vehicles will be removed from private property used by the public only in a response to a complaint from the owner or lessee of the property and if the vehicle significantly affects the business conducted on the private property in question (i.e., blocking a travel lane within a parking lot, blocking an entrance, etc.). Officers responding to these complaints will furnish the owner or lessee a Form CS-77 (Application for Authority to Dispose of an Abandoned Motor Vehicle) and instruct them to complete and sign the form before towing. Vehicle will not be towed without Form CS-77 having been completed. Officer may obtain these forms at any Anne Arundel County district station or Traffic Safety Section.
- B. The completed CS-77 forms will be attached to the Tow Report.
- C. Officers investigating these complaints will also complete the procedures set forth in Section II for towing from public property.

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ABANDONED VEHICLES

EFFECTIVE: 01 OCT 94

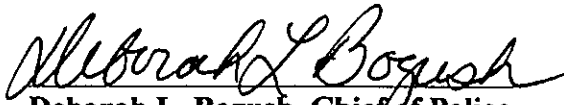
Revised:

IV. PRIVATE PROPERTY - PERSONAL USE

- A. In response to complaints made by citizens of abandoned or junked vehicles in their community, not on public right of way (such as in a neighbor's yard) the officer will refer the complaint to the Anne Arundel County Office of Planning and Zoning.
- B. Citizens requesting the removal of abandoned vehicles from their own private property (not used by the public) should be advised to contact a private tow company.

V. TOW RECORDS

Vehicle Inventory (tow) reports will be submitted to and filed by Anne Arundel County Police Department's Central Records according to the retention schedule determined by the custodian of records. The Communication Section is responsible for maintaining a log of vehicles towed by this department. Traffic Safety will monitor the departmental tow procedure, ensuring the department complies with all provisions of the law.


Deborah L. Bogush, Chief of Police

MARYLAND SAFETY EQUIPMENT REPAIR ORDER (MSP 157)

INDEX CODE: 1912

EFFECTIVE DATE: 01-15-05

Contents:

- I. Purpose
- II. Instructions for SERO
- III. Proponent Unit
- IV. Cancellation

I. PURPOSE

The Maryland Safety Equipment Repair Order, MSP Form 157, is designed for use as a safety equipment repair order.

II. INSTRUCTION FOR COMPLETING THE SAFETY EQUIPMENT REPAIR ORDER

A. Local

Enter the post number in which the violation occurred.

B. Driver's License Number

Enter the number from the operator's driver's license, including license class and state of issuance. If the operator's state has no classification system, enter "NONE". If the operator has no license, enter "NONE".

C. Operator/Subject Name

Enter the subject's full first, middle and last names. If a nonresident license depicts only initials for the first or middle name inquire as to the full name and record it.

D. Vehicle Owner's Full Name

Enter the full first, middle and last name of the vehicle's owner if different from the operator. If the same, enter "SAME".

E. Current Address

Verify the owner's address and enter the current street address, city, state and zip code. Do not use "no fixed address".

F. Vehicle License Number

Enter the vehicle license number and state of issuance as displayed on the registration plate attached to the vehicle. If no plate is displayed, enter the word NONE.

G. Vehicle Make, Year, Type and Color

Verify the vehicle information and record it in the appropriate blocks as described on the registration card. Record the basic color of the vehicle if multi-colored.

H. Vehicle Serial Number (VIN)

Verify the vehicle serial number and record it as indicated on the registration card and the VIN plate attached to the vehicle.

I. Location

Record the exact location of the violation including intersecting roadway.

J. Operator/Owner Signature

The operator or owner must provide their signature when issuing a safety equipment repair order. If they refuse, advise them that a Maryland Uniform Complaint and Citation will be issued if they fail to provide their signature. If they continue to refuse issue the citation in lieu of the repair order.

K. Violations

Check off the appropriate block(s). Multiple violations may be recorded on one document.

L. Officer Signature

The issuing officer must sign his/her name, print the name next to the signature and record their respective I.D. number.

INDEX CODE: 1912
EFFECTIVE DATE: 01-15-05

M. County, Agency and Station Codes

Record the county as "AA", the county code as "02", the agency as "AC", and the agency code as "02". The station code will be entered as follow:

Headquarters/S.O.S.	01
Northern District	02
Eastern District	03
Southern District	04
Western District	05
C.I.D./Narcotics	06
C.I.D.	07

N. Inspection

When requested to inspect a vehicle that was previously cited, and consequently repaired, verify that the violation is one for which an officer may inspect. These are indicated by an asterisk next to the violation. *Officers will also verify that the V.I.N. on the S.E.R.O. matches the vehicle being inspected.* If satisfied that the repair was made in accordance with the law, complete the designated blocks at the bottom of the repair order.

III. Proponent Unit: Traffic Safety Section.

IV. Cancellation: This written directive cancels Index Code 1912 dated 05-01-94.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1912

MARYLAND SAFETY EQUIPMENT REPAIR ORDER AND WARNING CITATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose
- II. Instructions for SERO
- III. Instructions for Warnings
- IV. Instructions for FIR

I. PURPOSE

The Maryland Safety Equipment Repair Order / Warning, MSP Form 157, is designed for use in three distinct situations: as a safety equipment repair order, warning and field interrogation report. The intended use determines which blocks are completed and which are left blank

II. INSTRUCTIONS FOR COMPLETING THE SAFETY EQUIPMENT REPAIR ORDER

- A. Local # - enter the post number in which the violation occurred
- B. Document Use - check the block next to Safety Equipment Safety Repair Order
- C. Driver's License Number: - enter the number from the operator's driver's license, including license class and state of issuance; if the operator's state has no classification system, enter "None"; if the operator has no license, enter "None"
- D. Operator / Subject Name - enter the subject's full first, middle and last names; if a non resident license depicts only initials for the first or middle name inquire as to the full name and record it
- E. Vehicle Owner's Full Name - enter the full first, middle and last names of the vehicle's owner if different from the operator; if the same enter "Same"
- F. Current Address - verify the owner's address and enter the current street address, city, state, and zip code; do not use "no fixed address"
- G. Vehicle License Number - enter the vehicle license number and state of issuance as displayed on the registration plate attached to the vehicle; if no plate is displayed, enter the word "None"
- H. Vehicle Make, Year, Type and Color - verify the vehicle and record it in the appropriate blocks as described on the registration card; record the basic color of the vehicle if multi-colored
- I. Vehicle Serial Number (VIN) - verify the vehicle serial number and record it as indicated on the registration card and the VIN plate attached to the vehicle
- J. Date and Time - record the date and time of the violation; use standard time when recording and check off a.m. or p.m.
- K. Article - check off TA if the violation is from the Transportation Article or LO if local ordinance
- L. Seat Belt / Child Restraint - check if the seat belt was in use, not in use or unavailable; if a child is present in the vehicle check if a child restraint was in use, not in use or unavailable
- M. Location - record the exact location of the violation including interesting roadway
- N. Section, Sub Section, and Law Cited - leave blank when using this document as a safety equipment repair order
- O. Operator / Owner Signature - the operator or owner must provide their signature when receiving a safety equipment repair order; if they refuse, advise them that a Maryland Uniform Complaint and Citation will be issued if they fail to provide their signature; if they continue to refuse, issue the citation in lieu of the repair order

Crofton Police Department Written Directive: INDEX CODE 1912

MARYLAND SAFETY EQUIPMENT REPAIR ORDER AND WARNING CITATION

EFFECTIVE: 01 OCT 94

Revised:

- P. Violations - check off the appropriate block(s); multiple violations may be recorded on one document
- Q. Officer's Signature - the issuing officer must sign his or her name, print the name next to the signature and record their respective identification number
- R. County, Agency and Station Codes - record the county as "AA," the county code as "02," the agency as "CR," the agency code as "02JE," and station as "0001"
- S. Distribution - circle "SERO / State Police"
- T. Inspection - when requested to inspect a vehicle that was previously cited, and consequently repaired. verify that the violation is one for which an officer may inspect; these are indicated by an asterisk next to the violation; if satisfied that the repair was made in accordance with the law, complete the designated blocks at the bottom of the repair order

III. INSTRUCTIONS FOR COMPLETING THE WARNING CITATION


When issuing the MSP Form 157 as a warning, all of the above instructions must be followed with the following exceptions:

- A. Document use - check the block next to "Warning"
- B. Vehicle Owner's Full Name - may be omitted
- C. Vehicle Serial Number (VIN) - may be omitted
- D. Section, Subsection and Law Cited - enter the appropriate numbers and wording as indicated in the "Schedule of Preset Fines and / or Penalty Deposits"; issued by the District Court of Maryland
- E. Operator / Owner Signature - may be omitted
- F. Distribution - circle "Warning / Local Agency"

IV. INSTRUCTION FOR ISSUING THE FIELD INTERROGATION REPORT

When issuing the MSP Form 157 as a Field Interrogation Report, all the above instructions must be followed with the following exceptions:

- A. Document Use - check the box next to FIR
- B. Vehicle Owner's Full Name - may be omitted if not applicable
- C. Vehicle Information - may be omitted if not applicable
- D. Article and Violation Information - may be omitted if not applicable
- E. Operator / Owner Signature - may be omitted
- F. Distribution - circle "FIR / Local Agency"


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1937

TRAFFIC CITATIONS - ISSUING THE MARYLAND UNIFORM COMPLAINT AND CITATION

EFFECTIVE: 01 OCT 94

Revised:

I. Instructions for Completing the Citation

I. INSTRUCTION FOR COMPLETING THE CITATION

Officers will charge violations of the Maryland Vehicle Law by issuing the violator a Maryland Uniform Complaint and Citation. The following instructions are provided as a guide to completing the citation.

A. Witness Summons

Check "Witness" block and fill in designated area on the back of copy #1 of the citation.

B. Related Citation

Check "Related Citation" block and write the related citation number in the designated area. If more than two citations are issued to the defendant, loop the citations as follows:

<u>Two Citations written:</u>		<u>Three Citations or more:</u>	
<u>Citation Number</u>	<u>Related Citation Number</u>	<u>Citation Number</u>	<u>Related Citation Number</u>
1234567	1234568	1234567	1234568
1234568	1234567	1234568	1234569
		1234569	1234567

C. Driver's License Number

Enter the number from the defendant's drivers license, including license class and state of issuance. If the defendant's state has no classification system, enter none. If the defendant has no license, enter "NONE."

D. Name

Enter the defendant's full first, middle and last names. If a non resident license depicts only initials for the first or middle name, inquire as to the full name and record it on the citation.

E. Address

Verify the defendant's address and enter the current street address, box number, apartment number, city, county, state and zip code. Do not used "No Fixed Address."

F. Description

Enter the defendant's weight, height, race code, sex (abbreviated M or F), birth date, and telephone number. Ask the defendant for his or her full date of birth if it does not appear on the license and record it in the appropriate place, in "Month - Day - Year" format.

G. Race / Color Codes

1. Black; African American;
2. White; Caucasian, Asiatic Indian (native of India and some Arab countries);
3. Oriental; Asiatic; Mongol;
4. American Indian

Crofton Police Department Written Directive: INDEX CODE 1937

TRAFFIC CITATIONS - ISSUING THE MARYLAND UNIFORM COMPLAINT AND CITATION

EFFECTIVE: 01 OCT 94

Revised:

5. Black of Hispanic Decent
6. White of Hispanic Decent
7. Asian of Hispanic Decent
8. Indian of Hispanic Decent
9. Unknown

H. Vehicle Information

Enter the vehicle registration number and state of issuance. If the vehicle displays no registration when required by law, enter the word "None" Enter the word "Bicycle" or "Moped" if appropriate. The vehicle type should be entered as indicated on the registration card.

I. Violation

Enter the month, day and year numerically. Enter the time and check "AM" or "PM" (do not use military time).

J. Violation

If the defendant contributed to an accident, check the appropriate block and indicate whether it was a personal injury or property damage accident. If the defendant was wearing a safety belt at the time of the accident, check the "Safety Belt" block. Check the appropriate blocks if the accident involved hazardous materials, commercial vehicles or drivers licenses, or fatalities.

K. Location

Record the precise location of the violation.

L. County

Record the county by writing out the county name in the appropriate block. Do not use the county code number.

M. Road Area / Special Project

Record the designated road area or special project, such as Federally funded project.

N. Arrest Type

Record the appropriate code to reflect the precise type of enforcement. All codes are listed on the inner flap of the citation book. Check the A/R block if the defendant has a license with an alcohol related suspension or revocation.

O. Violation

Circle one number for the violation. Do not charge more than one violation per citation. If the violation is for speeding, write both speeds. When citing a driver for a violation of a driver's license restriction, write the restriction code number after the printed violation.

P. Other Violation

If the violation is not printed on the citation, note the section, sub section, paragraph, and written charge as found in the fine schedule booklet. Determine which body of law has been violated and check the appropriate box:

Crofton Police Department Written Directive: INDEX CODE 1937

TRAFFIC CITATIONS - ISSUING THE MARYLAND UNIFORM COMPLAINT AND CITATION

EFFECTIVE: 01 OCT 94

Revised:

CODE (Transportation Article) Block (TA) / CODE (Local Ordinance) Block (LO) / CODE (Maryland Regulations) Block (MR)

Q. Transportation Article Violation

In order to ensure that the defendant is properly informed of the charge being placed against him or her, it is essential that the complete section, sub section, paragraph and written charge be entered in the space provided. The MATS computer will print the proper language on the defendant's Notice of Trial Date on and the docket. The MATS computer will print less precise language, which may not clearly identify the offense, if officers only enter one section and sub section, and fail to enter the paragraph and written charge. In such cases the charging language written will not be entered.

R. Violation of Maryland Regulation or Local Law

The literal charge written will be entered for a violation of local ordinances or Maryland Regulations since these are not in the computer and will not appear on the Notice of Trial and Date or the docket. If the defendant disputes the charge, the original citation will be checked to determine the correct charge. An error in entry of charging information may result in dismissal of the charge.

S. Prepayable Fine

If the citation is payable, check the appropriate block for the fine indicated in the fine schedule supplied by the District Court. If an amount differs from that in the fine schedule is entered, the court will notify the defendant of the under payment or will refund the over payment. Do not charge offenses that are not included in the fine schedule.

T. "Must Appear" Violation

If the defendant must stand trial for an offense as directed by the District Court fine schedule as indicated by the initial "MA" on the fine list, check the "Must Appear" space; otherwise, check the payable block.

U. Officer's Signature

The arresting officer must sign the citation in the first half of the "Officer's Signature" line. In the second half of the line, the officer will print his or her name.

V. Court / Agency / Officer Codes

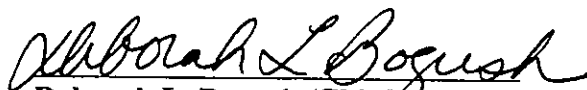
Use the following codes: Annapolis District Court: District: 7 / No. 1 / Station: 0001 / Agency: CR / ID: Officer's ID #

W. Radar / Breathalyser Officer

If applicable, enter the name and identification number of the radar operator of the breathalyser. Circle the appropriate operator that applies.

X. Defendant's Signature

Have the defendant sign the citation. Explain that the signature does not imply an admission of guilt, but only serves to acknowledge receipt of the citation and the defendant's promise to appear for trial or pay the fine.


Deborah L. Bogush, Chief of Police



TRAFFIC CITATION ACCOUNTABILITY & CONTROL

INDEX CODE: 1937.A

EFFECTIVE DATE: 10-15-03

Contents:

- I. Accountability Policy
- II. Procedures for Issuing Citations
- III. Proponent Unit
- IV. Cancellation

I. ACCOUNTABILITY POLICY

It is the Department's policy to exercise control and accountability over all Maryland Uniform Complaint and Citation books issued to officers. In order to account for the state citation books, the accounting procedures described below will be followed. Further, The Maryland Automated Traffic System (MATS) requires officers to accurately and legibly complete and account for every citation.

II. PROCEDURES FOR ISSUING CITATIONS

A. Citation books are issued in bulk to District/Division commanders. The issuing authority is the Central Records Section. The District/Division commander may send a representative to pick up the books and deliver them to him/her, but remains accountable for all citation books issued to his or her command.

B. District/Division commanders will store the citation books in a secure location, accessible to supervisory officers only. The level of supervision having access to the books is left to the discretion of the commander.

C. Supervisory officers having access to citation books are responsible for issuing the books to subordinate officers.

D. Officers will turn in issued citations to a supervisor by the end of their tour of duty. Supervisors will inspect the citations for legibility and completeness, and will forward the issued citations to Central Records via departmental mail. Supervisors will pay special attention to the legibility of the issuing officer's signature and identification number.

E. Any issued citation found to be illegible will be returned to the issuing officer for corrective action. Any issued citation found to contain incorrect information will result in notification of same being sent to the issuing officer via the appropriate commanding officer. Disposition of the citation will be done in open court by the State's Attorney.

F. The Central Records Section manager is responsible for establishing standard operating procedures for the transmittal of information concerning issued citations between the Police Department and the District Court, and for ensuring that issued citations are promptly forwarded to the District Court.

III. PROPONENT UNIT: Central Records Section.

IV. CANCELLATION: This directive cancels Index Code 1937.A, dated 03-30-94.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1937.A

TRAFFIC CITATION ACCOUNTABILITY AND CONTROL

EFFECTIVE: 01 OCT 94

Revised:

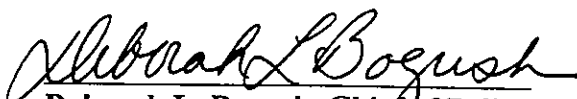
- I. Accountability Policy**
- II. Procedures for Issuing Citations**

I. ACCOUNTABILITY PURPOSE

It is the policy of this department to exercise control and accountability over all Maryland Uniform Complaint and Citation books issued to officers. In order to account for the state citations books, the accounting procedures described below will be followed. The Maryland Automated Traffic System (MATS) requires officers to accurately and legibly complete and account for every citation.

II. PROCEDURES FOR ISSUING CITATIONS

- A. Citations are issued in bulk from Central Records Section of the Anne Arundel County Police Department.
- B. Citation books will be stored in a secure location.
- C. Issued citation books to officers will immediately have the receipt stub filled out by the receiving officer and forwarded to Central Records as soon as practical.
- D. Officers will turn in issued citations at the end of their tour of duty, legibly completed. Completed citations will then be forwarded to Central Records. Any citation found to be illegible will be returned to the issuing officer for corrective action. Any citation found to be incorrect information will be forwarded to the issuing officer for corrective action. Disposition of the citation will be done in open court by the State's Attorney's Office.
- E. Central Records Section manager is responsible for establishing standard operating procedures for the transmittal of information concerning issued citations between the police department and the District Court, and for ensuring that issued citation are promptly forwarded to the District Court.


Deborah L. Bogush, Chief of Police



TRAFFIC CITATION ACCOUNTABILITY & CONTROL

INDEX CODE: 1937.A
EFFECTIVE DATE: 08-01-05

Contents:

- I. Accountability Policy
- II. Procedures for Issuing Citations
- III. Proponent Unit
- IV. Cancellation

I. ACCOUNTABILITY POLICY

It is the Department's policy to exercise control and accountability over all Maryland Uniform Complaint and Citation books issued to officers. In order to account for the state citation books, the accounting procedures described below will be followed. Further, the Maryland Automated Traffic System (MATS) requires officers to accurately and legibly complete and account for every citation.

II. PROCEDURES FOR ISSUING CITATIONS

A. Citation books are issued in bulk to District/Division commanders. The issuing authority is the *Property Management Unit*. The District/Division commander may send a representative to pick up the books and deliver them to him/her, but remains accountable for all citation books issued to his or her command.

B. District/Division commanders will store the citation books in a secure location, accessible to supervisory officers only. The level of supervision having access to the books is left to the discretion of the commander.

C. Supervisory officers having access to citation books are responsible for issuing the books to subordinate officers.

D. Officers will turn in issued citations to a supervisor by the end of their tour of duty. Supervisors will inspect the citations for legibility and completeness, and will forward the issued citations to Central Records via departmental mail. Supervisors will pay special attention to the legibility of the issuing officer's signature and identification number.

E. Any issued citation found to be illegible will be returned to the issuing officer for corrective action. Any issued citation found to contain incorrect information will result in notification of same being sent to the issuing officer via the appropriate commanding officer. Disposition of the citation will be done in open court by the State's Attorney.

F. The Central Records Section manager is responsible for establishing standard operating procedures for the transmittal of information concerning issued citations between the Police Department and the District Court, and for ensuring that issued citations are promptly forwarded to the District Court.

III. PROPONENT UNIT: Central Records Section.

IV. CANCELLATION: This directive cancels Index Code 1937.A, dated 10-15-03.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 1937.B

VOIDING TRAFFIC CITATIONS

EFFECTIVE: 01 OCT 94

Revised:

I. Voiding a Maryland Uniform Complaint and Citation

I. VOIDING A MARYLAND UNIFORM COMPLAINT AND CITATION

A. Policy

It is the policy of this department that employees of the department may not void traffic citations unless the procedures outlined in this section are met.

B. Issued Traffic Citations

The Maryland Transportation Article addresses the disposition of issued traffic citations as follows:

"Disposition of citations filed with the court - after the original copy of the traffic citation is filed with the District Court, the citation may only be disposed of only by:

1. trial, dismissal of the charges, or other official action by a judge of the court;
2. forfeiture of the collateral, if authorized by the court, or;
3. payment of a fine by the person to whom the traffic citation has been issued [(Section 26-407(c))]

"No police officer or other public employee may dispose of a traffic citation, its copies, or the record of the issuance of a traffic citation in any manner other than as required by this section and the rules and regulations adopted by this Administration." [Section 26-407(g)] "In addition to being unlawful, a violation of this sub section constitutes official misconduct. A person may not cancel or solicit another to cancel a traffic citation in any manner other than as provided in this subtitle." [Section 26-408]

C. Disposition of Non Issued Citations

Once a traffic citation has been completed and issued by an officer, it will not be voided by the Police Department. If the citation has not yet been issued to the defendant (the defendant may have signed it) the following procedure will be used:

1. the officer will submit a memorandum to his or her commanding officer stating the reason for requesting a particular citation be voided; (the citation must contain the void date in the "violation date" area, and all officer information must be entered; the officer information must sign the citation and "Void" must be written across the citation; the officer's signature must be placed in the appropriate block, not across the citation)
2. the Chief of Police will review the request and the memorandum will then be forwarded to Central Records of the Anne Arundel County Police Department
3. the Central Records manager will review the documents, ensure the citation number is entered on the citation transmittal form, and the original copy and #4 copy are forwarded to the Judiciary Information System; copies of voided citations, along with attached explanatory correspondence will be retained by Central Records in accordance with their retention schedule as established by the Central Records manager


Crofton Police Department Written Directive: INDEX CODE 1937.B

VOIDING TRAFFIC CITATIONS

EFFECTIVE: 01 OCT 94

Revised:

4. if an officer makes an error while writing a citation and the violator's copy has been given to the defendant, the citation must follow normal procedure and disposed of in open court; it may not be voided; the State's Attorney, on the day of the trial in open court, may amend, or may dismiss the citation
5. if the officer realizes the mistake before the violator is released, he or she may issue the violator a separate citation in the correct form; otherwise the officer will recharge the violator of the original citation.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 1947

STATION RELEASE OF DWI / DUI SUSPECTS

EFFECTIVE: 01 OCT 94

Revised:


- I. Policy**
- II. Procedures**

I. POLICY

The department authorizes police officers to release from custody pending trial certain individuals arrested for Driving While Intoxicated (DWI) or Driving Under the Influence of alcohol (DUI), without requiring the customary presentment of the defendant to a District Court judicial officer for a bail hearing. This procedure is authorized by the Maryland Vehicle Law under the conditions stated in this directive.

II. PROCEDURES

- A. The accused may be released upon issuance of a written citation if he or she:
 - 1. is a Maryland resident, and;
 - 2. has no prior FTA offense, and;
 - 3. had no prior DUI or DWI offense, and;
 - 4. DUI or DWI is the most serious charge and no associated charges which require an appearance, and;
 - 5. a sober adult will take custody of the accused.
- B. If the accused does not meet all of the criteria listed in paragraph A, he or she must be presented to a District Court commissioner or judge prior to release.
- C. The release of the accused to a sober adult upon issuance of a written citation is at the discretion of the arresting officer with the approval of a supervisor. Supervisors will consider the best interests of the public in any such decision. In cases where the accused is to be released to a sober adult, and not presented before a court commissioner, the arresting officer will complete and read to the accused the information on PD form 622, entitled, "Notice to Defendant" while allowed the accused the opportunity to read along if he or she desires. The arresting officer will sign this form and the accused will be asked to sign the form also. The completed form must be submitted with the other completed reports and documents associated with the defendant's arrest.


Deborah L. Bogush, Chief of Police







Crofton Police Department Written Directive: INDEX CODE 2001

ARRESTS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy and Procedures**
- II. Precautionary Measures**
- III. Release Without Charges**
- IV. Arrest Without Warrant - Motor Vehicle Charges**
- V. Related Directives**

I. POLICY AND PROCEDURES

Police officers of this department will adhere to the following policies in the discharge of their duties as law enforcement officers.

- A. An arrest must never be made because the officer feels that his or her dignity was impaired by derogatory remarks of a citizen. An officer must feel immune to attempts to belittle his or her office. Every arrest will be made on the basis of a valid arrest warrant or on the existence of probable cause, pursuant to the provisions of the law.
- B. Whenever a member of the department has occasion to call to the attention of a citizen a violation of the law, he or she will do so in a manner which will not cause resentment and should explain the reason for the action, whether or not prosecution follows. The officer should bear in mind that frequently, a polite warning to persons guilty of very minor offenses will be sufficient, and that arrests should not be made in such cases unless the violations are willful, flagrant, or serious.
- C. The arresting officer will inform the arrestee of the reason(s) for the arrest. A plainclothes officer must always identify himself or herself when making an arrest. Identification must be shown, if safe to do.
- D. In affecting an arrest, force will be used only when necessary to assure the custody of the prisoner or to overcome any resistance that may be offered. Officers are not permitted to strike a prisoner who merely holds back, and is not otherwise resisting arrest. Officers must always maintain control of their tempers and never allow themselves to be provoked by rude or uncivil language.
- E. After an officer has made an arrest he or she will deliver the accused to a Anne Arundel County Police Department district station facility as soon as possible.

II. PRECAUTIONARY MEASURES

In making an arrest, the officer must use caution regarding his or her safety and the security of the prisoner. The following rules will be observed when an arrest is made:

- A. Guard against carelessness when making an arrest: watch the prisoner's every move. Be alert: treat every case individually. Assume every prisoner is waiting for the opportunity to escape. Never underestimate the person arrested. The most harmless appearing may be the most dangerous.
- B. A pat down search of the prisoner will be made at the scene of each arrest. Always consider the possibility of the prisoner being armed: take no chances even after the prisoner has been carefully searched.

Crofton Police Department Written Directive: INDEX CODE 2001

ARRESTS

EFFECTIVE: 01 OCT 94

Revised:

- C. Keep the prisoner in front of you at all times; never allow the prisoner to stand behind you or at your side.
- D. Take command of the situation. Do not antagonize or handle the prisoner with unnecessary roughness. Avoid unnecessary conversation with a prisoner, give orders with authority, briefly and clearly.
- E. All prisoners will be handcuffed with their arms behind their backs, unless a physical handicap or disability prevents this action. In such cases, the prisoner's arms will be restrained with handcuffs as best as possible under the circumstances.
- F. Prevent the prisoner from putting her or her hands in their pockets at any time. The prisoner should be warned against doing this immediately upon arrest. Even the most innocent object may be used as an offensive weapon by a prisoner.
- G. Always obtain assistance to effect the arrest of an armed or dangerous criminal.

III. RELEASE WITHOUT CHARGES

If a person is arrested on probable cause and further investigation reveals that sufficient probable cause no longer exists, a supervisor will be immediately notified. The supervisor will make a determination based on available information as to the feasibility of releasing the suspect. When a suspect is released without charges, a detailed report of the arrest will be completed by the arresting officer. The focus of the report will be on the events that comprised the probable cause for the arrest.

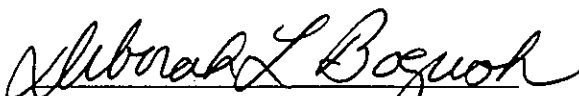
IV. ARRESTS - WITHOUT WARRANT FOR MOTOR VEHICLE VIOLATIONS

Law enforcement officers are authorized to arrest without a warrant persons who violate certain sections of the Maryland Vehicle Law. Refer to **Transportation Article, Section 26-202, Powers of Arrest**. A copy of the Transportation Article is issued to every sworn officer of this department once a year. Therefore, Section 26-202 will not be reprinted here. All sworn officers of this department are required to thoroughly familiarize themselves with the contents of Section 26-202.

V. RELATED DIRECTIVES

Additional information on arrests and prisoners appears in the following written directives:

Index Code 105.1, Index Code 105.2, Index Code 2001.1 and Index Code 2003


Deborah L. Bogush, Chief of Police

DIPLOMATIC IMMUNITY

INDEX CODE:

2001.1

EFFECTIVE DATE:

09-15-04

Contents:

- I. Definitions & Immunity Categories
- II. Background
- III. Full Diplomatic Immunity
- IV. Limited Diplomatic Immunity
- V. Identification of Diplomatic Personnel
- VI. Handling Claims of Diplomatic Immunity
- VII. Traffic Violations
- VIII. Reporting Procedures
- IX. State Department Contacts
- X. Special Bilateral Agreements
- XI. Foreign Nationals
- XII. Proponent Unit
- XIII. Cancellation

I. DEFINITIONS & IMMUNITY CATEGORIES

A. Complete Personal Inviolability

Complete personal inviolability means that a person with status may not be handcuffed (except in extraordinary circumstances), may not be arrested; and their property, (including vehicles), and residences may not be entered or searched.

B. Diplomatic Immunity

Diplomatic Immunity is a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities both their official and, to a large extent, their personal activities.

C. Diplomatic Agents

Diplomatic Agents enjoy the highest degree of privileges and immunities. They enjoy complete personal inviolability. Diplomatic agents also enjoy complete immunity from the criminal jurisdiction of the host country's courts and thus cannot be prosecuted no matter how serious the offense unless immunity is waived by the sending state.

Family members enjoy precisely the same privileges and immunities.

D. Administrative and Technical Staff

Members of the administrative and technical staff of a diplomatic mission perform tasks critical to the

inner workings of the embassy. Accordingly, they enjoy privileges identical to those of diplomatic agents in respect of personal inviolability, immunity from criminal jurisdiction, and immunity from the obligation to provide evidence as a witness.

Family members enjoy precisely the same privileges and immunities.

E. Service Staff

Members of the service staff of diplomatic missions perform less critical support tasks for the missions and are accorded much less in the way of privileges and immunities than are those in other categories. Service staff members have official acts immunity only and they enjoy no personal inviolability, no inviolability of property, and no immunity from the obligation to provide evidence as witnesses.

The families of service staff members enjoy no privileges or immunities.

F. Foreign Nationals

Any individual in the United States who is not a United States citizen, regardless of their legal standing to be in the United States.

G. Private Servants of Members of the Mission

Personal servants and their families hired by diplomats for their personal use. This class of employee has no immunity for criminal acts.

H. Consulates

Representatives of a foreign nation who perform a variety of services on behalf of their country in the United States, such as issuing travel documents, attending to the problems of their countrymen while traveling in the United States, and promoting the commerce of their nation. Consuls do not enjoy full diplomatic immunity.

II. BACKGROUND

The policy and procedures that follow are drawn from the "Guidance for Law Enforcement Officers" publication issued by the United States Department of State. Dealing with diplomatic immunity poses

particular problems for law enforcement officers, and officers may react improperly if they do not understand its purposes or rules.

Diplomatic immunity is a well established doctrine of international law. In general, diplomats, their families, and their staff enjoy complete immunity from the criminal laws of the host nation. These guarantees are for the benefit of the sending nation, to ensure that their diplomatic missions around the world function with maximum effectiveness.

It is important to understand that the individual diplomat does not "own" immunity; such immunity can be waived, in whole or in part, by the nation that employs the diplomat. Waiver of criminal immunity in the face of criminal charges is not common, but it is routinely sought and occasionally granted. The ability of the State Department to secure such a waiver depends in large part on the strength and documentation of the case at issue.

Therefore, allegations of serious crime or other serious difficulties with diplomatic or consular personnel should be fully investigated and promptly reported to the Department of State. While officers must extend every courtesy to diplomats, it is imperative that they also perform thorough investigations, keep good records, and report whenever appropriate to the Department of State.

This will enable the State Department to exercise the tools it has to remove persons from the United States who are engaged in criminal activity. The State Department may also cause drivers' licenses to be revoked.

III. FULL DIPLOMATIC IMMUNITY

Full diplomatic immunity means more than immunity from prosecution. It means that the person, residence, vehicles, belongings, and papers of an individual with full diplomatic immunity cannot be searched, the person cannot be arrested or detained, and is not required to give evidence as a witness.

In order to determine the extent of a person's immunity, check the category designation of their identification and then review Appendix A to determine which immunities apply or do not apply.

(See attached Appendix "A" on Privileges and Immunities)

IV. LIMITED DIPLOMATIC IMMUNITY

Limited criminal immunity prevents conviction if a judge finds that a criminal act transpired in the course of a person's "official duties." Persons enjoying limited immunity may be detained or arrested, their persons and belongings can be searched, and they may be required to give evidence as a witness.

V. IDENTIFICATION OF DIPLOMATIC PERSONNEL

There are three types of identification cards issued by the State Department to representatives of foreign nations:

1. Diplomatic – blue border for diplomats
2. Official – green border for employees
3. Consular – red border for consular personnel

The identification cards are 3 3/4" x 2 1/2" in size, and contain a photograph of the bearer. The bearer's name, title, mission, city and state, date of birth, identification number, expiration date, and a U.S. State Department seal appear on the front of the card. A brief statement of the bearer's immunity is printed on the reverse, with space for the bearer's signature. *(Further guidance on privileges and limitations of law enforcement may be found by checking the ID's category against the Diplomatic Privileges and Immunities Chart, Appendix A)*

Verification of the validity of any diplomatic identification can be obtained from the State Department's protocol office. *(See attached Appendix "B" for specific phone numbers)*

VI. HANDLING CLAIMS OF DIPLOMATIC IMMUNITY

A. *In cases where public safety is in imminent danger or it is apparent that a crime may otherwise be committed, the officer may intervene to the extent necessary to halt the activity. This includes the authority of the police to defend themselves and others from harm.*

B. *The following procedure should be followed when a law enforcement officer is called to the scene of a criminal intent involving a person who claims diplomatic or consular immunity:*

Crofton Police Department Written Directive: INDEX CODE 2001.1

DIPLOMATIC IMMUNITY

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions**
- II. Background**
- III. Full Diplomatic Immunity**
- IV. Limited Criminal Immunity**
- V. No Immunity**
- VI. Identification of Diplomatic Personnel**
- VII. Handling Claims of Diplomatic Immunity**
- VIII. Traffic Violations**
- IX. Reporting Procedures**
- X. State Department Contacts**
- XI. Special Bilateral Agreements**
- XII. Other Foreign Nationals**

I. DEFINITIONS

A. Diplomatic Immunity

Full or limited immunity enjoyed by personnel of a foreign diplomatic mission and enjoyed, in varying degrees, by their family members, due to their service as representatives of sovereign states.

B. Diplomatic Agents

Ambassadors, heads of missions, charges d'affaires, and members of diplomatic staff. Those recognized by the United States as having diplomatic rank and title.

C. Administrative and Technical Staff

Secretaries, clerical personnel, office managers, and certain professional security personnel.

D. Service Staff

Drivers, cleaners, and buildings and ground personnel. This class of foreign national enjoys much less immunity than diplomatic agents or administrative and technical staff.

E. Foreign National

Any individual in the United States who is not a United States citizen, regardless of their legal standing to be in the United States.

F. Private Servants of Members of the Mission

Personnel servants and their families hired by diplomats for their personal use. This class of employee has no immunity for criminal acts.

Crofton Police Department Written Directive: INDEX CODE 2001.1

DIPLOMATIC IMMUNITY

EFFECTIVE: 01 OCT 94

Revised:

G. Consulates

Representatives of a foreign nation who perform a variety of services on behalf of their country in the United States, such as issuing travel documents, attending to the problems of their countrymen while traveling in the United States, and promoting the commerce of their nation. Consuls do not enjoy full diplomatic immunity.

II. BACKGROUND

The policy and procedures that follow are drawn from the "Guidance for Law Enforcement Officers" paper issued by the United States Department of State. Dealing with diplomatic immunity poses particular problems for law enforcement officers, and officers may react improperly if they do not understand its purposes or rules.

Diplomatic immunity is a well established doctrine of international law. In general, diplomats, their families and their staff enjoy complete immunity from the criminal laws of the host nation. These guarantees are for the benefit of the sending nation, to ensure that their diplomatic missions around the world function with maximum effectiveness.

Diplomatic immunity does not include immunity from the brief stops which all persons are subject to in order that the police can determine the facts of the matter at hand, nor does it alter the normal process of police reports of incidents and offenses.

It is important to understand that the individual diplomat does not "own" immunity; such immunity can be waived, in whole or in part, by the nation that employs the diplomat. Waiver of criminal immunity in the face of criminal charges is not common, but it is routinely sought and occasionally granted. The ability of the State Department to secure such a waiver depends in a large part on the strength and documentation of the case at issue.

Therefore, allegations of serious crime or other serious difficulties with diplomatic or consular personnel should be fully investigated and promptly reported to the Department of State. While officers must extend every courtesy to diplomats, it is imperative that they also perform thorough investigations, keep good records, and report whenever appropriate to the Department of State.

This will enable the State Department to exercise the tools it has to remove persons from the United States who are engaged in criminal activity. The State Department may also cause driver's licenses to be revoked.

III. FULL DIPLOMATIC IMMUNITY

Full diplomatic immunity means more than immunity from prosecution. It means that the person, residence, vehicles, belongings, and papers of an individual with full diplomatic immunity cannot be searched, the person cannot be arrested or detained, and is not required to give evidence as a witness.

The following persons enjoy full diplomatic immunity:

1. Diplomatic agents
2. Diplomatic staff of mission
3. Administrative and technical staff of mission
4. Spouses of any of the above

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5. Dependent children of the above, until age 21 (age 23 if a full time student)

IV. LIMITED CRIMINAL IMMUNITY

Limited criminal immunity prevents conviction if a judge finds that a criminal act transpired in the course of a person's "official duties." Persons enjoying limited immunity may be detained or arrested, their person and belongings can be searched, and they may be required to give evidence as a witness.

No police officer is expected to determine if a given set of circumstances constitutes an "official act." The court will decide if an alleged crime was part of an "official act."

The following persons enjoy limited criminal immunity:

1. Service staff - chauffeurs, drivers, mission servants, domestic mission employees
2. Counselor officers

V. NO IMMUNITY

The following persons have no criminal or diplomatic immunity:

1. Families of service staff
2. Families of consular officers
3. Consular service staff or their families
4. United States citizens employed by a consulate
5. Private servants of any foreign national

VI. IDENTIFICATION OF DIPLOMATIC PERSONNEL

There are three types of identification cards issued by the Department of State to representatives of foreign nations:

1. Diplomatic - blue border for diplomats
2. Official - green border for employees
3. Consular - red border for consular personnel

The identification cards are 3 3/4" by 2 1/2" in size, and contain a photograph of the bearer. The bearer's name, title, mission, city and state, date of birth, identification number, expiration date, and a United States State Department seal appears on the front of the card. A brief statement of the bearer's immunity is printed on the reverse, with space for the bearer's signature.

Verification of the validity of any diplomatic identification can be obtained from the State Department's protocol office telephone number (202) 673-3880.

VII. HANDLING CLAIMS OF DIPLOMATIC IMMUNITY

- A. When an officer is confronted with a person claiming diplomatic immunity, and proper identification is shown, the person's immunity will be fully respected. However, if public safety is in imminent

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DIPLOMATIC IMMUNITY

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- danger or is apparent that a crime may otherwise be committed, the police may intervene to the extent necessary to halt the activity. This includes the authority of the police to defend themselves and others from harm.
- B. A person possessing full diplomatic immunity will not be arrested, and should not be detained in any way, except under the most dire or extraordinary circumstances.
 - C. In any serious incident involving a diplomat, the officer will record all pertinent information from the diplomatic identification card, as well as all circumstances of the crime or incident, in accordance with normal police procedures.
 - D. A copy of the officer's report of a diplomatic incident will be forwarded to the Chief of Police via the chain of command. The Anne Arundel County Police Department's Intelligence Section is responsible for maintaining liaison with the State Department, and will notify the State Department of all police contacts with diplomatic personnel of a serious nature.
 - E. The term "serious incident" includes the issuance of a traffic citation to a person possessing diplomatic immunity, and any crime committed by a diplomat that would have resulted in arrest if committed by a person without diplomatic immunity.
 - F. When an officer is confronted with a person claiming diplomatic immunity who cannot produce satisfactory identification, and the situation normally would call for an arrest, the officer will politely inform the person that he or she will be detained until proper identity can be confirmed. Anne Arundel County Police Department's Communications Section will immediately contact the State Department for verification.

VIII. TRAFFIC VIOLATIONS

A. Moving Violations

The issuance of a traffic citation or warning does not constitute an arrest or detention. When a person possessing diplomatic immunity is stopped for a traffic violation, the officer may, at his or her discretion, issue a traffic citation or warning. In such situations, officers of this department are cautioned to exercise the utmost courtesy and discretion, bearing in mind that they are representing the United States of America, the State of Maryland, and this community. The following circumstances apply:

1. The diplomat may refuse to sign the citation, and cannot be arrested for refusing to sign or accept the citation
2. Failure of the diplomat to appear in court will result in no criminal or administrative (MVA) consequences
3. The diplomat has the ability to administratively void the citation through the State Department

B. Driving While Intoxicated (DWI / DUI) cases

When an officer stops a diplomat and confirms a DWI / DUI situation, the diplomat will be afforded all courtesies and privileges stated above. However, the diplomat will not be permitted to continue to drive a motor vehicle until he or she is sober. The diplomat will not be restrained except in extreme cases, and will not be subjected to any chemical tests. Force may be used only to prevent injury to the diplomat or others, and then only the absolute minimum will be applied. The following procedures will be followed:

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DIPLOMATIC IMMUNITY

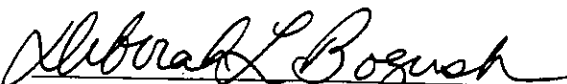
EFFECTIVE: 01 OCT 94

Revised:

1. whenever a state or local authority arrests, imprisons or otherwise denies a foreign national, such authority must promptly inform the detainee of his or her right to have his or her government informed of such an event
2. if the detainee asks to exercise this right, the detaining authority must inform the appropriate foreign consulate or embassy without delay and should make a written record of such notification
3. consular officers have the right to visit their nationals who are in prison, custody, or detention, to converse and correspond with them and to arrange their legal representation; a foreign consular officer may not take such actions on behalf of such a person if the person being held expressly opposes those actions
4. agreements with certain countries require mandatory notification when their nationals are confined or detained; in these cases, the foreign national has no choice regarding notification, and law enforcement authorities must notify the consulate or the embassy of the situation without delay. The foreign national should be advised that his consul has been notified. A list of the countries where mandatory notification is required will be maintained in Communications Section of the Anne Arundel County Police Department.

B. Procedures

1. Any member of the Crofton Police Department who has an occasion to either detain or arrest a foreign national will contact the Anne Arundel County Police Department Communication Section and obtain the telephone number for the appropriate embassy or consulate. The officer will then make contact with the foreign national embassy or consulate, and inform them of the arrest or detention of their national, and the location where the foreign national can be met by a consular or diplomatic official.
2. a list of embassies and their telephone numbers will be kept in a secure area in the Communications Section and Intelligence Section. Upon request of the arresting or investigating officer, the Communications supervisor will supply him or her with the needed telephone number of the appropriate embassy or consulate.


Deborah L. Bogush, Chief of Police



Diplomatic and Consular Privileges and Immunities From Criminal Jurisdiction

Summary of Law Enforcement Aspects

Category	May Be Arrested or Detained	Residence May Be Entered Subject to Ordinary Procedures	May Be Issued Traffic Citation	May Be Subpoenaed as Witness	May Be Prosecuted	Recognized Family Member
Diplomatic Agent	No ¹	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
Member of Administrative and Technical Staff	No ¹	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
Service Staff	Yes ²	Yes	Yes	Yes	No—for official acts. Otherwise, yes. ²	No immunity or inviolability. ²
Career Consular Officers	Yes, if for a felony and pursuant to a warrant. ²	Yes ⁴	Yes	No—for official acts. Testimony may not be compelled in any case.	No—for official acts. Otherwise, yes. ²	No immunity or inviolability. ²
Honorary Consular Officers	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.	No immunity or inviolability.
Consular Employees	Yes ²	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes. ²	No immunity or inviolability. ²
International Organization Staff ³	Yes ³	Yes ³	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes. ³	No immunity or inviolability.
Diplomatic-Level Staff of Missions to International Organizations	No ¹	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
Support Staff of Missions to International Organizations	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.	No immunity or inviolability.

¹Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

²This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

³A small number of senior officers are entitled to be treated identically to "diplomatic agents."

⁴Note that consular residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

List of Useful Telephone Numbers

For Information on Diplomatic and Consular Personnel and Personnel of International Organizations Other Than the United Nations

During Normal Business Hours

Current status of U.S. Department of State Federal license tags, registrations, or other motor vehicle information: (202) 895-3532
Fax—(202) 895-3646

Current status of U.S. Department of State driver licenses and general licensing information: (202) 895-3521

For reporting traffic incidents or accidents, issuance of citations, etc., involving foreign missions personnel: (202) 895-3521

Current status of:

- Diplomatic agents and family members (202) 647-1664
- Embassy administrative, technical, and service staff and families (202) 647-1405
- Consular personnel and families (202) 647-1404
- International Organizations (202) 647-1402

Please send copies of incident reports and citations to:

Diplomatic Security Service, Protective Liaison Division Fax—(202) 895-3613

After Normal Business Hours

All inquiries should be made to the Diplomatic Security Watch Officer, Department of State (operates 24-hours daily): (202) 647-7277

For Information on United Nations Personnel

During Normal Business Hours

Current status of:

- Diplomatic agents and family members (212) 415-4131
- U.N. Mission staff and family member (212) 415-4168
- U.N. Secretariat employees (212) 415-4131 or (212) 415-4168
- U.S. Department of State license tags, registration, or other motor vehicle information (212) 826-4500

After Normal Business Hours

Information is available from the Communications Section of the U.S. United Nations (operates 24-hours daily): (212) 415-4444

Please send copies of police reports to: USUN Host Country Fax—(212) 415-4162



Suggested Fax Sheet for Notifying Consular Officers of Arrests or Detentions

Date: _____
Time: _____

To: Embassy/Consulate of _____ in _____, _____
(Country) (City) (State)

Subject: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

From:

Name: _____
Office: _____
Street Address: _____
City: _____
State: _____
ZIP Code: _____
Telephone: (____) _____
Fax: (____) _____

We arrested/detained the following foreign national, whom we understand to be a national of your country,
on _____.

Mr./Mrs./Ms: _____
Date of Birth: _____
Place of Birth: _____
Passport Number: _____
Date of Passport Issuance: _____
Place of Passport Issuance: _____

To arrange for consular access, please call _____ between the hours of
_____ and _____. Please refer to case number _____ when you call.

Comments:



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

PRISONER TRANSPORTATION

Index Code Number: 2003
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy**
- II. Applicability**
- III. General Policies**
- IV. Seating of Transporting Officers**
- V. Transport Officers' Actions at Destination**
- VI. Law Enforcement Action by Transporting Officer**
- VII. Injured/Sick Prisoners**
- VIII. Handicapped & Mentally Disturbed Prisoners**
- IX. Search of Transport Vehicles**
- X. Prisoner Searches**

I. POLICY

Transportation by law enforcement agencies of persons who are in custody is a constant requirement and a frequent activity. It is the policy of the department to transport prisoners with the highest regard for the safety of the public, the transporting officer, and the prisoner. The transporting officer is legally responsible for the safety and custody of the prisoner being transported.

II. APPLICABILITY

For purposes of identification, all personnel who transport prisoners will be referred to as transport officers.

III. GENERAL POLICIES

A. Prisoner Search Prior to Transport

A search of the prisoner by the transporting officer is required in every case, before being transported. It must be assumed that the prisoner may have had an opportunity to obtain contraband or a weapon prior to the time he or she is accepted for transport by the officer. It should never be assumed by the officer that someone else has searched the prisoner. Prisoners should be searched each time they come into the transporting officer's custody, including transport to and from court appearances. See section XII of this directive for policies on searching prisoners.

B. Prisoner Restraint During Transport

Prisoners are to be restrained during transport. At a minimum, the prisoner will be handcuffed. The handcuffs will be double-locked. The prisoner will be seatbelted if the vehicle has seatbelts. Officers will ensure that prisoner restraints do not injure prisoners.

Prisoners transported by police officers in patrol vehicles will be handcuffed with the arms behind the back. The handcuffs will be double-locked. Additional restraints (e.g., leg irons, ankle cuffs, red ropes, etc.) may be used as indicated by the prisoner's behavior and history.

A prisoner is not to be handcuffed to any part of the vehicle.

C. Officers/Prisoners of Opposite Sex

1. Male and female prisoners will not be transported in the same vehicle.

2. Whenever practical, transporting officers will be of the same sex as the prisoner.

3. If a transport officer must transport a prisoner of the opposite sex, he/she will be accompanied whenever practical by another officer. In all cases, the transport officer will notify Communications of the vehicle mileage and location at the beginning and end of the trip, and at all stops along the way.

D. Juvenile Prisoners

Under no circumstances will juveniles, regardless of status, be transported in the same vehicle as adult prisoners.

E. Positive Identification of Prisoners

Each prisoner being transported from a detention facility must be positively identified as the person who is to be moved. Booking records and numbers assigned to the prisoner in the detention facility must be verified and the person concerned confirmed as the person described in the records.

F. Visual Scrutiny of Prisoners

Transport officers will not lose sight of prisoners, except when the prisoner has been placed in a holding facility cell at a County facility.

G. Documentation Accompanying Prisoner

Documentation that must accompany the prisoner being transported between facilities includes the prisoner's name, facility prisoner number, charging document or commitment papers, prisoner's medical records and personal property, and court to which the prisoner is to be delivered. For interstate transports, the escort officer must have a properly executed governor's warrant or a properly executed waiver.

H. Security Risk Information Accompanying Prisoner

Information relating to the prisoner's escape or suicide potential or other personal traits of a security nature will be included in the documentation that accompanies the prisoner during transport. The transporting officer will be specifically alerted to any potential security problems that the prisoner may present during transport. This information should include escape or suicidal tendencies as well as unusual illnesses.

I. Notification to Court or Receiving Agency of Medical and/or Security Hazard or Risk

The transporting officer will notify the proper court official (e.g., judge, commissioner, bailiff, etc.) or receiving agency when a prisoner being transported to court or another agency has any potential medical or security hazards, or if the prisoner is considered an unusual



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security risk.

J. Prisoner Communication with Others

A prisoner will not be permitted to make telephone calls or communicate with his/her attorney or others while being transported. Safety aspects of the transportation function require that the prisoner's right to communicate with attorneys and others will not normally be exercised during the period that the prisoner is being transported.

IV. SEATING OF TRANSPORTING OFFICERS

For safety reasons, the prisoner must be under observation at all times. Opportunities for escape or attack on the transporting officers must be reduced as much as possible. The prisoner should be made as comfortable as possible, given the length of the trip being made, and yet secured to the maximum degree.

A. Prisoners Transported in Patrol Vehicles

The following specific procedures apply to the transportation of prisoners in patrol vehicles:

1. If a prisoner is to be transported by only one officer, and the vehicle does not have a security screen, the prisoner will be placed in the front passenger seat, with his/her arms handcuffed behind him/her, and the seatbelt and shoulder harness fastened. If the vehicle has a security screen, the prisoner may be placed in the rear passenger seat, with arms handcuffed behind the back, and with seatbelt/shoulder harness fastened.
2. If a second officer is required to transport a prisoner in a patrol vehicle, the prisoner will be placed in the rear passenger seat, with arms handcuffed behind the back, and with the seatbelt/shoulder harness fastened. The second officer will sit beside the prisoner and behind the driver.
3. Prisoners will be transported in patrol vehicles on a one-to-one ratio with officers. No more than two prisoners may be transported in a single patrol vehicle, and they will be transported by two officers, with one prisoner/officer combination in the front seat and the other in the rear seat.

V. TRANSPORT OFFICERS' ACTIONS AT DESTINATION

Any police officer who transports a prisoner to the Detention Center, or any other detention facility, MUST complete a Prisoner Transportation Form (PD# 2003), available from any Anne Arundel County police Department booking area. Prior to transporting a prisoner, officers will obtain this form from the Booking Officer. This form must be signed by the receiving officer/official at the detention facility. The completed form must then be returned to the Booking Officer by the end of the transporting officer's tour of duty. Booking Officers will attach this form to the Holding Facility Intake and Personal Property Inventory Form (PD#2004) that was completed for the affected prisoner.

- A. Upon arrival at the destination court or holding facility, the transporting officer will secure his/her firearms in a lockbox prior to entering the facility. Restraining devices will not be removed from prisoners until the officer's firearms are secure.
- B. Restraining devices will not be removed from prisoners until the prisoner is within the confines of a secure holding area and has been searched for weapons and contraband.
- C. The prisoner will be handcuffed if it is necessary to travel through a non-secure area between the booking area and the holding cells. The handcuffs will not be removed until just prior to placing the prisoner in the cell.
- D. The transporting officer is responsible for assuring that all the necessary paperwork is properly exchanged with regard to the transfer, and for obtaining the signature of the receiving officer or official.

VI. LAW ENFORCEMENT ACTION BY TRANSPORTING OFFICER

A.

Police officers who are transporting prisoners may not stop to render law enforcement services except in emergencies. In all cases, the risk to the prisoner and the possibility of escape must be weighed against the need to stop and render aid. Only when the risk to third parties is both clear and grave and the risk to the prisoner is minimal should the officer stop to render assistance. Police officers will request that another officer handle situations requiring police service whenever possible. Whenever a police officer transporting a prisoner stops to render law enforcement aid, he/she will resume the transport as soon as possible upon the arrival of other officers.

VII. INJURED/SICK PRISONERS

The following procedures apply to police officers who transport injured or sick prisoners.

- A. A prisoner who is injured prior to or during an arrest situation will not be transported to any jail or holding facility until he/she has been offered treatment, either by the Fire Department or at a hospital or medical facility.
- B. If the prisoner declines or refuses treatment, if possible the refusal will be obtained in writing. The officer will document the circumstances in the incident report.
- C. If the prisoner is injured as a result of actions by the officer, a "Use of Force" report is required in addition to the incident report.
- D. When a prisoner is transported to a hospital or medical facility the following will apply:
 1. While at the hospital or medical facility, caution will be taken to ensure the prisoner is isolated from other patients and is not left unattended, or permitted to escape the immediate control of the transporting officer.
 2. The transporting officer will not leave the medical facility until he/she is relieved by another officer.



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3. The transporting officer will remove the restraints only when it is deemed necessary and he/she is requested to do so by medical staff. If the prisoner is to be admitted to a hospital, the officer in charge of the prisoner will immediately notify the sergeant. The sergeant will make temporary arrangements for guarding the prisoner.
4. Final arrangements for guarding the prisoner will be coordinated by the Chief.
5. While being transported, a sick or injured prisoner will be handcuffed. The only exception would be if the handcuffs would further compound the injuries. When this is the case, the officer will request a second officer. If the prisoner is to be transported by ambulance one officer will ride in the rear of the ambulance. The second officer will follow with his/her emergency equipment activated, exercising all due regard for the safety of the public.

VIII. HANDICAPPED & MENTALLY DISTURBED PRISONERS

The following procedures apply to police officers who transport handicapped or mentally disturbed prisoners.

- A. Officers will consider special needs of physically or mentally handicapped persons, but the safety of the prisoner and the officer is the paramount concern. Physical restraints will be used unless they would cause injury to the prisoner. In such cases, two officers will transport the prisoner.
- B. Personal prosthesis, wheelchairs, crutches, prescription medicine, and other similar items will be transported with prisoners who own them.
- C. If a prisoner is confined to a wheelchair, he/she will be transported in a prisoner van, if available. The prisoner's hands will be handcuffed in front.
- D. If a mentally disturbed prisoner displays a potential for violence, the prisoner van or a caged patrol car will be utilized. Another officer will assist the transporting officer either by following or accompanying the officer. The prisoner will be restrained with handcuffs. The transporting officer may, at his/her discretion, further restrain the prisoner with leg irons or ankle cuffs, leather restraints, red rope, or a strait jacket, as available.
- E. The booking record that accompanies the prisoner will reflect the special restraint and transportation requirements of the prisoner. The transporting officer will inform the receiving official of these requirements.

IX. Search of Transport Vehicles

A search of transport vehicles is required prior to and after transporting prisoners. Each time a prisoner is to be transported, the vehicle should be examined to ensure that no contraband or similar items are present. Most vehicles will not have been under constant security surveillance, and the search should be made under the assumption that an opportunity has existed for the introduction of contraband, weapons, and other items.

X. PRISONER SEARCHES

A. Types of Prisoner Searches

1. Pat-Down

An inspection of the prisoner's clothing to determine whether that person is secreting any property that it is unlawful to possess, or any property that may be utilized as a means to effect an escape, or cause injury to another person, or that may enable the prisoner to destroy evidence. Every prisoner will be subject to a pat-down search by the transporting officer before being transported.

2. Strip Search

When an arrested person's clothing is removed or rearranged so as to permit a visual inspection or a physical examination of the genitals, buttocks, anus, breasts or undergarments of such person, which does not meet the definition of a body cavity search.

3. Body Cavity Search

A visual or physical examination into the body's recesses, including the anus, vagina, and internal organs of the body.

B. Prisoner Search Limitations

1. Pat-Down Searches

Pat-down searches of persons of the opposite sex, which are conducted incident to arrest and at the point of arrest, are permissible if no police officer of the same sex as the arrestee is immediately available to respond to the scene and conduct the search. Officers conducting pat-down searches under these circumstances will exercise the utmost discretion and will ensure that the extent of the search does not exceed the purposes or limits stated above.

Subsequent pat-down searches of prisoners, which are required prior to transporting the prisoner from one location to another, will be conducted by police officers or booking personnel of the same sex as the prisoner.

2. Strip Searches

Strip searches of prisoners require the permission of the sergeant or Chief, except in exigent circumstances. Strip searches must be based on reasonable suspicion and exigent circumstances relating to an imminent threat to officer or facility safety, or to the destruction of vital evidence. Persons will not be strip-searched in public, nor will persons be strip-searched by or in the presence of persons of the opposite sex. Whenever a member of this department is required to strip search a prisoner, he/she will write an incident report describing the circumstances.

3. Body Cavity Searches

A body cavity search requires a search warrant, and may be conducted only by a licensed medical professional, such as a physician, physician's assistant, or nurse.

A body cavity search may be conducted based on probable cause relating to the concealment or potential destruction of vital evidence.



CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

PRISONER TRANSPORTATION

Index Code Number: 2003
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

Such searches will be initiated only on the approval of the Chief of Police. The officer requesting the body cavity search will submit an incident report detailing the reasons for the search, the results of the search, the name of the person conducting the search, and all other relevant details.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature



Crofton Police Department Written Directive: INDEX CODE 2004

HOLDING FACILITIES

EFFECTIVE: 01 OCT 94

Revised:

- I. Authority
- II. Policy
- III. Security
- IV. Detainee Processing
- V. Medical & Health Care Services
- VI. Detention of Juveniles
- VII. Prisoner Escape

I. DEFINITIONS

- A. **Booking Personnel** - All persons, including police aides, police officers, reserve officers, or volunteers, who engage in booking or processing prisoners and/or operating or maintaining a county police holding facility.
- B. **Booking** - (processing) A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.
- C. **Contraband** - Items that are not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.
- D. **Essential/Nonessential Persons** - Designated staff and detainees are essential persons. All other persons are nonessential persons.
- E. **Juvenile criminal offender** - A juvenile offender who has been charged with or adjudicated for conduct that would, under law of the jurisdiction in which the offense was committed, be a crime if committed by an adult.
- F. **Holding Facility** - A temporary confinement facility where detainees are held pending release, arraignment, adjudication, or transfer to another facility. Includes the reception area; sally port; rooms where the detainee is searched, fingerprinted, photographed, and booked; holding cells and related rooms. Does not include rooms where the detainee is questioned, as long as the detainee is under continuous supervision and control of department personnel within the room for a period of time not to exceed two hours.
- G. **Nonoffender** - A juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, CINA (child in need of assistance), or neglect statutes, for reasons other than legally prohibited conduct of the juvenile.
- H. **Status offender** - A juvenile offender who has been charged with or adjudicated for conduct that would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult.

Crofton Police Department Written Directive: INDEX CODE 2004

HOLDING FACILITIES

EFFECTIVE: 01 OCT 94

Revised:

II. POLICY

The Crofton Police Department has no holding facilities for prisoners. Currently, all prisoners are taken to Western District of the Anne Arundel County Police Department or any other county facility as required.

Prisoners will at all times be secure in order to prevent escape and injury to themselves or to others. The responsibility for the security of a prisoner may be transferred as the prisoner is processed through the system of fingerprinting, photographing, arraignment, etc. Therefore, it is critically important that each employee of the department with job tasks involving prisoners assume these responsibilities as the situation presents itself. It should be clearly understood that any deviation from policy and procedures regarding prisoners and holding facilities will receive the maximum attention with regard to necessary corrective action.

Prisoners in police custody will at all times be guaranteed their constitutional rights. They will be treated civilly and with appropriate respect. A suspect is merely a suspect until he or she is proven guilty in a court of law. As law enforcement officers and employees of a law enforcement agency, it is not our duty to judge in any fashion or under any circumstances. In order for law enforcement to be effective and correct, it must be conducted in an unbiased, nonprejudicial manner. These principles will guide the employees of this department in the conduct their official duties when dealing with a person in police custody.

III. SECURITY

A. Firearms

Firearms may not be taken into secure holding facilities or processing areas. All firearms will be secured and stored in the lockers provided in each district station.

B. Entering Occupied Cell

No employee may enter an occupied holding facility cell unless monitored by video and audio surveillance devices and are carrying a portable radio with a distress alarm, or they are accompanied by another employee.

C. Emergency Alarm

Any employee who enters any area of a holding facility will carry a portable radio equipped with an emergency alarm button capable of alerting the Communications Section of an emergency.

D. Separation of Prisoners by Age & Sex

Holding areas for males, females and/or juveniles are required to be separated from each other by sight and sound. The intent of this rule is to ensure the segregation of three detainee types. Juveniles should not be processed in the presence of adult violators and should be held in areas away from adult detainees. Females should be separated from areas where males are detained. Sound, for the purpose of this rule, is defined as normal/loud conversation and does not include deliberate yelling or screaming. Yelling and screaming should be controlled by persons supervising detainees.

Crofton Police Department Written Directive: INDEX CODE 2004

HOLDING FACILITIES

EFFECTIVE: 01 OCT 94

Revised:

E. Supervision of Prisoners of Opposite Sex

Whenever a member of the department visits the cells in which prisoners of the opposite sex are confined, a second employee will be present as a witness. Such visits are permitted only to conduct booking activities, such as the required visual observation or count of prisoners.

IV. DETAINEE PROCESSING

A. Prisoner Search

The arresting or transporting officer will conduct an inventory search of the detainee at the time of booking and prior to entry to the holding facility. Once the prisoner has been relieved of all weapons and contraband, the officer will escort him or her into the booking area and remove physical restraints.

B. Strip & Body Cavity Searches

Strip searches and body cavity searches of prisoners are authorized only under the following circumstances:

1. Must be based on probable cause to believe that the prisoner is secreting evidence, contraband, or weapons on his/her person.
2. Body cavity searches require a search warrant.
3. Requires the permission of the platoon commander or higher ranking officer.
4. May be conducted and viewed only by officers of the same sex as the prisoner.

It may be necessary to guard or to physically restrain the prisoner while obtaining a search warrant or locating a same-sex officer.

C. Intake Information

The following minimum information will be recorded on PD Form 2004 for every person booked into a holding facility:

1. arrest information;
2. property inventory & disposition;
3. current health of detainee;
4. medications taken by the detainee;
5. behavior, including state of consciousness and mental status; and
6. body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, or other injuries

V. MEDICAL & HEALTH CARE SERVICES

A. Prisoner Illness or Injury

Whenever a prisoner is taken into police custody and is in a condition of illness or injury, the prisoner will be immediately transported to the hospital for medical treatment. However, the officer must be alert to the prisoner feigning illness to create a situation for an escape.

If booking personnel should discover or suspect that a prisoner is seriously ill or injured, the employee will immediately summon medical attention and render first aid. Under no circumstances will an unconscious prisoner be placed or allowed to remain in a cell without medical treatment, even if the prisoner's unconscious condition appears to be caused by intoxication.

Crofton Police Department Written Directive: INDEX CODE 2004

HOLDING FACILITIES

EFFECTIVE: 01 OCT 94

Revised:

If a prisoner requests medical treatment, the employee receiving the request will:

1. summon an ambulance if an emergency medical situation exists, is reported, or is suspected; or,
2. request the Communications Section to dispatch a patrol officer to the station to transport the prisoner to a medical facility for treatment.

In any case where a prisoner requests medical treatment, the employee receiving the request will inform a patrol supervisor immediately. When a prisoner is transported to a hospital, this activity will be recorded on the Record of Arrest form under the space provided for disposition. The hospital report concerning the prisoner's medical treatment will be obtained, if possible, from the hospital by the officer assigned to guard the prisoner. The hospital report will be attached to the district copy of the Record of Arrest form. Booking personnel will file a report in detail describing the prisoner's symptoms, date, time, the name of the officer(s) transporting the prisoner to and from the hospital, and the Emergency Medical Service case number.

B. Access to Medical Services

Procedures for prisoner access to medical services will be posted at the prisoner processing area in each holding facility. The notice will state that any cost incurred from medical services will be the responsibility of the person receiving such services. Procedures for gaining access to medical services will be explained to any prisoner who is unable to read.

VI. DETENTION OF JUVENILES

Only the court or the Department of Juvenile Services may authorize the detention of a juvenile. The law enforcement officer is responsible for delivering the child to the court or a place of detention or shelter care designated by the court.

Federal and state laws prohibit the placement of juveniles with adult offenders in any type of holding cell or room. When a juvenile is detained and transported to a district station for any reason, the juvenile will be separated from adult offenders. Contact of any nature between juveniles and adult offenders, either in the police vehicle or station house, must not occur.

The only exception to this is the juveniles who have been waived to adult criminal court for processing. Waived juveniles represent a "swing" group who may be placed with either other juveniles or adult offenders. For the purposes of State law and Federal legislation, a waived offender is "a juvenile who has been waived to Adult Criminal Court for processing or who is subject to original jurisdiction of the Criminal Court due to serious charges and has not been transferred to Juvenile Court for processing." Section 3-816 of the Maryland Juvenile Law specifies that "A child may not be transported together with adults who have been charged with or convicted of a crime unless the court has waived its jurisdiction and the child is being proceeded against as an adult."

HOLDING FACILITIES

INDEX CODE: 2004

EFFECTIVE DATE: 12-20-02

Contents:

- I. Policy
- II. Authority
- III. Administration & Management
- IV. Physical Plant
- V. Safety & Sanitation
- VI. Security & Control
- VII. Detainee Processing
- VIII. Medical & Health Care Services
- IX. Detainee Rights
- X. Supervision of Detainees
- XI. Proponent Unit
- XII. Cancellation

Appendix A: Glossary of Terms

Appendix B: Table of Periodic Activities

I. POLICY

Prisoners will at all times be secure in order to prevent escape and injury to themselves or to others. The responsibility for the security of a prisoner may be transferred as the prisoner is processed through the system of fingerprinting, photographing, arraignment, etc. Therefore, it is critically important that each employee of the department with job tasks involving prisoners assume these responsibilities as the situation presents itself.

Prisoners in police custody will at all times be guaranteed their constitutional rights. They will be treated civilly and with appropriate respect.

II. AUTHORITY

Patrol district commanders are responsible for the safe operation of the holding facilities in their district stations. This responsibility includes the management of the holding facility's physical plant, supervision of detainees, and supervision and training of all employees.

This directive is the governing authority for the operation and maintenance of holding facilities by the Anne Arundel County Police Department. It is supplemented by a manual of standard operating procedures for use by booking personnel. District commanders are required to issue additional SOPs to implement this directive. District SOPs may not contradict any provision of this directive.

III. ADMINISTRATION & MANAGEMENT

A. Training

District commanders are responsible for ensuring that all district personnel are trained in holding facility operations. Types and levels of training will vary with the nature of assignments and responsibilities.

All personnel who work in or around a holding facility are required to receive training on the operations of the holding facility, to include fire suppression and equipment provided for use by the agency. Fire suppression may include smoke and fire detectors, fire extinguishers, fire hoses to one and one half (1-1/2) inches and air packs.

Employees who work in direct, continuing contact with detainees require special training, including use of physical restraint, to ensure safety and security of staff and detainees. Employees who do not work in direct contact with detainees should receive an orientation on the operation of the holding facility and their role, if any.

B. Access

Platoon commanders will control access to the holding facility. Authority for routine access decisions (access of essential persons in the normal course of business) may be delegated to booking personnel.

Access of all nonessential persons is prohibited in emergency situations.

Nonessential persons will be granted access to holding facilities only for a legitimate law enforcement or public safety purpose. When granting such access, platoon commanders will ensure that the nonessential person's presence does not violate a detainee's privacy, impede facility operations, or obstruct or frustrate acquisition and development of information for presentation in court by either the prosecution or the defense.

C. Safeguarding Detainee Records

Booking personnel are responsible for safeguarding detainee records from unauthorized disclosure.

In the booking room, detainee records will be placed in locations such that they cannot be viewed by other prisoners or civilian personnel. Records hung on peg

boards pending release of detainees will face the wall to prevent observation from within the room.

Detainee records may be released only to department employees or other law enforcement or criminal justice agency personnel having a legitimate law enforcement or criminal justice function involving the detainee, such as:

1. Arrest, interview, interrogation
2. Criminal investigation
3. Booking, in-processing, receiving-screening
4. Evidence collection
5. Transportation to commissioner, court, or another holding facility
6. Prosecutorial review
7. Juvenile placement authorization, or waiver to adult court
8. Bail review, initial court appearance, trial
9. Probation, parole hearing

A prisoner's constitutional right to privacy can be violated if records are improperly disseminated. Members of the department are prohibited by law from releasing criminal history record information to non-criminal justice agencies or personnel.

IV. PHYSICAL PLANT

A. Minimum Conditions

District commanders will ensure that holding facilities provide the following minimum conditions for detainees:

1. Adequate lighting as required by local code or ordinance;
2. Circulation of fresh or purified air in accordance with local public health standards;
3. Access to a toilet and drinking water;
4. Access to wash basin or shower for detainees held in excess of eight hours, and
5. A bed and bedding for each detainee held in excess of eight hours.

Platoon commanders are authorized to deny bed and bedding to detainees who are deemed to be suicidal.

District commanders will coordinate any necessary modifications, repairs, or equipment acquisition with Management & Planning in order to meet these standards.

V. SAFETY AND SANITATION

District commanders will ensure that the following safety and sanitation standards exist in the holding facilities:

A. Fire Alarms & Detectors

Each holding facility will have an automatic fire alarm and heat and smoke detection system, fire equipment approved in writing by state or local fire officials, and a standard operating procedure prescribing fire prevention practices and procedures, to include:

1. A weekly documented visual inspection and a semi-annual documented testing of fire equipment; and
2. A daily visual inspection and monthly documented testing of the automatic fire detection devices and alarm systems.

B. Emergency Evacuation Plans & Exits

Each holding facility will have a written and posted emergency evacuation plan for the facility and a designated and signed emergency exit directing evacuation of persons to hazard-free areas.

If possible, two separate means of emergency exit should be provided. The evacuation plan should specify route of evacuation and subsequent disposition and housing of detainees. The plan also should include provisions for first aid and hospital transportation.

C. Weekly Sanitation Inspection

District commanders will ensure that a documented weekly sanitation inspection of the facility is conducted. Any condition conducive to harboring or breeding insects, rodents, or other vermin must be eliminated. If necessary, Management & Planning will hire pest control professionals to clean or fumigate the facility. The facility may not be used to house detainees until the unsanitary condition is eliminated.

VI. SECURITY AND CONTROL

A. Firearms in Holding Facilities

Firearms will be secured before entering the holding facility. No firearms are permitted in holding facilities.

If the holding facility becomes the scene of a police emergency, such as a hostage or barricade situation, the incident commander may authorize exceptions to this policy.

B. Entering Occupied Cell

Officers or booking personnel may not enter an occupied cell alone, unless they are being monitored by visual or audio surveillance devices and/or have a portable police radio and/or a panic alarm in their possession.

C. Control & Use of Keys

Booking personnel are responsible for controlling the holding facility's keys.

District commanders will require a documented weekly accounting of the location and possessor of all holding facility keys, and will ensure that duplicate emergency keys or a master key are readily available in emergency situations.

D. Holding Facility Door Security

Booking personnel will ensure that the door(s) permitting entry to and exit from the holding facility are closed and locked at all times.

Booking personnel will ensure that doors to vacant units, unoccupied cells, and storage rooms are locked when not in use. Doors will be tested for vulnerability after they are secured.

E. Security Check of Unoccupied Cell

Booking personnel will conduct a security check, including searching for weapons and contraband, prior to each use of an unoccupied cell. In addition, booking personnel will check each cell when it becomes unoccupied. Any adverse or unusual conditions observed are to be reported immediately to supervisory personnel verbally and in writing.

F. Weekly Documented Security Inspection

District commanders will require a documented security inspection, including searching for weapons and contraband, of the holding facility at least weekly.

At least once a week, bars, locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors, and other security devices will be checked carefully for operational wear and detainee tampering. Inspections will include occupied and unoccupied cells. All holding areas and other areas to which detainees have access will be searched for weapons and contraband. Results of these inspections will be submitted in writing to the district commander.

All defective security equipment will be replaced or repaired immediately, through Management & Planning. No detainee may be placed in an unsafe or unsecured facility.

G. Tools & Culinary Equipment

No culinary or kitchen equipment will be allowed in the lockup areas. Maintenance tools will be allowed within the lockup area only for maintenance purposes, and only when no detainees are being held in the lockup area. Booking personnel will account for all tools upon the completion of repairs.

H. Emergency Alert Systems

The distress alarms are the emergency button on the portable police radio, which alerts directly to the Communications Section, and the panic alarm button system installed at each of the four district stations.

Booking Officers are **required** to wear the portable police radio and the portable panic alarm button on their belt at all times while on duty.

District commanders will ensure that there is a working audio communication system in the holding facility to alert a designated control point in the event of an emergency. The system may be enhanced by the use of video equipment to supplement personal supervision by staff. Detainees also can use the system to advise staff of emergency needs.

In no event is this system to be turned off. The district commander will have any malfunctions repaired through Management & Planning immediately. Detainees may not be housed in the facility until the equipment is repaired.

I. Security Threats to be Documented

Any employee having knowledge of any incident or condition that threatens the holding facility security or any person therein is required to submit a written report to the district commander.

VII. DETAINEE PROCESSING

A. Weapon Search

Any officer who brings a prisoner to a holding facility will search the prisoner and remove and safeguard any weapons found on the prisoner before taking the prisoner into the booking area or placing him in a holding cell.

B. Inventory Search

Once inside the booking area or holding facility, the officer in custody of the prisoner will conduct an inventory search of the prisoner before the prisoner is booked or placed in a holding cell. The officer will seize and remove any weapons, contraband, evidence, and property that is not permitted to accompany the prisoner into the holding cell, prior to proceeding with booking or placing the prisoner in a holding cell.

Booking personnel will ensure that the only property accompanying a prisoner into a lockup or holding cell is any non-evidentiary paper currency in the prisoner's possession and the immediate clothing except for belts. Prisoners will retain their footwear with the laces or anything else attached removed, just leaving the prisoner with the basic footwear. Footwear that has laces or similar ties of length (some styles of womens shoes) that could be removed and sandal type footwear that could be pulled apart will be taken from prisoners.

C. Itemized Inventory of Prisoner Property

Booking personnel will inventory and prepare an itemized list of all property taken from a prisoner, and all property (including paper currency) retained by the prisoner. The inventory will be documented on the "Holding Facility Intake" form (PD 2004). Booking personnel will sign and date the property inventory sheet.

The prisoner will be asked to sign the inventory form acknowledging the property that was taken. Prisoners with no property will sign an inventory form marked "No Property". If the prisoner refuses to sign, another employee will sign the form as a witness to its accuracy.

D. Prisoner Search Limitations

1. Pat-Down Searches

A pat-down search is defined as an inspection of the prisoner's clothing to determine whether that person is secreting any property that is unlawful to possess, or any property that may be utilized as a means to effect an escape, or cause injury to another person, or that may enable the prisoner to destroy evidence.

Pat-down searches of persons of the opposite sex, which are conducted incident to arrest and at the point of arrest, are permissible if no police officer of the same sex as the arrestee is immediately available to respond to the scene and conduct the search. Officers conducting pat-down searches under these circumstances will exercise the utmost discretion and will ensure that the extent of the search does not exceed the purposes or limits stated above.

Subsequent pat-down searches of prisoners, which are required prior to transporting the prisoner from one location to another, will be conducted by police officers or booking personnel of the same sex as the prisoner.

2. Strip Searches

A strip search is defined as when an arrested person's clothing is removed or rearranged so as to permit a visual inspection or a physical examination of the genitals, buttocks, anus, breasts, or undergarments of

such person, which does not meet the definition of a body cavity search.

Strip searches of prisoners require the permission of a police lieutenant or above, and must be based on reasonable suspicion and exigent circumstances relating to an imminent threat to officer or facility safety, or to the destruction of vital evidence. Persons will not be strip-searched in public, nor will persons be strip-searched by or in the presence of persons of the opposite sex. Whenever a member of this department is required to strip-search a prisoner, he/she will write an incident report describing the circumstances.

3. Body Cavity Searches

A body cavity search is defined as a visual or physical examination into the body's recesses, including the anus, vagina, and internal organs of the body.

A body cavity search requires a search warrant, and may be conducted only by a licensed medical professional, such as a physician, physician's assistant, or nurse.

A body cavity search may be conducted based on probable cause relating to the concealment or potential destruction of vital evidence. Such searches will be initiated only on the approval of an officer of the rank of police lieutenant or above. The officer requesting the body cavity search will submit an incident report detailing the reasons for the search, the results of the search, the name of the person conducting the search, and all other relevant details.

E. Secure Storage of Prisoner Property

Booking personnel are responsible for the secure storage of all property taken from a prisoner. Each prisoner's property will be segregated from all other property and locked in secure facilities until it is returned to the prisoner or placed into the property management system.

F. Intake & Medical Screening

Booking personnel will record the following information on the "Holding Facility Intake" form (PD 2004) for every prisoner who is booked into the facility, and before transfer to another facility:

1. Arrest information;
2. Property inventory and disposition;
3. Current health of the detainee;
4. Medications taken by or given to a detainee;
5. Behavior, including state of consciousness and mental status; and
6. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

The purpose of the screening is to account for the prisoner and his/her property, and to determine if medical attention is required. Female detainee screening should take into account the special needs of women.

In addition, a record will be kept of all treatment and medication administered to a detainee, including circumstances or events necessitating such treatment.

G. Prisoner Separation

If males, females and/or juveniles are required to be detained at the same time, booking personnel will ensure that their holding areas are separated from each other by sight and sound. Juveniles may not be processed in the presence of adult violators and will be held in areas away from adult detainees. Females will be separated from areas where males are detained.

"Sound," for the purpose of this requirement, is defined as normal/loud conversation and does not include deliberate yelling or screaming. Yelling and screaming should be controlled by booking personnel.

If it is physically impossible to comply with this requirement, the booking officer is to notify a patrol supervisor, who will make arrangements for detention of the prisoner at another holding facility.

H. Intoxicated or Violent Prisoners

Prisoners under the influence of alcohol or other drugs, or who are violent or self destructive, will be segregated from other prisoners. The arresting or transporting officer will remain with the prisoner until booking is completed and the prisoner is placed in a cell. Such prisoners will remain under close observation by the booking personnel in order to minimize the potential for injury to themselves or others.

I. Prisoners of Outside Agencies

If detainees are received from an outside agency, a patrol supervisor will ensure that positive identification is made of the person presenting the detainee for detention, including verification of the person's authority to make the commitment. If unknown, the person presenting the detainee for detention will be required to produce appropriate identification, and evidence of his or her legal authority to make the commitment. Phone calls may be necessary to verify the identity of the presenting party.

J. Group Arrests

In the event of a group arrest that exceeds the maximum capacity of the holding facility, a supervisor will coordinate the transportation of prisoners to other

district stations for processing and detention. If all department holding facilities are full, the platoon commander will contact the Detention Center through Communications and arrange for temporary detention facilities to be made available at the gymnasium located in the Ordnance Road Correctional Center. If necessary, police officers and/or booking officers will be called in from other districts or home.

K. Positive Identification Upon Release

Booking personnel will positively identify each detainee before releasing him or her.

L. Return of Property

Booking personnel will return prisoners' property at the time of their release, except for evidence and contraband. Property will be compared with the inventory list, and if everything is in order, the prisoner will sign a receipt for the property returned. Property retained as evidence or for other purposes will be noted on the receipt.

If the prisoner is released to a transporting officer for transfer to another facility or a judicial officer, the property will be given to the transporting officer, who will sign the receipt. The district station will maintain a copy of the receipt.

If the prisoner refuses to sign the receipt for the return of property, booking personnel will have another employee sign and date the inventory form witnessing the return of the listed property. Should the prisoner refuse to accept the property, it will be processed as recovered property and forwarded to Property Management.

VIII. MEDICAL & HEALTH CARE SERVICES

A. Prisoner Medical Emergencies

Under no circumstances will an unconscious prisoner be placed or allowed to remain in a cell without medical treatment. This includes intoxicated prisoners.

Whenever a holding facility detainee needs or requests emergency medical treatment, the employee having custody of the prisoner will immediately summon an ambulance and render first aid.

The employee having custody of the detainee will submit an incident report describing the circumstances and all subsequent actions taken. A patrol supervisor will assign an officer to respond to the hospital, guard the prisoner, and investigate the incident. The officer will submit a supplement report describing the medical emergency and subsequent treatment, and will request a copy of the hospital report of the prisoner's medical

treatment. If obtained, it will be included with the police reports on the incident.

Patrol supervisors will coordinate guarding the prisoner until he or she is released from the hospital.

B. First Aid Kit

District commanders will ensure that a first aid kit is available in all holding facilities and is subjected to a documented weekly inspection and replenished, as necessary.

C. Posted Medical Advice

District commanders will ensure that procedures for gaining access to medical services are conspicuously posted in areas used by detainees, in the language(s) prevalent to the area. Signs will be permanently mounted and legible. Access procedures will be explained orally to detainees unable to read.

D. Pharmaceuticals & Medication

The department does not stock pharmaceuticals or over-the-counter medications for administration to prisoners. Prisoners in need of any medication in their possession (prescription or over-the-counter) will be permitted to take the medicine according to written instructions available on the prescription bottle/vial or package.

Booking personnel will monitor the process to prevent overdose and document the date and time, type of medication, and amount given to a prisoner on the Holding Facility Intake Form (revised 6/98).

IX. DETAINEE RIGHTS

A. Length of Detention - Adults

Maryland Rule 4-212, section (e) and (f) provides that defendants must be taken before a District Court Commissioner "... *without unnecessary delay and in no event later than twenty-four hours after arrest.*"

It is the department's goal that prisoners should not be held in a holding facility for more than six (6) hours. However, the department recognizes that there are periods when this goal is unattainable because of excessive workload or unavailability of transportation officers. In cases where an adult prisoner must be detained in a holding facility longer than six hours, a patrol supervisor must briefly note the reason in the prisoner log. No negative consequences will accrue to booking personnel or police supervisors for detention of adults in excess of six hours, as long as there is a justifiable reason that is documented in the prisoner log.

B. Length of Detention - Juveniles

Juveniles may not be held in excess of six hours without authorization from the Department of Juvenile Services or a court. See Index Code 1702, section V, for details.

C. Opportunity to Make Bail

A prisoner's opportunity to make bail will not be impeded by department employees.

D. Confidential Access to Attorney

The department is not obligated to permit attorney access to a holding facility detainee unless the detainee specifically requests access to an attorney. If a detainee makes such a request, then the detainee is entitled to, and the department will permit, confidential access to the attorney while the detainee is confined in a holding facility. Such visits will be limited and consistent with the need for prisoner security.

Booking personnel or a police officer will search visiting attorneys and relieve them of potential weapons prior to entering the holding area or cell. Anyone who refuses to allow themselves to be searched will not be permitted access to the prisoner or the holding facility under any circumstances. In addition, booking personnel will record the name and identity of the visiting attorney in the prisoner log, and the times in and out of the facility.

E. Prisoner Access to Telephone

Detainees are entitled to reasonable use of the telephone. No long distance calls will be allowed unless prior arrangements are made for the charges to be reversed. If the prisoner is unable to complete the call without assistance, booking personnel will provide assistance. If the prisoner wants to call someone but is unable to communicate effectively, the arresting officer should make the call and provide a responsible adult with sufficient details to assist the detainee.

F. Monitoring/Recording Telephone Calls

Department employees may not monitor or record detainees' telephone calls.

G. Prisoner Meals

Three meals will be provided to prisoners during each 24-hour period and no more than 14 hours will elapse between meals. All meals furnished to prisoners will be at the expense of the department, and will be obtained from authorized restaurants. Department personnel who obtain such meals will sign, date, and forward the receipts to the *Management & Planning Section*.

X. SUPERVISION OF DETAINEES

A. 24-Hour Supervision

Booking personnel are responsible for twenty-four (24) hour supervision of prisoners.

B. Population Count

Booking personnel will conduct a count of the prisoner population in the holding facility at least once every 8 hours, at the beginning of each shift. This count will be documented on the CELLBLOCK INSPECTION & PRISONER COUNT REPORT (PD291).

C. Visual Observation of Prisoners

Booking personnel will visually observe each prisoner at least every thirty (30) minutes. Care should be taken during physical checks so that the prisoners do not anticipate the appearance of department personnel. Prisoners who are security risks should be under closer surveillance and may require more frequent observation. Security risk prisoners include not only prisoners who are violent but also those who are suicidal or mentally ill or demonstrate unusual or bizarre behavior. All safety checks will be documented on the cellblock inspection form.

D. Prisoner Privacy

Audio and visual equipment such as television cameras and listening devices will be used at critical locations in the holding areas to provide for prisoner and personnel safety. Booking personnel will ensure that the equipment is not used in such a way that violates the personal privacy of prisoners.

E. Supervising Detainees of Opposite Sex

Members of the department, including booking personnel, are prohibited from visiting the cells in which prisoners of the opposite sex are confined, except to perform necessary tasks related to law enforcement or prisoner detention. In such cases, a second employee will witness the visit, either in person or via a video monitor.

F. Prisoner Mail or Packages

Mail intended for prisoners will not be accepted. Only items of personal necessity to a prisoner will be accepted. These items may include: one set of clean clothing, medication, house/vehicle keys, identification, etc. If any of these items are accepted for a prisoner, the booking officer must inspect each item received for any weapons, contraband, or any possible threats to the security of the holding facility. After this inspection is completed, the booking officer must add the item(s) to the prisoner's property inventory form and ensure that the item(s) are properly secured in the property locker assigned to the affected prisoner.

G. Visitation Rights

Detainees in department holding facilities may be visited only by:

1. Their attorneys (see section IX.D, above); and
2. Their parent or guardian, if the detainee is a juvenile.

Booking personnel will search all visitors and their belongings, and remove potential weapons, before allowing them direct contact with the prisoner. Anyone who refuses to allow themselves to be searched will not be permitted access to the prisoner or the holding facility under any circumstances.

In addition, booking personnel will record the name and identity of the visitor in the prisoner log, and the times in and out of the facility.

XI. PROPONENT UNIT: Field Operations Bureau

XII. CANCELLATION: This directive cancels Index Code 2004, pages 1 through 7, in its entirety.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2004

HOLDING FACILITIES

EFFECTIVE: 01 OCT 94

Revised:

VII. PRISONER ESCAPE

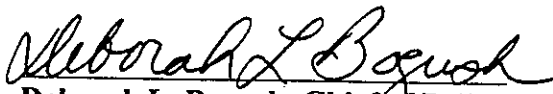
A. Officer Responsibilities

Whenever a prisoner escapes from a police facility, police vehicle, or other location of custody, the officer or person responsible for the prisoner will immediately broadcast a comprehensive lookout with the following information:

1. exact location of escape and last known direction of travel;
2. name of prisoner, full physical and clothing description;
3. purported dangerousness of prisoner;
4. nature of the criminal charges; and
5. possible destination information.

The officer or person responsible for the prisoner will then notify the shift supervisor assigned to the area where the escape occurred and will assist in the search efforts. The supervisor will assign a sworn officer to be the investigating officer for the case.

The investigating officer will complete an incident report titled, "Escape", which will contain the details of the escape. The investigating officer, as soon as practical, will also initiate an Application of Statement of Charges pertaining to the escape and present it to a District Court Commissioner. Upon issuance of a warrant the investigating officer will have the warrant entered into N.C.I.C. It should be kept in mind that time is of the essence when filing escape charges and entering information into N.C.I.C.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2004.2

TEMPORARY DETENTION

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Responsibility for Prisoner
- III. Minimum Physical Conditions
- IV. Time Without Supervision
- V. Securing Prisoner to Immovable Object
- VI. Fire Plan Required
- VII. Security

I. POLICY

The requirements of this directive apply when a person is locked into any space **other than a holding facility**, or is shackled to an immovable object and is not continually under the direct, personal supervision and control of another person who can immediately intervene on behalf of the department or the detainee. Refer to the glossary of terms in Index 2004 for definition of "holding facility."

In such cases, the person is considered a **temporary detainee**.

Such situations may arise when officers need to interview or detain persons before they are arrested or booked. It may be necessary to use a room, space or area to separate persons under arrest, maintain control, clean up a temporary booking back log situation or prepare paper work for court.

II. RESPONSIBILITY FOR PRISONER

The police officer who places a prisoner in temporary detention, either upon entering a police facility, or by removing a detainee from a holding facility for questioning or processing, is responsible for:

- A. Supervision of and accountability for the temporary detainee
- B. Authorization and use of the temporary holding area
- C. Proper use of restraining devices, including (if necessary) temporary restraining of detainees to fixed objects
- D. The separation of males, females and juveniles by sight and sound

III. MINIMUM PHYSICAL CONDITIONS

The room or location where the prisoner is temporarily detained must have access to water and restrooms. These items are not required to be in the room but the officer is responsible to ensure these items are provided in a timely manner.

IV. TIME WITHOUT SUPERVISION

The period of time that a detainee may be held without continuous control or supervision of departmental personnel will not exceed two (02) hours.

Crofton Police Department Written Directive: INDEX CODE 2004.2

TEMPORARY DETENTION

EFFECTIVE: 01 OCT 94

Revised:

V. SECURING PRISONER TO IMMOVABLE OBJECT

If a detainee is secured to an immovable object, it will be designed, and intended for such use. This method of detention should only be used when no other suitable method of detention is available. Immovable objects designed for this purpose may include a bar or ring mounted on a wall to which a handcuff can be secured.

VI. FIRE PLAN REQUIRED

Any room used as a temporary holding area must have a plan for fire prevention, fire evacuation and fire suppression.

VII. SECURITY

The following security concerns must be observed in the temporary holding area:

A. Weapons Control

The officer responsible for the prisoner will:

1. Search the prisoner and remove and secure all potential weapons before entering the room
2. Ensure that no weapons are accessible to the detainee while locked in the room
3. Secure all firearms in a locked area before entering the room

B. Panic or Duress Alarms

While in the room with the detainee, the officer will at all times have access to a portable radio equipped with a panic alarm.

C. Access to Area and Prisoner

The officer will ensure that access to the temporary holding area and the prisoner is restricted to himself or herself and only those department personnel who are assisting in questioning or processing the prisoner. Under no circumstances may unauthorized department personnel, or members of the public, have access to the prisoner or the room.

D. Escape Prevention

The officer will take all reasonable steps to prevent the ability of the prisoner to escape.

E. Search of Detainee

The officer will search the prisoner and remove and secure all contraband, evidence, and potential weapons before placing the detainee in the temporary holding room. Any items taken from the detainee will be inventoried in writing and secured in a locked area, segregated from any other property.

F. Security Inspections

Before using a room as a temporary holding area, the officer will conduct a security inspection of the room to ensure that it is free of potential weapons and contraband, and has no physical defects that could pose a security or escape hazard.

Crofton Police Department Written Directive: INDEX CODE 2004.2

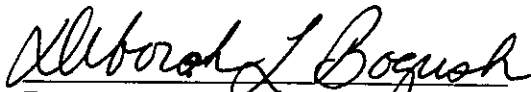
TEMPORARY DETENTION

EFFECTIVE: 01 OCT 94

Revised:

G. Observation of Detainee Every 15 Minutes

Officers in temporary custody of detainees will visually observe the detainee at least every fifteen minutes while he or she is unattended in the temporary holding room.


Deborah L. Bogush, Chief of Police



STOP & FRISK

INDEX CODE: 2005

EFFECTIVE DATE: 03-14-03

Contents:

- I. Policy & Procedures
- II. Stop & Frisk Law
- III. Completion & Distribution of MSP Form 97
- IV. Proponent Unit
- V. Cancellation

I. POLICY & PROCEDURES

Members of the Anne Arundel County Police Department who conduct searches or seizures pursuant to this directive will file an Incident Report describing the circumstances and reasons surrounding the search or seizure, and MSP Form #97 (*Anne Arundel County Form PD 2005, Appendix A*). *If no seizures or arrests are made, MSP Form #97 (PD 2005) must still be completed. The form can be done in lieu of an Incident Report if no weapons were seized or no arrest was made.*

The Anne Arundel County Police Department Case Number will be placed on line number 9 (marked "related case number" & is located in the middle of the form) and line number 17 (located in the upper right corner of the form.)

II. STOP & FRISK LAW

The following is reprinted from the Maryland Handgun Control Law (*CR 4-206*).

A. Any law enforcement officer who, in light of his/her observations, information and experience has a reasonable belief that a person may be wearing, carrying or transporting a handgun in violation of (*CR 4-203*); and by virtue of possessing a handgun, such person is or may be presently dangerous to the officer or to others; and it is impractical, under the circumstances, to obtain a search warrant; and it is necessary for the officer's protection or the protection of others to take swift measures to discover whether such person is, in fact, wearing, carrying or transporting a handgun, such officer may:

1. Approach the person and identify himself/herself as a law enforcement officer;
2. Request the person's name and address, and if the person is in a vehicle, his/her license to operate the vehicle and the vehicle registration; and
3. Ask such questions and request such explanations as may be reasonably calculated

to determine whether the person is, in fact, unlawfully wearing, carrying or transporting a handgun in violation of *CR 4-203*; and if the person does not give an explanation which dispels the reasonable belief which the officer had, then the officer may

4. Conduct a search of the person, limited to a patting or frisking of the person's clothing in search of a handgun. The law enforcement officer in acting under this section shall do so with due regard to all circumstances of the occasion, including but not limited to age, appearance, physical condition, manner and sex of the person approached.

B. In the event the officer discovers the person to be wearing, carrying or transporting a handgun, he/she may demand that the person produce evidence that he/she is entitled to so wear, carry or transport the handgun pursuant to *CR 4-203(b)*. If the person is unable to produce such evidence, the officer may then seize the handgun and arrest the person.

C. Nothing in this section shall be construed to limit the right of any law enforcement officer to make any other type of search, seizure, and arrest which may be permitted by law, and the provisions hereof shall be in addition to, and not in substitution of, or limited by, provisions of *Title 2 of the Criminal Procedure*.

D. Any law enforcement officer sued in a civil action for conducting a search or seizure, pursuant to this section, which is alleged to be unreasonable and unlawful, shall upon his/her request, be defended in said action and any appeals therefrom, by the Attorney General.

E. Every law enforcement officer who conducts a search or seizure pursuant to this section shall within twenty-four (24) hours after such search or seizure, file a written report with the law enforcement agency by which he/she is employed, describing the circumstances surrounding the search or seizure and the reasons therefore on a form prescribed by the Secretary of Public Safety and Correctional Services. Such a report shall include the name of the person searched. A copy of all such reports shall be sent to the Superintendent of the Maryland State Police.

III. COMPLETION/DISTRIBUTION OF MSP FORM 97 (PD Form 2005, Appendix A)

1. Obtain a complete identification of the subject of the stop and frisk;
2. Accurate description of any firearms must include proper serial number. (Not parts numbers or assembly numbers often confused with serial numbers);
3. Include date, time, location, and county where recovery of weapon or search is effected;
4. Include specific arrest violation in narrative if arrest is made;
5. Officer ID number must be included.
6. Officer agency and assignment must be stated in Item #13.
7. Date and time forwarded (Items #15 and #16) must be completed.
8. **Complete line numbers 9 and 17 with the Anne Arundel County Police Department Case Number.**
9. **Central Records Section: The original will be forwarded to the Maryland State Police at the direction of the Central Records Manager.**

The inclusion of the above information will greatly assist in the prompt processing of the "Stop and Frisk" forms. Once the officer has completed the form, a copy will be attached to the initiating officer's incident report *(if a report was required.)*

IV. PROPONENT UNIT: Field Operations Bureau.

V. CANCELLATION: This directive cancels Index Code 2005, dated 03-30-94.



P. Thomas Shanahan, Chief of Police

FIREARMS REPORT

(17) AACoPD Case # _____

STOP & FRISK REPORT FIREARMS INCIDENTAL TO ARREST REPORT TRACE REPORT

Information Requested Via: (circle one) Phone Mail MILES Verbal Other

(1) Driver License ID Number Social Security Number

(2) Last Name (Maiden) First Name Middle Name

(3) D.O.B. HT. WT. Sex Race

(4) Address Street City County State ZIP Code

(5) Date Time Location of Search County

(6) Type of Weapon Make Model Caliber Serial Number

Finish Barrel Length Country of Origin

(7) Handgun Permit Number Arrested? YES NO

(8) Arrest Report Number/s/ (9) Related Report Number/s/

(10) Describe the Circumstances Relating to Search/Seizure/Trace:

(11) Investigating Officer: Name, Rank, I.D. No. (12) Investigating Officer's Supervisor

(13) Agency or MSP Installation (14) Requester's Phone Number (15) Date (16) Time

BELOW THIS LINE FOR LICENSING DIVISION ONLY

(1A) Owner's Last Name (Maiden) First Name Middle Name

(2A) D.O.B. Height Weight Social Security Number

(3A) Address Street City County State ZIP Code

(4A) Type of Weapon Make Model Cal. Serial Number

Finish Barrel Length Country of Origin

(5A) Information Released To: (Name, Rank, Agency)

(6A) Information Returned Via: (circle one) (6B) Completed Report Returned Date

Phone Mail MILES Verbal Other

(7A) Date (8A) Time (9A) Tracing Officials Names

(10A) Remarks:

437-438

Index Code 2005 Appendix A 03-14-03

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CROFTON POLICE DEPARTMENT'S WRITTEN DIRECTIVE AND RULES AND REGULATIONS MANUAL

STOP AND FRISK LAW

Index Code Number: 2005
Effective Date: 01 Oct 1994
Revision Date: 31 Dec 2006

- I. Policy and Procedures**
- II. Stop and Frisk Law**
- III. Completion and Distribution of MSP Form 97**

I. POLICY AND PROCEDURES

Members of the Crofton Police Department who conduct searches or seizures pursuant to this directive will file an Incident Report describing the circumstances and reasons surrounding the search or seizure, and MSP Form #97. ***(The Crofton Police Form 2005, Appendix A) If no seizures or arrests are made, MSP Form #97 (PD 2005) must still be completed. The form can be done in lieu of an Incident Report if no weapons were seized or no arrest was made.***

The Anne Arundel County Police case number will be placed on line number 9 (marked "Related Case Number" and is located in the middle of the form) and line 17 (located in the upper right corner of MSP Form #97).

II. STOP AND FRISK LAW

The following is reprinted from the Maryland Handgun Control Law ***(CR 4-206)***.

A. Any law enforcement officer, who, in light of his/her observations, information, experience has a reasonable belief that a person may be wearing, carrying or transporting a handgun in violation of ***(CR 4-203)***; and by virtue of possessing a handgun, such person is or may be presently dangerous to the officer or to others; and it is impractical, under the circumstances, to obtain a search warrant; and it is necessary for the officer's protection or the protection of others to take swift measures to discover whether such person is, in fact, wearing, carrying or transporting a handgun, such officer may:

1. approach the person and identify himself or herself as a law enforcement officer;
2. request the person's name and address, and if the person is in a vehicles, his or her license to operate the vehicle and the vehicle registration, and;
3. ask such questions and request such explanations as they may be reasonably calculated to determine whether the person is, in fact, unlawfully wearing, carrying or transporting a handgun in violation of ***CR 4-203***; and if the person does not give an explanation which dispels the reasonable belief which the officer had, then the officer may:
4. conduct a search of the person, limited to a patting or frisking of the person's clothing in search for a handgun. The law enforcement officer in acting under this section shall do so with regard to all circumstances of the occasions, including but not limited to age, appearance, physical condition, manner and sex of the person approached.

B. In the event the officer discovers the person to be wearing, carrying or transporting a handgun, he or she may demand that the person produce evidence that he or she is entitled to wear, carry or transport the handgun pursuant to ***CR 4-203(b)***. If the person is unable to produce such evidence, the officer may then seize the handgun and arrest the person.

C. Nothing in this section shall be construed to limit the right of any law enforcement officer to make any other type of search, seizure and arrest which may be permitted by law, and the provisions hereof shall be in addition to, and not in substitution of or limited by, provisions of ***Title 2 of the Criminal Procedure***.

D. Any law enforcement officer sued in a civil action for conducting a search or seizure, pursuant to this section, which is alleged to be unreasonable and unlawful, shall upon his or her request be defended in said action and any appeals therefrom, by the Attorney General.

E. Every law enforcement officer who conducts a search or seizure pursuant to this section shall within twenty four (24) hours after such search or seizure, file written report with the law enforcement agency by which he or she is employed, describing the circumstances surrounding the search or seizure and the reasons therefore on a form prescribed by the Secretary of Public Safety and Correctional Services. Such a report shall include the name of the person searched. A copy of all such reports shall be sent to the Superintendent of the Maryland State Police.

III. COMPLETION AND DISTRIBUTION OF MSP FORM 97 (PD Form 2005, Appendix A)

Obtain a complete identification of the subject of the stop and frisk; give an accurate description of any firearm must include proper serial number (not part numbers or assembly numbers often confused with serial numbers); include on all reports the date, time, and location and county where the recovery of the weapon or search was effected; include specific arrest violation in narrative if arrest is made; officer ID number must be included; officer agency and assignment must be stated in ITEM #13; date and time forwarded (ITEMS #15 and #16) must be completed; ***Complete line numbers 9 and 17 with the Anne Arundel County Police Department Case Number.*** This inclusion of the above information will greatly assist in the prompt processing of the "Stop and Frisk" forms. Once the officer has completed the form, a copy will be attached to the initiating officer's incident report ***(if a report was required)***.

CANCELLATION: This current revised directive cancels any previous Index Code of the same number.


Police Chief's Signature







Crofton Police Department Written Directive: INDEX CODE 2006

ARRESTS OF MILITARY PERSONNEL

EFFECTIVE: 01 OCT 94

Revised:

- I. Background and Policy
- II. Procedures for Absentees and Deserters
- III. Other Arrests

I. BACKGROUND AND POLICY


Military authorities frequently call upon state and local law enforcement agencies to apprehend absentees and deserters from the military services. Civil (non military) law enforcement officers are authorized under Title 10, Section 808, United States Code to apprehend deserters and deliver them to military authorities. It is the policy of this department to provide reasonable assistance to military authorities in the apprehension of absentees and deserters from the armed forces of the United States.

II. PROCEDURES FOR ABSENTEES AND DESERTERS

Officers who detain persons reported as military deserters or absentees will have Teletype verify the current status of the detainee. Teletype will conduct such verification through NCIC and or by calling the Deserter Information Point in Washington, DC (1-800-336-4974, 24 hours a day). Teletype will attempt to obtain the name and phone number of a contact person who can coordinate the transfer of the detainee to military authorities. Once the detainee's status as a deserter or absentee has been verified, the arresting officer will transport him or her to the nearest Anne Arundel County Police Department District Station, and the person will be fingerprinted, photographed, and booked according to existing procedures. The arresting officer will contact the military contact person provided by Teletype, and arrange for the transfer of the detainee to military authorities. In most cases, the military will respond to the district. In some cases it may be necessary to deliver the detainee to a local military facility. It is permissible to house military deserters and absentees up to 48 hours, providing written verification of status and intent to pick up the detainee has been received from the agency of jurisdiction. Upon transfer of the absentee or deserter to military authority, either at a police facility or a military base or installation, the police employee releasing the prisoner will obtain a document acknowledging receipt of the prisoner. Military police should present a receipt and billing invoice when taking custody of the prisoner. If none is available, the military official taking custody of the prisoner will sign the arrest record, indicating receipt of the prisoner. After a wanted person has been turned over to military authorities, the officer will ensure that copies of all police reports, all bills, invoices, and receipts are forwarded to the Management Planning Section of Anne Arundel County Police Department.

III. OTHER ARRESTS

In all cases in which a member of any branch of the Armed Forces of the United States is arrested, the arresting officer will have the Communications Section of the Anne Arundel County Police Department notify the Duty Officer of the arrested person's military installation, ship or base.


Deborah L. Bogush, Chief of Police



WARRANT, SUMMONS, & INTERIM PROTECTIVE ORDER SERVICE

INDEX CODE: 2110

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. Purpose
- III. Definitions
- IV. Primary Responsibility for Warrant, Summons, and *Interim Protective Order* Service
- V. Open Warrant Service
- VI. Procedures for Serving Arrest Warrants, Summonses, and *Interim Protective Orders*
- VII. District Court Arrest Warrants
- VIII. Foreign Warrant Unavailable
- IX. Circuit Court Arrest Warrants
- X. Cooperation with Other Agencies
- XI. Arrest Warrant or Criminal Summons for a Member of the Police Department
- XII. Bail Bondsman Retakes
- XIII. Proponent Unit
- XIV. Cancellation

I. POLICY

It is the policy of the Anne Arundel County Police Department to assist the Anne Arundel County Sheriff's Office in serving all warrants, summonses, and *interim protective* orders that come into our possession or attention, as a result of a record check, or other circumstance.

II. PURPOSE

The purpose of this directive is to establish guidelines for the service of all warrants, summonses, and *interim protective* orders by departmental personnel.

III. DEFINITIONS

- A. Arrest Warrant** - A written order by a judicial officer commanding a law enforcement officer to arrest a specific person.
- B. Charging Document** - A written accusation alleging that a person has committed an offense. Examples include a citation, an indictment, a criminal information, and a statement of charges.
- C. Citation** - A charging document issued directly to a person by a law enforcement officer.
- D. Criminal Summons** - A written order by a judicial officer commanding a person to appear for trial on a specified date and time, and at a specified location.

E. Foreign Jurisdiction - Another municipality, county, state, or nation, in which the agency has no legal authority to serve or execute process by use of its own personnel.

F. Indictment - A charging document filed against a person in the Circuit Court by a grand jury.

G. Information - A charging document filed against a person in a court by the State's Attorney.

H. Judicial Officer - A judge, magistrate, or District Court commissioner.

I. Legal Process - Writs, summonses, mandates, warrants, or other process issued from a court of law. Criminal process compels a person to answer for a felony or misdemeanor, or aids in crime detection or suppression, as with a search warrant. Civil process pertains to causes of civil action in courts of equity.

J. Search Warrant - A written order by a judicial officer authorizing a law enforcement officer to search for and seize specific property.

K. Statement of Charges - A charging document filed against a person in court by a law enforcement officer or a judicial officer.

L. Interim Protective Order - A civil order issued by a court of law or equity pertaining to a cause of action of a civil nature.

IV. PRIMARY RESPONSIBILITY FOR WARRANT, SUMMONS, AND INTERIM PROTECTIVE ORDER SERVICE

The Anne Arundel County Sheriff's Office holds primary responsibility for the service of all warrants, summonses, and *interim protective orders* in Anne Arundel County. All District Court, Circuit Court, and Domestic Relations Division warrants and *interim protective* orders are delivered to the Anne Arundel County Sheriff's Office Warrant Control Section for processing and service.

All warrants from outside jurisdictions, as well as criminal summonses are also processed in the same manner.

In the event that an Anne Arundel County Police Officer needs to obtain an arrest warrant or criminal summons and attempt to serve it personally for investigative purposes, the Anne Arundel County Sheriff's Office will be notified immediately upon issuance of the warrant/summons. In addition, a copy of the warrant/summons will be faxed to the Anne Arundel County Sheriff's Office Warrant Control Section within three (3) hours from the time it is received by this Department. The faxed copy will only serve as temporary documentation for the existence of a warrant/summons.

Note: The faxed copy of the warrant is not sufficient for Warrant Control to enter it into MILES and NCIC. Warrant Control MUST have the Law Enforcement Copy of the actual warrant for entry into MILES and NCIC.

Nothing shall prevent a member of this Department from serving an outstanding warrant, summons, or *interim protective* order, as long as appropriate arrangements are made through the Anne Arundel County Sheriff's Office.

V. OPEN WARRANT SERVICE

In the event that an Anne Arundel County Police Officer arrests an individual on an outstanding warrant, or discovers an open warrant as the result of another arrest, the officer will serve the warrant after obtaining it from the Anne Arundel County Sheriff's Office Warrant Control Section.

VI. PROCEDURES FOR SERVING ARREST WARRANTS, SUMMONSES, AND INTERIM PROTECTIVE ORDERS

A. From time to time, warrants, summonses, *interim protective* orders, and court protective orders will come into the possession of the Anne Arundel County Police Department for service. For the purposes of this subsection, the terms "legal process," "process," and "document(s)" refer to any and all arrest warrants, subpoenas, criminal summonses, witness summonses, *interim protective* orders, and other legal process forwarded to this Department by any Court for service within Anne Arundel County.

B. When in possession of an *interim protective* order, or court protective order, or upon learning of an unserved *interim protective* order or court protective order, officers will attempt to make immediate service when possible. Service attempts should always be made with the assistance of another officer due to the potential for violence. Attempts at service should always be approached with the same level of caution as

a domestic disturbance. Due to the emotionally charged issues at hand, the potential for violence is particularly high.

C. If an officer serves a complainant's copy of an interim protective order on a defendant, and there is no original Return of Service form to be forwarded to Warrant Control, a blank RETURN OF SERVICE form (DV-9) must be completed and sent to Warrant Control. This form will notify Warrant Control that an existing interim protective order has been served and will enable them to label it as such in the records. A supply of these blank forms will be maintained at each district station.

Additionally, the serving officer must notify Warrant Control prior to the end of his/her tour of duty, via telephone, that the complainant's copy was served.

D. Effective December 18, 2002, anyone may seek relief for protection from abuse after normal court hours, weekends and holidays from the District Court Commissioners in Glen Burnie and Annapolis. Refer to Index Code 1603.3, Section II for procedures.

E. The Anne Arundel County Police Department does not, as a matter of policy, serve civil process. Service of civil process is the responsibility of the Anne Arundel County Sheriff's Office.

F. Arrest warrants and criminal summonses will be served only by sworn members of this Department possessing full power of arrest. Officers whose power of arrest has been suspended administratively or by operation of law may not serve arrest warrants.

G. Officers will not attempt to serve a warrant or summons outside the confines of Anne Arundel County, unless accompanied by an officer of the jurisdiction in which the process is to be served. In such cases, prior approval of a supervisor is required.

H. All arrest warrants will, unless an immediate arrest is necessary to prevent escape, be executed by a sufficient number of officers to effect the arrest in an efficient manner.

I. When a warrant is given to an officer, the officer is not bound to inquire into the particulars of the complaint. If the warrant is in correct form and issued by proper authority, the duty of the officer is to execute it without further inquiry and the warrant will protect him/her.

J. If a confirmation of an existing warrant is received, but the personal information provided by Warrant Control does not match the information on the subject being detained, other avenues of positive identification should be explored (i.e., fingerprint comparison, mug shot review, contacting the charging officer/agency, etc.). Officers will notify their immediate supervisor of the situation, and will confer with him/her before releasing the subject.

K. A Bench Warrant is to be executed with all possible expediency and the accused will be presented to the issuing authority immediately if so indicated. If the accused is not to be presented immediately, he/she will be processed in the same manner as other arrestees.

L. Arrests based on warrants which have been issued in Anne Arundel County will be made only when the original warrant or the law enforcement copy of the warrant is available to the arresting officer. The arresting officer need not actually possess the warrant in order to carry out the arrest, but must be able to obtain it subsequent to an arrest for presentation to commissioner or the court. In most cases the law enforcement copy is filed by Warrant Control until the warrant is served or recalled.

M. When a person is in the custody of the Anne Arundel County Police Department on a warrant issued from another jurisdiction, the Police Department will notify, via teletype, the issuing department's Central Records or Warrant Control Unit of the warrant service.

N. A Show Cause Order is handled in the same manner as a Criminal Summons. It has a return date of five (5) days before the trial date. Show Cause Orders must be canceled upon service, or if unable to serve, returned to the court.

VII. DISTRICT COURT ARREST WARRANTS

A. When a person is arrested on a District Court warrant issued in Anne Arundel County, the prisoner will be presented promptly to a District Court commissioner or judge for initial appearance and bail hearing.

B. When an officer arrests an individual on a warrant issued by a foreign jurisdiction, the on-duty shift supervisor will ensure that the individual receives a bail hearing in the jurisdiction indicated in the "initial appearance" block of the warrant.

C. If the initial appearance is indicated as occurring in the jurisdiction where the prisoner is arrested, the prisoner will be presented to an Anne Arundel County District Court commissioner or judge.

D. If the initial appearance is indicated as outside Anne Arundel County, the supervisor will request a law enforcement officer of the appropriate jurisdiction, or the Maryland State Police, take custody of the prisoner and warrant and return him/her to the issuing jurisdiction for initial appearance.

E. If the initial appearance location is not indicated on the warrant, the on-duty shift supervisor will be responsible for ensuring that the individual receives a bail hearing in Anne Arundel County.

VIII. FOREIGN WARRANT UNAVAILABLE

If an officer should arrest an individual from a foreign jurisdiction and the Anne Arundel County Police Department does not possess an original or certified copy of the warrant, the arresting officer will attempt to obtain a copy of the warrant for an initial appearance. The officer will:

- A. Notify the issuing jurisdiction that the defendant is in custody.
- B. Verify through the issuing jurisdiction that an initial appearance can be made in Anne Arundel County.
- C. Obtain a facsimile copy of the warrant from the issuing jurisdiction, whenever possible.

IX. CIRCUIT COURT ARREST WARRANTS

A. Adult Warrants

A Circuit Court arrest warrant issued for an adult will indicate whether or not the defendant may post bond. If the warrant indicates a bond amount and the defendant has sufficient funds to post bond, he/she is to be booked and then transported to a District Court commissioner who can accept the bond. If the warrant indicates no bond or the "bond amount" space is blank, or if the defendant does not have sufficient funds to post bond, the defendant is to be booked and then transported directly to the Detention Center for incarceration. The defendant is not to be taken before a District Court commissioner.

B. Juvenile Warrants

An order will be attached to the juvenile warrant indicating where the juvenile is to be held (usually Boys Village in Cheltenham, MD or the Waxter Children's Center in Maryland City). The juvenile will be processed as a juvenile and transported to the indicated facility.

C. Distribution of Copies after Service

One copy of the warrant will be given to the defendant. The remaining copies will be turned over to the detention facility or to the court commissioner.

D. Certification of Service ("CEPI")

The Circuit Court requires that the arresting officer indicate the following information on the back of the warrant following service:

1. The word "CEPI".
2. Officer's signature and identification number.
3. Date and time of service.
4. Disposition of the defendant.

X. COOPERATION WITH OTHER AGENCIES

When an outside jurisdiction conducts the initial appearance, the Department may request copies of arrest reports and fingerprint cards from the arresting jurisdiction in order to augment the Department's investigation. In an effort to assist and cooperate with other law enforcement agencies, the Department will promptly respond to an outside jurisdiction's request for copies of arrest reports and fingerprint cards of a defendant arrested in Anne Arundel County on an outside jurisdiction's warrant. These measures will allow law enforcement agencies to obtain defendant information even though the defendant may be released after an initial appearance.

XI. ARREST WARRANT OR CRIMINAL SUMMONS FOR A MEMBER OF THE POLICE DEPARTMENT

- A. When an arrest warrant or criminal summons is received for service on a member of the Anne Arundel County Police Department, it will be turned over to the Deputy Chief of the bureau to which the member is assigned.
- B. The Deputy Chief will determine as much information about the circumstances as possible and will brief the Chief of Police. The Deputy Chief will forward the warrant or summons to the Internal Affairs Section for service on the officer.
- C. The commanding officer of the Internal Affairs Section will initiate an internal investigation of the matter, will inform the Chief of the progress and outcome of the investigation and any subsequent judicial action against the member, and will initiate appropriate disciplinary action against the member if the results of the investigation so indicate.

XII. BAIL BONDSMAN RETAKES

On occasion, a bail bondsman may decide that he/she no longer wishes to continue a bond on a defendant. According to law, a bail bondsman may procure the discharge of the defendant any time before forfeiture. The Court of Special Appeals of Maryland in Frasher v. State, 8 Md. App. 432 (1977) and in Shifflett v. State, 80

Md App 151 (1989), has said that bondsmen are entitled to seize the defendant for the purpose of surrendering him/her in order to discharge their liability. The bondsman may restrain the individual if necessary and may request police assistance in order to retake a defendant.

When requested by a bondsman to assist in retaking a defendant, police officers are obligated to assist. When a bondsman wants to surrender a defendant, he/she must place the defendant in the custody of a police officer, sheriff, or other commissioned officer authorized to make arrests within the jurisdiction of the court. This does not include court commissioners. The surrender must take place in the jurisdiction where the case is to be heard and the bondsman must have in their possession the bail bond papers, as well as any fee collected in order to surrender the defendant to the court commissioner.

The defendant must be taken into custody by the police and transported to a court commissioner in the county where the case is scheduled to be heard. The bondsman then must appear before the commissioner and obtain a commitment. Once the commitment is issued, the police are then required to transport the defendant to the detention center.

Bondsmen have a unique authority under the laws of this state and can exercise considerable control over an individual they have bonded. In the Shifflett case, the court likened their authority to that of a sheriff seeking to rearrest an escaping prisoner. Due to these unique powers granted to a bondsman, police officers should never use a bondsman as an extension of their own police powers.

When a bondsman requests assistance in retaking a defendant, officers should limit themselves to protecting life and property and avoid getting involved in the physical arrest or breaking down of doors. Officers should attempt to maintain order and only use that level of force necessary to gain the compliance of the arrestee if they must assist in the arrest. Officers should particularly note that the Court in Frasher limits the bondsman's use of force to that which is necessary to take a defendant into custody. Therefore, the excessive use of force by a bondsman may amount to a battery and require appropriate action by this Department.

XIII. PROPONENT UNIT: Field Operations Bureau.

XIV. CANCELLATION: This directive cancels
Index Code 2110, dated 12-20-99 & 06-19-99.



P. Thomas Shanahan, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2110

WARRANT AND SUMMONS SERVICE

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions**
- II. Serving Arrest Warrants and Summons: Procedures for Officers**
- III. Warrant Service Priority**
- IV. District Court Arrest Warrants**
- V. Foreign Warrant Unavailable**
- VI. Circuit Court Arrest Warrant**
- VII. Cooperation with Other Agencies**
- VIII. Arrest Warrant or Criminal Summons for Department Member**
- IX. Show Cause Order**

I. DEFINITIONS

- A. Arrest warrant** - a written order by a judicial officer commanding a law enforcement officer to arrest a specific person
- B. Charging document** - a written accusation alleging that a person has committed a crime; examples include a citation, an indictment, a criminal information, and a statement of charges
- C. Citation** - a charging document issued directly to a person by a law enforcement officer
- D. Criminal summons** - a written order by a judicial officer commanding a person to appear for trial on a specified date and time and location
- E. Foreign jurisdiction** - another municipality, county, state, or nation, in which the agency has no legal authority to serve or execute process by use of its own personnel
- F. Indictment** - a charging document filed against a person in the Circuit Court by a grand jury
- G. Information** - a charging document filed against a person in court by the State's Attorney
- H. Judicial officer** - a judge, magistrate, or District Court commissioner
- I. Legal process** - writs, summons, mandates, warrants, or other process issuing from a court of law; criminal process compels a person to answer for a felony or misdemeanor or aids in crime detection or suppression, as with a search warrant; civil process pertains to causes of civil action in courts of equity
- J. Search warrant** - a written order by a judicial officer authorizing a law enforcement officer to search for and seize specific property
- K. Statement of charges** - charging document filed against a person in court by a law enforcement officer or judicial officer
- L. Ex Parte order** - a civil order issued by a court of law or equity pertaining to a cause of action of a civil nature

Crofton Police Department Written Directive: INDEX CODE 2110

WARRANT AND SUMMONS SERVICE

EFFECTIVE: 01 OCT 94

Revised:

II. SERVING ARREST WARRANTS AND SUMMONS: PROCEDURES FOR OFFICERS

- A. For the purposes of this subsection, the terms "legal process," "process," and "documents" refer to any and all arrest warrants, subpoenas, criminal summons, witness summons, ex parte orders, and other legal process forwarded to this department by the County for service.
- B. The Crofton Police Department does not, as a matter of policy, serve civil process. Refer to Index Code 2120. Service of all other civil process within Crofton is the function of the Anne Arundel County Sheriff.
- C. Arrest warrants and criminal summons will be served only by sworn members of this department possessing full power of arrest. Officers whose power of arrest has been suspended administratively or by operation of law may not serve arrest warrants.
- D. Officers will not attempt to serve a warrant or summons outside of the confines of Crofton unless they are accompanied by an officer of the jurisdiction in which the process is to be served. In such cases, prior approval of a supervisor is required.
- E. All warrants of arrest will, unless immediate arrest is necessary to prevent escape, be executed by a sufficient number of officers to effect the arrest in an efficient manner.
- F. When a warrant is given to an officer, the officer is not bound to inquire into the particulars of the complaint. If the warrant is in correct form and issued by the proper authority, the duty of the officer is to execute it without further inquiry and the warrant will protect him or her.
- G. A Bench Warrant is to be executed with all possible expediency and the accused will be presented to the issuing authority immediately if so indicated. If the accused is not to be presented immediately, he or she will be processed in the same manner as other arrestees.
- H. Arrests based on warrants which have been issued in Anne Arundel County will be made only when the original warrant or law enforcement copy is available to the arresting officer. The arresting officer need not actually possess the warrant in order to carry out the arrest, but must be able to obtain it subsequent to an arrest for presentation to the commissioner or the court. In most cases the law enforcement copy is filed in the Anne Arundel County Police Department's Warrant Control Section until the warrant is served or recalled.
- I. When a person is in custody by the Crofton Police Department on a warrant issued by another jurisdiction, the department will, via teletype, notify the issuing department's Central Records or Warrant Control Unit of the warrant service.

III. WARRANT SERVICE PRIORITIES

- A. It is the policy of the Crofton Police Department to serve all warrants as expeditiously as possible. In order to control the volume of warrants and criminal summons, and to increase the likelihood of apprehension, priorities in warrant service must be established. Sworn personnel will make every effort to serve warrants and summons in the following order:
 - 1. felony warrants
 - 2. bench warrants
 - 3. criminal summons with time limitations
 - 4. witness summons with time limitations
 - 5. misdemeanor warrants

Crofton Police Department Written Directive: INDEX CODE 2110

WARRANT AND SUMMONS SERVICE

EFFECTIVE: 01 OCT 94

Revised:

6. criminal summons without time limitations
7. all other court papers

IV. DISTRICT COURT ARREST WARRANTS

- A. When a person is arrested on a District Court warrant issued in Anne Arundel County, the prisoner will be presented promptly to a District Court commissioner or judge for initial appearance and bail hearing.
- B. When an officer arrests an individual on a warrant issued by a foreign jurisdiction, the shift supervisor will ensure that the individual receives a bail hearing in the jurisdiction indicated in the "initial appearance" block of the warrant.
- C. If the initial appearance is indicated as occurring in the jurisdiction where the prisoner is arrested, the prisoner will be presented to an Anne Arundel County District Court commissioner or judge.
- D. If the initial appearance is indicated as outside Anne Arundel County, the supervisor will request a law enforcement officer of the appropriate jurisdiction, or the Maryland State Police, take custody of the prisoner and warrant and return him or her to the issuing jurisdiction for initial appearance.
- E. If the initial appearance location is not indicated on the warrant, the shift supervisor will be responsible for ensuring that the individual receives a bailing hearing in Anne Arundel County.

V. FOREIGN WARRANT UNAVAILABLE

- A. If an officer should arrest an individual from a foreign jurisdiction and the Crofton Police Department does not possess an original or certified copy of the warrant, the arresting officer will attempt to obtain a copy of the warrant for an initial appearance. The officer will:
 1. notify the issuing jurisdiction that the defendant is in custody
 2. verify through the issuing jurisdiction that an initial appearance can be made in Anne Arundel County
 3. obtain a facsimile copy of the warrant from the issuing jurisdiction, whenever possible

VI. CIRCUIT COURT ARREST WARRANTS

A. Adult Warrants

A Circuit Court arrest warrant issued for an adult will indicate whether or not the defendant may post bond. If the warrant indicates a bond amount and the defendant has sufficient funds to post bond, he or she is to be booked and then transported to the District Court commissioner who can accept the bond. If the warrant indicates no bond or "bond amount" space is blank, or if the defendant does not have sufficient funds to post bond, the defendant is to be booked and then transported directly to the Detention Center for incarceration. The defendant is not to be taken before a District Court commissioner.

B. Juvenile Warrants

An order will be attached to the juvenile warrant indicating where the juvenile is to be held (usually Boys Village in Cheltenham, Maryland or Waxter Children's Center in Maryland City). The juvenile will be processed as a juvenile and transported to the indicated facility.

Crofton Police Department Written Directive: INDEX CODE 2110

WARRANT AND SUMMONS SERVICE

EFFECTIVE: 01 OCT 94

Revised:

C. Distribution of Copies after Service

One copy of the warrant will be given to the defendant. The remaining copies will be turned over to the detention facility or to the court commissioner.

D. Certification of Service ("CEPI")

The Circuit Court requires that the arresting officer indicate the following information on the back of the warrant following service:

1. the word "CEPI"
2. officer's signature and identification number
3. date and time of service
4. disposition of the defendant

VII. COOPERATION WITH OTHER AGENCIES

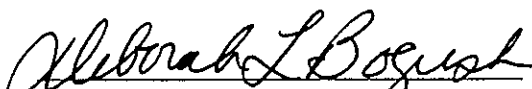
When an outside jurisdiction conducts the initial appearance, the department may request copies of arrest reports, and fingerprint cards from the arresting jurisdiction in order to augment the department investigation. In an effort to assist and cooperate with other law enforcement agencies, the department will promptly respond to an outside jurisdiction's request for copies of arrest reports and fingerprint cards of a defendant arrested in Anne Arundel County on an outside jurisdiction's warrant. These measures will allow law enforcement agencies to obtain defendant information even though the defendant may be released after an initial appearance.

VIII. ARREST WARRANT OR CRIMINAL SUMMONS FOR MEMBER OF DEPARTMENT

- A. When an arrest warrant or criminal summons is received for service on a member of the Crofton Police Department, it will be turned over to the Chief of Police.
- B. The Chief of Police will determine as much information about the circumstances of the warrant and will serve the warrant or criminal summons on the officer.
- C. The Chief of Police will initiate an investigation of the matter, and will inform the Town Manager of the progress and outcome of the investigation and any subsequent judicial action against the member.

IX. SHOW CAUSE ORDER

A show cause order is handled in the same manner as a Criminal Summons. It has a return date of five (5) days before the trial date. It also has to be entered in the Anne Arundel County Police Department's record's management system and must be canceled upon service, or if unable to service, returned to the court.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2120

EX PARTE ORDERS

EFFECTIVE: 01 OCT 94

Revised:

- I. Background and Purpose**
- II. Service of Ex Parte Orders**
- III. Domestic Violence Law**

I. BACKGROUND AND PURPOSE

Nationwide, domestic violence is occurring at an epidemic rate and countless persons are becoming victims daily. The Maryland General Assembly has provided extended protection for these victims through the Domestic Violence Law, found in Section 4-501 through 4-510 of the Family Law Article of the Annotated Code of Maryland.

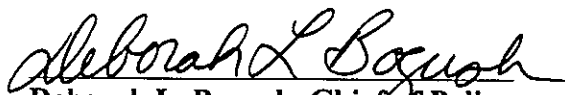
The Anne Arundel County Police Department is responsible for the receipt, control and service of all domestic violence related ex parte orders for Anne Arundel County residents. This also includes those ex parte orders issued by courts outside of Anne Arundel County..

II. SERVICE OF EX PARTE ORDERS

Attempts at service should be approached with the same level of caution as a domestic disturbance. Due to the emotionally charred issues at hand, the potential for violence is exceptionally high. Service of these orders should not be attempted without backup.

III. DOMESTIC VIOLENCE LAW

All personnel are directed to familiarize themselves with the provisions of the Domestic Violence Law, which became effective 01 Oct 94, paying particular attention to the scope of the law and the warrantless arrest authority granted law enforcement officers to deal with violations of an ex parte order.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2180
STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORM DC/CR2

EFFECTIVE: 01 OCT 94

Revised:

I. Purpose
II. Instructions for Completion

I. PURPOSE

A Statement of Charges (form DC/CR2) is a charging document, other than a citation, filed in District Court by a law enforcement officer or by a judicial officer. Form DC/CR2 is a sworn affidavit which may be used in lieu of the arresting officer's presence at the defendant's initial appearance before a District Court judicial officer.

II. INSTRUCTIONS FOR COMPLETING

A copy of a Statement of Charges is included with this directive and may be referred to while following the instructions that appear below. The Statement of Charges is divided into six parts, and is completed as follows:

A. Heading

Located At (Court Address) - insert the address of the applicable District Court
580 Taylor Avenue Annapolis Maryland 21401 OR
7500 Ritchie Highway Glen Burnie Maryland 21061

Primary Charge - the first or most serious charge placed against the defendant

Related cases - refers to tracking numbers on the charging document of the co-defendants, if any; this allows the court to schedule the defendants in the same case on the same day

Tracking number - the unique number assigned to each individual statement of charges for use by the court

Defendant's name (Last, First Middle) - defendant's full name, in the order specified

Dist/Loc - Annapolis District Court is 07/01; Glen Burnie District Court is 07/02

B. Complainant Information

Name (Last, First Middle) - the complainant's full name, in the order specified; officers may use a middle initial

Title - Senior (SR), Junior (JR), II, III, etc Does not mean Officer, Sergeant or any designation of rank or employment

Agency - the issuing officer's law enforcement agency code. **The code for Crofton Police Department is "CR"**

Sub Agency - indicates the officer's assigned duty station; **Crofton's code is "0001"**

ID No. (Police) - the charging officer's Police Department identification number, in four digits (I.E., 0950)

Crofton Police Department Written Directive: INDEX CODE 2180
STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORM DC/CR2

EFFECTIVE: 01 OCT 94

Revised:

Address, telephone information - leave blank if complainant is a police officer

C. Defendant Information

Name (Last, First Middle) - the defendant's full name, in the order specified

ID No. - State identification number (OPTIONAL)

Race - defendant's race code as follows:

1. BLACK - African, European, American Negro
2. WHITE - European, American, Middle East
3. ASIAN - Chinese, Mongoloid, Oriental, Pacific Islander
4. INDIAN - North Central or South American Mongoloid Native
5. BLACK - Of Hispanic decent
6. WHITE - Of Hispanic decent
7. ASIAN - Of Hispanic decent
8. INDIAN - Of Hispanic decent
9. UNKNOWN

Sex - "M" for males, "F" for females

Ht. - defendant's height, expressed in feet and inches: 5'09" not 5/9 or 5-9

Wt. - defendant's weight, in pounds, e.g., "167"

DOB - defendant's date of birth, in month - day - year order, in six digits: 02-01-56, not 2/1/56 or 2-1-56

OCA - do not use

Hair - defendant's hair color

Address, telephone information - complete as much information as is known about the defendant's address and telephone numbers

D. Statement of Probable Cause

The defendant has been arrested upon the following information and observation:

In this space the charging officer is to write a brief, concise statement of the probable cause which supports the arrest of the defendant. The probable cause is to be based on the observations, personal knowledge, and reliable second hand knowledge available to the officer. It included any admissions or confessions made by the defendant; evidence linking the defendant to the crime charged; actions of the defendant indicating his or her guilt; and statements of eyewitnesses, including eyewitness knowledge of the officer.

Crofton Police Department Written Directive: INDEX CODE 2180

STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORM DC/CR2

EFFECTIVE: 01 OCT 94

Revised:

The probable cause must establish the elements of the crime being charged. It must be sufficient to cause a reasonable and prudent person to believe that the crime charged has been committed or attempted, and that the defendant named in the document committed or attempted to commit the crime.

E. Formal Statement of Charges

It is formally charged that the defendant ...

MDCCS AR - insert the appropriate code number for the crime charged

On or about - insert the approximate date and time of the crime

At - insert the location of the crime, as precisely possible, including the words "Crofton, Anne Arundel County, Maryland"

Crime - state the crime being charged, as it appears in the District Court commissioner's charging manual, copies of which are provided in the station

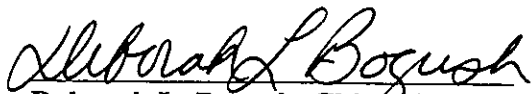
In violation of - check the appropriate box and insert the information requested

F. Affirmation

Sign and date the form at the bottom; check the box at the bottom if more charges are being filed on form DC/CR3A (statement of charges continued)

G. Service Signature

The statement of charges must be signed on the back to show service.


Deborah L. Bogush, Chief of Police







Crofton Police Department Written Directive: INDEX CODE 2180.1

STATEMENT OF CHARGES CONTINUED - INSTRUCTIONS FOR COMPLETING FORM DC / CR 3A

EFFECTIVE: 01 OCT 94

Revised:

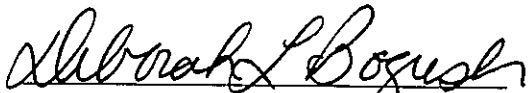
- I. Purpose
- II. Instructions for Use

I. PURPOSE

Form DC / CR 3A, "Statement of Charges Continued" is a continuation for the District Court Statement of Charges form DC / CR2. Its purpose is to enable an officer to charge a defendant with multiple crimes resulting from the same arrest, and may be used in lieu of the arresting officer's presence at the defendant's initial appearance before a District Court judicial officer.

II. INSTRUCTION FOR USE

- A. Each continuation form enables the officer to charge an additional four crimes, consistent with the following rules:
 - 1. the charges must all apply to the same defendant; separate defendants, including those arrested at the same time and place for the same crime, must be charged on separate charging documents; in such situations, indicate the connection by filling in the "related charges" blocks of the original statement of charges form.
 - 2. the crimes charges must be of the same or similar character, or arise from the same act or transaction, or be based on a continuing series or acts or transactions constituting parts of a common series of event or plan.
 - 3. Subject to paragraphs 1 and 2, any combination of felonies and misdemeanors may be charged
- B. The heading of the continuation requires the court address, defendant's name and date of birth, and the tracking number of the original statement of charges. The remainder of the form is completed in the same manner as the Statement of Charges form, DC / CR2, beginning with **"It is formally charged that the defendant."**


Deborah L. Bogush, Chief of Police







Crofton Police Department Written Directive: INDEX CODE 2180.2

STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORM DC / CR 1

EFFECTIVE: 01 OCT 94

Revised:

- I. Purpose**
- II. Instructions for Use**

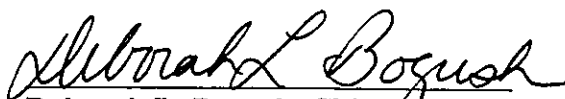
I. PURPOSE

An Application for a Statement of Charges (Form DC / CR1) is a request made to a judicial officer to issue a statement of charges charging an individual with attempting or committing a crime, along with an arrest warrant or criminal summons for the individual. It is the judicial officer's prerogative to issue either a warrant or criminal summons.

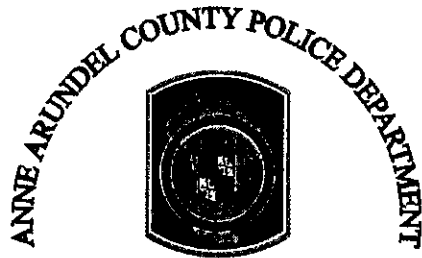
The purpose of the form is to enable an officer to charge a defendant with committing crimes, and it may be used in lieu of the arresting officer's presence at the defendant's initial appearance before a District Court judicial officer. The judicial officer may require a police officer to present additional evidence prior to action on the application.

II. INSTRUCTION FOR USE

- A. The application must establish sufficient probable cause to believe that a crime has been committed or attempted, and that the person(s) named in the application committed the crime.
- B. All applicable codes used to complete the statement of charges (Form DC / CR2) are the same for this document. In the space labeled "Case Number", insert the court case number (tracking number), not the Police Department case number.
- C. Complainants who are police officers do not have to indicate their address or telephone numbers; fill in the appropriate agency code, sub agency code, and officer identification number instead.
- D. The applicant, including police officers, must sign the form and affirm the truth of the contents of the form before a judicial officer.


Deborah L. Bogush, Chief of Police






MILLERSVILLE, MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-027

FILE AT: File Behind Index Code 2180.2

TO: All Personnel

FROM: P. Thomas Shanahan 
Chief of Police

EFFECTIVE DATE: July 6, 2001

SUBJECT: Departmental Case Number Appearing on Statement of Charges /
Judge's Name Included in Probable Cause Statement

MESSAGE:

CASE NUMBER APPEARING ON STATEMENT OF CHARGES DOCUMENTS

In order to properly book, track, and prosecute a defendant named in a "Statement of Charges", our departmental case/report number must appear on the document. When completing an "Application for Statement of Charges" place the case/report number on the line following CC#, which is located just below the Defendant's information.

Example: CC# ...01-123456.....

When completing the "Statement of Charges" place the case/report number in the block titled "CC/OCA".

Example:

CC/OCA 01-123456

Once entered into the court system by the Commissioner, the case/report number will appear on all related documents produced by the courts. Booking Officers should refer to this number when completing the "PD Case" field in the Tiburon System while processing prisoners.

INCLUDING JUDGE'S NAME IN PROBABLE CAUSE

When completing a "Statement of Charges" document in which a Search Warrant is part of the probable cause, it is now required to include the name of the Judge that signed the Search Warrant and the date that the judge signed it. This will assist the State's Attorney's Office when they contact the Judge, should the need arise.







ADULT UNIFORM CRIMINAL CITATION

INDEX CODE: 2190

EFFECTIVE DATE: 03-14-03

Contents:

- I. Purpose
- II. Limitations on Issuing the Uniform Criminal Citation
- III. Guidelines for the Use of an Adult Uniform Criminal Citation
- IV. PD Form 622 (Notice to Defendant)**
- V. Criminal Charges
- VI. Multiple Citations
- VII. Distribution of Copies
- VIII. Written Report Requirements
- IX. Incident and Report Numbers
- X. Voiding a Citation
- XI. Completing the Uniform Criminal Citation
- XII. Proponent Unit
- XIII. Cancellation

I. PURPOSE

The State of Maryland Uniform Criminal Citation (Form DC/CR 45) is designed to provide a single format on which police officers may charge an adult offender with violations of certain petty misdemeanor criminal codes and statutes. This applies to both State and County codes. This citation may only be issued to adult violators (18 years or older). The Uniform Criminal Citation may be used as an alternative to a "custodial arrest."

II. LIMITATIONS ON ISSUING THE UNIFORM CRIMINAL CITATION

A Uniform Criminal Citation may NOT be issued in any of the following situations:

- A. To any Juvenile offenders (under 18 years of age).
- B. For any State or County "Civil Code" violation.
- C. For any felony; or misdemeanor criminal offense that carries a penalty in excess of a \$500.00 fine and/or three months imprisonment. (**EXCEPTION:** There are two exceptions to this standard. They are charges of *Article CR 7-104, theft less than \$500.00, which has a penalty of 18 months in jail and/or a \$500.00 fine, and Article 2B Section 12-108, selling an alcoholic beverage to a minor, which has a penalty of 2 years in jail and/or a \$1000.00 fine.*)
- D. Violations of the Maryland Transportation Article.
- E. Parking violations.

F. When an officer has reason to believe that the recipient of a Uniform Criminal Citation will not appear in court as required.

G. When an adult refuses to sign a Uniform Criminal Citation.

III. GUIDELINES FOR THE USE OF AN ADULT UNIFORM CRIMINAL CITATION

Maryland Rule 4-202(h) permits a peace officer to utilize a citation in lieu of making an arrest for a petty offense. An officer who witnesses an adult violating one of the specified laws may issue the violator a "Uniform Criminal Citation," and then release the violator. The Criminal Citation allows the officer to use his/her discretion as to whether the defendant should be arrested or simply be issued a citation and allowed to leave, pending an appearance in court.

All violations charged on the Uniform Criminal Citation are "MUST APPEAR" violations, requiring a defendant to appear in court. There are no predetermined fines that a defendant can pay in lieu of going to court. The issuing officer does not set a trial date. The Courts will provide the trial date and summons the defendant and witnesses.

IV. PD FORM 622 (NOTICE TO DEFENDANT)

Any time a defendant is charged with an offense which includes the possibility of incarceration as part of the punishment, and the defendant WILL NOT be taken before a Court Commissioner (i.e., station-released DWI or Criminal Citation), PD Form 622 (Notice to Defendant) must be completed by the charging officer.

A supply of the three-part forms will be issued to each patrol district. Officers are required to carry a supply of these forms in their vehicle at all times while on duty.

The distribution of the form will be as follows:

White Copy - State's Attorney's Office (Must be sent to Central Records along with the original Incident Report)

Yellow Copy - Charging Officer

Pink Copy - Defendant

V. CRIMINAL CHARGES

A listing of commonly used criminal offenses that may be charged on a Uniform Criminal Citation can be found in Appendix B of this directive.

VI. MULTIPLE CITATIONS

If more than one Uniform Criminal Citation is issued to a defendant, the issuing officer must place the numbers of the related citation(s) in the "Related Citations" section of the form.

If an Adult Civil Citation is issued along with a Uniform Criminal Citation, the Civil Citation number must be placed on the Criminal Citation, and the Criminal Citation number placed on the Civil Citation.

If there is more than one defendant involved in one incident, the charging officer has the option to have all of the defendants stand trial separately or together. If the officer wants the defendants to stand trial together, the officer must place the numbers of the related citations in the "Related Citations" section of each defendant's citation.

VII. DISTRIBUTION OF COPIES

All copies of the Uniform Criminal Citation, except for the Defendant's Copy, are to be turned in to a Booking Officer for entry into the booking system, before the end of the issuing officer's tour of duty. After completing this entry, the Booking Officer will turn the citations in to a supervisor who will forward them to Central Records. If the issuing officer needs a copy of the citation for his/her own records, a copy of the citation will have to be made.

VIII. WRITTEN REPORT REQUIREMENTS

A written report must be submitted whenever a Uniform Criminal Citation is issued. Reports are to be turned in to a supervisor along with the citation copies, before the end of the officer's tour of duty. There are no exceptions to this standard.

On the rear of the "State's Attorney's Copy" of the citation, there is a section to include the events surrounding the issuance of the citation. Because of the required police report that must be submitted with the citation, there is no need to complete this section of the citation.

IX. INCIDENT AND REPORT NUMBERS

The incident and report numbers must be placed on each citation in the left margin. The incident and report

numbers must be written on the citation prior to it being issued to the defendant. The citation numbers must also be included in the incident report.

X. VOIDING A CITATION

If an error is made in the completion of a Uniform Criminal Citation, it MAY NOT be destroyed. The citation must be sent back to Central Records with "VOID" written across it.

XI. COMPLETING THE UNIFORM CRIMINAL CITATION

The following guidelines are to be utilized when completing and issuing the Uniform Criminal Citation (Form DC/CR 45). It is important that the issuing officer print legibly when filling out the citation. If the citation is illegible, completed improperly, or incomplete, the Courts will return the citation to the officer to correct. Because the Uniform Criminal Citation is a Statement of Charges, any changes made in the document will necessitate the reissuance of the citation to the defendant.

A. Defendant's Information

The defendant's full name, current address, date of birth, personal identifiers, and phone numbers are to be placed in this section.

B. Related Citations

All citation numbers (Criminal, Traffic, Statement of Charges, and Civil) that are issued to a defendant must be placed here. (See Section V of this Index Code for additional information.)

C. Charges

The date, time, location of the infraction, and a brief "Statement of Facts" is to be entered in this section. Because this is a criminal charging document that is similar to a Statement of Charges, a Statement of Fact is used in lieu of the wording of the specific charge being placed against the defendant.

1. Type of Violation Section

The charging officer must check the appropriate block in front of the statutes/codes being enforced.

2. Document/Article Section

The Article Section and CJIS Code (if applicable) of a particular statute/code is placed in this section. (See Appendix B for Article Section and CJIS Code numbers.)

3. Penalty Section

The maximum penalty for the violation being charged is entered in this section. None of the penalties are to exceed \$500.00 and/or three months in jail (except the

two (2) exceptions listed in Section II of this Index Code.)

D. Court Location & Trial Date

1. Court Location

The issuing officer must place the address of the District Court where he/she regularly attends.

For officers who are scheduled to attend District Court in Glen Burnie, use:

7500 Ritchie Highway, Glen Burnie, 21061

For officers who are scheduled to attend District Court in Annapolis, use:

251 Rowe Boulevard, Annapolis, 21401

2. Trial Date

The District Court will provide a trial date for the charges. Police officers are not permitted to set their own trial dates. Officers must check the box to the left of "WHEN NOTIFIED BY THE COURT."

E. Defendant's Signature

This charging document requires the defendant to sign the citation, acknowledging that he/she agrees to appear for trial when notified. If a defendant refuses to sign the citation, the officer must arrest the defendant and charge him/her on a Statement of Charges.

F. Officer's Signature

The charging officer must sign their name to the citation in this section. The officer must place the date the citation is issued next to his/her name. The officer must then provide the Agency Code (AC for Anne Arundel County), the Sub-Agency Code (which is the code for the charging officer's assignment) and his/her I.D. number (must be four digits). The Sub-Agency Assignment Codes are as follows:

Headquarters/SOS	0001
Northern District	0002
Eastern District	0003
Southern District	0004
Western District	0005
Narcotics	0006
CID	0007

G. Witness Summons

The witness summons section of the Uniform Criminal Citation is located on the back of the Court Copy. The same procedures are used when summoning a witness for a District Court case. The witnesses' name, address, city, state, zip code, and day and night phone numbers must be provided. It is very important that the

witnesses day and night phone numbers be provided to the Courts so that they can call the witnesses and notify them of postponements or guilty pleas.

When summoning a witness Anne Arundel County police officer, you need not put the officer's name or address. The issuing officer need only write "WPO" in the space provided for the witness' name. The officer then writes the Agency Code (AC for Anne Arundel County), Sub-Agency Code (0001, 0002, etc.), and the officer's I.D. number in the spaces provided.

If the witness officer is from another department or jurisdiction, the issuing officer must complete the entire witness section just as they would for a civilian witness.

If there is a need to summons more witnesses and the space is not available on the rear of the "Court Copy" of the citation, supplement the summons portion of the citation utilizing the standard District Court "Request for Witness Summons" form (DC/CR 92).

XII. PROPONENT UNIT: Field Operations Bureau.

XIII. CANCELLATION: This directive cancels Index Code 2190, dated 06-19-99.



P. Thomas Shanahan, Chief of Police





MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 04-004

FILE BEHIND: Index Code 2190

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: February 23, 2004

SUBJECT: **Enforcement - Alcohol Sale to Minors**

BACKGROUND

Citing a March 28, 2003, Maryland Court of Appeals ruling, the County Liquor Board is asking that the department cease issuing criminal citations on "alcohol sales to minors" in cases involving liquor establishments. The ruling for *only* this particular offense advises that the Alcohol Commission (Liquor Board) must wait until the case is adjudicated before the Liquor Board can have a hearing. Additionally, if the case results in an acquittal or PBJ, the Liquor Board loses jurisdiction and cannot administer subsequent discipline to the liquor establishment. The Liquor Board would prefer that officers not immediately issue a criminal citation to a store clerk until the Liquor Board conducts a hearing on the specific incident.

PROCEDURE

Officers will delay the issuance of a criminal citation in situations as cited above. A report of the incident should be forwarded to the Liquor Board for hearing purposes. Once the Liquor Board adjudicates the case, officers may go back and charge the clerk criminally.





012002359515

UNIFORM CRIMINAL CITATION
 State of Maryland vs.

Defendant's (Last) Name		First	Middle			
Smith,		John	Edward			
Current Address in Full						
123 Anywhere Road						
City		State	Zip Code			
Glen Burnie,		MD	21061			
DOB	Height	Weight	Sex	Race	Hair	Eyes
4-16-68	5'8"	165	M	W	Brown	Brown
Related Citations (if applicable)			Telephone No. Day: 766-7565 Night: 437-0990			

It is formally charged that the above named person on November 1, 2002 Year
 at 3:30 P.M. at 3445 Oakwood Road Glen Burnie (Location)
Anne Arundel County City/County, Maryland
 did purchase for Tom Smith, a minor, cigarettes.

Incident #/Case #

In violation of: Md. Ann. Code COMAR / Agency Code Common Law of Md. Ordinance
 Public Local Law

Document/Article	Section	CJIS Code
CR	10-107	2 4050

Penalty:

TO ANSWER THE ABOVE CHARGE LODGED AGAINST YOU:
YOU ARE HEREBY SUMMONED AND COMMANDED TO APPEAR FOR TRIAL IN THE DISTRICT COURT OF MARYLAND FOR Anne Arundel (CITY/COUNTY) LOCATED AT 7500 Ritchie Highway, Glen Burnie MARYLAND
 ON _____ Date _____ AT _____ M.
 WHEN NOTIFIED BY THE COURT.

YOUR FAILURE TO OBEY THIS CITATION MAY RESULT IN THE ISSUANCE OF A WARRANT FOR YOUR ARREST.
 Any reasonable accommodation for persons with disabilities should be requested by contacting the court prior to the hearing date.

I sign my name as a receipt of a copy of this citation and not as an admission of guilt. I hereby submit to the jurisdiction of the Court and agree to appear when notified.

Defendant's Signature **Signature Required**
 I solemnly affirm under the penalties of perjury that the contents of the foregoing citation are true to the best of my knowledge, information, and belief.

Officer's Signature	Officer's Signature	AC	0002	0000
DC/CR 45 (Rev. 11/98)	Date	Agency	Sub-Agency	ID No.
Print Date 9/2001				

COURT COPY



Index Code: 2190
 Appendix B: Criminal Offenses
 Effective Date: 03-14-03

List of Criminal Charges Classified as Petty Offenses

CJIS Code	Statute	Charge Description	Type of Charge	Max.Pen. 1st Offense FINE	Max.Pen. 1st Offense SENTENCE
1 0016	38A,Sec16,PenSec 17	Fireworks Discharge W/O Permit	Misdemeanor	250	0
1 0021	38A,Sec16,PenSec17	Fireworks Possession W/O Permit with Intent to Discharge/Sell	Misdemeanor	250	0
1 5406	CR 3-803	Harrass - Follow Another w/Intent To	Misdemeanor	500	90 days
1 0191	CR 3-803	Harrass - A Course of Conduct	Misdemeanor	500	90 days
3 5010	CR 7-104	Theft - Less \$500 Value	Misdemeanor	500	18 months
2 0045	CR 10-201 (C)(1)	Disturb Peace Hinder Passage	Misdemeanor	500	60 days
2 0050	CR 10-201 (C)(2)	Disorderly Conduct	Misdemeanor	500	60 days
2 0055	CR 10-201 (C)(3)	Fail Obey Reasonable/Lawful Order	Misdemeanor	500	60 days
2 0060	CR 10-201 (C)(4)	Disturb the Peace	Misdemeanor	500	60 days
2 0065	CR 10-201 (C)(5)	Disnurb Peace - Loud Noise	Misdemeanor	500	60 days
1 4200	2B,Sec19-101,PenSec208	Alc. Bev./Intox; Endanger	Misdemeanor	100	90 days
1 0349	2B,Sec19-101,PenSec208	Alc. Bev./Consume Retail Area/Cause Public Disturbance	Misdemeanor	100	90 days
1 0350	2B,Sec19-202,PenSec19-213	Alc. Bev./Consume Retail Area/W/O Authorization	Misdemeanor	100	0
1 0351	2B,Sec19-202,PenSec19-213	Alc. Bev./Consume in Veh on Public Property	Misdemeanor	100	0

Index Code: 2190
 Appendix B: Criminal Offenses
 Effective Date: 03-14-03

CJIS Code	Statute	Charge Description	Type of Charge	Max.Pen. 1st Offense <u>FINE</u>	Max.Pen. 1st Offense <u>SENTENCE</u>
1 0352	2B,Sec19-202, PenSec19-213	Alc. Bev./Consume in Veh on Property of Retail Estab.	Misdemeanor	100	0
5 5599	CR 10-108	Minor - Sell Weapon	Misdemeanor	100	30 days
1 0393	CR 9-608	Intentional Activation of Burglary/Robbery Alarm	Misdemeanor	500	90 days
1 0394	CR 9-610	Defective Alarm/Continued Use	Misdemeanor	500	90 days
1 1471	CP 5-210	Bail Bondsman - Solicitation (1st offense only)	Misdemeanor	100	0
1 2100	CR 3-707	Threat or Coerce to Donate	Misdemeanor	100	90 days
1 2411	CR 7-201	Grocery Carts - Removal	Misdemeanor	25	0
1 2900	CR 6-301	Mal Dest Prop/Value Less \$300	Misdemeanor	500	60 days
1 5706	CR 3-905	Letters - Opening W/O Permission	Misdemeanor	15	6 days
2 2210	CR 6-402	Trespass - Posted Property	Misdemeanor	500	90 days
2 2220	CR 6-403	Trespass - Private Property	Misdemeanor	500	90 days
2 2240	CR 6-404	Trespass - Off-Road Vehicle on Property	Misdemeanor	500	90 days
2 2003	CR 6-108	Arson - Trash Containers	Misdemeanor	500	30 days
2 4040	CR 10-107	Sale of Tobacco Product to Minor by Business (1st offense only)	Misdemeanor	300	0
2 4050	CR 10-107	Purchase For/Sell To, Tobacco Products, a Minor (1st offense only)	Misdemeanor	300	0

Index Code: 2190
 Appendix B: Criminal Offenses
 Effective Date: 03-14-03

CJIS Code	Statute	Charge Description	Type of Charge	Max.Pen. 1st Offense <u>FINE</u>	Max.Pen. 1st Offense <u>SENTENCE</u>
2 4060	CR 10-107	Deliver To/Sell To a Minor, Cigarette Rolling Papers (1st offense only)	Misdemeanor	300	0
2 4199	2B 22-108	Fail & Refuse to Furnish Proof of Age and ID	Misdemeanor	50	0
2 7199	CR 10-612	Intentionally Abandon an Animal	Misdemeanor	100	0
5 5599	CR 10-109	Iceboxes - Abandoned	Misdemeanor	100	30 days
5 3550	CR 5-619(D)(1)	CDS Paraphernalia Deliver/Sell (1st offense only)	Misdemeanor	500	0
N/A	AACoCode Art. 11, Title 1, Sec. 1-102	Public Possession or Consumption of Alcoholic Beverage	Misdemeanor	500	90 days
N/A	AACoCode Art. 11, Title 5, Sec. 105(d)	Noise in Residential Districts - (Fail to cease operation of device in violation of subsection (c) after being ordered by a police officer)	Misdemeanor	500	30 days



ADULT UNIFORM CIVIL CITATION

INDEX CODE: 2191

EFFECTIVE DATE: 03-14-03

Contents:

- I. Purpose
- II. Limitations on Issuing a Civil Citation
- III. Guidelines for the Use of an Adult Civil Citation
- IV. Multiple Citations
- V. Witness Summons
- VI. Distribution of Copies
- VII. Written Report Requirements
- VIII. Voiding a Citation
- IX. Completing the Civil Citation
- X. Proponent Unit
- XI. Cancellation

I. PURPOSE

The Maryland Uniform Civil Citation (Form # DC28) is designed to provide a single format on which police officers can charge a defendant with violations of certain civil codes and statutes. This applies to both State and County codes. The Adult Civil Citation may only be issued to adults (18 years or older).

II. LIMITATIONS ON ISSUING A CIVIL CITATION

A Civil Citation MAY NOT be issued in any of the following situations:

- A. Civil violations which carry a punishment in excess of three (3) months imprisonment and/or a fine in excess of \$500.00.
- B. Any Juvenile Civil or Criminal violation.
- C. Violations of the Maryland Transportation Article.
- D. Parking violations.
- E. When a defendant cannot or will not provide satisfactory identification.
- F. When an officer has reason to believe that the recipient of an Adult Civil Citation will not appear in court as required.
- G. Failure to furnish proof of identification and/or age upon request for an alcohol violation (*Article 2B Section 22-108*).

Applicable civil code violations suitable for this document are published as Appendix B to this directive.

III. GUIDELINES FOR THE USE OF AN ADULT CIVIL CITATION

- A. Maryland Rule 4-202(h) permits a peace officer to utilize a citation in lieu of making an arrest for a petty offense. An officer who witnesses an adult violating one of the specified laws may issue the

violator an Adult Civil Citation, and then release the violator.

B. If the officer does not witness the offense, but is given information by a witness or affiant, which would justify the placing of charges, the officer may issue the violator a Civil Citation, and summons the witness or affiant via existing witness summons procedures.

C. The alcohol abuse codes that are enforced using the Adult Civil Citation are listed in Appendix B of this directive. There is one alcohol related offense for which the issuance of an Adult Criminal Citation or an arrest is warranted. That offense is *Article 2B Section 22-108*: Failure to furnish proof of identification and/or age upon request. This charge is appropriate only when the defendant has violated one of the following alcohol offenses and then refuses to provide identification: *Article CR Sections 10-113 through 10-118, and Article 26, Section 103* of the Education Article. If *Article 2B Section 22-108* is to be charged, the following procedures must be adhered to:

- 1. The original alcohol offense will be charged on a Civil Citation.
- 2. The "Must Appear in Court" section of the Civil Citation will be checked.
- 3. The charge for *Article 2B Section 22-108* will be placed on an Adult Criminal Citation (Form# DC/CR45) or, if the issuing officer feels that it is warranted, the officer may elect to arrest the defendant and place the charge on a Statement of Charges.

D. It is very important that the issuing officer of an Adult Civil Citation be specific as to what paragraph of the code is being enforced. There are a number of instances when a specific code has both civil and criminal applications. Issuing officers must also put the maximum penalty for the code violation in the space provided on the Civil Citation.

E. Unlike a Statement of Charges or an Adult Criminal Citation which both require the issuing officer to place a Statement of Probable Cause on the charging document, the Adult Civil Citation only requires that the issuing officer place the wording of the specific statute relating to the violation on the citation.

F. It is important that the issuing officer print legibly when filling out the citation. If the citation is illegible or incomplete, the Courts will return the citation to the officer to correct.

IV. MULTIPLE CITATIONS

If more than one Adult Civil Citation is issued to a defendant, the issuing officer must place the numbers of the related citations in the section marked "Related Citations." If a Statement of Charges is issued to a defendant along with an Adult Civil Citation, the charging officer must put the charging document numbers on both the Statement of Charges and the Adult Civil Citation.

If there is more than one defendant charged by the charging officer, that officer has the option to have all of the defendants stand trial separately or together. If the officer wants the defendants to stand trial together, the officer will place the numbers of the related citations in the "Related Citations" section of each defendants citation.

V. WITNESS SUMMONS

A. The witness summons section of the Adult Civil Citation is located on the back of the "Court Copy." The same procedures are used when summoning a witness for a District Court case. The witness' name, address, city, state, zip code, and day and night phone numbers must be provided. It is very important that the witness' day and night phone numbers be provided to the Court so that they can call the witness and notify them of a postponement or a guilty plea.

B. When summoning a witness Anne Arundel County police officer, write "WPO" in the space provided for the witness' name. The issuing officer will then write the Agency Code, Sub-Agency Code, the witness officer's I.D. number, and work phone number in the space provided.

C. If the witness officer is from another Department, the issuing officer must complete the entire witness section just as he/she would for a civilian witness.

D. If there is a need to summons more witnesses and the space is not available on the rear of the Court Copy" of the citation, supplement the summons portion of the citation utilizing the standard District Court "Request for Witness Summons" form (Form# DC/CR 92).

VI. DISTRIBUTION OF COPIES

All copies of the Civil Citation, except for the Defendant's Copy and the Officer's Copy, must be turned in to a Booking Officer for entry into the booking system, before the end of the issuing officers tour of duty. After completing this entry, the Booking Officer will turn the citations in to a supervisor who will forward them to Central Records.

VII. WRITTEN REPORT REQUIREMENTS

A written report must be submitted whenever a Civil Citation is issued, except in the case of civil violations pertaining to the operation/maintenance of alarm systems. Reports are to be turned in to a supervisor along with the citation copies before the end of the issuing officer's tour of duty.

VIII. VOIDING A CITATION

If an error is made in the completion of a Uniform Civil Citation, it MAY NOT be destroyed. The citation must be sent back to Central Records with "VOID" written across it.

IX. COMPLETING THE CIVIL CITATION

The following guidelines are to be utilized when completing and issuing the Uniform Civil Citation (Form# DC28).

A. District Court Jurisdiction

Place "Anne Arundel County" in this section.

B. Defendant's Information

The defendant's name, current address, DOB, personal identifiers, and phone numbers are to be placed in this section.

C. Agency

Our Agency Code is to be placed in this section along with the issuing officer's District/Assignment Code. The Agency Code for Anne Arundel County is "AC" and the Assignment Codes are as follows:

Headquarters/SOS	0001
Northern District	0002
Eastern District	0003
Southern District	0004
Western District	0005
Narcotics	0006
CID	0007

D. Charges

The date, time, location of the infraction and the "SPECIFIC STATUTE" is entered in this section.

If the charging officer is issuing the citation based on a statement or affidavit of a witness or victim, the issuing officer must provide the name of that person in the space provided in this section. It is important that the affiant's name, address, and phone numbers be provided in the summons portion of the citation, which is located on the back of the "Court Copy" of the citation.

If a written affidavit has been provided by a victim or witness, attach the affidavit to the "Court Copy" of the citation. A copy of the affidavit should also be submitted to the State's Attorney, along with a police report, prior to the trial.

If the wording of the statute cannot be completed in the space provided on the "Court Copy" of the citation, the officer will use Form# DC/CR 4A (Continuation of the Statement of Probable Cause) to supplement the Probable Cause section of the citation.

E. Violation

Place the specific Article, Section, Sub-Section, and Paragraph of the violation in this section after checking off the appropriate references.

F. Defendant's Signature

After explaining the nature of the charges to the defendant, have the defendant sign his/her name to the citation in this section. If the defendant refuses to sign the citation, the issuing officer will write "REFUSED TO SIGN" on the defendant's signature line.

G. Municipal Infractions

Municipal Infractions are specific County or Local laws that are civil in nature and the fines associated with those violations are received directly by the County (i.e., noise in residential districts).

When charging a defendant with an infraction, the issuing officer must put the predetermined fine in the space provided next to the wording "YOU MAY PAY A FINE OF \$_____." The issuing officer will then place a date that is fifteen (15) business days after the issue date of the citation on the same line and to the right of the payable fine.

Because this is a Municipal Infraction, the fine is to be paid directly to Anne Arundel County and NOT to the District Court. The issuing officer is to put the address for our Central Records Section as the location where a defendant can respond to pay a fine or notify the County that he/she is requesting a trial.

The address that is to be *used for MUNICIPAL INFRACTIONS* is as follows:

Anne Arundel County Police Department
8495 Veterans Highway
Millersville, MD 21108

If the defendant decides that he/she wants to stand trial on the charges, he/she must notify the Department in writing within five (5) business days of the date that the issuing officer has placed in this section. In order to notify the defendant of this requirement, the issuing officer must place in the space provided to the right of the word "WRITING" the following:

WRITING. . "To A.A. Co. by (set the date 10 business days from the issue date of the citation)" . .

H. Civil Violations

The "Instructions" section of the Civil Citation provides defendants with information regarding their option to attend court or pay a preset fine. If the officer issues a defendant a charge that has no preset fine and requires the defendant to appear in Court, the officer must check the block adjacent to the words "YOU MUST APPEAR IN COURT." The officer must also check the block adjacent to the words "FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST."

If the officer charges a defendant with a violation that gives the defendant an option to pay a preset fine or attend court, the issuing officer must check the blocks adjacent to the words "YOU MAY PAY A FINE. . ." and "YOU MAY ELECT TO STAND TRIAL . . ." Under the "YOU MAY PAY A FINE. . ." section, the issuing officer will add the applicable fine and place a date that is fifteen (15) business days after the issue date of the citation. The officer then needs to mark the box for District Court and insert the address for the District Court. It is important that the officer uses the address of the District Court that he/she utilizes for their regularly scheduled court. Under the "YOU MAY ELECT TO STAND TRIAL . . ." section, all lines are to be left blank except for the space where a fine needs to be written. The same fine listed above will be written there. The officer must also check the block adjacent to the words "FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST."

I. Court Locations

For officers who are scheduled to attend District Court in Glen Burnie, use:

7500 Ritchie Highway, Glen Burnie, 21061

For officers who are scheduled to attend District Court in Annapolis, use:

251 Rowe Boulevard, Annapolis, 21401

J. Officer's Signature

The issuing officer signs his/her name, date, the Agency Code for Anne Arundel County (AC), the Sub-Agency (e.g., 0001), the officer's I.D. number (must be a four digit number), and the officer's work phone number.

K. Police Case Number/Incident Number

The issuing officer must put the case and incident numbers in the *left* margin of the citation.

X. PROPONENT UNIT: Field Operations Bureau.

XI. CANCELLATION: This directive cancels Index Code 2191, dated 08-16-99.



P. Thomas Shanahan, Chief of Police



Civil Violation
 UNIFORM CIVIL CITATION

WITNESS
 RELATED CITATION → (if applicable) 2233860626

District Court of Maryland for Anne Arundel County

County/Municipality/State of Maryland		Agency	
vs. Smith,	John	Edward	
Defendant's (Last) Name		First	Middle
123 Anywhere Road			
Current Street Address			Apt. No.
Glen Burnie,	MD	21061	
City	State	Zip Code	
4-16-83	5'8"	165	M
DOB	Height	Weight	Sex
			W
			Brown
			Brown
Telephone No. Day: 766-9999		Telephone No. Night: 768-0000	
Race		Hair	
Eyes			

Based on personal knowledge of the undersigned officer the attached affidavit, the defendant is charged with... unlawfully possessing an alcoholic beverage

at 1:45 AM PM on 11 / 01 / 02
 at 224 First Ave., Glen Burnie
 of: Md. Ann. Code Municipal Infraction/County Ordinance/Public Local Law/Local Code COMAR
 Document/Article CR Section 10-114 Sub Section Paragraph

Each day a violation continues is a separate WSSC infraction subject to an additional citation.

I sign my name as a receipt of a copy of this Citation and not as an admission of guilt. I will comply with the requirements set forth in this Citation.
 X Defendant's Signature Signature or "Refused to Sign"

INSTRUCTIONS

- XX YOU MUST APPEAR IN COURT.** A notice of trial date will be mailed to you.
- YOU MAY PAY A FINE of \$..... by to the District Court
 Agency/Municipality and AVOID TRIAL.
 This will be deemed an admission of guilt and a trial date will not be set.
- YOU MAY ELECT TO STAND TRIAL. DO NOT SEND PAYMENT OF FINE. Notify
 Agency/Municipality in writing by
 at
 The District Court will mail you a notice of your trial date and location. AT TRIAL the Court may impose a fine up to \$ 500.00 plus court costs.
- IN ADDITION, Agency/Municipality is seeking abatement of this infraction. You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs.

FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.
 FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE: will deem you liable for the fine assessed; the fine may be doubled and/or a judgment on affidavit may be entered against you including an order of abatement.
 FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE: the fine may be doubled and a judgment on affidavit entered against you.

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters. The defendant is not now and has not been within the preceding 30 days, in the military service as defined in the Soldier's and Sailor's Civil Relief Act of 1940, as amended.

Officer's Signature & Printed Name		11-01-02	
Officer's Signature	Officer's Printed Name	Date	
AC	0001	0000	222-8732
Agency	Sub-Agency	I.D. No.	Phone

Municipal Infraction



UNIFORM CIVIL CITATION

WITNESS
 RELATED CITATION → (if applicable)

4233860628

District Court of Maryland for Anne Arundel County

County/Municipality/State of Maryland vs. Smith,		Agency John	Agency Edward
Defendant's (Last) Name 123 Anywhere Road		First	Middle
Current Street Address Glen Burnie,		MD	Apt. No. 21061
City		State	Zip Code
4-16-68	5'8" 165	M	W Brown Brown
DOB	Height	Weight	Sex Race Hair Eyes
Telephone No. Day: 766-7565		Telephone No. Night: 437-0990	

Based on personal knowledge of the undersigned officer the attached affidavit, the defendant is charged with operating a radio at an unreasonably loud volume in a residential district.

at 7:00 at 345 Second Avenue, Glen Burnie, MD 21061 on 12/06/02
 AM PM
 of: Md. Ann. Code Municipal Infraction/County Ordinance/Public Local Law/Local Code COMAR
 Document/Article Art. 11 Section 105 Sub Section Paragraph c (Title 5)

Each day a violation continues is a separate WSSC infraction subject to an additional citation.

I sign my name as a receipt of a copy of this Citation and not as an admission of guilt. I will comply with the requirements set forth in this Citation.
 Defendant's Signature Signature or "Refused to Sign"

INSTRUCTIONS

- YOU MUST APPEAR IN COURT. A notice of trial date will be mailed to you.
- YOU MAY PAY A FINE of \$50.00 by 12-27-02 to the District Court A.A.Co. Police Dept. at 8495 Veterans Hwy., Millersville, MD 21108 and AVOID TRIAL. This will be deemed an admission of guilt and a trial date will not be set.
- YOU MAY ELECT TO STAND TRIAL. DO NOT SEND PAYMENT OF FINE. Notify A.A.Co. Police Dept. in writing by 12-20-02 at 8495 Veterans Hwy., Millersville, MD 21108. The District Court will mail you a notice of your trial date and location. AT TRIAL the Court may impose a fine up to \$50.00 plus court costs.
- IN ADDITION, is seeking abatement of this infraction. You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs.

FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.
 FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE: will deem you liable for the fine assessed; the fine may be doubled and/or a judgment on affidavit may be entered against you including an order of abatement.
 FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE: the fine may be doubled and a judgment on affidavit entered against you.

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters. The defendant is not now and has not been within the preceding 30 days, in the military service as defined in the Soldier's and Sailor's Civil Relief Act of 1940, as amended.

Officer's Signature & Printed Name	11-01-02
AC 0001 0000	222-8732
Agency Sub-Agency I.D. No.	Date Phone

CIVIL VIOLATIONS

<p>Art. CR 10-113: Misrepresentation of Age to Obtain Alcoholic Beverage From a Licensed Seller. (... did knowingly make a [misrepresentation/false statement] as to the age of [themselves/another person] to any person licensed to sell alcoholic beverages for the purpose of unlawfully [obtaining/having furnished to a person] an alcoholic beverage.)</p>	<p>Civil Citation Must Appear Maximum Penalty: \$500/no jail</p>
<p>Art. CR 10-114: Possession of Alcoholic Beverages by Persons Under Age 21. (... did unlawfully possess an alcoholic beverage.)</p>	<p>Civil Citation Must Appear Maximum Penalty: \$500/no jail</p>
<p>Art. CR 10-116: Obtaining Alcoholic Beverages For Consumption by a Person Under Age 21. (... did knowingly obtain an alcoholic beverage from a person licensed to sell same, for consumption by any person under 21 years of age.)</p>	<p>Civil Citation Must Appear Maximum Penalty: \$500/no jail</p>
<p>Art. CR 10-117: Furnishing Alcoholic Beverages For Consumption to a Person Known to be Under Age 21. (... did knowingly furnish an alcoholic beverage to someone under 21 years of age, for their consumption.) [Exceptions: If both individuals are (1) members of the same family and the beverage is furnished and consumed in a private residence; or (2) are participants in a religious ceremony.]</p>	<p>Civil Citation Must Appear Maximum Penalty: \$500/no jail</p>

<p>Art. CR 10-118: Keg Registration: (a) Possession of an Unregistered Keg. (... did possess a keg that [has not been registered/does not have a registration form attached/registration form has been altered or obliterated.] (b) Permitting Person Under Age 21 to Consume Any Contents of a Keg Purchased by That Person. (... did permit an individual under 21 years of age to consume any of the contents of a keg purchased by them.)</p>	<p>Civil Citation Must Appear Maximum Penalty: \$500/no jail</p>
<p>Art. CR 10-126: Alcoholic Beverage Consumption or Possession of Open Container in Passenger Area of Motor Vehicle (... did possess an open container of an alcoholic beverage in a motor vehicle)</p>	<p>Civil Citation <u>Payable Fine:</u> \$20.00/no jail</p>
<p>Education Article, Title 26, Sec. 103: Drinking or Possession of Intoxicating Beverages on School Premises. (... did drink/possess intoxicating beverages on school property.)</p>	<p>Civil Citation Must Appear Maximum Penalty: \$500/no jail</p>

MUNICIPAL INFRACTION SECTION

<p>A.A. Co. Code, Art. 14, Title 8, Sec. 103: Smoking in County Buildings - Prohibitions (... did smoke in [a county-owned building/that part of any building leased by the County for its use.]</p>	<p>Civil Citation <u>Payable Fine:</u> 1st Violation: \$ 50 2nd Violation: \$100 3rd Violation: \$150 4th Violation: \$200 5th Violation/on: \$500 Maximum Penalty: \$500/no jail</p>
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<p>A.A. Co. Code, Art. 14, Title 8, Sec. 104: Smoking in Public Places. (... did [smoke/carry a lighted tobacco product] in an enclosed public place, to wit: _____.) This does not apply to bowling alleys, pool halls, bars, tobacco shops, hotels, motels, social halls, arenas, race tracks, hospitals, private schools, a place of work with fewer than 50 employees, or designated smoking areas with a ventilation system.</p>	<p>Civil Citation Payable Fine: 1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$150 4th Violation: \$200 5th Violation/on: \$500 Maximum Penalty: \$500/no jail</p>
<p>A.A. Co. Code, Art. 11, Title 5, Sec. 105(c): Noise in Residential Districts. (At Any Time) (1) (... did [use/operate/permit the use or operation of] a [radio/tape player/disc player/boom box/phonograph/or similar sound device] at an unreasonably loud volume in a residential district); (2) (... did [use/operate/permit the use or operation of] an amplified musical instrument at an unreasonably loud volume at a residence.); or (2300 - 0700) (3) (... did [use/operate/permit the use or operation of] a [musical instrument/machine/tool/or similar device] at an unreasonably loud volume in a residential district between 2300 - 0700). ("Unreasonably Loud" for subsection (c) means "the sound generated can be heard at a distance of 50 feet from device.") (A warning is not required before charging.)</p>	<p>Civil Citation Payable Fine: 1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$150 4th Violation: \$200 5th Violation/on: \$500 Maximum Penalty: \$500/no jail</p>







REPORTING REQUIREMENTS

INDEX CODE: 2200

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. Calls Requiring a Written Report
- III. "No Report" Calls
- IV. Report Review by Supervisors
- V. Reports Not Maintained by Central Records
- VI. Case Numbering System
- VII. CALEA References
- VIII. Proponent Unit
- IX. Cancellation

I. POLICY

This directive establishes the department's reporting requirements. Although the reporting of most crimes and many noncriminal incidents requires action by personnel assigned to an operational component, reporting requirements for less serious incidents may be satisfied by having communications personnel record the information required below.

A. Incidents to be Recorded

It is the department's policy to record every incident in one or more of the following categories if the incident is alleged to have occurred in the department's service area:

- 1. Citizen reports of crimes;
- 2. Citizen complaints;
- 3. Citizen requests for services when:
 - a. An officer is dispatched; or
 - b. An employee is assigned to investigate; or
 - c. An employee is assigned to take action at a later time;
- 4. Criminal and noncriminal cases initiated by law enforcement officers;
- 5. Incidents involving arrests, citations, or summonses;

The purpose of this policy is to establish a comprehensive reporting system. A record will be made of actions taken by law enforcement personnel whether in response to a request for service or for self-initiated actions. If two or more persons report the same incident, only one case record is required. A citizen is defined as any person other than an agency employee.

B. Information Required

The reporting carried out as a result of paragraph A will include the following information:

- 1. Date and military time of the initial reporting;
- 2. Name (if available) of the citizen requesting the service, or victim's or complainant's name;
- 3. Nature of the incident; and
- 4. Nature, date, and time of action taken (if any) by law enforcement personnel.

Communications personnel will ensure that the information required for each incident is recorded in the CAD system. For cases not requiring a formal written police report, the CAD record will serve as the full report of a miscellaneous incident.

II. CALLS REQUIRING A WRITTEN REPORT

The following incidents require a formal written police report:

- A. All felonies.
- B. All Part I crimes, as defined in Index Code 2201.
- C. All Part II crimes and miscellaneous incidents.
- D. Motor vehicle traffic accidents involving death, injury, or extensive property damage.
- E. Racial, religious or ethnic incidents.
- F. Spousal assaults, as defined in the Annotated Code of Maryland.
- G. Any incident resulting in the arrest of any person, except for the routine service of an arrest warrant, and certain traffic arrests.
- H. Incidents resulting in the death of any person not due to verified natural illness. Deaths resulting from natural illness, when not under a doctor's care, also require an investigation and written report.

Refer to Index Code 2201, Appendix A for a chart of required reports and their associated report forms.

III. "NO REPORT" CALLS

- A. In most cases no formal written police report is required for minor misdemeanors not witnessed by the police, where the only enforcement action taken, if any, is to advise the complainant to seek prosecution through the District Court.

B. Exceptions to this general rule are Part I crimes which also are misdemeanors, such as petty thefts or misdemeanor breaking and entering cases. A report is required in these cases, even though they are misdemeanors.

C. When an officer is dispatched to a minor incident which does not require a written report, the officer may clear the call by advising the dispatcher "no report" but must give the dispatcher a brief explanation as to why no report is being submitted. The dispatcher will record this reason in the CAD system. Examples of no report dispositions include:

1. Unfounded
2. Gone on arrival/unable to locate crime or complainant
3. Investigated by another agency
4. Referred to District Court or commissioner
5. Civil matter
6. Not a police matter, referred to appropriate agency
7. Settled

D. Whenever an officer has any doubt about whether or not to prepare a report, he/she should confer with his/her immediate supervisor. If further doubt remains, the issue should be resolved in favor of preparing the report.

IV. REPORT REVIEW BY FIELD SUPERVISORS

A. First-line supervisors will ensure that reports are accurately and correctly completed, and submitted in a timely manner. All reports taken during an officer's tour of duty will be submitted to a supervisor, the officer's immediate supervisor if available, prior to the conclusion of the officer's tour of duty. Any delay in the submission of a report requires approval of the immediate supervisor.

B. Supervisors are responsible for the quality of reports prepared by their subordinates. When the reviewing supervisor finds deficiencies in a report, he/she will counsel the reporting officer and obtain the necessary corrections.

C. When the reviewing supervisor determines the report is satisfactory, he/she will sign the report and deliver it to his or her supervisor. Once the report has been finally approved, the supervisor will forward the first two copies to Central Records via department mail. Central Records is responsible for routing reports to appropriate specialized components or agencies outside the department. The remaining copies will be filed in the district station or police facility files.

V. REPORTS NOT MAINTAINED IN CENTRAL RECORDS

A. All copies of operational reports may be retained by the Homicide Unit, the Narcotics Section, the Intelligence Section, and Internal Affairs, rather than being forwarded to Central Records. The custodian of records will determine the retention schedule (SOP #: REC-94-03) and the security requirements for such records, as well as a transfer schedule for inactive case files.

B. *Reports being completed by the Traffic Safety Section may be retained at the section until the investigation being conducted is complete. However, PD Form 1000 will be completed and submitted to the Central Records section within three work days for reports that will be delayed in their completion.*

VI. CASE NUMBERING SYSTEM

The department's case numbering system requires:

- A. Assignment of a number to every case; and
- B. Assignment of a different number to each case.

The CAD system produces a single numbering series (case and incident number) for all incidents of law enforcement service, including traffic accident investigations, criminal investigations, and miscellaneous calls for law enforcement service. Some incidents, such as the issuance of traffic citations, need not be recorded as numbered cases; the citation form itself serves as the report. The numbering system is designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.

VII. CALEA References: 53.1.1.C, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.5.

VIII. Proponent Unit: Staff Inspections Section.

IX. Cancellation: This directive cancels Index Code 2200, dated 01-19-98.



P. Thomas Shanahan, Chief of Police

INCIDENTS REQUIRING A WRITTEN REPORT

INDEX CODE: 2201

EFFECTIVE DATE: 10-15-03

Contents:

- I. Policy
- II. Part I Crimes
- III. Part II Crimes & Miscellaneous Incidents
- IV. Proponent Unit
- V. Cancellation

I. POLICY

It is the Department's policy that a formal written police report is required for each of the crimes or incidents listed in this directive.

II. PART I CRIMES

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the United States. This Department participates in the Maryland UCR program. All verified Part I crimes investigated by this Department require an incident report.

The standard UCR definitions for Part I crimes are explained below. If an incident under investigation meets the criteria of any crime defined below, then a written report is required.

A. Homicides

1. **Criminal Homicide - the willful (nonnegligent) killing of one human being by another.**

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is counted as a homicide. Assaults with intent to murder, and attempted murders, are classified as aggravated assaults until the victim dies.

2. **Criminal Homicide (Manslaughter by negligence) - the killing of another person through gross negligence.**

Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and traffic fatalities.

B. **Forcible Rape - the carnal knowledge of a female forcibly and against her will.**

Report one offense for each female raped or upon whom an assault to rape or attempt rape has been made. In cases where several men attack one female, report one forcible rape.

By definition, sex attacks on males are excluded and should be classified as assaults or "other sex offenses" depending on the nature of the crime and the extent of the injury.

C. **Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.**

Robbery involves a theft, but is aggravated by the element of force or threat of force. In the absence of force or threat of force, as in pocket-picking or purse snatching, the offense will be classified as a theft. However, if in a purse snatching or other such crime force or threat of force is used to overcome the active resistance of a victim, the offense is to be classified as strong-arm robbery.

For reporting purposes, report one robbery for each distinct operation including attempts. The number of robberies does not necessarily equal the number of victims robbed, those present at the robbery, or the number of offenders. For example:

- * A lone male with a gun appears in a tavern and robs 10 patrons of their cash and jewelry. For reporting purposes, this would be counted as one robbery.
- * A group of four gunmen robs a local supermarket, but all four are arrested outside the store. This is counted as one robbery, even though four suspects may be charged.

Be sure to report all the facts, including the identities of multiple victims, witnesses, or suspects.

D. Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury.

The category of aggravated assault includes the following commonly entitled offenses: assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming or mayhem; assault with explosives; and all attempts to commit the foregoing offenses.

The seriousness of the injury is the primary factor to consider in establishing whether an assault is aggravated. In only a limited number of cases should it be necessary to examine the intent of the attacker.

An assault is aggravated if either of the following elements is present:

1. **SERIOUS INJURY** - broken bones or internal injuries are present, or stitches or medical attention beyond routine first aid is required.
2. **USE OF A WEAPON** - regardless of whether or not injury actually results. All assaults with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon, including blunt objects, are considered aggravated assaults. It is not necessary that injury result when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed.
3. **CHOKING** - any attempt to choke/strangle the victim, regardless of injury.

E. Burglary; Breaking or Entering - the unlawful entry of a structure to commit a felony or theft.

The key word in classifying burglaries is "structure", meaning a fixed or permanent edifice. The following are examples of structures:

Apartment, Barn, Cabin, Church, Condominium, Dwelling House, Factory, Garage, Mill, Office, Outbuilding, School, Stable, Vessel (fixed), Warehouse.

A house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. Mobile homes or units that are in transit or are being used for recreational purposes are not structures.

Be sure to report the manner of entry - whether by force, unlawful entry with no force, or attempts. Unlawful entry includes concealment inside a structure beyond normal closing hours or until the occupants have left, in order to commit a felony or theft.

The "Hotel Rule"

Burglaries of hotels, motels, lodging houses, and other places where the lodging of transients is the main purpose are scored under provisions of the "Hotel Rule".

This rule dictates that if a number of dwelling units under a single management are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be reported as one offense. Examples include burglaries of a number of rental hotel rooms or motel units, rooms in flop houses, or rooms in a youth hostel.

Conversely, if the individual living areas in a building are rented or leased to occupants for a period of time, which would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. These burglaries should be counted as separate offenses. Examples include burglaries of a number of apartments in an apartment building, or of a number of offices in a professional building.

F. Larceny; Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

For reporting purposes, the value of the property stolen does not matter. All thefts, regardless of value, require a written report. Each distinct operation of theft counts as one offense for reporting purposes.

The report should indicate which of the following sub-categories applies to the theft:

1. Pocket-Picking

Theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft. Theft from a person in an unconscious state, including drunks.

2. Purse-Snatching

The grabbing or snatching of a purse, handbag, etc. from the custody of an individual. If more force is used than is necessary to snatch the purse from the grasp of the person, then a strong-arm robbery has occurred.

3. Shoplifting

Theft by a person (other than an employee) of goods or merchandise exposed for sale. This assumes that the offender had legal access to the premises and no unlawful entry occurred.

4. Theft from Motor Vehicle (except theft of parts or accessories)

The theft of articles from a motor vehicle, whether locked or unlocked. If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, classify the incident as a motor vehicle theft.

5. Theft of Motor Vehicle Parts and Accessories

The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle.

6. Theft of Bicycle

The unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

7. Theft from Buildings

Theft from within a building which is open to the public and where the offender has legal access. Churches, libraries, schools, restaurants, offices, and other public buildings during the hours when such facilities are open to the public.

8. Theft from Coin-Operated Machine or Device

A theft from a machine or a device which is operated or activated by the use of a coin.

9. All Other Thefts

All thefts which do not fit the definition of the specific categories of theft listed above. Examples include: thefts from fenced enclosures, boats, airplanes; thefts of animals, lawnmowers, lawn furniture, hand tools, and construction equipment; thefts of airplanes, bulldozers, and motorboats; **failure to pay for gasoline taken from a self-service filling station**; and illegal entry of a mobile trailer or tent followed by a theft.

G. Motor Vehicle Theft - the theft or attempt theft of a motor vehicle.

For reporting purposes a motor vehicle is defined as a self-propelled vehicle that runs on land surface and not on rails. Examples are automobiles, trucks, buses, motorcycles, mopeds, and snowmobiles. Do not include farm equipment, bulldozers, airplanes, construction equipment, or motorboats. Includes joyriding, or cases where the vehicle is sooner or later abandoned.

Do not include vehicles taken for temporary use when prior authority has been granted or can be assumed - such as in family situations, or unauthorized use by others having access to the vehicle.

H. Arson - the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Only fires determined through investigation to have been willfully or maliciously set are to be classified as an arson. Attempts to burn are included, but fires of unknown or suspicious origin are not. Normally, an arson will be reported by the Fire Department's Fire Investigation Bureau.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicide and arson; incidents of arson which directly result in severe injury are classified as aggravated assault as well as arson.

One offense should be reported for each distinct operation within the jurisdiction in which the fire originated.

III. PART II CRIMES & MISCELLANEOUS INCIDENTS

A written report is required when any one of the following events is verified through investigation by this Department:

- Abduction/Kidnaping
- Aircraft Accident
- Alarms - when criminal or civil citation is issued
- Attempt Suicide
- Bomb Threat
- CDS Violations
- Child Abuse/Child Neglect
- Damaged or Towed Police Vehicle
- Death; D.O.A. (medical examiner cases)
- Destruction of Property
- Disorderly Conduct - arrest or at supervisor's direction
- Driving While Intoxicated - arrest only
- Embezzlement/Forgery/False Pretenses
- Escape from Lawful Custody
- False Report of a Crime or Hazardous Condition
- Fires (Arson, Fatal Fire, Malicious Burning)
- Gambling Violation
- Injured officer(s)

- Industrial Accident
(Note: The Anne Arundel County Fire Department will make the required notification to the Maryland Occupational Safety and Health Agency (M.O.S.H.A).
- Liquor Law Violations
- Missing Person/Runaway
- Motor Vehicle Traffic Accident EXCEPT:
 - Settled
 - TOT other Department
 - Unfounded
- Other Criminal - arrest or at supervisor's direction
- Overdose - accidental
- Prowler - arrest or at supervisor's direction
- Receiving Stolen Goods
- Recovered Stolen Vehicle
- Recovered Property
- Sex Offenses other than Rape/Sexual Assault
- Tampering with Auto
- Tampering with Mail
- Telephone Misuse; Obscene Mail
- Towed Vehicle
- Trespassing - arrest or at supervisor's direction
- Weapon Offenses

IV. **PROPONENT UNIT:** Central Records Section.

V. **CANCELLATION:** This directive cancels Index Code 2201, dated 03-30-94 & 09-01-97.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2201

INCIDENTS REQUIRING A WRITTEN REPORT

EFFECTIVE: 01 OCT 94

Revised:

APPENDIX A: CHART OF FIELD REPORTS

<u>CRIME OR INCIDENT</u>	<u>PRIMARY REPORT</u>	<u>SECONDARY REPORT</u>
Abduction	Incident	
Aircraft Incident	Incident	
Alarms (when criminal or civil citation is issued)	Incident	
Application of Force by officer (Non Lethal Weapon)	Incident	Use of Force Report
Arrest on active warrant	NONE	
Arson	Incident	
Assault (Aggravated or felony)	Incident	
Assault (ALL Domestic)	Incident	
Assault (Simple) [Suspect known]	NONE	
Attempt Suicide	Incident	
Auto Theft	Incident	Tow Report (if recovered)
Bomb threat	Incident	
Breaking and entering	Incident	
Breaking and entering with theft	Incident	Property Inventory Report
Burglary	Incident	
Burglary with theft	Incident	Property Inventory Report
CDS violation	Incident	Evidence/CDS Report (if recovered)
Child Abuse / Child Neglect	Incident	
Damaged Police Vehicle	Incident	
Death / DOA	Incident	
Departmental shooting	Incident	Use of force report
Destruction to Property	Incident	
Discharge of firearm by officer	Incident	Use of force report
Disorderly conduct arrest	Incident	

Crofton Police Department Written Directive: INDEX CODE 2201

INCIDENTS REQUIRING A WRITTEN REPORT

EFFECTIVE: 01 OCT 94

Revised:

Domestic assault	Incident	
Driving while intoxicated	Alcohol influence	Statement of probable cause
Embezzlement	Incident	
Escape from lawful custody	Incident	
False pretenses	Incident	
False report of a crime	Incident	
Fires (arson, fatal fire, malicious, burning)	Incident	
Forgery	Incident	
Gambling violation	Incident	
Homicide	Incident	
Homicide / Manslaughter (by vehicle while intoxicated)	MAARS	Alcohol influence report / supplement report
Injured officer	Incident	
Injured subject or prisoner	Incident	Use of force (if injured by officer)
Kidnaping (including parental)	Incident	
Liquor law violations	Incident	
Manslaughter, criminal	Incident	
Manslaughter, traffic	MAARS	Supplement report
Missing person / runaway	Missing Person report	Data collection package and supplement
Motor vehicle accident	MAARS	Tow report
Murder	Incident	
Obscene mail	Incident	
Overdose	Incident	
Prowler arrest	Incident	
Racial Religious Ethnic [RRE]	Incident	
Rape	Incident	
Receiving stolen goods	Incident	

Crofton Police Department Written Directive: INDEX CODE 2201

INCIDENTS REQUIRING A WRITTEN REPORT

EFFECTIVE: 01 OCT 94

Revised:

Recovered stolen vehicle (reported to another department)	Incident	Tow report
Recovered stolen vehicle (reported to this department)	Supplement	Tow report
Robbery	Incident	Property report
Sex offense	Incident	
Sick subject or prisoner	Incident	
Spousal assault	Incident	
Suicide	Incident	
Tampering with auto	Incident	
Tampering with mail	Incident	
Telephone misuse	Incident	
Theft	Incident	Property Report
Towed police vehicle (towed by county shop)	NONE	
Towed police vehicle (towed by commercial tow truck)	Tow report	
Towed vehicle (abandoned)	Tow report	
Towed vehicle (disabled)	Tow report	
Towed vehicle (illegal operation)	Tow report	Traffic citation
Towed vehicle (illegally parked)	Tow report	Parking citation
Traffic arrest; active warrant	Arrest warrant	
Traffic arrest: DWI / DUI	Alcohol influence report	Statement of probable cause and traffic citation
Traffic arrest: fleeing and eluding	Report depends on the incident: see Index Code 1650	Statement of probable cause and traffic citation
Traffic arrest: traffic accident (hit and run)	MAARS report	Statement of probable cause and traffic citation
Traffic arrest: suspended or revoked license	Statement of probable cause and traffic citation	
Trespassing arrest	Incident	
Weapon offenses	Incident	



Crofton Police Department Written Directive: INDEX CODE 2203

CASE CLEARANCE AND ADMINISTRATIVE DESIGNATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Open
- III. Suspended
- IV. Closed: By Arrest
- V. Closed: By Exception
- VI. False Reports and Unfounded Complaints

I. POLICY

The following definitions will be used by all department components when compiling statistics for both in-house and UCR purposes. Supervisors will ensure that their components' statistics are being captured and recorded as defined below.

II. OPEN

Cases currently assigned for investigation and investigative efforts are active.

III. SUSPENDED

Cases that have been actively investigated, and all possible leads have been exhausted. In the event any additional information is developed, the case can be reopened for further investigation.

IV. CLOSED: BY ARREST

An offense is closed by arrest or solved for crime reporting purposes when at least one person is:

- A. Arrested;
- B. Charged with the commission of the offense; and
- C. Turned over to the court for prosecution (whether following arrest, court summons, or police notice).
Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in Juvenile Court or before other juvenile authorities.

Several crimes may be cleared by the arrest of one person, or the arrest of many persons may clear only one crime. Further, if several persons are involved in the commission of a crime and only one is arrested and charged, the crime is listed as cleared by arrest. When the other persons involved in the crime are arrested at a later date, no record will be made of a clearance by arrest since this offense was already cleared following the arrest of the first person.

Crofton Police Department Written Directive: INDEX CODE 2203

CASE CLEARANCE AND ADMINISTRATIVE DESIGNATION

EFFECTIVE: 01 OCT 94

Revised:

Examples:

1. Five thieves forcibly break and enter a warehouse; one suspect is arrested and charged. Statistically, this event will be recorded as one burglary and one physical arrest and one burglary clearance. Days later, the other four thieves are arrested and charged. No entry is made for the offense of burglary because the offense has already been recorded and cleared by the first arrest. However, the additional four physical arrests will simply be recorded as four burglary arrests cross referencing the original burglary case number.
2. One suspect is arrested and charged with committing five separate burglaries. All five burglaries will be recorded as "cleared by arrest"; however, only one physical arrest will be recorded with cross referencing the case numbers.

V. CLOSED: BY EXCEPTION

In certain situations, law enforcement is not able to close a case by arrest. Many times all leads have been exhausted and everything possible has been done in order to clear a case. If the following questions can all be answered "yes", the offense can then be cleared "exceptionally" for crime reporting purposes:

- A. Has the investigation definitely established the identity of the offender?
- B. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
- C. Is the exact location of the offender known so that the subject could be taken into custody now?
- D. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?

Examples of Exceptional Clearances

Generally, an offense can be exceptionally cleared when it falls into one of the following categories. The list is not, however, all inclusive, and there may be other circumstances when a law enforcement agency is entitled to an exceptional clearance.

1. Suicide of the offender (the person responsible is dead).
2. Double murder (two persons kill each other).
3. Deathbed confession (the person responsible dies after making the confession).
4. Offender killed by police or other citizen.
5. Confession by offender already in your custody or serving sentence (this is actually a variation of a true clearance by arrest - the offender would not be "apprehended" but in most situations would be prosecuted on the new charge).
6. Offender prosecuted by state or local authorities in another city for a different offense or prosecuted in another city or state by the federal government for an offense which may be the same (an attempt is made to return the offender for prosecution, but the other jurisdiction will not allow the release).
7. Extradition denied.
8. Victim refuses to cooperate in the prosecution (this action does not "unfound" the offense, and the answer must also be "yes" to the first three questions listed previously to clear exceptionally).

Crofton Police Department Written Directive: INDEX CODE 2203

CASE CLEARANCE AND ADMINISTRATIVE DESIGNATION

EFFECTIVE: 01 OCT 94

Revised:

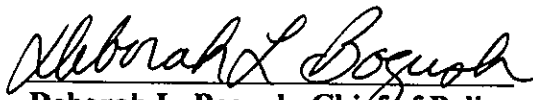
9. Warrant is outstanding for felony but before being arrested the offender dies, for instance, of natural causes, as a result of an accident, or is killed in the commission of another offense.
10. The handling of a juvenile offender either verbally or by written notice to parents in instances involving minor offenses such as petty larceny. No referral is made to juvenile court as a matter of publicly accepted law enforcement policy.

Department policy permits the discontinuance of investigation and the administrative closing of cases in which all investigation has been completed. The administrative closing of a case or the "clearing" of it by department policy does not permit exceptionally clearing an offense unless all four questions mentioned earlier can be answered "yes". The recovery of property does not clear a case for in-house or UCR purposes. Clearances in accordance with in-house or UCR procedures have no effect on the Department's decision to suspend a case.

VI. FALSE REPORTS & UNFOUNDED COMPLAINTS

On occasion, an agency will receive a complaint which is determined through investigation to be false or baseless. If the investigation shows that no offense occurred nor was attempted, the reported offense can be unfounded for UCR purposes.

Remember that the recovery of stolen property, the small value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2204

FIELD REPORTING FORMS

EFFECTIVE: 01 OCT 94

Revised:

I. Field Reporting Forms

I. FIELD REPORTING FORMS

The following forms are used in field reporting:

A. Incident Report

The incident Report Form is used to report the preliminary investigation of all crimes and miscellaneous reportable incidents except those identified below.

B. State of Maryland Traffic Accident Report

The State of Maryland traffic accident report is used to report the preliminary investigation of traffic accidents. Follow up investigations and miscellaneous information of interest to the department (such as detailed arrest information or information pertaining to matters other than the accident), is reported on a supplement report. Refer to Article 19, "Traffic Procedures," for accident investigation procedures and report requirements for accidents.

C. Supplement Report

The Supplement Report form is used as a continuation form for the Incident Report and the specialized report forms, and also to report information learned about reportable incidents after the initial report has been submitted. Supplement Reports that are being used as a continuation form should indicate the case number of the current report being continued. Supplement Reports submitted with follow up information should show the case number of the original incident. *A new case number should never be generated for a supplement report.*

D. Alcohol Influence Report

The Alcohol Influence Report is used only in the processing of DWI / DUI cases. It is used to document the arresting officer's observation and actions following the arrest of an individual for driving while intoxicated or under the influence of alcohol.

E. State of Maryland Missing Person Report

This form is used as the initial report of a missing person. Follow up investigations or miscellaneous information of interest to the department should be reported on a supplement report.

F. Property Inventory Report

The Property Inventory Report is used to itemize the description and value of stolen property, and stolen property that has been recovered by the Police Department. Motor vehicles are not included on this form.

G. Recovered Property Form

The recovered property form is a list and transmittal sheet of found, recovered, or evidentiary property taken into police custody. See Index Code 1201 for instructions on use.

Crofton Police Department Written Directive: INDEX CODE 2204


FIELD REPORTING FORMS

EFFECTIVE: 01 OCT 94

Revised:

H. Vehicle Inventory and Tow Report

It is the policy of the Crofton Police Department to conduct an inventory of the contents of every vehicle towed, except vehicle that are released directly to owners in the officer's presence. The officer will complete a Vehicle Inventory and Tow Report on all vehicles towed by a licensed county tow truck. The report may not be used as a substitute for an accident report or incident report if the tow was the result of a reportable accident, such as a recovered stolen vehicle or traffic accident. It is essential that the vehicle identification number (VIN) is included. Attach a Supplement report if additional space is needed.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2205

WRITTEN REPORTS: CONTENT AND STYLE

EFFECTIVE: 01 OCT 94

Revised:

- I. Report Writing Requirements
- II. Contents of Reports
- III. Style of Report Writing

I. REPORT WRITING REQUIREMENTS

- A. Written reports will be prepared using a medium, black or blue ball point pen or typed.
- B. The reporting officer is responsible for the legibility and completeness of his or her reports. The reporting officer will print his or her name and identification number in the space provided on the report. A written signature is not required.
- C. Supervisors are responsible for ensuring that legible reports are submitted. Report received at the Anne Arundel County Police Department's Central Records Section which are illegible will be returned for correction.
- D. The preparation of a written report is part of the process of investigating a call for service. Unless specifically directed otherwise, the officer in charge of an investigation will prepare and submit the report for preliminary investigation by **the end of his or her tour of duty**, when time permits, before clearing the call.
- E. The investigating officer will obtain a case number from the dispatcher and will enter this number in the space provided on the report form. Each written report will be assigned a case number, a separate case number for each report.

II. CONTENT

Every police report must address three concerns: the investigation, the action taken as a result, and the case status.

A. Investigation

The purpose of an investigation is to determine the facts of an event of interest to law enforcement - in other words, what happened? The report must answer the following questions to the greatest extent possible.

- 1. WHO - who did what to whom; who is involved in this case? name the victim, suspects, witnesses
- 2. WHAT - what happened, what crime was committed; what was taken; what was used to commit the crime?
- 3. WHEN - time of day, day of week, month and year
- 4. WHERE - where was the crime committed; where was the weapon found; where was the victim taken?
- 5. HOW - how was the crime committed?
- 6. WHY - what was the motive of the crime?

The investigator must collect, verify, and report as much relevant information as possible. Part of the investigator's job is to verify the accuracy of information reported to him or her as fact.

Always identify the principals of an investigation by full name, address, date of birth, and telephone number.

Crofton Police Department Written Directive: INDEX CODE 2205

WRITTEN REPORTS: CONTENT AND STYLE

EFFECTIVE: 01 OCT 94

Revised:

Verbatim statements should be reported in quotation marks and attributed to the source. Lengthy statements from the victim, suspects, and key witnesses should be recorded on a separate piece of paper, witnessed and signed.

Opinions should be clearly distinguished from facts. Conclusions of the investigator must be based on reported facts and clearly labeled.

B. Action Taken

The remainder of the police report should describe the efforts of the investigator to solve the case or take appropriate law enforcement action. It is essential for future reference that the record reflect what actions were taken, who was interviewed, what was learned, what evidence was collected and by whom, where it was stored, and what if any conclusions were drawn.

If anyone was arrested or charged, the report must indicate their identity, the nature of the charges, the arresting or charging officer, and the custody status of the suspect or suspects.

C. Case Status

The status of a case is determined by the investigator and approved by the supervisor according to criteria stated in Index code 2203. Any changes in case status will be reported in a supplement report.

III. STYLE OF REPORT WRITING

The following guidelines are intended to assist police officers in preparing acceptable police reports.

- A. Police reports are similar in writing style to newspaper stories. Emphasis is placed on a concise and succinct reporting of the important facts of the investigation, beginning with the elements of the crime.
- B. Use short sentences and paragraphs, and write in the active tense, eliminate unnecessary words.
- C. Write in normal English - do not use "legalese" or jargon. Write the narrative as if you were describing it to a friend or co-worker. Avoid using words or phrases that you are not accustomed to using in daily speech and written communication.
- D. Organize the report in logical sequence. Usually, the sequence of events as reported to you is the most understandable or desirable style. Sometimes, once a pattern is established in an investigation, it is helpful to write the narrative in the chronological order of events as they happened.
- E. Write in the first person singular when reporting what you did, whom you interviewed, or what you observed. When describing your own role in the case, write "I," rather than "Officer Jones" or "the undersigned," did this or that.
- F. Describe the role of each person named in the report. The first time a name appears (usually in the blocks reserved for the victim, witnesses, or suspects) it should be completely identified by full name, address, date of birth, telephone numbers, and any other identification available.
- G. During subsequent reference to persons already named, refer to him or her by the last name, not by labels such as "witness #1," "block number 13," or "the victim." If there are two or more persons of the same last name, add the first name or a title as Mr. or Mrs. that will specifically identify the person.
- H. Use standard or commonly accepted abbreviations only. When in doubt, do not abbreviate.
- I. Avoid ambiguity, use specific and precise descriptive words.

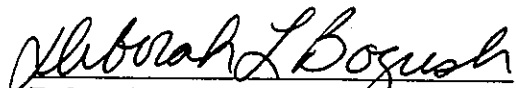
Crofton Police Department Written Directive: INDEX CODE 2205

WRITTEN REPORTS: CONTENT AND STYLE

EFFECTIVE: 01 OCT 94

Revised:

- J. Do not use slang or colloquialism unless it is a direct quote, indicated by quotation marks.
- K. Proofread the report. Make certain it is written with correct grammar, spelling, and punctuation. Use a dictionary and a thesaurus to check your work.
- L. The narrative portion of the report should consist of an introduction, the body, and a conclusion.
- M. The introduction or synopsis, should state the nature of the crime or incident under investigation and identify the victim and, if known, the perpetrator. For example:
 - 1. "Investigation revealed that Blondie Doe shot to death Billie Doe, her estranged husband on 14 May 94."
 - 2. "Investigation revealed that the home of Ralph Roe, 123 Sycamore Lane, Pasadena, MD, was burglarized between 0800 and 1600 hours on Wednesday, 01 May 1994."
- N. The body of the report addresses the important questions of all police reports - who, what, where, when, how, why, and what action was taken. It is written in narrative essay form. It is not necessary to restate information that appears in the introduction or elsewhere. For example, it is unnecessary to write "On the above date and time I responded to 123 Sycamore RD. in reference to a breaking and entering complaint." This information already appears on the title page of the report. Begin the narrative with a description of the details of the investigation.
- O. The conclusion of the report should indicate the status of the case and the need, if any, for further investigation.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2301

ANNE ARUNDEL COUNTY EMERGENCY MANAGEMENT PLAN

EFFECTIVE: 01 OCT 94

Revised:

- I. Definitions**
- II. Command Structure During Civil Emergencies**
- III. Office of Emergency Management**
- IV. Emergency Operations Manual**
- V. Responsibility of County Agencies**

NOTE: The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency and will assist them in any emergency response as appropriate.

I. DEFINITIONS

A. Civil Emergency

A civil emergency may take the form of a civil disturbance, or a disaster:

1. Civil Disturbance - A civil disturbance is characterized by the use of actual force or violence or any threat to use force, by a group of people, without the authority of law.
2. Disaster - A disaster may be natural, or man-made. Disasters include floods, tornados, earthquakes, severe explosions, airplane or train crashes, serious hazardous material incidents, and nuclear attack, requiring that extraordinary measures must be taken to protect the public health, safety, and welfare.

B. EOC

Emergency Operations Center. The site from which the County's response to a disaster is managed. Not the field command post.

C. Field Command Post

A group assembled at or near the incident site to initiate control and to coordinate response activities at the incident site.

D. Incident Commander

The official in charge of on-scene operations. The Incident Commander answers to the Operations Group and may be a police or fire official, depending on the nature of the disaster.

E. Office of Emergency Management

The agency of County government responsible for planning, coordinating and managing the response of all County agencies to large scale civil emergencies.

G. Operations Group

When the EOC is activated, the Operations Group coordinates the emergency operations of all field forces, including the Crofton Police Department. The Operations Group consists of the following personnel:

Crofton Police Department Written Directive: INDEX CODE 2301

ANNE ARUNDEL COUNTY EMERGENCY MANAGEMENT PLAN

EFFECTIVE: 01 OCT 94

Revised:

1. Assistant to the County Executive for Public Safety (Operations Officer) is chief of the Operations Group.
2. Police Operations Officer (Police Chief or designee).
3. Fire Department Administrator or designee.
4. Director of Public Works or designee.

H. Police Operations Officer

The Police Operations Officer coordinates police operations within the EOC, and represents all the Police Department's on the Operations Group. The commanding officer of the Criminal Investigation Division of the Anne Arundel County Police Department will be Police Operations Officer until relief is provided. If the CID commander is unavailable, the Chief of Police of the Anne Arundel County Police Department will designate another officer for this position.

II. COMMAND STRUCTURE DURING CIVIL EMERGENCIES

When a civil emergency occurs and the Emergency Operations Center (EOC) is activated, the authority and responsibility for management, control and resolution of the emergency, and for overseeing the restoration of routine activity in Anne Arundel County, rests with the County Executive. The EOC chain of command (as it pertains to police operations) is as follows:

- A. County Executive
- B. Chief Administrative Officer
- C. Operations Group Chief
- D. Police Operations Officer
- E. Incident Commander
- F. Police Department chain of command

The chain of command within the Police Department is unchanged during an emergency.

III. OFFICE OF EMERGENCY MANAGEMENT

The Anne Arundel County Office of Emergency Management, which is a component of the Fire Department, is responsible for coordinating the response of all County agencies to civil emergencies. In nearly every emergency or disaster the Anne Arundel County Police Department will have a critical role to fulfill.

IV. ANNE ARUNDEL COUNTY EMERGENCY OPERATIONS MANUAL

- A. All County agencies, including the Crofton Police Department, operate under the procedures stated in the Anne Arundel County Emergency Operations Manual when a civil emergency occurs. The Anne Arundel County Emergency Operations Manual describes the delegation of authority to manage disaster response activities to various County agencies and officials.
- B. The following personnel, from Anne Arundel County Police Department, are issued a copy of the Anne Arundel County Emergency Operations Manual, and are responsible for managing the police response to civil emergencies:

Crofton Police Department Written Directive: INDEX CODE 2301

ANNE ARUNDEL COUNTY EMERGENCY MANAGEMENT PLAN

EFFECTIVE: 01 OCT 94

Revised:

1. Chief of Police
 2. Deputy Chiefs of Police
 3. Captains
 4. Communications Section commander
 5. Special Operations Section commander
 6. Inspections Section commander
 7. Management Planning Section commander
- C. The commanding officer of the Management Planning Section of the Anne Arundel County Police Department is responsible for planning the police response to civil emergencies, for ensuring that the emergency response plans are reviewed at least annually and updated if necessary, and for maintaining liaison with the Office of Emergency Management and civil defense officials.
- D. The commanding officer of the Management Planning Section of the Anne Arundel County Police Department is responsible for ensuring that all updates to the Emergency Operations Manual are distributed to holders of the manual in the Police Department.

V. RESPONSIBILITY of COUNTY AGENCIES

A. Fire Department

The Fire Department is responsible for leading the County's response to all civil emergencies classified as **disasters**. Examples include:

1. hurricanes
2. floods
3. airplane and train crashes
4. major fires
5. hazardous material incidents
6. escape of radiation or poisonous chemicals into the atmosphere
7. nuclear attack

A senior official of the Fire Department will serve as Incident Commander. In such cases the Police Department is responsible for assisting the Fire Department in managing the emergency.

B. Police Department

The Anne Arundel County Police Department is responsible for leading the County's field response to **civil disturbances**, to include:

1. demonstrations
2. labor strikes
3. terrorist situations
4. situations requiring mass arrests
5. extraordinary police situations such as barricaded subjects

A police officer of the rank of Captain or above, from Anne Arundel County Police Department, will serve as Incident Commander during such situations.

- B. The Anne Arundel County Police Department is responsible for enforcement of emergency executive orders issued by the County Executive during a civil emergency.

Crofton Police Department Written Directive: INDEX CODE 2301

ANNE ARUNDEL COUNTY EMERGENCY MANAGEMENT PLAN

EFFECTIVE: 01 OCT 94

Revised:

- C. The Anne Arundel County Police Department is responsible for traffic control and public safety during civil emergencies, maintaining security of emergency operations facilities, command posts, equipment, and developing and implementing plans to assist the Fire Department in emergency evacuation activities.
- D. The Anne Arundel County Police Department is responsible for developing an emergency mobilization plan to provide the resources necessary to meet its obligations under the County's emergency operations plan.
- E. The Anne Arundel County Police Department is responsible for notifying next-of-kin of deceased, seriously injured, or seriously ill persons. See Index Code 1651.


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2302

EMERGENCY POWERS OF THE COUNTY EXECUTIVE

EFFECTIVE: 01 OCT 94

Revised:

- I. Emergency Powers of the County Executive**
- II. Enforcement of Executive Orders**

I. EMERGENCY POWERS OF THE COUNTY EXECUTIVE

During civil emergencies the County Executive has special powers that may give or rise to additional law enforcement responsibilities. Whenever the County Executive finds that a civil emergency exists and issues a proclamation to that effect, the Crofton Police Department may be expected to enforce the following:

A. Curfew and Access to Public Areas

The County Executive may order all persons off the streets and/or to stay indoors during certain times of the day or night. In addition, he or she may restrict access to any public street or other public place.

B. Restrictions on Alcoholic Beverages

The County Executive may order the closing of liquor-dispensing businesses and restrict or prohibit the sale or consumption of alcoholic beverages.

C. Flammable or Combustible Materials

The County Executive may order the discontinuance of the selling, distributing, or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle.

D. Gasoline Stations

In addition to "C", the County Executive may order the temporary closing of any or all gasoline stations and other establishments whose chief activity is the sale, distribution, or dispensing of liquid flammable or combustible materials.

E. Firearms and Ammunition

The County Executive may order the discontinuance of selling, distributing, dispensing or giving away any firearms or ammunition. He or she may also order the closure of establishments whose principal business or activity is the sale of firearms or ammunition.

F. Military Support

The County Executive has sole authority to request military support to aid in the County's response to a civil emergency. Recommendations for the need for military support will be relayed from the Incident Commander through the EOC. Upon a conclusion that such support is needed, the County Executive will make the request to the Governor. Military support that exceeds the capability of the Maryland National Guard will be coordinated through the Governor's office and the United States Department of Defense.

G. Other Measures

The County Executive is authorized to order any other measures imminently necessary for the protection of life and property within the County.

Crofton Police Department Written Directive: INDEX CODE 2302

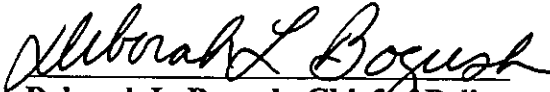
EMERGENCY POWERS OF THE COUNTY EXECUTIVE

EFFECTIVE: 01 OCT 94

Revised:

II. ENFORCEMENT OF EXECUTIVE ORDERS

A curfew or other emergency executive order of the County Executive is effective immediately on issuance and dissemination to the public by the news media. A person who violates an emergency executive order is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000 or imprisonment up to six months, or both. The Crofton Police Department is responsible for enforcing executive orders only in the jurisdiction of Crofton Special Community Benefit Tax District, unless otherwise ordered by the County Executive or the Governor..


Deborah L. Bogush, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2303

POLICE RESPONSE TO CIVIL EMERGENCIES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Incident Command Functions**
- III. Mass Arrests**
- IV. Emergency Mobilization Plan**
- V. Alert Phase I**
- VI. Alert Phase II**
- VII. Alert Phase III - Full Mobilization**

I. POLICY

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency. The Anne Arundel County Police Department would be responsible for determining what key personnel are needed, the duration of the anticipated duress, staging areas and command post locations. Crofton Police would assist Anne Arundel County Police in any way if the civil emergencies are within Crofton or in close proximity, according to the mutual aid agreement set up between both departments.

II. INCIDENT COMMAND FUNCTIONS

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency. A command center will be established by the Anne Arundel County Police Department and will be manned by same.

III. MASS ARRESTS

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency. A command center will be established by the Anne Arundel County Police Department and will be manned by same, who would also determine the necessity of mass arrests.

IV. EMERGENCY MOBILIZATION PLAN

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency. The Anne Arundel County Police Department would be responsible for determining what key personnel are needed, the duration of the anticipated duress, staging areas and command post location.

V. ALERT PHASE I

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency.

Crofton Police Department Written Directive: INDEX CODE 2303

POLICE RESPONSE TO CIVIL EMERGENCIES

EFFECTIVE: 01 OCT 94

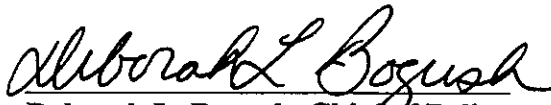
Revised:

VI. ALERT PHASE II

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency.

VII. ALERT PHASE III - FULL MOBILIZATION

The Crofton Police Department would utilize the Anne Arundel County Police Department and their Office of Emergency Management in the event of a civil emergency.


Deborah L. Bogush, Chief of Police

INCIDENT COMMAND SYSTEM (ICS)

INDEX CODE: 2304

EFFECTIVE DATE: 12-20-04

Contents:

- I. Definitions
- II. Policy
- III. Purpose
- IV. Authority
- V. Police Department's Role in all Civil Emergencies
- VI. Additional Police Role in Civil Disturbances
- VII. Incident Command System Activation
- VIII. First Officer on the Scene
- IX. Responding Officers and Supervisors
- X. Command Functions
- XI. After-Action Report
- XII. Training
- XIII. Analysis
- XIV. Proponent Unit
- XV. Cancellation

I. DEFINITIONS

A. Civil Emergency

Any natural or man made event, civil disturbance or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives, meet human needs and achieve recovery.

B. Incident Command System

A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

C. Area Command

An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System; or to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed and ensure objectives are met and strategies are followed.

D. Incident Commander

The individual responsible for the management of all incident operations at the incident site.

E. Incident Management Team

The Incident Commander (IC) and appropriate command and general staff assigned to the incident.

F. General Staff

The group of incident management personnel reporting to the Incident Commander. They may each have a deputy as needed. The General Staff can consist of an Operations Chief, Planning Section Chief, Logistics Chief and Finance/Administration Chief.

G. Command Staff

The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. The **Information Officer (PIO)** is responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. The **Safety Officer** is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for enduring personnel safety. The **Liaison Officer** is responsible for coordinating with representatives from cooperating and assisting agencies.

H. Unified Command

Is a unified team effort, which allows all agencies with responsibility for the incident, whether geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

I. Incident Action Plan

Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The Plan may be oral or written.

II. POLICY

It shall be the policy of the Anne Arundel County Police Department to respond to unusual occurrences or high-risk incidents in accordance with established policies and procedures. As an incident progresses and requires additional resources, the Incident Commander will activate the necessary level of mobilization. Conversely, as the incident de-escalates, the commander will release personnel and resources in proportion to the de-escalation.

III. PURPOSE

This directive establishes procedures to activate the Incident Command System (ICS). The ICS will be implemented in response to civil emergencies, whether created by widespread violations of the law, natural or man-made disasters. The Incident Command System will be the process of building both the personnel and organizational structure to meet the needs of the specific event. The Incident Command System will be compatible with systems used by other agencies that would be expected to participate in an actual Unified Command Response to an actual incident and is modeled in accordance with the Federal Emergency Management Incident Management System approach.

IV. AUTHORITY

When the Police Department is responsible for managing the civil emergency, the on-scene Incident Commander has complete authority to request and manage any and all resources available to bring the event to a successful conclusion.

V. POLICE DEPARTMENT'S ROLE IN ALL CIVIL EMERGENCIES

During any civil emergency, the Police Department is responsible for the following basic tasks:

- A. Oversee and coordinate all law enforcement activities in Anne Arundel County.
- B. Maintain law and order.
- C. Provide for traffic and crowd control.
- D. Provide security for key facilities.
- E. Provide mobile units for warning activities.

- F. Support other emergency response and recovery efforts as requested by the Incident Commander.
- G. Staff the EOC Communications Center on a twenty-four (hour) basis.
- H. Establish a public information program in support of the EOC media relations effort.

VI. ADDITIONAL POLICE ROLE IN CIVIL DISTURBANCES

The Police Department bears primary responsibility for the containment of civil disturbances and the restoration of order. The following principles apply to such situations:

A. Primary Goals

The primary goals of the department when responding to a civil disturbance are:

- 1. To disperse the crowd and restore order, utilizing minimum force and with as little damage to property as possible, and
- 2. To contain the situation and prevent it from escalating.

B. Secondary Goal

The secondary goal of the Department is the physical arrest of obvious civil disturbance leaders.

C. Methods to Accomplish Goals

Commanders will employ the following methods and principles of crowd control in achieving the Department's goals during a civil disturbance:

- 1. The structured response of sufficient police personnel to cope with the situation.
- 2. The maintaining of an orderly team operation and eliminating individual or reckless action by any one officer or group of officers. Any police action taken will only be at the direction of the senior ranking officer on the scene and will always be consistent with the team concept of operation.
- 3. Communication between the police and the leaders or organizers of the demonstration or disturbance, to the extent allowed by the circumstances. Whenever possible, negotiation is preferable to force and violence in resolving situations involving large groups of people.

INDEX CODE: 2304

EFFECTIVE DATE: 12-20-04

4. As a final resort, the use of special tactics and weapons (chemical agents, K-9 dogs, etc.) by trained personnel, as determined by the Incident Commander.

VII. INCIDENT COMMAND SYSTEM ACTIVATION

A. The Incident Command System will be followed for all civil emergencies. The ICS is comprised of five primary elements: Command, Operations, Logistics, Planning and Finance. These elements can be expanded or contracted as needed. (See Appendix A)

1. Operations Section – The section responsible for all tactical operations at the incident. Includes Branches, Divisions, and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.
2. Logistics Section – The section responsible for providing facilities, services, and materials for the incident.
3. Planning Section – The section responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Planning Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
4. Finance Section – The section responsible for incident costs and financial considerations.

B. Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises control over the incident and directs the efforts of the personnel in charge of each of the functional elements.

C. **The ICS can be used for any number of situations.** The ICS can be used for major event planning, hostage barricade situations, or other incidents which do not require a significant number of personnel from outside agencies. However, the ICS will be used for incidents which require multi agency response, man-made or natural disasters or

other incidents in which the on-scene supervisor believes the ICS would be useful.

D. The ICS will be used in conjunction with the Anne Arundel County Emergency Operations Plan and can be integrated with other policies and procedures outlined within other index codes in this manual. The ICS permits a clear point of control and can be expanded or contracted with ease to escalating or diminishing situations. ICS does not supersede the requirements of Index Codes 2306.1, 2306.2, or 2306.3 with respect to the activation of Phase I, II or III Alerts.

E. The Incident Commander has overall control of the incident. In a small incident, he or she may assume the responsibilities of all components. In larger or more complex incidents, the Incident Commander may assign other members of the **Command Staff**, including an **Information Officer (PIO)**, a **Safety Officer**, and/or a **Liaison Officer**. The Incident Commander also may assign **General Staff**, who serve as Section Chiefs for the Planning, Operations, Logistics, and Finance/Administration Sections. The Section Chiefs have the authority to expand or contract their operations as the demands of the incident increase or decrease.

VIII. FIRST OFFICER ON THE SCENE

It is very likely that the first representative of government to arrive at the scene of a civil emergency will be a police officer. The following are the minimum actions to be taken upon arrival:

- A. Maintain command until relieved. The first officer is the Incident Commander until relieved by a higher ranking officer of the Department, or until relieved by the appropriate agency (Fire/Rescue or other).
- B. Immediately notify the Communications Section of the type or nature of the event, provide casualty information, and give frequent updates. Inform the dispatcher if a separate radio channel will be required for emergency operations, and if additional personnel are needed.
- C. Take whatever actions seem immediately necessary to contain the emergency and prevent or minimize loss of life.

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- D. Assess and report casualty estimates, and notify Communications as specifically as possible of the need for emergency medical care.
- E. Direct all responding units to the scene, advising them of existing hazards, necessary equipment (i.e., WMD Personnel Protective Equipment) and a safe method of entry to the scene (i.e., upwind/upgrade, safe distances and consideration of secondary devices). Specify which routes are to be avoided and which routes are to be closed to non-emergency traffic.
- F. Establish a preliminary command post (the police cruiser can be the preliminary command post/communications car). Make sure the command post is located away from all hazardous conditions.
- G. Give exact location of the preliminary command post to the Communications Section.
- H. Evaluate the need for evacuation, in conjunction with the ranking fire official at the scene. A decision to evacuate is the Fire Department's responsibility during natural and man-made disasters. Evacuation is a Police Department decision during civil disturbances or extraordinary police situations such as a barricade or terrorist situation. The Incident Commander will continuously re-evaluate this decision.

IX. RESPONDING OFFICERS AND SUPERVISORS

- A. The primary mission of the Police Department is to preserve life and to restore order. Attempt to preserve human life to the extent possible under prevailing conditions. Do not attempt rescues in situations requiring technical knowledge or specialized training for which you are clearly not qualified. Do not attempt to quell an unruly crowd when you are clearly outnumbered or otherwise at a disadvantage.
- B. Respond to the assembly or staging area designated by the Incident Commander or

your supervisor. Unless directed otherwise, respond in your assigned police vehicle. Locate the officer in command, or your supervisor, and prepare to receive instructions. Upon completion of your assignment, report back to your supervisor or to the command post or staging area for further instructions. Do not leave the area until dismissed by a supervisory officer.

- C. Police Officers at a disaster site will adhere to the normal department chain of command. If the Incident Commander is a Police Officer, all officers on the scene will answer to him/her. If the Incident Commander is a fire/rescue official, all officers on the scene will be directed by the highest ranking police official on the scene, who will coordinate police operations with the Incident Commander.

X. COMMAND FUNCTIONS

The following functions are addressed for the purpose of assigning responsibility during the emergency and after.

A. Communications

1. Upon declaration of a civil emergency, the Communications Section supervisor will designate and clear two radio channels for use by the mobilized personnel, and will assign an experienced Police Communications Operator to coordinate radio and other communications during the emergency. The supervisor will provide appropriate relief, and will remain available to assist with emergency communications.
2. Additional personnel may be required to staff the Communications Section, the EOC, or the mobile command post. The Communications Section supervisor is authorized to call in, on an emergency basis, a sufficient number of PCO's to ensure that the mission of the Communications Section is accomplished.
3. In the event of a Phase I mobilization, the Communications Section supervisor will alert the Communications Section **Commander**. The **Commander** of the Communications Section will assume command of Communications upon declaration of a Phase II or Phase III mobilization.

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4. Officers will maintain radio discipline. Do not flood the airways with unnecessary transmissions. Communications personnel will broadcast all essential information as it becomes known. Remain on the radio channel designated by the Communications Section. Change radio channels only at the direction of the Communications dispatcher or your supervisor.

5. In the case of a large scale event involving multiple agencies (i.e., Police, Fire, etc.) where one radio frequency is being used by all, response personnel should use common names for all personnel and equipment resources, as well as for all facilities in and around the incident area. Radio transmissions should use plain English, without "ten" codes or agency-specific codes. All common terminology applies to all organizational elements, position titles, and resources.

6. In the event of an incident requiring the participation of multiple jurisdictions, the Incident Commander may contact the Channel 5 ("E") dispatcher to request the activation of the Central Maryland Area Radio Communications System (CMARC). The CMARC channels are part of the National Calling and Tactical Public Safety Radio Channels operated and monitored by the Maryland Emergency Management Agency (MEMA). This channel will provide direct communications between all agencies and MEMA utilizing the 800 MHz radio system.

B. Designation of Incident Commander

The platoon commander in the district where a civil emergency occurs will immediately respond to the scene and assume the role of Incident Commander, until relieved by a Police Captain. Once so relieved, the platoon commander may become one of the Incident Commander's **Incident Management Team**. A civil emergency requires the on-scene command of a Police Captain. Assignments will be made in the following order:

1. District commander in the district of occurrence, if on duty.
2. On-call duty captain.

If no captains are available, the commander of the Field Operations Bureau will respond. The district commander will be called in at 0730 hours on the next day, if the emergency is still in progress.

The Chief of Police, or designee, may in certain situations, appoint someone other than the highest ranking officer on scene to take command during a civil disturbance incident, due to special circumstances making this alternate commander more suitable because of his/her knowledge, skills, and abilities.

C. Incident Commander's Responsibilities

1. The Incident Commander has the responsibility to command all police personnel responding to the scene of the emergency, or support personnel from other agencies. He or she will utilize the Incident Command System, outlined above. He or she will assemble and utilize an **Incident Management Team (Command Staff and General Staff)**, if needed, formulate an Incident Action Plan (IAP), and will manage the response to the emergency until relieved by competent authority.

2. The designated Incident Commander will establish a long-term command post a safe distance from the emergency site, upwind and upgrade from a hazardous materials release whenever possible. The Incident Commander, if necessary, will assign a recording assistant, who will be responsible for recording relevant activities and communications to and from the command post. The Recording Assistant will also assist the incident commander in preparing after action reports.

3. The Incident Commander, if necessary, will also assign a communications assistant, who will be responsible for radio and telephone communications between the command post and Police Communications, and the EOC.

4. The Incident Commander will inform the Communications Section if the mobile command post vehicle is needed at the scene. If so, Communications will dispatch the vehicle. Specific vehicles that are available are the SOS Tactical Command Post, Mobile Operations Vehicle (MOV), and the Department Conflict Negotiations Van.

5. The Incident Commander will designate an assembly/staging area, and if necessary, assign a **Staging Area Manager**. The Staging Area Manager is responsible for staffing the staging area, briefing arriving personnel, assigning personnel to teams or work groups, and accounting for all personnel assigned to the emergency.

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When practical, the assembly or staging area will be the closest police facility, or the closest public school not in use by children. The assembly area should be chosen for its accessibility to major thoroughfares, parking space, restroom and water facilities, shelter from the elements, and availability of telephones and electricity. In the event of a civil disturbance, at no time will the assembly area be within sight of the incident scene. The IC will designate alternate assembly/staging areas as the incident or disaster continues and the needs of the on-scene personnel change.

D. Other Law Enforcement Agency Support

The Incident Commander is authorized to request assistance from other law enforcement agencies, pursuant to current mutual aid agreements (see Index Code 107, Mutual Aid). The first agency to be called should be the Maryland State Police. Depending on the location of the emergency, the IC may request additional assistance from Baltimore County and Howard County. There are no current agreements with Prince George's County. Additional law enforcement support beyond these resources can be arranged through the EOC.

E. Military Support (Martial Law)

Requests for military support must be directed to the County Executive via the Chief of Police. See Index Code 2302.

F. Activation of EOC; General Liaison with Other Agencies

1. The Incident Commander will evaluate the need for activation of the Emergency Operations Center. The EOC should be activated in response to any civil emergency, which requires the combined efforts of multiple county agencies, state or federal agencies, or private organizations. The Chief of Police will request activation of the EOC based on information relayed by the Incident Commander.

2. If the Emergency Operations Center (EOC) is activated, the Incident Commander will personally provide periodic updates to the EOC as conditions change. If the EOC is not activated, frequent periodic updates must be provided to Communications.

3. The Incident Commander is authorized to request assistance from other law enforcement agencies, and from federal, state and local

government agencies, and volunteer organizations in the region. These requests will be directed to the EOC, IF ACTIVATED. If the EOC has not been activated, requests for assistance will be directed to the Communications Section. The Incident Commander may appoint a **Liaison Officer**, who will be responsible for coordinating with representatives from assisting agencies.

4. A **Unified Command** will be utilized when multiple agencies have responsibility for an incident. An **Area Command** will be established for the management of multiple incidents that are each being handled by an Incident Command System.

G. Designation of Police Operations Representative

When the EOC is activated, the Police Department Operations Representative will be designated by the Chief of Police. The Police Operations Representative is responsible for the following:

1. Respond to the EOC and assume liaison activities. Operate under the direction of the Operations Group Chief (Refer to page 4 of the County Emergency Operations Plan).
2. Attend briefing and implement decisions of the Executive Group and the Operations Group (Refer to page 4 of the County Emergency Operations Plan).
3. Assist in the planning and coordination efforts for evacuations.
4. Assist in the coordination of all search and rescue operations.

H. Scene Safety

The Incident Commander may appoint a **Safety Officer** to monitor safety conditions and develop measures for ensuring the safety of all assigned personnel.

I. Public Facility Security

1. The Incident Commander will request adequate personnel to secure an outer perimeter and gain control of the situation.

2. The department will ensure security for the EOC and its critical systems. The Police Operations Representative at the EOC will request

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Communications to dispatch a specified number of detectives to provide security at the EOC and to assist the Police Operations Representative in the discharge of his or her duties at the EOC.

3. The Incident Commander will appoint a **Security Director**, to be responsible for providing security at the command post site, and for providing security at all critical public facilities and shelters. The **Security Director** will also be responsible for coordinating on-scene arrest and confinement procedures.

J. Equipment Requirements

1. The Incident Commander will appoint a **Logistics Chief**, to be responsible for obtaining human and material resources required by the Incident Commander. In prolonged emergency situations, the commander of the Management & Planning Section will perform this function.

2. The platoon commanders not detailed to the emergency scene will ensure that all required equipment stored at the district stations is transported to the assembly/staging area.

3. Supervisors at the assembly/staging area will ensure that all personnel under their command are properly equipped before being deployed at the incident site.

K. Transportation

The Incident Commander will decide the need to use buses or other modes of transporting large numbers of officers. Prisoner transport vehicles will be summoned if mass arrests are anticipated. Specialized transportation equipment is available from department components, the Fire Department, and other local agencies.

L. Traffic Control

The Incident Commander may appoint a **Traffic Director**, responsible for assigning parking locations to arriving personnel, ensuring the free flow of authorized traffic in and around the emergency site, and for restricting access to the emergency site to unauthorized traffic. In prolonged emergencies, the commander of the Traffic Safety Section will perform this function.

M. Arrest & Confinement Procedures

Arrests and confinement of prisoners will be handled according to existing procedures. The IC will decide the need to implement mass arrest procedures. See Index Code 2305.

N. Community Relations/Public Information (Media Briefings); Rumor Control

The department's Public Information Officer will respond and assume the following duties as the **Information Officer** and member of the Command Staff, unless instructed otherwise by the Incident Commander or the EOC:

1. Media briefings
2. Community relations activities
3. Rumor control

Officers on the scene may not make unauthorized statements to representatives of the news media or to the general public. Incorrect or unauthorized statements may provoke the public or aggravate the current situation. All public information statements and media briefings will be issued by the EOC, or by the Police Department or Fire Department PIO.

O. Court & Prosecutorial Liaison

The Incident Commander may request a representative from the State's Attorney's office to respond to provide advice on legal matters relating to arrests and prosecutions. The District Court will be notified in the event of mass arrests, so additional commissioners can be made available. The decision to call in commissioners rests with the supervising commissioner.

P. Legal Considerations

The department legal advisor is available for in-person or telephone consultation, as deemed necessary by the Incident Commander.

Q. De-escalation Procedures & Post-Occurrence Duties

See Index Code 2307.

XI. AFTER-ACTION REPORT

The Incident Commander is responsible for filing an executive summary of the operation upon its conclusion, detailing all personnel and material resources employed or expanded, all rescue and enforcement actions taken and their degree of

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EFFECTIVE DATE: 12-20-04

success or failure, and an overall critique of the incident. Information for this summary will be available from records prepared by the recording officer. Appointment of a recording officer is essential to the completion of this requirement. The recording officer is responsible for recording relevant activities and communications to and from the command post, and for assisting the Incident Commander in preparing after-action reports. All after action reports will be submitted within 10 working days of the event/incident to the Commander of the Management & Planning Section.

In addition, the Incident Commander will complete and submit and Event/Incident Cost Analysis form (PD 70, revised 05/95) to the Commander of the Management & Planning Section. This will also be submitted within 10 working days of the event/incident.

The Event/Incident Cost Analysis Form is utilized to capture estimated and actual costs associated with an unusual or uncommon event. The type of situations where this form would be used include but are not limited to hostage/barricade incidents, civil emergencies, special events such as parades, sporting events and festivals or in circumstances deemed appropriate by the Deputy Chief of Field Operations. This documentation provides a cost related analytical report that assists in the budgetary process and is required of Incident Commanders as directed in this Index Code, as well as Index Codes 2307 and 2308.

XII. TRAINING

Annual classroom training will consist of Entry Level and In-Service Training, as required by the Department of Homeland Security National Incident Management System (NIMS). Annual Entry Level and In-Service Training will be documented and retained by the Commander of the Training Academy. Annual training will also consist of table-top exercises or scenario based training. The training may include other government agencies (i.e., Fire Department). Annual training exercises need not include the entire agency; however, the training should be rotated so members are familiar with their responsibilities. Annual training exercises will be coordinated by the Commander of the Special Operations Division. The training exercises

will be documented with the training records retained by the Training Academy.

XIII. ANALYSIS

At least every three years, the Commander of the Management & Planning Section, in conjunction with the Commanders of the Training Academy and Special Operations Division, will perform documented analysis of civil emergency incidents and training effectiveness.

XIV. PROPONENT UNIT: Management & Planning Section.

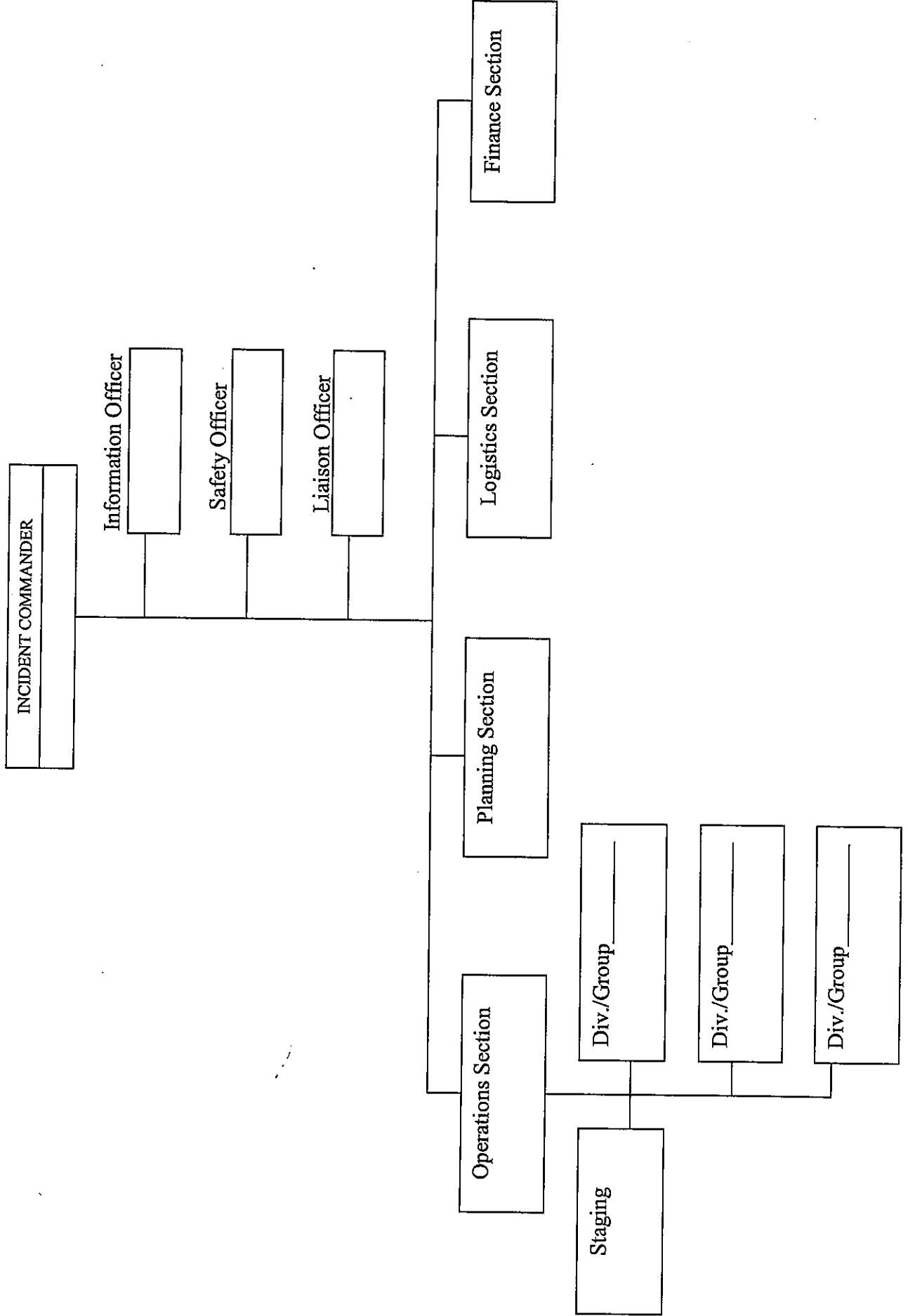
XV. CANCELLATION: *This directive cancels Index Code 2303, dated 07-01-04 and Index Code 2304, dated 04-30-94.*



P. Thomas Shanahan, Chief of Police

ANNE ARUNDEL COUNTY POLICE

Incident Command System





June 13, 2005

TO: All Officers
FM: Chief
RE: Directive 2304

Please find attached Anne Arundel County Written Directive #2304. Please insert this directive into your Manual and familiarize yourself with its contents. To the extent that is appropriate given the circumstances of any major event, we will follow these procedures and assist the County police if it is their operation. In such cases, if needed, our officers will assist the County and follow the directions of the Incident Commander.



MASS ARRESTS

INDEX CODE: 2305

EFFECTIVE DATE: 10-15-03

Contents:

- I. **Mass Arrest Kits**
- II. Mass Arrest Procedures
- III. Proponent Unit
- IV. Cancellation

I. MASS ARREST KITS

Each district has been provided with "mass arrest kits" that are to be used in the event of mass arrest situations. The kits are stocked with the items listed in Appendix A of the Index Code. Each district commander is responsible for assigning administrative responsibility for the equipment stored in the kit and ensuring that the kit is delivered to the scene where mass arrests are anticipated. Items such as Polaroid film have a certain "shelf life" and must be maintained and replenished by the individual assigned with the administrative responsibility for the equipment in these kits.

II. MASS ARREST PROCEDURES

The Incident Commander must assess the potential for mass arrests. If the arrest of large numbers of people appears likely, the Incident Commander will appoint a ranking officer to coordinate and arrange for the following activities:

A. Prisoner Restraint and Removal

Flex-cuffs will be used in place of handcuffs for temporary prisoner restraint. Unusually violent prisoners will be subdued and restrained through the use of established procedures, with handcuffs and leg shackles. Prisoners who passively resist efforts to remove them will be transported on cots.

B. Identifying, Processing and Booking Arrestees; Evidence Collection

1. Evidence collection vehicles and a sufficient number of Evidence Technicians will be summoned to the staging area and will be available for evidence collection duties as directed by the Incident Commander or designee.

2. Booking Officers will be transported to the scene for assistance in processing prisoners. Booking Officers may be called in from home at the Incident Commander's discretion.

3. Two Polaroid photographs will be taken of the faces of each arrestee and arresting officer, and any available identification will be obtained from each arrestee, prior to transporting them from the scene. One photo will be retained by the arresting officer, and one photo and all prisoner identification will accompany the arrestee to the booking area. Normal security precautions will be followed as with any arrest situation, to ensure the safety of all parties.

C. Transportation

Whenever possible, arrestees will be transported in secure vehicles by police officers or contractual prisoner transport officers. If the number of arrestees exceeds transportation capacity, additional vehicles are available from the Fire Department, the State Police, or the Maryland Division of Corrections. This request will be coordinated with the EOC, if activated. If it becomes necessary to transport prisoners in non-secure vehicles such as buses, a police escort will accompany the vehicle. One police car will lead the escort, and one police car will follow the transportation vehicle. A sufficient number of officers will ride on the transport vehicles to assure the safety of the prisoners and the operator.

D. Detention

If the number of people arrested exceeds the capacity of Police Department holding facilities, Communications will contact the duty officer of the Anne Arundel County Detention Center, and request that he or she open the gymnasium located at the Ordinance Road Correctional Center, to be used as a temporary detention area. Arrestees will be transported from the gymnasium to a booking facility for booking and processing as facilities become available. A police sergeant and a squad of officers will be assigned to the Correctional Center to ensure security of the facility.

E. Arrest and Custody of Juveniles

Any arrests of juveniles will be in accordance with Index Code 1702.

F. Media Relations & Public Information

A representative of the Public Information Office will be summoned to the scene to coordinate media-related activities.

G. Food, Water, and Sanitary Facilities

The designated officer must ensure that adequate food, water, and sanitary facilities are available for the police officers involved in the mass arrest situation, and for the persons arrested. Communications will be requested to alert the Anne Arundel Alarmers, and arrangements for purchase of large quantities of fast food items will be arranged by the commander of the *Management & Planning Section*.

H. Defense Counsel Visits

Visits between arrestees and defense counsel will not be permitted at any temporary detention facility. Such visits will be permitted at Police Department district stations as circumstances warrant, subject to approval by the ranking officer in the station, and consistent with current policy.

I. Medical Treatment

The Fire Department will be requested to provide on-scene emergency medical support. If an arrestee is injured or becomes ill, he or she will be transported to a medical facility by ambulance, accompanied by a police officer, according to existing policy. Prisoner health and safety will be a primary concern of all officers.

J. Interagency Support

1. To the extent needed and permitted by mutual aid agreements, additional resources may be requested from the Maryland State Police, followed by the police departments of Baltimore County and Howard County. If the EOC is activated, such requests should be directed through it; otherwise, Communications is responsible for making the requests.

2. The Detention Center duty officer will be requested to prepare for large numbers of incoming prisoners.

3. Depending on the nature and duration of the emergency, the Incident Commander may request activation of the EOC, in order to coordinate inter-agency support.

K. Court and Prosecutorial Liaison

1. The District Court commissioners on duty will be notified that mass arrests are occurring. An approximate number of arrestees should be related to the commissioners if known. The decision to call in additional commissioners rests with the supervising commissioner.

2. Arresting officers are responsible for providing prosecutors with a pretrial briefing on each case, according to existing practice in District Court prosecutions. If circumstances cause deviations from this procedure, specific instructions will be announced in advance of the scheduled trial dates.

L. Security

The Incident Commander will ensure that a sufficient number of officers are assigned to the detail to assure the security of police facilities and equipment, civilian property in the area, and all arrested prisoners.

III. PROPONENT UNIT: Management & Planning Section.

IV. Cancellation: This directive cancels Index Code 2305, dated 05-29-98.



P. Thomas Shanahan, Chief of Police

Index Code: 2305
Appendix A: Inventory List for Mass Arrest Kit
Effective Date: 10-15-03

1. One (1) Polaroid camera
2. One (1) roller
3. Fingerprint ink
4. REE print tabs
5. Latex examination gloves
6. Ink remover towelettes
7. Paper towels
8. Isopropyl alcohol (rubbing alcohol)
9. Prisoner initial entry card (PD 121)
10. Name card (PD 10)
11. Personal property inventory (PD 72)
12. Central Records form # 09 13 9 (rev 3/78)
13. Index cards (PD 655)
14. Anne Arundel County print cards
15. FBI print cards
16. MSP print cards
17. Flex cuff restraints
18. Clincher ID wristbands
19. One (1) crimper pliers
20. Clincher marker
21. Fasteners (male/female)
22. Steno note pad
23. Paper clips
24. Permanent markers
25. Pens
26. One (1) stapler
27. Staples
28. One (1) wire cutter



Crofton Police Department Written Directive: INDEX CODE 2307

POST EMERGENCY DE-ESCALATION

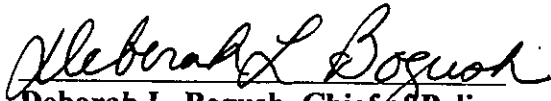
EFFECTIVE: 01 OCT 94

Revised:

I. Policy

I. POLICY

It is not uncommon for the recovery period following a civil emergency to extend several weeks, during which time police resources are engaged in a variety of tasks. Care must be exercised in phasing down field forces to ensure the orderly transition from mobilization to routine activity. The senior ranking police officer at the command post would initiate any de-escalation activities when authorized. The Crofton Police Department would utilize the Anne Arundel County Police Department in their de-escalation. Anne Arundel County Police Department would be responsible for determining what key personnel were no longer needed, assuring debriefing to all personnel, assure complete records were maintained, assure all personnel were accounted for, and assuring that a detailed report will be filed and forwarded to the Chief of Police.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2308

BARRICADE AND HOSTAGE SITUATIONS

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. First Officer on the Scene
- III. Patrol Sergeant
- IV. Platoon Commander
- V. Incident Commander
- VI. SOS Commander
- VII. Investigative Personnel
- VIII. Public Information Officer
- IX. Communications Section
- X. Community Relations Division
- XI. Review and Revision of Plan

I. POLICY

An incident involving a barricaded person requires the on scene direction of a police captain, who will serve as the incident commander. Therefore, the Anne Arundel County Police Department will take over and assume full command of any barricade or hostage situation. It is the policy of both the County Police as well as the Crofton Police to preserve the lives of the hostages, the public, and the police while apprehending the suspect. The incident commander bears the responsibility for establishing and maintaining control of the situation at all times. In so doing, he or she will employ the following principles:

1. effective utilization of time
2. negotiation
3. orderly command and control
4. firearms discipline
5. assignment of tasks

Any use of chemical agents will be done by officers in Special Operation Section who have been trained in their proper and safe use. Any use of a chemical agent if appropriate will be on the command of the incident commander if circumstances exist where there is a serious danger to life and property and other methods of control or apprehension would be ineffective or more dangerous.

II. FIRST OFFICER ON THE SCENE

A. Take no offensive action against the barricade / hostage taker, unless necessary to save a human life.
This does not preclude the officer from negotiating an early end to the incident, if possible. However, the officer's primary concern must be for the lives of the victim, the suspect and emergency personnel.

B. Retire to a safe position which permits viewing of any possible areas of escape and yet provides for the confinement of the suspect(s) to as small an area as possible. Maintain covered positions until properly relieved, and then report to the command post or staging area for further instructions. All personnel responding to the scene will

Crofton Police Department Written Directive: INDEX CODE 2308

BARRICADE AND HOSTAGE SITUATIONS

EFFECTIVE: 01 OCT 94

Revised:

report directly to the field commander for instructions. This includes off duty personnel who might respond on their own initiative. All personnel not assigned to specific duties will remain at the staging area.

C. Maintain firearms discipline. Gunfire by a barricaded suspect in the general direction of the officers who are adequately covered does not justify the indiscriminate return of fire. Return of fire should be limited to self defense, or to the defense of another, and then only when there is no risk or danger to possible hostages.

D. Notify Communications of the following information to the extent that it is known:

1. location and physical description of the barricade
2. number, description, and names (when known) of barricade suspects
3. reason the suspect is barricaded
4. whether or not the suspect is armed and type of weapon
5. number and description of hostages being held
6. any areas or streets which may be unsafe for additional units responding to the scene

Request Communications dispatch a patrol sergeant and commander to the scene. Upon arrival of field supervisors, brief them on the status of the situation.

III. PATROL SERGEANT

- A. Establish an outer perimeter beyond the line of sight of the barricade location. Citizens and unauthorized vehicles will not be allowed within this outer perimeter.
- B. Evaluate evacuation needs as they apply to:
 1. injured persons
 2. occupants of neighboring buildings
 3. bystanders
- C. Ensure that all personnel maintain firearm discipline
- D. Designate a staging area, at a safe location out of sight of the barricade location to which additional units can respond and advise Communications of its location.
- E. Arrange to hold any witnesses in a safe area for identification and debriefing by detectives.

IV. PLATOON COMMANDER

- A. Upon Arrival, the platoon commander will carry out the duties of the incident commander until relieved by an officer of the rank of captain or above. The platoon commander will initiate the tasks listed in Section V, below:
- B. Contact Communications Section and request the Special Operations Sections, a hostage negotiation team and a police captain.
- C. Once relieved, the platoon commander will serve as the incident commander's assistant.

V. INCIDENT COMMANDER (CAPTAIN OR ABOVE)

- A. Arrange for a briefing by the officer in charge and then assume command at the scene.

BARRICADE & HOSTAGE SITUATIONS

INDEX CODE:

2308

EFFECTIVE DATE:

12-20-02

Contents:

- I. Policy
- II. First Officer on the Scene
- III. Patrol Sergeant
- IV. Platoon Commander
- V. Incident Commander
- VI. SOS Commander
- VII. Investigative Personnel
- VIII. Public Information Officer
- IX. Communications Section
- X. Community Relations Division
- XI. Review & Revision of Plan
- XII. Proponent Unit:
- XIII. Cancellation

I. POLICY

A. An incident involving a barricaded person requires the on-scene direction of the Special Operations Division (SOD) Commander, as the Incident Commander, or in his/her absence, a police captain or above, who will serve as Incident Commander. In the absence of the SOD Commander, the commander of the Special Operations Section or his designee will be responsible for tactical and strategic operations within the inner perimeter. Decisions to use force against the suspect requires the approval of the Special Operations Division Commander, or in his absence, the Incident Commander, except when the use of force is necessary for the defense of human life, including the officer's own life, or in defense of any person who is in immediate danger of serious physical injury. The Use of Force Policy applies (see Index Code 401).

B. A barricaded person incident does not require activation of the EOC. The Police Department is in charge of the incident, and support will be requested from other agencies as it becomes necessary to do so.

C. In resolving barricade incidents, it is the policy of the Anne Arundel County Police Department to preserve lives of hostages, the public and the police while apprehending the suspects. The SOD Commander, or in his/her absence, the Incident Commander, bears responsibility for establishing and maintaining control of the situation at all times. In doing so, he/she will employ the following principles:

1. Effective utilization of time
2. Negotiation
3. Orderly command and control
4. Firearms discipline

5. Assignment of tasks

D. Use of Chemical Agents

1. Use of chemical agents is appropriate in circumstances where a serious danger to life and property exists and other methods of control or apprehension would be ineffective or more dangerous.

2. The Special Operations Division Commander, or in his absence, the Incident Commander, is responsible for authorizing the use of chemical agents. This decision will be based on advice from the SOS Commander.

3. The actual deployment of chemical agents will be done only by officers assigned to the Special Operations Section who have been trained in their use.

II. FIRST OFFICER ON THE SCENE

A. **Take no offensive action against the barricade/sniper/hostage taker, unless necessary to save a human life, including the officer's own life or in defense of any person who is in immediate danger of serious physical injury.**

This does not preclude the officer from negotiating an early end to the incident, if possible. However, the officers' primary concerns must be for the lives of the victims, the suspect, emergency personnel, and the officer's own life.

B. **Retire to a safe position** which permits viewing of any possible areas of escape and yet provides for the confinement of the suspect(s) to as small an area as possible. Maintain covered positions until properly relieved, and then report to the command post or staging area for further instruction. All personnel responding to the scene will report directly to the field commander for instructions. This includes off-duty personnel who might respond on their own initiative. All personnel not assigned to specific duties will remain at the staging area.

C. **Maintain firearms discipline.** Gunfire by a barricaded suspect in the general direction of officers who are adequately covered does not justify the indiscriminate return of gunfire. Return of fire should be limited to self-defense, or to the defense of another, and then only when there is no risk or danger to possible hostages.

D. **Notify Communications** of the following information to the extent it is known:

1. Location and physical description of the barricade.
2. Number, description, and names (when known) of barricaded suspects.
3. Reason the suspect is barricaded.
4. Whether or not suspect is armed and type of weapon.
5. Number and description of hostages being held.
6. Any areas or streets which may be unsafe for additional units responding to the scene.
7. Advise if there are known injuries involved and request medical assistance if necessary.

E. Request that Communications dispatch a patrol sergeant and platoon commander to the scene. Upon arrival of field supervisors, brief them on the status of the situation.

III. PATROL SERGEANT

A. Establish a perimeter around the area of the barricaded location, utilizing cover for protection from hostile fire/threat. Citizens and unauthorized vehicles will not be allowed within this perimeter.

B. Evaluate evacuation needs as they apply to:

- * Injured persons
- * Occupants of neighboring buildings
- * Bystanders

1. *Establish a list documenting the evacuation efforts of affected buildings/residences.*
2. *Request any equipment or additional personnel needed to effect the evacuations.*
3. *Provide a copy of the list to incoming Special Operations Section supervisors and brief them on the status of the evacuation.*
4. *Provide the location of each officer positioned on the perimeter to the Special Operations Section supervisor and account for their presence upon completion of the incident.*

C. Ensure that all personnel maintain firearms discipline.

D. Designate a staging area, at a safe location out of sight of the barricade location to which additional units can respond, and advise Communications of its location.

E. Arrange to hold any witnesses in a safe area for identification and debriefing by detectives.

IV. PLATOON COMMANDER

A. Upon arrival, the platoon commander will carry out the duties of the Special Operations Division Commander/Incident Commander until their arrival. The platoon commander will initiate the tasks listed in Section V. below.

B. Contact the Communications Section, and request the Special Operations Section, a hostage negotiation team, and the Special Operations Division Commander, or in his/her absence, a Captain or above.

C. Once relieved, the platoon commander will serve as the Special Operations Division Commander's/Incident Commander's assistant, and will remain at the scene until relieved by the SOD Commander/Incident Commander.

D. Evaluate the need to implement an Alert Phase I (see Index Code 2306.1).

E. Ensure that the Communications Section makes the appropriate Command Staff notifications.

V. INCIDENT COMMANDER

In case of a hostage/barricade situation, the Special Operations Division Commander will normally serve as the Incident Commander. If the Special Operations Division Commander is not available, the following duties will be performed by a command level officer of the rank of Captain or above.

A. Upon arrival at the scene of the hostage barricade situation, the Special Operations Division Commander/Incident Commander will assume responsibility for all operations concerning the incident.

B. Debrief the Platoon Commander and Special Operations Section Commander. Evaluate and update or revise, if necessary, any preliminary control and containment procedures that have been established.

C. Establish a field command post out of sight of the barricade location, at the outer perimeter. Establish an on-scene chain of command and make key personnel designations. As soon as practical, assign an officer to serve as recorder to maintain a written log of all activities.

D. Deploy pursuit/surveillance vehicles and equipment, and personnel to control travel and escape routes.

E. Have all units switch to a clear monitored channel, advising Communications of the change and

requesting non-involved units be cleared from the selected channel.

F. Establish the following as required:

1. Press Information Center - request the presence of the Public Information Officer to coordinate press matters at the scene.
2. Advisory Group - this group, consisting of personnel from C.I.D., Technical Services, and those members of other agencies, and the public who may be of assistance in developing strategy or contingency plans for dealing with the situation.

G. The Incident Commander will determine the need for and role of hostage negotiators. Negotiations will be initiated as soon as possible and continued until it becomes clear that negotiations are not beneficial to resolving the situation, or an opportunity presents itself that will enable a conclusion to the incident with little or no risk to the hostages or departmental personnel. Hostage negotiators will work under the command of the SOD Commander/Incident Commander.

H. Request ambulance, rescue, fire, and surveillance equipment respond to the staging area to standby, if needed.

I. Request Criminal Investigation Division or District Team Police personnel for debriefing witnesses, interviewing, intelligence gathering, and similar duties.

J. In the absence of the Special Operations Division Commander, the Incident Commander will relinquish authority for the containment and apprehension of the suspect(s) to the Special Operations Section Commander or his designee. The Incident Commander will approve or disapprove operational/tactical plans formulated by the Special Operations Section Commander. After Special Operations personnel are in place, the Incident Commander will coordinate all activity outside the inner perimeter.

K. After the situation has been resolved, complete and submit an Event/Incident Cost Analysis form (PD 70).

VI. SPECIAL OPERATIONS SECTION COMMANDER

A. Assume responsibility for securing the inner perimeter and all operations within. Debrief Platoon Commander, evaluate and update or revise, if necessary, any preliminary control and containment procedures that have been established.

B. Assure that Special Operations personnel arriving at the scene are briefed prior to deploying to their positions and ensure that they are positioned properly.

C. Identify and request specialized equipment and additional patrol personnel to be assigned directly to the Special Operations Division Commander/Incident Commander. This additional assistance will be coordinated through the Special Operations Division Commander or in his absence, the Incident Commander.

D. Formulate and be prepared to place into operation a plan of tactical action against the barricaded position. The Special Operations Division Commander, or in his absence the Incident Commander, will be briefed on all tactical plans before they are placed into operation. No tactical plan will be executed without the prior approval of the Special Operations Division Commander, or in his absence, the Incident Commander. Tactical plans should fully consider the stated policy of the department to preserve life and apprehend the suspect(s).

E. At the conclusion of the barricade incident, it will be the responsibility of the Special Operations Section Commander to ensure that a Critical Incident Report is completed. This after-action report is in addition to any required Incident Reports or Supplements prepared by Patrol or CID.

VII. INVESTIGATIVE PERSONNEL

A. Investigative personnel from CID or District Team Police will be responsible for debriefing and for obtaining written statements from those persons who are interviewed. All information gathered and statements taken, shall immediately be forwarded to the SOD Commander, or in his/her absence, the Incident Commander.

B. Assist the SOD Commander/Incident Commander in gathering intelligence information on the suspect(s) and hostage(s) as follows:

1. Suspect(s):

- a. General background
- b. Likes and dislikes, habits
- c. Relatives
- d. Arrest and criminal history information
- e. Weapon(s) involved
- f. Current mental state (alcohol/drug influence)

2. Hostage(s):
 - a. General background
 - b. Relatives
 - c. General health
 - d. Any weapon(s)
3. Location of barricade:
 - a. Floor plan or layout of structure and outside curtilage if possible
 - b. Location of utility shut offs
 - c. Any information useful to negotiators or Special Operations

VIII. PUBLIC INFORMATION OFFICER

Keep abreast of all information and activity at the scene. Consult with the SOD Commander/Incident Commander regarding information to be released to the media. Conduct briefings for the media as indicated by the circumstances of the emergency. Establish a media briefing area at a location away from the command post. Whenever possible, members of the media should be kept at a distance to ensure their safety, and to prevent the media from furnishing information concerning specific police actions and the position of the barricaded suspect(s).

IX. COMMUNICATIONS SECTION

A. Call Taker

Upon receipt of a call indicating the possibility of a barricade situation, the Police Communications Operator will take the following actions:

1. Immediately inform the Communications supervisor of the details of the call.
2. Enter the call into the CAD system according to procedure, obtaining as much information as possible.
3. Maintain communications with the caller until patrol units arrive on the scene. Interview the caller and attempt to obtain all pertinent information, giving special consideration to facts directly affecting the safety of the persons on the scene.

B. Dispatcher

1. Notify the primary unit, secondary unit, patrol supervisor, and the platoon commander of the call and issue a 10-3 on the radio channel.
2. Notify responding units of a safe route of approach when one is known.
3. Inform the Communications supervisor of all reports from the scene.

C. Communications Supervisor

1. Establish a command post at the supervisor's console in the Communications Section for the duration of the incident, maintaining information to update the Chief of Police and other concerned commanders.
2. Notify local law enforcement and public safety agencies whose operations may be affected by the emergency.
3. At the direction of the Special Operations Division Commander/Incident Commander, notify and request assistance from other agencies whose services may be required, such as the appropriate telephone and power companies.

X. COMMUNITY RELATIONS SECTION

At the direction of the SOD Commander/Incident Commander, Community Relations *Section* personnel will make personal contact with citizens and community leaders in the incident area to make them aware of the situation, and department policy in resolving such incidents. Actual police tactics will not be discussed. The final decision as to the information to be disseminated will be made by the Incident Commander.

XI. REVIEW & REVISION OF PLAN

The commander of the Special Operations Division will review this plan at least annually, and recommend any necessary changes to the Field Operations Bureau Commander.

XII. PROPONENT UNIT: Special Operations Division .

XIII. CANCELLATION: This directive cancels Index Code 2308, dated 01-15-99.



P. Thomas Shanahan, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2308

BARRICADE AND HOSTAGE SITUATIONS

EFFECTIVE: 01 OCT 94

Revised:

- B. Establish a field command post out of sight of the barricade location, at the outer perimeter. Establish an on scene chain of command and make key personnel designations. As soon as practical, assign an officer to serve as recorder to maintain a written log of all activities.
- C. Deploy pursuit / surveillance vehicles and equipment, and personnel to control travel and escape routes.
- D. Have all units switch to a clear monitored channel, advising Communications of the change and requesting non involved units be cleared from the select channel.
- E. Establish the following as required:
 - 1. Press Information Center - request presence of the Public Information Officer to coordinate press matters at the scene
 - 2. Advisory group - this group, consisting of personnel from CID, Services and those members of other agencies, and the public, who may be of assistance in developing strategies for dealing with this situation
- F. Request ambulance, rescue, fire, and surveillance equipment respond to the staging area to standby, if needed
- G. Request CID or District Team Police personnel for debriefing witnesses, interviewing, intelligence gathering and similar duties.
- H. Relinquish authority for the containment and apprehension of the suspect(s) to the Special Operations Section commander or his designee. Approve or disapprove operations / tactical plans formulated by the SOS commander. After the Special Operations personnel are in place, coordinate all activity outside the inner perimeter.
- I. After the situation has been resolved, complete and submit an Event/Incident Cost Analysis form (PD 70).

VI. SPECIAL OPERATIONS SECTION COMMANDER

- A. Assume responsibility for securing the inner perimeter and all operations within. Debrief the incident commander, evaluate and update or revise if necessary any preliminary control and containment procedures that have been established.
- B. Assure that Special Operations personnel arriving at the scene are briefed prior to their taking positions and ensure that they are positioned properly.
- C. Identify and request specialized equipment; additional personnel be assigned to the Special Operations commander. Additional assistance will be requested through the incident commander.
- D. Formulate and be prepared to place into operation a plan of tactical action against the barricaded position. The incident commander will be advised of all such tactical plans and none will be placed into operation without his or her approval. Tactical plans should fully consider the stated policy of the department to preserve life and apprehend the suspect(s).
- E. If hostages are held, the SOS commander will determine the need for the role of hostage negotiators. Negotiations will be initiated as soon as possible and continued until the suspect harms the hostage, or it becomes clear that negotiations are not beneficial to resolving the situation. The hostage negotiators will work under the command of the SOS commander
- F. If no hostages are being held, determine the action to be taken against the barricade, if the suspect(s) is unwilling to surrender. Implementation of the action will be subject to the approval of the incident commander.

NOTE: Armed attack should be used only as a last resort. Time is on the side of the police, particularly if no hostages are held.

Crofton Police Department Written Directive: INDEX CODE 2308

BARRICADE AND HOSTAGE SITUATIONS

EFFECTIVE: 01 OCT 94

Revised:

VII. INVESTIGATIVE PERSONNEL

- A. Investigative personnel from CID or District Team Police will be responsible for debriefing and for obtaining written statements from those persons who are interviewed. All information gathered and all statements taken, shall immediately be forwarded to the incident commander.
- B. Assist the incident commander in gathering intelligence information on the suspect(s) and hostage(s) as follows:
 - 1. Suspect(s)
 - a. general background
 - b. likes and dislikes, habits
 - c. relatives
 - d. arrest and criminal history information
 - 2. Hostage(s)
 - a. general background
 - b. relatives
 - c. general habits
 - 3. Location of Barricade
 - a. floor plan or layout of structure
 - b. location of utility shut off
 - c. any information useful to negotiators or Special Operations

VIII. PUBLIC INFORMATION OFFICER

Keep abreast of all information and activity at the scene. Consult with the incident commander regarding information to be released to the media. Conduct briefings for the media as indicated by the circumstances of the emergency. Establish a media briefing area at a location away from the command post. Whenever possible, members of the media should be kept at a distance to ensure their safety, and to prevent the media from furnishing information concerning specific police actions and the position of the barricaded suspect(s).

IX. COMMUNICATIONS SECTION

A. Call Taker

Upon receipt of a call indicating the possibility of a barricade situation, the police Communication Officer will take the following actions:

- 1. immediately inform the Communications supervisor of the details of the call
- 2. enter the call into CAD according to procedure, obtaining as much information as possible
- 3. maintain communications with the caller until patrol units arrive on the scene; interview the caller and attempt to obtain all pertinent information, giving special consideration to facts directly affecting the safety of the person on the scene

B. Dispatcher

- 1. notify the primary unit, the secondary, patrol supervisor and the platoon commander of the call and issue a 10-3 on the radio channel

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BARRICADE AND HOSTAGE SITUATIONS

EFFECTIVE: 01 OCT 94

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2. notify responding units of a safe route of approach when one is known
3. inform the communications supervisor of all reports from the scene

C. Communications Supervisor

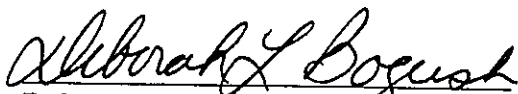
1. establish a command post at the supervisor's console in the Communication Section for the duration of the incident, maintaining information to update the Chief of police and other command commanders
2. notify local law enforcement and public safety agencies whose operations may be affected by the emergency
3. at the direction of the incident commander, notify and request assistance from other agencies whose services may be required, such as the appropriate telephone and power companies

X. COMMUNITY RELATIONS DIVISION

At the direction of the incident commander, Community Relations Division personnel will make personal contact with citizens and community leaders in the incident area to make them aware of the situation and department policy in resolving such incidents. Actual police tactics will not be discussed. The final decision as to the information to be disseminated will be made by the incident commander.

XI. REVIEW AND REVISION OF PLAN

The commander of the Special Operations Section will review this plan at least annually and recommend any necessary changes to the commander, Field Operations Bureau.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2310

BOMB THREATS AND EXPLOSIVE DEVICES

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy
- II. Investigative Procedures
- III. Evacuation Procedures
- IV. Search Procedures
- V. Post-Explosion Procedures

I. POLICY

- A. A bomb threat investigation requires the on-scene supervision of a sergeant or above from Anne Arundel County Police Department.
- B. It is the policy of the Crofton Police Department to recommend evacuation of a premise when said premise is under the threat of an explosion.

II. INVESTIGATIVE PROCEDURES

Upon receipt of a bomb threat the following procedures will be used to investigate the incident:

A. Communications Section of Anne Arundel County Police Department

- 1. Ascertain the following information from the caller, if possible:
 - a. name, location, and telephone number of the complainant
 - b. exact location of the bomb, if known
 - c. time the bomb will detonate
- 2. Dispatch the closest uniform patrol officer and supervisor to the scene.
- 3. In cases where the presence of a bomb has been verified:
 - a. notify and request the Fire Department be dispatched to the scene
 - b. notify the State Fire Marshal
 - c. notify the platoon commander and the district commander

B. Investigating Officers

- 1. Turn off radio transmitters within 350 feet of the location of the alleged bomb. Communication among officers at the scene will be by voice or hand signals.
- 2. The first officer at the scene will locate the complainant, owner or occupant in charge of the building and suggest that the building be evacuated. A decision to evacuate **prior the actual discovery of a suspicious package or bomb** will be the responsibility of the complainant, owner or occupant. The decision to evacuate a public school rests with the principal until the presence of a bomb is confirmed.
- 3. Establish a security perimeter at least 100 yards around the building or suspected bomb location.
- 4. If a suspected bomb, explosive device, or suspicious package is located or confirmed, the ranking police official on the scene will order the immediate evacuation of the building, and will request emergency response of the Fire Department and the State Fire Marshal. Bomb disposal will be provided by the State Fire Marshal.

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BOMB THREATS AND EXPLOSIVE DEVICES

EFFECTIVE: 01 OCT 94

Revised:

5. If a decision is made to evacuate the building, all persons must be moved a minimum distance of 300 feet from the building. Occupants will be advised to leave as many windows and doors open as possible.

C. Patrol Supervisor

1. Determine if further evacuation is required.
2. Deploy a sufficient number of personnel to assure an orderly evacuation, prevent entry of unauthorized persons into the evacuated area, and conduct a thorough search of the building or facility.
3. If a bomb, explosive device, or suspicious package is found, order the immediate evacuation of the building. Request emergency response from the Fire Department and the State Fire Marshal. Bomb disposal will be provided by the State Fire Marshal.
4. Determine if K-9 handlers with bomb specialist dogs are required.

III. EVACUATION PROCEDURES

- A. Evacuate the building at least twenty (20) minutes prior to the known or suspected time of detonation. Such an evacuation should be conducted without announcing the word "bomb", as this may create an air of panic. A reason such as gas leak or power problem may be offered as the reason for conducting the evacuation.
- B. All personnel will be directed to a perimeter at least 300 feet away from the building. Police lines will be established at this distance.
- C. Do not permit the building to be reoccupied until at least twenty (20) minutes after the suspected time of detonation.

IV. SEARCH PROCEDURES

The search for an explosive device will be conducted in the following manner:

- A. The personnel involved in a search must be instructed not to touch, move or otherwise disturb any discovered or suspected explosive device.
- B. If possible, all electronically-operated machines, motors, and the like should be turned off.
- C. Searchers must be aware that more than one explosive device may be present.
- D. Master keys for lockers, doors, etc. should be obtained prior to the beginning of the search.
- E. If time permits, instruct the occupants of the building to inspect their rooms or offices for any strange, unfamiliar or out of place objects or packages. Caution those involved not to touch any such packages or objects.
- F. Determine from personnel on the premises whether the building was found to be secure when last opened. (Note any cases of recent breaking and entering).
- G. Conduct the search systematically and thoroughly, not overlooking rest rooms, closets, and other seldom-used areas which could be used to conceal a bomb
- H. **Do not attempt to defuse a suspected explosive device.** If an explosive device is found, vacate and secure the area pending the arrival of the bomb disposal unit.

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BOMB THREATS AND EXPLOSIVE DEVICES

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Revised:

V. POST-EXPLOSION PROCEDURES

If a bomb explodes, the incident will be handled according to Index Codes 2303 and 2306, depending on the extent of injury and damage. The Fire Department will be in charge of the scene and the resulting investigation, with assistance provided by the Police Department and State Fire Marshal.


Deborah L. Bogush, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2420

PUBLIC INFORMATION

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Public Information Function**
- III. Authority to Release Information**
- IV. Press Releases**
- V. Public Service Announcements**
- VI. Feature Articles and Programs**
- VII. Role of Media in Policy Development**

I. POLICY

The department is committed to informing the community and the news media of events within the public domain that are handled by or involve the agency. To operate effectively, law enforcement agencies must obtain the support of the public they serve. By providing the news media and the community with information on agency administration and operations, the department hopes to foster a relationship of mutual trust, cooperation and respect.

II. PUBLIC INFORMATION FUNCTION

This directive establishes the department's public information function to include:

1. assisting news personnel in covering routine news stories and at the scene of incidents
2. being available for on call responses to the news media
3. preparing and distributing agency news releases
4. arranging for, and assisting at, news conferences
5. coordinating and authorizing the release of information about victims, witnesses, and suspects
6. assisting in crisis situations within the agency
7. coordinating and authorizing the release of information concerning confidential agency investigations and operations

III. AUTHORITY TO RELEASE INFORMATION

Confidential intelligence, investigative, or personnel information will not be disclosed except by the permission of the Chief of Police. When information is released on internal investigations, it will conform with all laws concerning privacy of personnel matters.

In addition to the Chief of Police, the following individuals or positions are authorized to release information of the types or categories indicated:

A. At the Scene of an Incident

By the following personnel, in the order indicated:

1. officer in charge
2. supervisor

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PUBLIC INFORMATION

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B. From Department Files
Chief of Police or Town Manager

C. Ongoing Criminal Investigations
Chief of Police

IV. PRESS RELEASES

Press releases are not routinely issued on a daily or weekly basis, but will be disseminated whenever special events occur of interest to the community and or the media. Examples include incidents involving fatalities, major crimes, critical missing persons, arrests of notorious or long sought suspects, planned police operation having an impact on traffic or the community, and major traffic accidents. Any department member who is requested to prepare a press release will forward a copy to the Chief of Police.

Generally, a description of those circumstances which are not legally privileged and which will not prejudice the rights of suspects or interfere with an investigation will be offered. The department may solicit assistance from the media in publicizing information - see Section VI, below.

Press releases will be disseminated without partiality and in a manner that is equally available to all news media.

When other public service agencies are involved in a mutual effort, the agency having primary jurisdiction should be responsible for releasing or coordinating the release of information.

V. PUBLIC SERVICE ANNOUNCEMENTS

The Chief of Police or Town Manager may solicit the media personnel to make a public service announcement regarding a "public request for assistance" on behalf of the department. The solicitation for assistance will contain at a minimum:

1. the character or nature of the assistance or information being sought
2. person or specific department component to be contacted
3. department telephone number or other numbers to be contacted
4. granting of anonymity, upon request, to the person providing the assistance or information
5. provision of monetary rewards, if applicable, for persons providing pertinent information or assistance that results in case closure and the conviction of the person committing the offense specified in the announcement

VI. FEATURE ARTICLES OR PROGRAMS

Requests for department participation in feature articles and programs will be individually considered by the Chief of Police or Town Manager. If approved, permission for interviewing departmental personnel and photographing departmental facilities will be limited to the scope of approval. Department personnel participating in the presentation of such articles or programs should ascertain the scope of the approval and should be careful not to exceed those

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PUBLIC INFORMATION

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limits. In any event, members will exercise care and discretion to avoid making statements or conveying information, which if later quoted, may create a misunderstanding or compromise the effectiveness of the department.

VII. ROLE OF THE MEDIA IN POLICY DEVELOPMENT

It is the policy of the department to involve members of the news media in the development of changes in policies and procedures relating to the news media. The Chief of Police and the Town Manager may meet semi-annually with news media representatives to solicit input and review pending changes in such policies and procedures.

James L. Schuler, Chief of Police



Crofton Police Department Written Directive: INDEX CODE 2421

MEDIA ACCESS

EFFECTIVE: 01 OCT 94

Revised:

- I. Media Access to Information
- II. Minor Incidents and Traffic Accidents
- III. Major Crime Scenes
- IV. Fire, Disasters, Catastrophes
- V. Hostage and Barricade Situations

I. MEDIA ACCESS TO INFORMATION

News media representatives will have access to members of the department. Members will cooperate with and assist media personnel in an objective, impartial and courteous manner without jeopardizing investigations or infringing upon the privacy rights of the citizens. While it is department policy to fulfill public and media requests, it is not always possible to do so. The determination to release information or participate in interviews will be made according to the facts of the case. Routine requests will normally be coordinated through the Chief of Police.

All inquiries from the news media pertaining to management responsibilities, such as adequate staffing levels, equipment needs, budget requests and policy decisions will be referred to the Chief of Police.

Media representatives may photograph and report anything they observe when legally present at an incident scene. When publication of such coverage would interfere with an official investigation or place a victim in jeopardy, the withholding of the publication is dependent upon a cooperative media, not upon department censorship. Under such circumstances, officers should advise the media representatives or their superior of the possible consequences of publication; however, officers may not interfere with the media's activities as long as such activities remain lawful.

News media representatives are not permitted to interview persons in police custody. Any officer releasing information to the media regarding incidents and ongoing criminal investigations will notify the Chief of Police as soon as possible.

Any problems with denying information will be referred to the officer in charge of an incident scene, a supervisor, or the Chief of Police.

Sworn members of the department are granted the authority to converse with the media without prior approval on minor routine investigations. More information can also be released on Juvenile incidents and arrests. For example, the age, gender and the city of residence may be released to the media without violating current law. Only the most sensitive and personal information needs to be withheld.

II. MINOR INCIDENTS AND TRAFFIC ACCIDENTS

Department members will extend every courtesy to news media representatives who are actively covering an incident at the scene. These courtesies will permit closer access (generally providing an opportunity to view the scene) than that granted the general public, and will provide for vehicles and equipment to be located closer, so long as such

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MEDIA ACCESS

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courtesy does not interfere with the police mission at hand, or with the general flow of traffic. Also, where there is danger of personal injury, access will be restricted until the officer in charge determines the area is safe.

Direct access by media personnel and photographers will be allowed only after all known evidence has been processed and the on site investigation is completed. This restriction is necessary to preserve and protect the integrity of the scene and takes priority over news media coverage. However, once such integrity is insured, media mobility will not be restricted. Note that permission must be obtained from owners or their representatives when photographs, films, videotape are taken on private property. Media personnel will be referred to the officer in charge if the Chief of Police is not present.

III. MAJOR CRIME SCENES

In the event of a major crime scene, media access to an established inner perimeter will not be allowed. Media personnel will be allowed to confer with the on scene commander or Public Information Officer of Anne Arundel County Police Department at a command post location or other predetermined safe unintrusive location. The on scene commander or Public Information Officer of Anne Arundel County Police Department will provide media personnel with general information about the time and date of occurrences, linkage to similar crimes, known or unknown suspects and vehicles, investigative status and the anticipated closure date, if applicable.

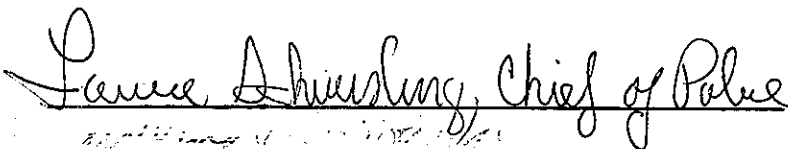
IV. FIRES, DISASTERS, CATASTROPHES

In the event of a major fire, a natural disaster, or other catastrophic event, department personnel will direct media personnel to the on scene commander. The on scene commander or Public Information Officer of Anne Arundel County Police Department will determine whether or not access to the scene will be granted. If an affirmative decision is made, news media personnel will be promptly informed. The decision to allow access will be based on the following factors:

1. the potential or real danger to life of the person making the request
2. the potential or real danger to life of victims, witnesses, public safety personnel and other parties in interest at the event
3. the emotional impact to the person making the request
4. the emotional impact to victims, witnesses, public safety personnel and other parties in interest

V. HOSTAGE OR BARRICADE SITUATIONS

The officer in charge of the Anne Arundel County Police Department will designate a preliminary press area immediately upon arrival at the scene, and establish the area closer to the scene as it is safe to do, keeping in mind the courtesies and objectives of this Article. For details on this topic refer to Article 23.


Lawrence A. Hunsley, Chief of Police

Crofton Police Department Written Directive: INDEX CODE 2422

RELEASE OF INFORMATION TO THE MEDIA

EFFECTIVE: 01 OCT 94

Revised:

- I. Policy**
- II. Nonreleasable Information**
- III. Releasable Information**
- IV. Notification of the Chief of Police**

I. POLICY

It is the department's policy to provide specific guidance to employees regarding the release of information about ongoing criminal investigations to the media. This directive provides that guidance.

II. NON-RELEASABLE INFORMATION

A. Arrest Information

1. the identity or location of any suspect; the existence of a suspect may be acknowledged without further comment
2. results of any investigative procedure (lineups, polygraphs, finger printing, lab, ballistics, etc.); however, the fact that tests are performed may be acknowledged without further comment
3. information, which, if prematurely disclosed, would interfere with an investigation or apprehension, particularly: unchecked leads, unverified information, specifics of "MO" details known only to a suspect or police, information which may cause a suspect to flee or avoid apprehension
4. identities of witnesses
5. identities of victims of rape, sexual assault or sexual child abuse
6. identifying of a victim if such disclosure would prejudice an investigation or if it would place the victim in danger
7. prior criminal record, character, reputation of a defendant
8. existence or contents of any confession, admission or statement by the defendant, or his or her failure to make a confession, admission or statement
9. performance or results of any examination or tests, or a defendant's refusal or failure to submit to such examinations or tests
10. identity, credibility, character, statement, or expected testimony of any witness or prospective witness
11. statement, prospective testimony, character or credibility of any victim
12. any opinion about the guilt or innocence of a defendant, or concerning the merits of a case or quality of evidence gathered
13. plea bargaining negotiations
14. reports, transcripts or summaries of proceedings from which the press and public have been excluded by judicial order

B. Investigative Information

1. information about any victim of a sex crime that, if divulged, would identify the victim
2. the identity of any juvenile suspect or defendant, unless waived to adult court

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3. the identity of any critically injured or deceased person prior to the notification of the next of kin; **EXCEPTION:** when notification has been attempted but it is not possible within a reasonable amount of time as determined by the Public Information Officer of Anne Arundel County Police
4. the specific cause of death, until determined by the State Medical Examiner
5. investigative information and information of an evidentiary nature regarding a criminal case; for example, the point of entry
6. contents of a suicide note
7. personal opinion not founded in fact
8. home address or telephone numbers of members of the department; identities of undercover officers
9. amount of cash taken in any crime
10. information received from other law enforcement agencies without their concurrence in releasing the information
11. specific or detailed information about stolen property

III. RELEASABLE INFORMATION

A. Arrest Information

1. the accused's name, age, description, residence, employment and marital status; a mug shot may be released if requested by the media; **EXCEPTION:** juvenile personal information will not be released
2. the substance of the charge as contained in a complaint, warrant, indictment or information
3. the identity of the investigating and arresting officer(s) or agency and the length of the investigation; **EXCEPTION:** identity of undercover officers will not be released
4. the circumstances immediately surrounding an arrest including time and place of arrest, pursuit (vehicle or foot), resistance to arrest and any injuries sustained as a result, possession and use of weapons, chronological description of the events and description of contraband seized
5. amount of bond, scheduled court dates, place of detention

B. Investigative Information

1. the type and nature of an event or crime
2. the location, date time, injuries sustained, damages and description of how an incident occurred
3. type of property taken (general description only); **NOTE:** for all crimes, the amount of cash taken will not be released
4. the identity and general address (cite hundred block only) of a victim, if not prohibited in Section II.A, above
5. the fact that a juvenile arrest has been made, including sex, age, general area of residence and substance of charge
6. request for aid in locating evidence, a complaint or a suspect; a person's race may be released as descriptive information in such a case
7. number of officers or people, involved in an event or investigation and length of the investigation
8. name of the officer of a case, his or her supervisor; **NOTE:** identity of undercover officers will not be released

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IV. NOTIFICATION OF THE CHIEF OF POLICE

Officers who release information to the media will inform the Chief of Police of the content of the information released prior to ending their tour of duty.

Laurence Schindler Chief of Police

