UNIVERSITY PARK POLICE GENERAL ORDERS
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End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
OATH OF OFFICE			**UPPD100.0**
SECTION	PAGES	EFFECTIVE DATE	REVIEW DATE
MISSION AND POLICY	**1**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	1	**Chief Michael Wynnyk**	

I. POLICY

It is the policy of this Department that newly hired personnel, after successfully completing a Police Minimum Standards Course or its equivalent and prior to performing police functions, will be sworn in and abide by the "Oath of Office" administered by the Chief of Police for the Town.

II. AUTHORITY

The Chief of Police has the sole authority to administer the "Oath of Office" to any police employee.

III. OATH OF OFFICE

I (sworn officers name), do solemnly swear and affirm that I will support and defend the Constitution of the United States of America; and that I will bear true faith and allegiance to the State of Maryland and the laws thereof; and that I will support the Charter, Ordinances, Rules and Regulations of the Town of University Park; and I will perform my duties in accordance with the tenets of the Law Enforcement Code of Ethics; and I will to the best of my skill and judgment, diligently, faithfully, and without prejudice execute the office of Police Officer for the Town of University Park.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
DEPARTMENT MISSION STATEMENT			**UPPD101.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
MISSION AND POLICY	**1**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	12	**Chief Michael Wynnyk**	

I. MISSION STATEMENT

The Department will work in partnership with our citizens to provide a safe environment and enhance the quality of life consistent with the values of our community. We will adhere to values of professionalism, integrity, responsiveness, sensitivity, respect, and openness. The mission will be accomplished by:

- Protecting the Town's resources;
- Deploying officers to maintain a sense of order in the Town;
- Preventing, detecting and deterring criminal activity within the Town; and .
- Enforcing applicable laws and ordinances in the Town.

II. VISION STATEMENT

The Department will foster a relationship with the citizens of the Town that is rooted in mutual trust, respect and pride. We will value the dignity and rights of all the people with whom we interact in creating an environment where responsibility and professional service reflect justice and equity. We pledge to provide determination, inspiration and compassion to fulfill the mission of the Department.

III. ORGANIZATIONAL ETHICS

The following ethical values exemplify the essence of the Department organization and are the crucial attributes that are most important to individuals, the community and the Department. These ethical values are the foundation upon which to make decisions and each one builds on and is complementary to the others.

- **Integrity** – is essential to the foundation of this Department. Officers are committed to honesty in thought and deed in both their personal and official lives. All of our decisions will be based on this important quality. Without integrity, public faith and public trust are not attainable.
- **Respect –** is a commitment to excellence. We honor the badge and the profession by never allowing our decisions to be affected by personal feelings, prejudices animosities or friendships. Respect is the core of human decency. Respect for the natural environment protects our resources for current and future generations.
- **Community –** drives everything that we strive for. We work with a diverse community as a part of our team. Through open, timely and effective communication, a clear understanding of direction is established and maintained.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
GENERAL POLICY STATEMENT			**UPPD 101.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
MISSION AND POLICY	**4**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	1, 11	**Chief Michael Wynnyk**	

I. GENERAL POLICY STATEMENT

A policy consists of the desires of the community, police ethics (principles and values) and the mandate of the laws that guide the performance of a police officer in general.

Policy is not a statement of what must be done in a particular situation. It is a means by which the Department sets forth guiding principles for its officers to follow in achieving the mission.

General policy statements are articulated to inform the public of the principles that will be adhered to by Department's officers in their performance of the public safety function.

The following general policy statements regarding organization, management, law enforcement, discretion, use of force and the code of ethics are provided to assist University Park Police Officers in performing their mission.

II. ORGANIZATION

The structure of the Department requires sound organizational control and a utilization of effective management principles. Lines of authority, chain of command, unity of command and the essential principles for an operative organizational structure are all critical to the success of the Department.

Maintaining a continual review of these principles is an integral organization function.

Each officer has the responsibility to adhere to the principles of the organization. To deviate from or circumvent such principles would weaken the total organizational effectiveness, resulting in the loss of cohesive law enforcement services.

III. MANAGEMENT

Considering the organizational goals and mission, all command and supervisory personnel are responsible for adhering to and utilizing guidelines, general orders and policies as effectively and efficiently as possible.

As part of this responsibility, they have an obligation to direct the officers toward the achievement of the Department's mission. Equally important is the responsibility to maintain an effective liaison with other law enforcement organizations and appropriate units of the criminal justice system.

Supervisors are responsible for the performance of all officers and employees under their command. Although authority and function may be delegated to subordinates, command personnel cannot delegate this responsibility. They are accountable for failures or inadequacies of subordinates. Supervisors are responsible for motivating their subordinates to operate in

compliance with policies and procedures at optimum effectiveness and efficiency.

Success is measured by the performance of subordinates rather than a supervisor's personal production. A supervisor is a leader, evaluator and instructor of their subordinates. They must inform superiors of the accomplishments, shortcomings and productivity of their subordinates.

Supervisors must be concerned for the welfare of their subordinates and be responsible for supporting them in their proper actions. This support does not include protection from the consequences of misconduct or when a mistake is made; this will not be concealed or denied. Errors are to be corrected, an effort made to discover their cause and steps taken to preclude their recurrence.

A supervisor is a part of Department management and is therefore expected to act on behalf of management. Supervisors will inform superiors of matters that concern their subordinates and keep subordinates informed of policies and the reasons for these policies. They control rumors by informing subordinates of the facts.

IV. CRITICAL SUCCESS FACTORS

To ensure information is exchanged within the Department. Maintain open communications with the community.

To acquire, maintain and allocate material and personnel resources that are responsive to community needs and operational requirements.

To devise prevention and enforcement strategies and programs which reduce crime, thereby decreasing fear and increasing confidence in the community.

To ensure that employee selection, training and development are consistent with community expectations, department needs and contemporary law enforcement practices.

V. LAW ENFORCEMENT

Crime is a commission or omission of an act which is prohibited and punished by law. It is the responsibility and obligation of a police officer who believes a crime has been or is about to be committed to prevent, suppress, investigate or solve the crime in accordance with their authority.

Every person is entitled to basic constitutional rights that are not to be violated. Officers must respect the rights of all persons and avoid provocative speech or actions. Once an arrest has taken place it is the obligation of the arresting officer and all supervisory personnel to ensure that post-arrest procedures and prosecutorial steps are followed in accordance with existing law and constitutional safeguards. To fail in this effort is itself a violation of law and of the principles of the law enforcement profession.

The legally mandated authority vested in each sworn officer is derived from the Criminal Procedure Article Section 2-102 et seq. of the Annotated Code of Maryland, as well as from any Mutual Aid Agreements in effect with other jurisdictions.

Active patrol by uniformed officers is one of the most useful available resources for crime prevention. To be effective, this resource must be deployed in relation to crime patterns within the community they serve.

Each officer has the responsibility to prevent those crimes that are preventable by police action. It is the officer's responsibility to conduct preliminary investigations of a crime, affect an immediate arrest if possible, and obtain all available information that will assist in the detection and apprehension of the offender.

To be effective in decreasing the number of crimes, officers must be selective as to time, place and relative importance of the crime. They must direct their efforts towards those crimes that are easily prevented by patrol.

University Park Police officers must act quickly and decisively with regard to major crimes and serious law enforcement problems. A delay in effecting an arrest or taking decisive action is warranted only in the absence of sufficient personnel to restore order or stabilize the situation.

The responsibility for enforcing traffic laws and regulations is shared by all uniformed officers. The primary objectives of traffic enforcement are: to save lives, to prevent accidents and to expedite the flow of traffic. Attention should be directed towards the enforcement of those laws that, when violated, cause the greatest number of accidents, particularly at those times and places where most traffic violations occur. For minor violations, an officer may warn a violator, if in the officer's judgment the warning would be as effective as a citation.

VI. DISCRETION

Law enforcement operations consist of many diverse activities that are directed toward the attainment of agency objectives. Activities such as patrolling, conducting field interviews and issuing traffic citations are not objectives in themselves; rather they are methods of achieving the ultimate goal of preventing and deterring crime, arresting criminal offenders and preventing traffic accidents.

Decisions in the law enforcement operations frequently must be made in an instant and the lives of officers and others depend on the quality of these decisions. Officers are confronted in stressful situations with both criminal and non-criminal behavior and they must base their conduct and actions in each instance upon the facts of the situation as they reasonably appear, relying on experience, training and judgment to guide them toward morally justified and lawful decisions and actions. The use of warnings, referrals to other agencies and other deterrents may be used when dealing with minor offenses when, in the judgment of the officer, justice would best be served.

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation and different facts may justify a variety of possible actions on the part of an officer including: investigation, detention, arrest or no action at all. The requirement that legal justification always be present imposes a limitation on an officer's actions. In every case, officers must act reasonably and within the limits of their authority.

VII. USE OF FORCE

Officers may use deadly force 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 in imminent danger of serious physical injury. Personnel will use only the force necessary to accomplish a lawful objective.

VIII. PERSONNEL

Each employee plays an important role in the Department. Therefore, it is incumbent upon the Department to recruit the most qualified individuals available. The Department has a responsibility to the employee to develop a personnel program that meets the needs of its members with regard to employment, guidance and proper placement, within the limitations of the organization and budgetary constraints.

Training is a continual process. Its purpose is to improve the employee's performance in order to make the officer more effective. Supervisors share in the responsibility for training their subordinates. In addition, it is the Department's policy to encourage employees to pursue educational goals that

will improve their job ability and professionalism.

Discipline and punishment are not synonymous. Any employee who voluntarily abides by all rules, regulations and orders is a well-disciplined employee. However, violations require disciplinary action. In determining disciplinary action, all relevant circumstances must be considered.

Complaints against employees will be investigated thoroughly and objectively. Throughout this investigation, the rights of both the employees and residents will be protected.

A systematic review ensures that adopted policies and procedures are properly implemented. This procedure provides a method by which management identifies and reviews organizational problems for appropriate remedial action, to ensure mission accomplishment.

XI. CODE OF ETHICS

All officers of the Department will abide by the Law Enforcement Code of Ethics as published by the International Association of Chiefs of Police.

"As a law enforcement officer, my fundamental duty is to serve humankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; 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 of the welfare of others. Honest in thought and deed in 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 police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession…law enforcement."

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
DEPARTMENT GOALS AND OBJECTIVES			**UPPD102.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
MISSION AND POLICY	**1**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	11	**Chief Michael Wynnyk**	

I. PURPOSE

It is the purpose of this general order to set forth the procedures for formulating, updating and distributing the Department's goals and objectives.

II. POLICY

It is the policy of this Department to formulate goals and objectives. These goals and objectives are to be updated yearly, with input from all personnel levels during their development and made available to all personnel within the Department. These goals and objectives will help ensure direction and unity of purpose for the Department and serve as a measure of progress.

III. PROCEDURES

A. All goals and objectives shall be formulated within the calendar year. Multi-year plans shall be reviewed and updated during this process. The Chief of Police shall provide direction in their development and set any necessary parameters.

1. Annual goals and objectives are documented through a report made available to all personnel.

2. Multi-year plans are based on the following:

a. Long-term goals and operational objectives;

b. Anticipated workload and population trends;

c. Anticipated personnel levels;

d. Anticipated capital improvements and equipment needs; and

e. Provisions for review and revision as needed.

B. The Chief of Police or a designee shall conduct an annual review regarding progress toward achieving the established goals and objectives.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
DEPARTMENT ORGANIZATION			**UPPD200.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DEPARTMENT ORGANIZATION	**2**	**10/22/2014**	
NEW AMENDS RESCINDS DATE:	CALEA CHAPTERS	AUTHORITY	
	11, 12	**Chief Michael Wynnyk**	

I. PURPOSE

This general order describes the organizational structure of the Department and documents the function of each individual position or component of the Department.

II. POLICY

It is the Department's policy to establish an organizational structure that enables the efficient and effective performance of its police functions. The Department's organizational chart is attached.

III. DEFINITIONS

A. Authority - The right and power to command, enforce laws, exact obedience and require actions by others. The power that requires orders to be carried out.

B. Chief or Chief of Police - The commanding officer of the University Park Police Department or designee.

C. Commanding Officer – Chief of Police, or an officer delegated command over a grouping of officers.

D. Commissioned Officer – Officer of the rank of Lieutenant or higher.

E. Department - University Park Police Department.

F. Detail - A group of officers assigned to a specific task.

G. Employee - Any person appointed or assigned to the Department in a permanent or temporary salaried position.

H. Non-Commissioned Officer - An officer of the rank of sergeant or below.

I. Officer – All Department commissioned and non-commissioned police officers vested with law enforcement authority.

J. Personnel - Department employees.

K. Rank - Title and pay grade of an officer.

L. Rank Precedence

1. Chief of Police, Colonel
2. Captain, Assistant Chief
3. Lieutenant
4. Sergeant
5. Corporal
6. Police Officer First Class
7. Police Officer Private

M. Superior Officer - An officer holding a higher rank than another officer within rank precedence.

1. During the temporary absence of any command officer, the highest ranking subordinate present or available for duty acts as the ranking officer unless the absent ranking

officer has designated, by name, this authority to another officer.

2. Command officers of lower rank, after assuming a temporary higher command, have the delegated authority and duties of the higher position. Without prior approval of a Senior Command Officer a temporarily assigned officer shall not interfere with, or countermand, any order issued by the officer whose position is temporarily being occupied.

N. **Supervisor** - Employees assigned by the Chief to positions authorizing the exercise of immediate supervision over other employees, including:

1. Employees exercising direct supervision over others during the absence of the Chief.

2. Employees assigned in an acting or TDY capacity.

3. Specific employees granted a supervisory role for purposes authorized in writing.

4. Supervisors are responsible for the conduct and activities of all subordinates and the actions of subordinates upon whom they have been granted supervisory authorization.

5. No officer shall knowingly issue an unlawful order. Upon receiving an order conflicting with any previous order, the employee will so advise the superior issuing the second order.

Responsibility for countermanding an order will then lie with the superior issuing the second order. If then directed by the superior, the employee will obey the second or countermanding order.

The superior countermanding the first order will then assume full responsibility for both orders.

IV. ORGANIZATION STRUCTURE

A. The organizational structure of the University Park Police Department consists of 8-sworn positions. There is 1-full time civilian within the Department. The 1-civilian employee reports directly to the Chief.

B. All 8-sworn positions are in uniformed patrol. Officers are ranked as enumerated in **Section III.L, 1-7** of this general order and report through the chain of command.

C. All ranks listed may not be presently used in the current organizational structure of the Department.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
RULES OF THE DEPARTMENT			**UPPD300.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONSIBILITIES	**2**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **26**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

Rules and Regulations as used in law enforcement and in these General Orders are synonymous. They are means of defining and controlling behavior of all employees, sworn and non-sworn. A department rule, although it may be revised or amended, is definite, inflexible and restrictive. Rules apply to all employees of the Department, including part-time employees, and to volunteers.

It is the intent of this policy to establish rules as part of the General Orders as they relate to the operation of the department. This will include the duties, responsibilities, appearance and conduct of employees.

II. POLICY

It is the policy of this department to ensure that all employees maintain an exemplary standard of personal integrity and ethical conduct in their relationships with other employees and the community. All officers will adhere to the Law Enforcement Officers Code of Ethics distributed and made part of their General Order Manual. All officers will take an Oath of Office promising to enforce all laws and support the Constitution of the United States of America.

III. PROCEDURE

If any Rule herein conflicts with a federal, state, county or a local government law, the law of the higher jurisdiction will apply. If any clause, sentence, provision or section of these Rules or other directives are held illegal or invalid by any court, the illegality or invalidity shall not affect remaining clauses, sentences, provisions or other sections. The rule or directive shall be enforced as if such illegal or invalid portion were not contained therein.

A. The fact that an act or omission does not specifically appear in the General Order Manual, or in the laws or ordinances under which the Department operates, does not limit the type of charges which may be brought.

B. The Department recognizes and will protect the rights afforded to employees in order to enhance the integrity of the Department and the quality of its police services.

C. Employees will familiarize themselves thoroughly with all Rules adopted by the Department as well as individual General Orders, and will seek guidance from supervisors on any Rule or General Order not clear to them. Employees will be required to sign for receipt of Rules and General Orders and will be considered to have knowledge of and be bounded by them.

D. All officers must attain a working knowledge of the General Orders within fifteen (15) days of receipt. All officers must become familiar with amendments to the General Orders within five (5) days of receipt.

IV. VIOLATION CLASSIFICATIONS

A. Minor Violations - is a summary punishment which may be imposed for minor violations of the department Rules when:

1. The facts which constitute the violation are not in dispute.

2. The officer waives any hearing provided by the Law Enforcement Officer's Bill of Rights (LEOBR) and Department rules and,

3. The officer accepts the punishment imposed.

Summary punishment may not exceed three days suspension without pay or a fine of $150.00.

B. Major Violations - is considered a punitive action for violations that are not minor which can involve the loss of more than three working days or $150.00. All allegations of major violations will be sent to an Administrative Hearing Board, in full compliance with the LEOBR.

1. Final disposition of disciplinary action for a major violation will be handled by the Chief of Police or an Acting Chief of Police or a designee after review of the finding from the Board. This does not preclude an officer who does not dispute the allegations from waiving the right to a hearing before a Board, and accepting final disposition as determined by the Chief of Police.

V. EXEMPTIONS – the Chief or designee has the authority to exempt individuals from complying with specific Rules or General Orders on a case by case basis.

END OF DOCUMENT

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE: RULES OF CONDUCT			PROCEDURE NUMBER UPPD300.1
SECTION DUTIES AND RESPONSIBILITIES	NUMBER OF PAGES 5	EFFECTIVE DATE 10/22/2014	REVIEW DATE
☐ NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS 1, 12, 26	AUTHORITY Chief Michael Wynnyk	

I. PURPOSE

This general order establishes general rules pertaining to the conduct and responsibilities of all officers and employees.

II. POLICY

It is the policy of this Department to ensure that all employees maintain a high standard of personal integrity and ethics in their relationships with other employees and the public. The following standards shall apply equally to all employees, as appropriate. No deviation or flexibility is permitted.

III. STANDARDS OF CONDUCT

Rule 1: Compliance: Employees shall thoroughly familiarize themselves with these rules of conduct and any other related written communications issued.

Rule 2: Conduct Unbecoming: No officer shall commit any act which constitutes conduct unbecoming a police officer. Conduct unbecoming includes but is not limited to any criminal, dishonest or improper conduct. It is conduct which tends to bring discredit upon this Department. Improper behavior on the part of any officer, on or off duty, may reflect unfavorably on the reputation of all officers and the Department as a whole, as may acts of omission, such as failure to cooperate in an internal investigation.

Rule 3: Report of Involvement: Any employee who becomes involved in any questionable vehicle accident, incident or altercation, or any problem which may come to public attention, will give verbal notification within 24 hours to the Chief of Police.

Rule 4: Confidentiality: An employee will not communicate or release to any person who is not employed by the Department information on operations, activities, written departmental documents or matters of police business as are prohibited by law to be released or which may have an adverse impact on the Department's operations.

Rule 5: Neglect of Duty/Unsatisfactory Performance: Officers shall be competent to perform their duties properly and assume all necessary responsibility. Neglect of Duty or Unsatisfactory Performance is demonstrated by the inability or unwillingness to perform assigned tasks, or the failure to take appropriate action in a situation requiring police attention, or failure to conform to work standards established for the officer's rank, grade or position.

Rule 6: Orders:

A. Orders shall be issued in a clear, concise and courteous manner, consistent always with the best interests of the Department and the Town.

B. Officers shall obey a superior's lawful order, including any order from a superior which is relayed by an officer of the same or lesser rank. However, no officer will obey an order which is contrary to the laws of the United States, the

State of Maryland or the Town. The officer is responsible for any justification of noncompliance which may be required.

C. If an order is issued which conflicts with a previously issued order or General Order or other directive, the officer should respectfully call attention to the conflict. If it is not then rescinded by the superior, the order shall stand. Responsibility for that order will rest with the issuing superior; the officer shall not be held accountable for disobedience of any previously issued conflicting order.

D. An officer receiving an unlawful, unjust or improper order shall report, at the earliest opportunity, that fact to the Chief of Police. The report will contain the facts of the incident and actions taken. An appeal for release from the orders may be made at the same time.

E. A superior will not knowingly issue orders that would require a subordinate to commit an illegal, immoral or unethical act.

F. No officer will obey an order requiring any illegal, immoral or unethical act.

G. Except as otherwise stated in Department Rules or General Orders or other written policy, insubordination is insolent or abusive language and/or acts toward a supervisor and/or command officer and/or failure or deliberate refusal to obey a lawful order given by such officer, or maliciously ridiculing the orders of command and/or supervisory officer, whether or not in their presence.

Rule 7: Abuse of Authority: The lawful authority entrusted to police officers will not be used improperly to interfere with the lawful conduct of anyone.

Rule 8: Prohibited Acts:

A. Employees will not manufacture, tamper with, falsify, destroy or withhold evidence or information, nor make any false accusations or statements regarding a criminal charge, for the purpose of influencing the outcome of any investigation or trial.

B. Employees are prohibited from providing confidential information concerning Department investigations or operations to any unauthorized person.

C. Employees will not be involved directly or indirectly in making any compromise or arrangement between suspected violators of the law and persons alleged to have suffered by their acts.

D. Employees will not become involved with the cases of other employees except by consent of such other employee or their superior. Employees shall not interfere with cases of other employees. Interfering shall mean an intentional act which is unethical or contrary to established policy or procedure.

E. No employee will provide information or take action in an ongoing investigation without the knowledge and consent of the investigating officer.

Rule 9: Courtesy to Superiors: When addressing or referring to a superior officer in the performance of official business or within view of the public, whether on or off-duty, employees will use a rank designation or title. Sworn officers below the rank of Corporal shall be addressed as Officer. Civilians will be addressed with courtesy.

Rule 10: Censure of Subordinates: Authority will be exercised with firmness and fairness. Command and supervisory officers will sustain subordinates in their actions and orders when possible, and will avoid censuring subordinates in the presence of others. Command and supervisory officers are strictly forbidden from injuring or discrediting those under their authority by intentional conduct or abusive language. All censures of subordinates will be documented and available for inspection by the affected employee and/or command staff. This section will not be construed to prohibit informal oral reprimands to a subordinate.

Rule 11: Relationship with Fellow Employees: Employees of the Department will not gossip or spread rumors detrimental to the Department or another employee. It is an employee's duty, however, to report to a supervisor the neglect or disobedience of another employee, of which they have knowledge. Employees will coordinate their efforts and cooperate with one another to ensure maximum effectiveness. A high degree of cooperation, courtesy and coordination will be extended to other Town employees, residents, and elected officials and other law enforcement organizations and government agencies**.**

Rule 12: Inquiry as to Duties: Employees having occasion to inquire as to their duties concerning any matter will seek information from their immediate supervisor, who will provide a clear and satisfactory answer.
A written answer may be requested by an employee.

Rule 13: Efficiency, Punctuality, and Attention to Duty:

A. Every officer carries the responsibility for the safety of the community and fellow workers and is charged with the attentive, faithful and diligent performance of assigned duties at all times.

B. Employees will be punctual, reporting for duty at the time and place specified by the supervisor, and no employee will be absent from duty without leave or authorization from their supervisor.

C. Employees will not engage in any activity or personal business which would cause them to neglect work responsibilities.

D. Officers will respond to service calls immediately, remaining awake and alert at all times and performing duties in a courteous, professional manner.

E. Officers will have the proper amount of rest before reporting to duty**.** No employee will loiter or sleep on duty or in any other manner neglect assigned duties. Failure to comply will be considered dereliction of duty.

F. Officers will notify the Prince Georges County Police Communications of the beginning and end of their assigned tour of duty. Officers will inform communications of their location and arrival and departure from calls.

Rule 14: Use of Alcohol/Drugs/Tobacco

A. Alcoholic beverages will not be consumed while wearing any part of the uniform, and will not be consumed within eight hours prior to reporting for any tour of duty.

B. An employee will not consume or be under the influence of any alcoholic beverage while working except under specific proper order of a superior.

C. An officer will not exercise any police authority, take any official action or represent themselves as a police officer while intoxicated or under the influence of alcohol or drugs. Under the influence is defined as a blood alcohol level of 0.06% or higher. Intoxicated is defined as a blood alcohol level of 0.08% or higher.

D. Employees will not take any controlled dangerous substance unless it is prescribed by a physician. The medication may not impair or restrict their ability to perform their official duties. It will be the Employee's responsibility to notify a supervisor of their inability to report for duty.

E. An officer will not be armed while intoxicated or under the influence of alcohol or drugs.

F. Tobacco: Employees will not smoke on any Town property, whether owned or leased, except in designated areas. Employees will not smoke in any Town vehicle, whether owned or leased. Employees will use discretion when smoking in public and will refrain when smoking interferes with performance or would likely bring criticism to the Department. Employees will not smoke in No Smoking areas designated by law or in any

place where gasoline, explosives, ammunition or other flammable material is stored.

Rule 15: Mutual Aid: Within the Town, an officer will promptly come to the aid of any officer who is in need of assistance. However, an officer will only proceed to assist in another jurisdiction if dispatched after the affected jurisdiction has made a request to the Town for assistance. A report of assistance rendered will be submitted by the officer by Incident Report or a memorandum, whichever is appropriate.

Rule 16: Refusal to Work: The required commitment to public service and ethics precludes employees from engaging in strikes. The Department may take disciplinary action against any employee who plans or engages in a strike, work stoppage, slowdown or other job action which may endanger the public, the Department or fellow employees.

Rule 17: Identification as Police Employee:

A. Officers shall carry Department credentials and their MPCTC Certification card while on duty and while off duty when armed, unless exempted by the Chief of Police. Other employees of the Department will carry credentials while working, and will display them on request.

B. Except when not feasible or where identity is obvious to all, officers will identify themselves by displaying official identification before taking police action. Any officer will courteously respond by providing name and ID number when requested.

C. To protect detectives or special assignment officers in performance of their duty, officers should use discretion in speaking with other officers when in the vicinity of the public.

D. No employee will either visually or verbally recognize or acknowledge any plainclothes officer unless and until the officer acknowledges them first.

Rule 18: Discretion: Officers are cautioned to use discretion in the performance of police tasks, taking into consideration conditions at the time, constraints of policy and/or existing statutes, and any possible alternative ways of handling a situation. The best interests of the residents of the Town should be kept in mind in exercising discretion.

Rule 19: Honesty: Employees will display honesty in deed and speech. They will make no untruthful statement concerning their official duties to any supervisor or superior officer, or any untruthful statement on a matter currently under investigation, or any untruthful statement in an official report.

Rule 20: Courtesy: Employees shall address coworkers, supervisors, residents and elected officials in a courteous and considerate manner. They are expected to show an even disposition and remain cool in the face of provocation, and to avoid insolent, demeaning, abusive, violent, insulting and/or provoking language.

Rule 21: Gratuities:

A. At no time will an officer ask for or receive any compensation, reward, gift or other consideration, including discounts or special privileges, from any business or person, based on their employment as an officer. An officer may make any discounted purchase except when an individual or store owner states that, in fact, the discount is being given because the employee is a police officer. In such cases, the discount constitutes a gratuity and must be refused.

B. If an officer enters a store and makes a food or other purchase and the price charged seems to be below market or discounted, the officer may pay the price charged if the officer did not request, and the store clerk does not mention, a police discount. There is no gratuity in this situation.

Rule 22: Soliciting /Endorsements:

A. An officer shall not solicit votes or contributions for any prize contest, nor engage in the sale of tickets or the solicitation of advertisements or business of any kind while in

uniform or while representing themselves as an officer, without the prior written approval from the Chief of Police.

B. An officer shall not authorize use of their name, photograph or official title as a member of the Department, in connection with testimonials or endorsements of any product or particular commercial enterprise.

Rule 25: Salute to the Flag: When un-cased colors pass, officers in uniform will render a hand salute. The same honors will be rendered at funerals when the casket is draped with the American flag.

Rule 23: Conduct Toward Prisoners:

Officer will not speak or act in a manner specifically intended to provoke or antagonize any prisoner. Prisoners will be treated with dignity, fairness, firmness and caution at all times during custody. All rights according to state and federal law will be afforded to person(s) arrested.

Rule 24: Political Activities:

No employee shall directly or indirectly use or seek to use their official position, authority or influence to control or modify the political action of any other person. No employee, while on-duty, shall engage in any form of political activity.

Rule 25: Off-Duty Involvement in Police Matters:

A. An officer's involvement in a police matter while in an off-duty status depends on numerous factors, including discretion and sound judgment. Considerations may include, but are not limited to: nature of the incident, potential harm to residents and/or the officer, whether or not the officer is armed, and the availability of on-duty units.

B. An officer who decides not to become actively involved will be expected to carefully observe the incident, summon police assistance at the earliest opportunity, and aid responding units in whatever manner is requested or directed.

Rule 26: Use of Force
Officers will use only that amount of force which is reasonable and necessary to accomplish lawful objectives.

Rule 27: Defacing Town Hall: Employees shall not mar, mark or deface any surface in Town Hall. No materials shall be affixed to any wall without specific authorization from the Chief of Police.

Rule 28: Defacing Notices or Announcements: Employees shall not mark alter or deface any posted notice of the Department. Notices or announcements will not be posted on bulletin boards without permission of a supervisory officer. No notices of a derogatory nature will be posted at any time.

Rule 29: Duty to Respond: When radio dispatched calls are received an officer will respond as soon as practicable.

IV. CONCLUSION

In those instances where no rules or general orders exist to cover a specific situation, the matter will be handled as conditions and circumstances warrant.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **PROTOCOL**			PROCEDURE NUMBER **UPPD301.0**
SECTION **DUTIES AND RESPONSIBILITIES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **26**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order instructs Department personnel on the correct times, places, and methods of rendering courtesy and recognition.

II. POLICY

As representatives of the Department, all personnel are expected to present a professional appearance to the public and members of other agencies. Displaying respect for officers of a higher rank, the National Anthem and the National Colors by salutes and other courtesies, as described in this general order, will be required.

III. DEFINITIONS

A. The hand salute will be rendered in the following manner:

1. Raise the right hand smartly until the tip of the forefinger touches the outer brim of the headdress above the right eye, or the forehead to the right of, and above, the right eyebrow when uncovered. While the head remains upright, thumb and fingers extended and joined, palm down, forearm inclined at a forty-five degree angle, the hand and wrist straight, the upper arm at a ninety degree angle from the body and in line with the shoulders. When the salute is completed the arm will be dropped smartly to the side.

B. Correct Position of Attention

1. The position of attention is assumed by placing the heels together, feet forming an angle of about forty-five degrees, knees straight without stiffness, body erect and resting equally on the hips, stomach in, chest out, shoulders squared, arms and hands hanging naturally, thumbs along the seams of the trousers, head erect to the front with the eyes looking straight ahead.

IV. PROCEDURES

Officers will salute or render courtesies in all of the following situations:

A. Formations - When uniformed officers are in formation, they will take their commands from the officer in charge. Normally the hand salute will be rendered on the command "Present Arms" and maintained until the command "Order Arms" is given.

B. National Colors - When un-cased colors pass outdoors, uniformed officers not in formation will come to the position of attention and render the hand salute. The hand salute will also be rendered at funerals when the casket or caisson is draped with the American flag. The salute will be given when the flag is six paces from the officer and held until the flag is six paces beyond him/her. If indoors, or not in uniform, officers will stand at attention and place their right hand over the heart. If wearing a

headdress remove it and place the right hand over the heart.

C. National Anthem - Whenever the National Anthem is played outdoors uniformed officers will come to attention and render the hand salute at the first note of the Anthem, retaining the salute until the last note. If the flag is present the salute will be rendered while facing the flag; if the flag is not present the salute will be rendered while facing in the direction of the music. If indoors, or not in uniform, officers will at the first note of the Anthem place the right hand over the heart and so remain until the last note of the Anthem.

D. Crowd and Traffic Assignments - When officers are assigned to crowd control they will salute the national colors and national anthem when the officer in charge gives the appropriate order. When officers are assigned to a traffic control point on foot, such as for a procession or parade, they will follow the instructions under Section B above when safe to do so.

E. Recognition

1. All uniformed officers will render a hand salute to any known or recognizable Police Chief regardless of their attire on occasion of their first encounter that day, only outdoors or at official functions.

2. All uniformed officers will render a hand salute to any uniformed Command Staff officer of any agency on the occasion of their first encounter that day, only outdoors or at official functions.

3. Uniformed officers will not salute Command Staff officers indoors except when reporting in a formal setting (position review, oral board, etc.).

4. No salute or other acknowledgment will be made when encountering any police officer, regardless of their rank, known to be assigned to covert operations unless such officer makes an acknowledgment first.

V. FORMS OF ADDRESS AND OTHER COURTESIES – (applies whether in uniform or civilian clothes)

A. Subordinate officers will address sergeants and officers of higher rank by their title, i.e. - Sgt. Jones, Lt. Smith, Capt. Adams, or use command rank.

B. When speaking with a sergeant or officer of higher rank, subordinate officers will use sir or ma'am, as appropriate.

VI. MOURNING PROTOCOL

A. Flag Etiquette – Flags shall be flown at half-staff:

1. When so ordered by the appropriate authority (U.S. President; MD Governor; Mayor or Chief). Flags will be at half-staff for the time period specified or until conclusion of internment services.

2. 30-days when a Department officer is killed in the line of duty.

3. 10-days when a police officer from the Washington Metropolitan area is killed in the line of duty.

B. Mourning Shroud (Band) for Badge - mourning bands approved by the Department will be worn:

1. 30-days when a Department officer is killed in the line of duty.

2. 10-days when a police officer from the Washington Metropolitan area is killed in the line of duty.

3. When so ordered by the Chief.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
CLASSIFICATION PLAN			**UPPD 305.0**
SECTION **DUTIES AND RESPONSIBILTIES**	NUMBER OF PAGES **1**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS **DATE:**	CALEA STANDARDS **21**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes the Classification Plan for the University Park Police Department.

II. POLICY

In accordance with the Town of University Park Code of Ordinances, Chapter 2 Administration; Article 2, Police Personnel, Section 2-207, the Chief of Police has the authority to develop and maintain the job classification plan.

III. CLASSIFICATION PLAN

A. The following classifications are currently utilized by the Department:

1. Chief of Police
2. Captain/Lieutenant
3. Sergeant
4. Corporal
5. Private First Class
6. Private
7. Part-time Civilian Employee

B. Class specifications are included in the individual job descriptions that were issued to each employee.

C. Class compensation schedules are located in the Treasure's office as part of the pay scale.

IV. JOB CLASSIIFICATION PLAN

A. The Chief of Police or a designee develops and maintains the job classification plan for all full-time sworn and civilian personnel.

B. The Chief of Police maintains current job descriptions of all Police Department employees. The job descriptions are provided upon initial hiring and are available to all employees, upon request.

V. PLAN REVIEW

A. Job classifications are reviewed, as needed, by the Chief of Police. The Chief of Police may request a reclassification of any position from the Mayor. This entire process may be completed verbally.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
CLASSIFICATION AND RESPONSIBILITIES OF DEPARTMENT PERSONNEL			**UPPD306.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONBILITIES	**2**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **11, 12**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

It is the purpose of this general order to establish responsibilities specific to each sworn position, define delegation of authority within the Department, and to establish command protocol in the absence of the Chief.

II. POLICY

This General Order shall provide for the development of job specifications and an explanation of job responsibilities. Employees that are informed of the specific required job tasks will most often, at least, attempt to perform these tasks. Keeping employees informed will lead to more efficient; effective delivery of provided services.

In accordance with the Town of University Park Code of Ordinances, Chapter 2 Administration; Article 2 Police Personnel, Section 2-207, the Chief of Police has the authority to develop and maintain the job classification plan.

A. A supervisor at any level can delegate authority and duties to subordinates but they cannot delegate responsibility. All supervisors are fully accountable for the performance of employees under their immediate control.

B. The delegation of duties and tasks must be accompanied by the authority to make decisions and execute assigned tasks in an effective manner. Individuals are accountable for the use of authority delegated to them, as well as the failure to exercise it.

C. **Delegation of Command**

1. Whenever the Chief is absent and unavailable to manage the operation of the Department for a short period of time, the Chief will designate someone as Acting Chief.

2. In the event the Chief is absent from duty for more than sixty days, the Mayor will appoint an Acting Chief with approval of the Council. The Acting Chief will assume the duties of the Chief as per Section 2-207 of the Town Code until the Chief returns to duty or a permanent promotion is made.

3. In the permanent absence of the Chief, the Mayor will appoint an Acting Chief with approval of the Council until a permanent Chief is appointed. The Acting Chief will assume full duties and responsibilities as the Chief as per Section 2-207 of the Town Code.

D. Acting Chief – Limitation of Authority
An Acting Chief will receive no additional compensation, but shall possess all the powers, authority and duties conferred upon the Chief, except:

1. The Acting Chief may not promote or demote any member of the Department without the authorization of the Chief or the Mayor.

2. The exceptions listed above do not limit the Acting Chief's authority to carry out his/her responsibilities under the provisions of the Law Enforcement Officers' Bill of Rights as defined in § 3-102 (C) (1-2) of

the Public Safety Article, Annotated Code of Maryland.

E. No provisions of this general order will be construed to limit the authority of the Chief and/or Acting Chief to assign personnel to those duties and responsibilities he/she deems necessary to the accomplishment of the goals, objectives and responsibilities of the Department.

III. DUTIES AND RESPONSIBILITIES

Police officers, regardless of rank, may be assigned to patrol or administrative duties as deemed necessary by the Chief. All personnel shall report to the Chief or a designee, any incidents of misconduct, incompetence, neglect of duty, or violations of rules, regulations, and procedures. Failure to do so shall be considered neglect of duty.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
POSITION DESCRIPTION – Chief of Police			**UPPD 306.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONBILITIES	**2**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA STANDARDS **12, 17, 21**	AUTHORITY **Chief Michael Wynnyk**	

I. INTRODUCTION

The Mayor and Council has delegated to the Chief of Police the authority and responsibility for the management, direction, and control of the operations and administration of the Police Department.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all of the work performed.

A. Nature of Work

Requires highly responsible professional and administrative work in planning, organizing, and directing the activities of the Department.

Work involves responsibility for the efficient operation of the Department through planning, organizing, and directing its activities, assuring that law and order are maintained, that laws and ordinances are enforced, and measures are implemented to prevent crimes and to protect lives and property. Work also involves consulting with other police officials in determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all employees of the Department. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations. Work is performed under the policy guidance of the Mayor and Council, with periodic reports to Mayor and Council. Work is reviewed through conferences and reports for overall program effectiveness.

B. Examples of Work

1. Plans, organizes, and directs the programs and activities of the Police Department;

2. Supervises directly, or through a subordinate supervisor, a moderate-sized staff of law enforcement and civilian employees; prescribes, publishes, and enforces rules and regulations, recommends the appointment, promotion, and dismissal of employees;

3. Prepares the annual departmental operating budget and controls the expenditure of appropriations;

4. Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command of subordinates in emergency situations or major law enforcement operations;

5. Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Department are involved; participates in and attends meetings of county, regional, state, and national law enforcement associations;

6. Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation of and responds to major citizen complaints;

7. Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports;

8. Performs related work as required.

C. Physical Demands

The physical demands of this position require that all candidates pass a physical examination and meet such physical requirements as may be established by competent authority. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time. The Chief must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme, varied conditions; successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

D. Desirable Education and Experience

Graduation from an accredited four-year college or university with major course work in police science or a related field; thorough experience in police operations and administration; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Thorough knowledge of the principles and practices of modern police administration and police methods;

2. Thorough knowledge of standards by which the quality of police service is evaluated and the use of police records and their application to police administration;

3. Thorough knowledge of the principles and methods of organization, management, and supervision;

4. Thorough knowledge of department rules and regulations and of applicable federal, state, and local laws and ordinances;

5. Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work;

6. Ability to plan, organize, and direct the work of employees performing varied operations connected with police activities;

7. Special skills in the psychology of human behavior and public relations;

8. Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public; and,

9. Ability to prepare, and present effectively, oral and written informative material relating to the activities of the Department.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
POSITION DESCRIPTION – Captain and Lieutenant			**UPPD306.2**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONBILITIES	**2**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **12, 17, 21**	AUTHORITY **Chief Michael Wynnyk**	

I. INTRODUCTION

As the first-line administrator, the Captain and Lieutenant is expected to perform all duties required of every police officer either directly or through his subordinates and is responsible for the work of supervisors and officers. As the vital link between Sergeants and the Chief, the Captain and Lieutenant is concerned with the achievement of the police purpose. The Captain and Lieutenant must establish the purpose of the work, assist and instruct in its execution, and translate policy into accomplishing the job.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all of the work performed.

A. Nature of Work

This is highly responsible professional and administrative work in planning, organizing, and directing the activities of the University Park Police Department.

Work involves assisting the Chief with the planning, organizing, and directing police activities; assuring that law and order are maintained, that laws and ordinances are enforced, and measures are implemented to prevent crimes and to protect lives and property. Work also involves interacting with other police officials in determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all employees of the Department. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations. Work is performed and reviewed by the Chief.

B. Examples of Work

1. Plans, organizes, and directs the programs and activities of the Police Department.

2. Supervises directly, or through a subordinate supervisor, officer and civilian employees; prescribes, publishes, and enforces rules and regulations.

3. Assists in the preparation of the annual departmental operating budget and makes departmental purchases as directed by the Chief.

4. Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command of subordinates in emergency situations or major law enforcement operations.

5. Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Department are involved. On behalf of the Chief may participate in and attend meetings of county,

regional, state, and national law enforcement associations.

6. Attend and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; conducts the investigation of and responds to major citizen complaints.

7. Direct the maintenance of criminal and operational records; prepares a variety of regular and special reports,

8. Perform related work as required.

9. Serve as the Acting Chief when delegated responsibility by the Chief upon absence for vacation, training or other short-term occurrences.

C. Physical Demands

The physical demands of this position require that all candidates pass a physical examination and meet such physical requirements as may be established by competent authority. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time. The Captain and Lieutenant must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme, varied conditions; successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

D. Desirable Education and Experience

Graduation from an accredited four-year college or university with major course work in police science or a related field; thorough experience in police operations and administration; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Thorough knowledge of the principles and practices of modern police administration and police methods.

2. Thorough knowledge of standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

3. Thorough knowledge of the principles and methods of organization, management, and supervision.

4. Thorough knowledge of department rules and regulations and of applicable federal, state, and local laws and ordinances;

5. Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work.

6. Ability to plan, organize, and direct the work of employees performing varied operations connected with police activities.

7. Special skills in the psychology of human behavior and public relations.

8. Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public.

9. Ability to prepare, and present effectively, oral and written informative material relating to the activities of the Department.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
POSITION DESCRIPTION – Sergeant			**UPPD306.3**
SECTION **DUTIES AND RESPONBILITIES**	NUMBER OF PAGES	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **12, 17, 21**	AUTHORITY **Chief Michael Wynnyk**	

I. INTRODUCTION

As the first-line supervisor, the Sergeant is expected to perform all duties required of every police officer either directly or through his subordinates and is responsible for the work of operational line officers. As the vital link between officers and higher management, the Sergeant is concerned with the achievement of the police purpose. The Sergeant must interpret the purpose of the work, assist and instruct in its execution, and translate policy into accomplishing the job. The Sergeant having continuous face-to-face contact with the officers, performs a dual role; technical – having to do with the proper methods of performing the basic police function; interpersonal – having to do with the human relations involved in directing the work of others.

The most difficult and burdensome part of a supervisor's job is administering discipline. Good discipline is a force within an officer that causes the officer to adhere to high standards of work and behavior on a voluntary basis. Officers who develop and apply good work habits are well-disciplined individuals. The supervisor establishes these work habits through the climate of supervision and personal example.
Disciplinary action is taken when discipline has failed. Forms of disciplinary action are discussed in other General Orders, the Town Code and the Law Enforcement Officers' Bill of Rights.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all of the work performed.

A. Nature of Work

This is responsible supervisory municipal law enforcement work. Work involves responsibility for the command and coordination of subordinate officers engaged in general duty law enforcement. Work also involves supervising the conduct of follow-up criminal investigations. Work requires the use of seasoned judgment in the command of subordinates under normal and emergency conditions. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations under the general supervision of the Chief. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Work

1. Inspects the appearance of subordinate officers; assigns officers to patrol areas; relays and explains special orders and information; irregularly conducts Town patrol and provides back-up to officers as necessary; observes officer performance in the field; gives advice to employees when

necessary and evaluates and rates the performance of employees.

2. Assists in the apprehension and arrest of law violators; questions suspects and interviews witnesses; makes court appearances.

3. Reviews reports of subordinates and prepares reports for the Lieutenant/Captain, Chief, and other government agencies; responds to and takes command of major incidents or emergencies.

4. Supervises investigations; reviews reports and makes investigative assignments as appropriate; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.

5. Serves as a training officer; patrols with recruits and instructs officers on police procedures; evaluates officers within established guidelines.

6. Performs patrol and other related work as required.

C. Physical Demands

The physical demands of this position require that all candidates pass a physical examination and meet such physical requirements as may be established by competent authority. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time. The Sergeant must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme, varied conditions; successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

D. Work Environment

The Sergeant will be expected to work alone in areas where there is a possibility that a person may be armed while attempting to commit a crime and, during an attempt to evade arrest, the situation may lead to an assault on the officer.

E. Desirable Education and Experience

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Considerable knowledge of modern police practices and methods;
2. Considerable knowledge of department procedures, rules, and regulations;
3. Considerable knowledge of applicable federal, state, and local laws and ordinances, including laws of arrests.
4. Considerable knowledge of the street layout and geography of the Town;
5. Knowledge of the principles and methods of organization, management, and supervision;
6. Ability to assign, supervise, review, and evaluate the work of subordinates;
7. Ability to communicate effectively both orally and in writing.
8. Ability to analyze situations quickly and objectively and determine proper courses of action;
9. Ability to maintain records and prepare reports;
10. Ability to maintain effective working relationships with others;
11. Knowledge of police communications and regulations

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE **POSITION DESCRIPTION – Corporal**			PROCEDURE NUMBER **UPPD 306.4**
SECTION **DUTIES AND RESPONBILITIES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **12, 21**	AUTHORITY **Chief Michael Wynnyk**	

I. INTRODUCTION

The Corporal is expected to perform all duties required of a Town Police Officer either directly or through his subordinates and is responsible for the work of operational line officers in the absence of the Sergeant. The Corporal will have limited supervisory responsibilities and will serve as the patrol supervisor in the absence of the Sergeant under the supervision of the Lieutenant/Captain and the Chief of Police. The Corporal is frequently required to use independent judgment to complete tasks.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all of the work performed.

A. Nature of Work

This is responsible limited supervisory municipal law enforcement work.
Work involves responsibility for the command and coordination of subordinate officers engaged in general duty law enforcement in the absence of the Sergeant. Work also involves monitoring follow up investigations. In the absence of the Sergeant, work involves the use of seasoned judgment in the command of subordinates under normal and emergency conditions.

Work is performed with minimal supervision in accordance with applicable laws, ordinances, and regulations under the general supervision of the Sergeant. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Work

1. Conducts Town patrol and provides back-up to officers as necessary, observes officer performance in the field, gives advice to subordinates when necessary.
2. Assists the officers with, for example, house checks when deemed necessary, when officer involved in lengthy investigation, or calls for service.
3. Assists the Sergeant with background investigations on as needed basis.
4. Performs patrol and related work as required.
5. Assists in the apprehension and arrest of law violators, questions suspects and interviews witnesses, makes court appearances.
6. Assists the Sergeant with training issues/needs.
7. Assist the Sergeant, Lieutenant/Captain and Chief with outfitting new officers with uniforms and equipment.
8. The Corporal is the lead Field Training Officer.
9. Identifies target areas for selective enforcement.
10. Conducts monthly vehicle inspections on appropriate department forms and forwards them to the Sergeant and Lieutenant/Captain for action if necessary.

12. Ensures that an adequate supply of department forms and ticket books are available.
13. In the absence of the Sergeant, the Corporal will perform the following duties:
a. Supervise line officers.
b. Review and approve Town Incident Reports on a daily basis for compliance with established policies and procedures and ensure that Reports comply with the PGPD Report Manual. This duty is performed when the Sergeant or Lieutenant/Captain is on vacation or in training.

C. Work Environment

The corporal will be expected to work alone in areas where there is a possibility that a person may be armed while attempting to commit a crime and, during an attempt to evade arrest, the situation may lead to an assault on the officer.

D. Physical Demands

The physical demands of this position require that all candidates pass a physical examination and meet such physical requirements as may be established by competent authority. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time. The patrol officer must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations, fire a weapon accurately under extreme, varied conditions, successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission, maintain agility, endurance and strength, and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

E. Desirable Education and Experience

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Certified Training Officer by MPCTC standards.
2. Considerable knowledge of modern police practices and methods.
3. Above average knowledge of department policies, procedures, rules, and Town Ordinances.
4. Knowledge of street layout and geography of the Town.
5. Above average knowledge of applicable federal, state, and local laws and ordinances, including laws of arrests.
6. Ability to handle effectively minor complaints from citizens.
7. Ability to communicate effectively both orally and in writing.
8. Ability to analyze situations quickly and objectively and take the proper course of action.
9. Ability to maintain effective working relationships with others: officers, communications personnel, Town Hall office staff, public works personnel and the community.
10. Ability to maintain records and prepare detailed reports.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE **POSITION DESCRIPTION – POLICE OFFICER**			PROCEDURE NUMBER **UPPD 306.5**
SECTION **DUTIES AND RESPONBILITIES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **12, 21**	AUTHORITY **Chief Michael Wynnyk**	

I. INTRODUCTION

The patrol officer is the key to the success in a police department. The attainment of the police mission depends upon how well patrol officers do their complex demanding jobs. Patrol officers are directly responsible for the law enforcement activities within an assigned area. They are the primary force in accomplishing adherence with the law and attempts to achieve compliance with established laws through reasonable enforcement dedicated to the protection and service of each individual citizen.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all of the work performed.

A. Nature of Work

This is responsible municipal law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. A patrol officer may be assigned to uniformed patrol, criminal investigation, juvenile work, or other specialized activity. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in completing both routine and complex emergency assignments. The officer must have the willingness to accept responsibility and the ability to act effectively in extremely divergent interpersonal situations (e.g. acts friendly, persuasive, firm, or forceful depending upon the circumstance). Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

B. Examples of Work

1. Patrols a designated area of the Town in a patrol car, bicycle, other means of transportation, or on foot; prevents and discovers the commission of a crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes police presence known in a manner that contributes to deterrence of law violations.

2. Answers radio calls and complaints involving automobile collisions, misdemeanors, and felonies; conducts collision investigations and criminal investigations at the scenes of crimes; administers first-aid to persons; gathers evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances; testifies as a witness in court.

3. Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and other police events in assigned area; checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public.

4. Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public.

5. On an assigned basis, serves as a police investigator; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants; obtains subpoenas, and makes arrests; conducts surveillance; works undercover.

6. On an assigned basis, serves as a juvenile and crime prevention officer; investigates offenses involving juveniles; works with runaway and abused children, parents, schools, churches, the county juvenile court, and other public and private agencies; completes initial and follow-up reports; prepares and delivers talks to organized groups.

C. Work Environment

The patrol officer will be expected to work alone in areas where there is a possibility that a person may be armed while attempting to commit a crime and, during an attempt to evade arrest, the situation may lead to an assault on the officer.

D. Physical Demands

The physical demands of this position require that all candidates pass a physical examination and meet such physical requirements as may be established by competent authority. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time. The patrol officer must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme, varied conditions; successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

E. Desirable Education and Experience

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Knowledge of modern police practices and methods;
2. Knowledge of Town procedures, rules, and regulations;
3. Knowledge of applicable federal, state, and local laws and ordinances including laws of arrest;
4. Knowledge of the street layout and geography of the Town;
5. Ability to deal firmly and courteously with the public, and to control and motivate persons;
6. Ability to communicate effectively, both orally and in writing;
7. Ability to maintain required records and to prepare reports;
8. Ability to analyze situations quickly and objectively, and to take proper courses of action;
9. Ability to establish and maintain effective working relationships with others.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
POSITION DESCRIPTION – Administrative Asst.			**UPPD 306.6**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONBILITIES	**2**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **12, 21**	AUTHORITY **Chief Michael Wynnyk**	

I. INTRODUCTION

The Department Administrative Assistant is a civilian position which fulfills the duties of assisting the Accreditation Manager, Grants Coordinator and Administrative Staff. Work involves additional administrative duties as assigned by the Chief of Police. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures and is performed under the general supervision of the Chief of Police.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed.

A. Examples of Work – Assist Accreditation Manager
1. Development, review, and organization of the Department's General Orders and Standard Operating Procedures in compliance with CALEA standards.
2. Compile and compare data for a variety of Department reports.
3. Perform a variety of independent research and report preparation.

B. Examples of Work – Grants Coordinator Assistant
1. Seek out local, state, and federal grants to supplement the Department budget.
3. Comply with grant mandated reports in a timely manner.

C. Examples of Work - Administrative Assistant
1. Maintain Departmental files and records in accordance with retention schedules.
2. Answer daily business phone calls in assisting the public for general information.
3. Assists with various reporting and requests for information as directed.
4. Provide copies of reports requested by citizens.
4. Handling of other duties/assignments as directed by the Chief of Police.

D. Desirable Education and Experience
1. Be a U.S. citizen and at least 18 years of age;
2. Must possess a High School Diploma or GED Certificate recognized in the State of Maryland;
3. Three years of experience in an administrative work environment;
5. Valid driver's license;
6. Strong organizational skills and attention to detail;
7. Excellent verbal and written communications skills;
8. Intermediate to advanced computer software proficiency, including Microsoft Office Suite;
9. Ability to work independently;

10. Ability to maintain a high level of discretion, good judgment, and confidentiality;
11. Ability to understand, interpret, and apply instructions regarding Town rules and regulations and departmental procedures;
13. Ability to enter and retrieve data or information into a terminal, PC, or other keyboard device;
14. Communicate orally and in writing with customers, clients, the public, and other employees in a face-to-face, one-on-one setting;
15. Perform duties rapidly and accurately;
16. Understand and follow oral and written instructions in the English language;
17. Operate standard office equipment: keyboard device, copy machine, computer, and facsimile machine;
18. Be able to remain in a sitting position for extended periods of time;
19. Ability to move or lift 25 pounds.

END OF DOCUMENT

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
CHAIN OF COMMAND			**UPPD306.7**
SECTION **DUTIES AND RESPONSIBILITIES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **12**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order provides specific guidelines pertaining to chain of command.

II. POLICY

It is the policy of this Department that officers use the proper chain of command for verbal and/or written communications.

III. PROCEDURE

Unless exempted, all intra-Departmental and official inter- Departmental communications shall follow the proper chain-of-command.

1. For upward communications employees shall transmit all communications through their immediate supervisor.

2. No officer shall discuss Departmental policy or internal concerns outside the agency without the permission of the Chief.

3. Officers shall not use Departmental letterhead stationary for non-official business. They shall not transmit any letterhead correspondence outside the Department without the authorization of the Chief.

C. Employees may breach the chain of command only in the following cases:

1. To transmit confidential or sensitive information.

2. In emergencies where the employee must transmit operational information to accomplish an immediate objective.

3. When permission is granted by the employee's immediate supervisor for formal communications directly with a higher level of authority.

4. When so directed by a higher-ranking employee.

5. To directly discuss an equal employment opportunity complaint with the person designated to investigate such complaints.

IV. LAWFUL ORDERS

A. The Department is organized within a hierarchy of authority, to maintain operating efficiency. Officers shall comply with lawful orders in a positive manner reflecting a willingness to serve.

B. Disciplinary action may be taken where there is a willful disregard of lawful orders or written general orders.

C. Officers shall at all times comply with lawful orders of superior officers and calls for assistance by residents.

D. No officer shall publicly criticize a lawful order received.

V. CONFLICTING OR UNLAWFUL ORDERS

A. No officer shall knowingly issue an unlawful order.

B. Upon receiving an order conflicting with any previous order, the officer will advise the superior issuing the second order.

C. Responsibility for countermanding an order will then lie with the superior issuing the second order.

D. If then directed by the superior, the employee will obey the second or countermanding order.

E. The superior countermanding the first order will then assume full responsibility for both orders.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
LINE INSPECTIONS			**UPPD308.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONSIBILIITES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **11, 41, 53, 83, 84**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to ensure that all inspections are performed when necessary and by appropriate authority.

II. POLICY

The Department will establish an inspection process to provide supervisor(s) with a means of regularly assessing the Department's efficiency and effectiveness and provide information necessary to plan for change.

III. RESPONSIBILITY

The Chief or designee will have the primary responsibility to conduct inspections as defined by this general order. The Sergeant will have the authority to conduct the same inspections if the designee is not available or it becomes necessary.

IV. PROCEDURES

A. Line Inspections – Line inspections are those inspections conducted by the Sergeant or a designee. These inspections include employees, equipment, facilities, procedures or other areas of the Department being inspected.

1. The supervisor is responsible for the inspection of the organizational components, equipment, facilities, activities and personnel assigned to them.

2. Officers assigned as equipment coordinators (i.e. Radar and P.B.T.) will ensure that required records of use by an officer (including signing equipment out for use), and any improper use of equipment, will be reported to the supervisor in writing and maintained for one year.

3. All formal inspections, as required by any general order, will be conducted in the manner and frequency prescribed in the appropriate general order.

4. All formal inspections and all deficiencies will be documented for future reference. Documentation may be on the Department's "Officer's Daily Report" form or other forms designated for that purpose.

a. The supervisor may also make informal inspections of the facility (police station), property, equipment, activities and officer's appearance at any time.

b. All inspection reports detailing discrepancies will be sent to the Chief with an explanation of the discrepancy noted.

c. Where prompt correction is not effected, supervisor(s) may take or recommend disciplinary action.

5. Correction of inspection failures is the responsibility of the supervisor. Corrections will be made within 30-days of the date of the inspections unless otherwise required. Re-inspection will be documented on the applicable inspection forms and sent to the Chief.

6. The Chief and/or the Accreditation Manager will ensure that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished. Failure to submit required reports, reviews, etc. by the appropriate person will be reported to

the Chief who will take appropriate action to ensure compliance.

B. Evidence/Property Inspection

1. The property room custodian will conduct an inspection to determine adherence to procedures used for control of property semi-annually. A written report will be documented and sent to the Chief.

2. An inventory of property will occur whenever the person responsible for the property and evidence control function is assigned to and or transferred from the position. This inventory will be conducted jointly by the newly designated property custodian and a designee for the Chief to ensure that records are correct and properly annotated. All discrepancies should be recorded prior to the assuming the responsibility for the property/evidence function.

3. The Chief and/or designee will conduct an annual audit of evidence storage areas. A random comparison of records with physical evidence should be the main focus of the audit and consume most of the time allotted.

4. The Chief or a designee will conduct unannounced inspections of the property storage area to ensure compliance with the procedures set forth in General Order UPPD 1000.0 – "Evidence /Property Procedures". Evidence accountability and security procedures will receive primary attention during these spot inspections.
These inspections are in addition to and in support of other regularly scheduled inspections.

C. Vehicle Inspections

1. All vehicles assigned to the Department will be inspected, including marked and unmarked cruisers.

2. The officer assigned to a vehicle will conduct inspections of the vehicle and its equipment prior to use. Any damage, discrepancies or unsafe conditions found will be immediately brought to the attention of the Sergeant and/or Chief. If the damage or discrepancy occurs, or is discovered, when the officer is off-duty, the supervisor and/or Chief will be notified within 48-hours of discovery.

3. The supervisor will personally inspect all vehicles with the assigned officers at least once a month. The supervisor will use the appropriate form when conducting vehicle inspections and will retain a record of all vehicle inspections.

4. The supervisor will ensure that any visible damage, deficiency in equipment or unsafe condition is reported on the Officer's Daily Report form.

5. The supervisor will investigate any new, unreported damage and submit a report of investigation with photographs to the Chief detailing the findings and recommendations of possible discipline if appropriate.

NOTE: Any emergency condition, i.e. mechanical or vehicular damage that warrants the vehicle being placed out of service immediately, will be handled by the officer and reported to the Sergeant.

D. Vehicle Equipment

1. Prior to use, officers will ensure that their assigned police cruiser is equipped with the proper report forms and equipment sufficient to perform their assignment. They shall ensure that the vehicle is equipped with:

a. Charged fire extinguisher
b. Fingerprint Kit
c. First Aid Kit
d. Flares (maximum 40 – replenish flares from stock in police storage shed; return excess to same)
e. Issued Rain Gear
f. Tape measure
g. Reflective traffic vest
h. Device to open locked vehicles
i. License Plate Reader (LPR) as assigned.
j. E-TIX
k. Mobile Data Terminal (MDT)

l. EZPASS Transponder

E. Station Equipment
The following equipment must be available at the station:

a. Digital Camera
b. Extra batteries
c. Supplies for evidence collection
d. Crime Scene Tape

F. The Department may, as an option, require additional equipment to be carried in police vehicles. Only equipment approved by the Chief may be carried or installed on a Departmental vehicle.

G. Officers desiring to install or carry any item permanently or temporarily (i.e. radio scanner, CB, etc.) shall direct a request to the Chief for approval prior to installation of said item.

H. Officers are prohibited from making repairs to Departmental vehicles. As part of normal maintenance, they may top off fluid levels, adjust tire inflation.

V. FREQUENCY OF INSPECTIONS

All line inspection will be made according to the below listed schedule, however, this does not preclude more frequent inspections. Supervisors should be constantly aware of the condition of officers and equipment. If a deficiency is observed, action to correct it should be taken immediately.

ITEM	FREQUENCY	INSPECTOR
PERSONNEL		
Appearance	Monthly	Supervisor
Uniform	Monthly	Supervisor
Equipment	Monthly	Supervisor
Weapons	Monthly	Supervisor
Ammunition	Monthly	Supervisor
VEHICLES		
Equipment	Monthly	Supervisor
Cleanliness	Monthly	Supervisor
General Condition	Monthly	Supervisor
GENERAL EQUIPMENT		
Radar Units:	Monthly	Supervisor
Calibration	Bi-Annual	Supervisor
PBT's Log sheet	Monthly	Operator
Portable Radios	Monthly	Supervisor
STATION EQUIPMENT		
	Monthly	Supervisor
PROPERTY/EVIDENCE STORAGE ROOM		
Inspections	Unannounced	Chief/designee
Inspection	Semi-annual	Property Custodian
Audit	Annual	Chief/designee
Inventory	As needed	Chief/designee

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
GRIEVANCE PROCEDURES			**UPPD312.0**
SECTION **DUTIES AND RESPONSIBILITIES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
NEW AMENDS RESCINDS **DATE:**	CALEA CHAPTER **25**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes general guidelines for the grievance process and the coordination of the process by the Chief .

II. POLICY

The policy of this Department is that good management recognizes the grievance process as a valuable method to help reduce personnel dissatisfaction, improve morale, and identify problems within the Department. It is the Department's policy to ensure that the confidentiality of all grievance records within the Department's jurisdiction will be protected and preserved, and that access to them will be carefully controlled. The Chief shall be responsible for the security and control of all grievance files.

III. DEFINITIONS

Grievance: a formal complaint arising out of a disagreement between an employee and management concerning the terms and conditions of employment or an alleged misinterpretation, misapplication, or violation of any Department policy, procedure or practice.

Days: shall mean calendar days, except deadlines that fall on Saturday, Sunday or holidays shall be extended to the next business day.

IV. EXCLUSIONS

The following actions may not be the subject of a grievance:

1. Performance evaluation ratings except in cases of a failure to follow established procedures.

2. Any action by the Department that falls within the scope of the Law Enforcement Officer's Bill of Rights shall not be the subject of a grievance until a final determination is made.

V. PROCEDURES

The grievance procedure shall be presented in the following manner:

A. Step 1
An officer or employee shall first present his grievance to his immediate supervisor in writing within five (5) working days of the occurrence. A grievance shall include a statement of the facts involved and the relief sought and shall be signed by the officer. The supervisor shall make careful inquiry into the facts and circumstances of the complaint and shall respond in writing. If the supervisor fails to respond in writing within five (5) working days of receipt of the grievance, the grievance shall be deemed denied and the officer or employee may proceed to the next step.

B. Step 2 – An officer or employee who is dissatisfied with the decision of his immediate supervisor or does not receive a response to a timely filed grievance may submit his grievance in writing to the Chief within five (5) working days of the supervisor's response or within five (5) working days from the date the supervisor was required to respond. The Chief shall meet

with the employee within five (5) working days of receipt of the grievance. The Chief shall make a separate investigation and inform the employee of the decision and the reasons for the decision in writing within five (5) working days after the date of the meeting. In the event the Chief fails to render a written decision within the five (5) day period, the grievance shall be deemed denied and the employee may proceed to the next step.

C. Step 3 - If the officer or employee is still aggrieved after Step 2, the officer or employee or authorized representative, shall request in writing a review of the grievance by the Mayor. Such requests shall be accompanied by all the facts as to the nature of the grievance and all written answers given thereto and shall be presented within five (5) working days after the date of receipt of the Chief's answer or the date on which such answer was due. The employee shall send a copy of the written request for review to the Chief. The Mayor shall convene a meeting for the purposes of hearing the grievance within five (5) working days of the date of receipt of the request for review. The Mayor and the Chief, as appropriate, shall meet with the officer or employee, the officer or employee's representative, and any witnesses for the purpose of hearing the presented information and reviewing the grievance. Within five (5) working days of the date of the hearing, the Mayor shall render his or her decision in writing to the officer or employee and the officer or employee's representative and shall send a copy of the decision to the Chief.

VI. RESPONSIBILITIES

A. The Chief shall coordinate all grievance procedures and maintain copies of all grievances filed within the Department.

B. The Chief shall coordinate the Department's response to all grievances filed at the department level, to insure they are handled in accordance with the grievance procedures as outlined.

C. The Chief or designee shall analyze grievances annually. If the analysis reveals a trend in the grievances process, steps may be taken to minimize the causes of such grievances.

VII. GENERAL PROVISIONS

A. If a grievance arises from the action of an authority higher than the officer's immediate supervisor above the rank of sergeant, such a grievance may be initiated at the appropriate step of this grievance procedure.

B. All parties have the right at their own expense to representation of their choice and recording of the process.

C. Nothing in this procedure shall be interpreted to preclude or discourage officers from discussing any problem with their immediate supervisor.

D. The time limits for the processing of grievances are intended to expedite grievance handling and may be extended for good cause.

E. If an officer fails to pursue any step within the time limits provided, all rights to the grievance process will be deemed forfeited.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
CRIME PREVENTION AND COMMUNITY RELATIONS			**UPPD320.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONSIBILITIES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	44, 45	**Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish policy regarding the Department's crime prevention through community relations efforts.

II. POLICY

This Department is committed to promoting community crime prevention programs through the utilization of problem oriented policing. This commitment extends to an active partnership with the residents of University Park in reducing the opportunity for criminal activity within the Town. The success of crime prevention through community relations is a shared responsibility.

Police officers are the primary developers of programs to reduce or prevent crime. These programs will be designed to target both adults and juveniles. All members of the Department are responsible for ensuring that the programs achieve the desired results. This is accomplished by attending community meetings and through other enforcement and non-enforcement activities. Personnel are expected to actively participate in all aspects of crime prevention and community relations.

III. PROCEDURES

A. All personnel will be responsible for the development, coordination, implementation and evaluation of the Department's crime prevention programs. The responsibility for participating in or supporting the agency's juvenile operations function is shared by all agency personnel.

B. Crime Prevention Through Environmental Design and Community Programs: The Department will, when appropriate, assist in organizing and establishing community groups where they are needed. To support these endeavors the Department will:

1. Establish and maintain a liaison with all interested crime prevention groups, community organizations and other community groups;

2. Ensure that all personnel are aware that they are responsible for achieving the Department's community relation objectives;

3. Develop or improve Department policies and procedures that affect police and community relations as needed;

4. Publicize objectives, problems, and successes of programs by using the Town's newsletter, the Chief's community e-mail group; attending Town Council meetings and group association meetings, etc.;

5. Convey relevant information received from citizens' organizations to all personnel by way of interdepartmental memo, verbal or written correspondence and electronic media.

6. Improve agency practices bearing on Police/ Community interaction;

7. Identify community relations and crime prevention training needs through interviews with resident representatives. Meet with and request recommendations from Department personnel.

C. School Liaison Program - The Town has one public school: University Park Elementary School (UPES) located at 4317 Underwood Street.

Officers will actively interact with school officials and students by:

1. Responding to the school to assist the Prince George's County School Crossing Guard with morning arrival of school officials and students who walk to school**.**

2 Monitoring designated student Drop Off Area where parents are allowed to stop while their children depart from their vehicles to enter the school.

3. When practical, assisting with afternoon departure of students and Prince George's County School buses and other vehicles.

4. Monitoring the area of the school and adjacent roadways for those students that walk home with or without their parents.

5. Enforcing all traffic and pedestrian related offenses that may occur.

D. Annual Career Day –

1. Career Day is designed for small groups of students that will rotate among the invited speakers. Officers will be prepared to answer the following questions from the students:

- How did you become interested in your job?
- What do you do on a day to day basis?
- What skills do you use?
- What type of education is needed for your job?
- What academic course is particularly? relevant?
- What can students do now if they are interested in pursuing this type of career?

2. Officers are required to:

i. be in their uniform of the day;

ii. Bring any department brochures or related printed information.

iii. Bring a business card in the event that the student wishes to contact the department for further information.

3. An officer will be assigned to act as the School Liaison Officer by the Chief of Police.

E. Annual Mayfair Day or Other Fundraising Events – may be held at the school to include a variety of fund raising events and activities to benefit the UPES PTA.

1. The Department participates by setting up a display attended by selected officers to answer questions from the attendees and hand out safety and crime prevention materials, which include:

- McGruff Safety Information
- Internet Safety Information
- Child Safety Information
- Vehicle Steering Wheel Locks
- General Crime Prevention Information

2. The materials and brochures will be obtained from the Maryland Crime Prevention Council and commercial vendors.

F. Municipal Liaison Officer - An e-mail notification format has been developed for surrounding agencies to send their crime information to the Municipal Liaison Officer of the Prince George's County Police District I Station.

1. The Prince George's Georges County Police report all crimes and related information pertaining to District I as well as county wide information from the other District Stations located in the Prince George's County.

2. Members of this group are notified on a daily basis concerning current crime trends and information from their respected jurisdictions.
3. This program allows municipal, county park and the state police to share information in joint effort to be on the look out for persons responsible for crimes committed and to share individual crime trend information to aid agencies in their planning for crime prevention methods.

4. The Department shall maintain this liaison to obtain information about crime problems in those areas adjacent to University Park.

IV. REPORTING REQUIREMENTS - When an officer conducts a community service event or attends a community event or meeting, it shall be entered on the Officer's Daily Report (ODR).

A. The information will contain the following:

1. The type of event or meeting.

2. Location and time.

3. A brief disposition of the service provided by the officer.

B. The officer can forward a memorandum to the Chief to explain in detail if new concerns or recommendations were developed.

V. ADDITIONAL COMMUNITY SERVICE RESPONSIBILITIES - The Department will constantly strive to stay abreast of any new programs, technology or new resident groups that will allow for open communication with the residents for the prevention of crime in an ongoing effort to safeguard our community.
An example of a Community Service is identified as:

A. Crime watch meeting.

B. Scheduled meetings or events with the various resident groups and organizations of the Town.

C. A presentation or building check (Signal 18) at UPES

D. Home security analysis.

E. Presentations or station tours with the Boy and Girl Scouts.

VI. RESIDENT SURVEY

A survey of resident attitudes and opinions will be conducted every 3-years. The survey may be conducted by mail, in person, or by telephone and may be combined with questions relating to victimization and other issues. The survey may be carried out directly by the news letter; departmental personnel or by volunteers. This survey will identify the following:

A. Overall Department performance;

B. Overall competence of employees;

C. Citizen's perception of employees' attitudes and behavior toward citizens;

D. Community concern over safety and security within the Town's jurisdiction; and

E. Requesting recommendations and suggestions for improvements of crime prevention and community relations.

6. UPPD Form 45-01 will be used to conduct the survey.

VII. RESIDENT SURVEY RESULTS
When a resident survey has been completed, the Accreditation Manager will provide a written summary to the Chief.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
MEDIA RELATIONS AND PUBLIC INFORMATION			**UPPD 324.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONSIBLITIES	**2**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTER **54**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes guidelines and responsibilities for the release of information to the news media.

II. 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 this Department.

If an incident occurs which exceeds our normal response capability, the Prince George's County Police or other agency with primary investigative responsibility will handle public and media releases.

III. Public Information Function

A. The Chief is responsible for the public information function. This responsibility can be assigned to a designee if appropriate.

B. The specific responsibility of the Public Information Officer will include, but is not limited to:

1. Assisting the news personnel in covering news stories at incident scenes.

2. Being available for on-call response to the news media.

3. Preparing and distributing Department News Releases.

4. Arranging and assisting at news conferences.

5. Coordinating and authorizing the release of information about victims, witnesses and suspect(s).

6. Assisting with crisis situations within the Department.

7. Coordinating and authorizing the release of information about confidential Department investigations and operations when permissible.

8. Providing procedures for release of information when other service agencies are involved in a mutual effort.

C. The Chief may appoint another employee to serve as an acting Public Information Officer in the absence of the primary designee or in situations that involve a major incident.

D. The Chief will be solely responsible for authorizing the release of any information concerning Internal Affairs Investigations.

IV. Media Participation

The Chief may elect to involve the media to attend or provide in-service training for the following:

A. Improve working relationships and agency responsibility when interacting with the media.

B. To assist in the development of policies and procedures, if necessary, for the public information function.

V. Access of Media at Major Incidents

A. In the event of a major fire, disaster, crime scene or other catastrophic events the Department will make every effort to allow media access for photographs and television within the limitations of public safety, civil rights restrictions, and crime scene integrity**.**

B. Media requests for public information and scene access will be directed by the Public Information Officer, or an on-duty supervisor of the primary agency handling the incident.

C. In case of announced major events such as demonstrations or large scale catastrophes, the Department will designate a specific on scene area for news media personnel. The responsible Public Information Officer will be available at this location to answer questions and release statements.

VI. Press Release Guidelines

A. Press Releases

Generally, press releases will be issued by the Department and may contain the following information:

1. Date, time, location and type of incident

2. Name, address and age of an arrestee

3. Brief description of the circumstances pertaining to the arrest.

4. Name of the investigating officer and court appearance information.

5. Name; address and description of a wanted suspect, if appropriate.

6. General information that will aid in apprehension.

7. Confirmation of conviction information pertaining to the current charges.

8. The amount of bond, court dates and location of detention

9. The name and photograph of a juvenile that has escaped from a secured facility after being adjudicated delinquent for committing an offense.

B. Information Not For Release To Media

1. Names and addresses of juveniles.

2. Names and addresses of victims of sex offenses.

3. Results of tests or refusal of an accused to submit to test.

4. Opinions of personnel regarding the credibility or guilt of an arrestee.

5. Opinions of personnel regarding the merits of the case.

6. Discussing anything that could harm an investigation.

7. Statements pertaining to any confession or admissions**.**

8. Nature of any physical evidence expected to be presented.

9. Results of any examination.

10. Any inadmissible evidence**.**

11. Identity of witness or comments of their creditability.

END OF DOCUMENT

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
PERFORMANCE EVALUATIONS AND PERSONNEL EARLY WARNING SYSTEM			**UPPD326.0**
SECTION **DUTIES AND RESPONSIBILITIES**	NUMBER OF PAGES **5**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **34, 35**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to describe the Department's performance evaluation process.

II. POLICY

All supervisory personnel are responsible for the performance of employees under their immediate supervision and control and shall complete annual performance evaluations in compliance with this general order.

The Department recognizes that effective job performance by all employees is essential to achieving its goals and objectives. Employees are expected to maintain at least a satisfactory performance evaluation to receive a step increase.

III. GENERAL

A. Officers will be evaluated annually unless on probation. Entry-level probationary employees will be evaluated at least quarterly for the first 24 months of employment.

B. The Chief will maintain a list of anniversary dates on an annual basis or as required.

C. Employees will be rated by their immediate supervisor.

D. Supervisors shall begin all annual evaluations no later than four weeks before an employee's anniversary date.

E. All performance evaluations will be documented on forms provided by the Department.

F. The supervisor will completely review the evaluation with the employee. The employee shall be given an opportunity to make written comments in the space provided, attach comments or forward comments through the chain of command within 7 days after the review. Both the supervisor and the employee shall sign the evaluation and the employee shall be given a photocopy. The supervisor will forward the package to the Chief at least two weeks prior to July 1 in each year.
The Chief will sign the documents and return the package to the originating supervisor.

G. Evaluations will cover a specific period and will be based solely on employee performance during the specific rating period.

H. All entries in the performance evaluation report shall be typewritten or neatly written or printed.

I. All completed performance evaluations will be filed in the employee's personnel file and maintained for a period of 3 years following the employee's separation from the Department**.**

K. Whenever a supervisor deems that an employee's performance is unsatisfactory the employee shall be promptly advised, in writing, and when possible a minimum of 90 days prior to the employee's anniversary date. The employee's unsatisfactory performance shall be completely documented, along with the actions needed to improve to a satisfactory level, in the written notification.

IV. EVALUATION CRITIERA

OUTSTANDING – Employee demonstrates discernment and skillfulness in applying knowledge of standard operating procedures, rules, regulations, policies and laws under which the employee operates.

A. Employee makes suggestions and formulates new ideas contributing to the attainment of the agency's mission, goals, and objectives, not only as related to his/her most important, critical job tasks and duties, but also in relationships that exist between the incumbent's work and the work performed by other immediate staff members and other components of the organization, as well as external relationships that impact on the agency's operation.

B. Employee consistently produces high quality work as recognized by his/her supervisor, as well as coworkers and the public.

C. Employee consistently produces desired results in a timely fashion. Employee maintains effective communication with coworkers, peers, supervisor, and the public.

D. Employee is consistently responsive to the needs of the public while maintaining integrity and professionalism in conduct of his/her duties.

E. Employee consistently resolves more difficult problems associated with his/her job.

F. Employee shows initiative to learn new methods and techniques. Employee performs new tasks to improve job performance to provide career growth with the objective of advancement.

EXCEEDS SATISFACTORY – Employee demonstrates proficiency in applying knowledge of standard operating procedures rules, regulation, policies, and laws under which the employee operates.

A. Employee expresses new ideas and suggestions, contributing to the attainment of the agency's mission, goals and objectives as related to the incumbent's most important critical job duties and tasks.

B. Employee consistently responds correctly to more difficult inquiries and problems directly related to the most important and critical job duties and tasks.

C. Employee deals effectively with coworkers and the public.

D. Employee consistently makes appropriate referrals when inquires and problems are beyond the scope of his/her responsibilities.

E. Employee shows initiative to learn new methods and techniques, and to perform new tasks to improve job performance.

SATISFACTORY – Employee meets the performance standards developed for the most important and critical job duties and tasks assigned.

A. Employee show initiative to learn new methods and techniques, and to perform new tasks to improve job performance.

NEEDS IMPROVEMENT- Employee shows general awareness of standard operating procedures, rules, regulations, policies and laws under which the employee operates, but fails to refer to appropriate manuals or other written guidelines when question is of a routine nature.

A. Employee consults with other staff persons who may be less familiar with a particular area of concern, rather than consulting with appropriate staff members or researching the correct information.

B. Employee misdirects energy and efforts, directing fullest attention to less important, less critical job tasks or factors. Employee devotes an inordinate amount of time on concerns of other workers tasks and responsibilities when not required.

C. Employee is typically not responsive to the needs of the public who are affected by the performance of his/her most important and critical duties and tasks.

UNSATIFACTORY – Employee fails to follow standard operating procedures, rules, regulations, policies and laws under which the employee operates when performing important and critical tasks.

A. Employee fails to meet satisfactory performance standards as established in the position description.

B. Employee fails to meet the needs of the department and the public.

V. EMPLOYEE EVALUATION PROCESS

A. The supervisor and employee will discuss and agree upon employee goals and objectives for the evaluation period at its beginning.

B. The supervisor will then review and discuss with the employee their specific duties and responsibilities and the defined performance standards including, but not limited to:

1. The tasks of the position occupied; found in job description for each position in the Department.

2. The level of performance expected; and

3. The evaluation rating criteria.

E. During the evaluation period, the supervisor and employee should periodically review job performance. As always, employees are encouraged to arrange with their immediate supervisor to review any paperwork kept by the supervisor as an aid in the performance appraisal process. Employees are further encouraged to periodically review their personnel file. Arrangements for this review must be made through the Chief.

F. The supervisor shall conduct a private discussion with the employee regarding the evaluation report. This discussion will give the supervisor an opportunity to cover areas of strengths and weaknesses on the part of the employee and to give specific examples of each. Counseling and guidance may be provided concerning the employee's performance. The employee can then identify specific personal needs for training or experience. Questions concerning evaluation criteria may be resolved. Position tasks and performance expectations, levels, and objectives for future evaluations can be identified and agreed upon.

G. Performance ratings which are unsatisfactory or outstanding will be clearly explained in written supplementary material.

H. During the evaluation process the employee will have the opportunity discuss each performance with the supervisor. The employee should receive from the evaluation process the following:

1. A clearer understanding of individual strengths and weaknesses, as perceived by the supervisor.

2. An understanding of opportunities available to improve areas of strengths and reduce areas of weaknesses.

3. A mutual agreement, as to tasks and levels of performance expected for the next period of evaluation.

4. An opportunity to request specific training or experience.

5. An opportunity to clear up any misunderstandings or to verbalize needs not currently being met by the supervisor.

I. The employee will sign the performance evaluation. The signature will indicate only that the employee has read the report and does not imply agreement or disagreement with the contents.

1. In addition, the employee may choose to comment in writing on an attachment, concerning any part of the report or the report as a whole.

2. If the employee believes the report inaccurately evaluates performance, such comments should be included**.**

3. The Chief or a designee will review these comments and meet with the supervisor and the employee to resolve the discrepancies in the evaluation.

VI. UTILIZATION OF PERFORMANCE EVALUATION RESULTS

A. Each employee will be considered for a merit increase based on performance, unless they are in the last step of their grade.

B. Unsatisfactory or Needs Improvement Performance will not be rewarded with a merit increase.

C. The Chief or a designee will evaluate the the supervisor's fairness, impartiality and the uniformity of the ratings given to employees.

VII. PROBATIONARY POLICE OFFICERS

A. Police officers on probation are evaluated daily and weekly while assigned to the Field Training Program.

1. Upon completion of the academy, and successful completion of the Field Training Period, probationary officers will be evaluated quarterly for the first 24months of employment, using the performance evaluation form. Probationary officers will be evaluated by their FTO as outlined in General Order UPPD603.1 – "Field Training and Evaluation" for the Police Officers Field Training Program.

2. If all evaluations are satisfactory, probationary officers may attain permanent status after twenty-four months from date of hire.

B. All officers promoted to the supervisory rank of sergeant will undergo a six-month probationary period starting with the effective date of the promotion. During the probationary period evaluations will be completed on a monthly basis.

VIII. PERSONNEL EARLY WARNING SYSTEM

A. A comprehensive Personnel Early Warning System is an essential component of good discipline in a well-managed law enforcement agency. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.

B. The failure of the agency to develop a comprehensive Personnel Early Warning System can lead to the erosion of public confidence in the agency's ability to investigate itself, while putting the public and agency employees in greater risk of danger.

C. There are two levels to the Personnel Early Warning System.

1. The first level involves the employee's immediate supervisor.
a. A proactive early intervention from the first level of supervision is a crucial element to a successful Personnel Early Warning System. The Personnel Early Warning System offers an avenue to address problems and/or deficiencies (if found) as early as possible to change unwanted behavior.

b. As part of the annual evaluation process, the first line supervisor will review their employee's file to determine if there are any patterns of inappropriate conduct/behavior developing (i.e. sick time, tardiness, attitude problems, family problems affecting work) with the purpose of early intervention to correct the problems(s).

2. The second level includes options and reviews already available through Use of Force reporting, Disciplinary Procedures, Personnel and Administrative Complaints.

a. On an annual basis the Chief or a designee will review these systems.

b. During these reviews, if a pattern of behavior/conduct that needs to be corrected is discovered, a memo detailing the pattern of conduct or behavior, along with suggestions for correcting the problem(s), will be written.

c. The Chief or a designee will review the suggested course of action and make changes if deemed appropriate.

D. Remedial actions may be instituted for the purpose of correcting the pattern of conduct/behavior. Remedial actions will be in accord with established departmental policies as well as the Law Enforcement Officers' Bill of Rights. They may include training, counseling, monitoring, and discipline up to and including termination.

1. Where it is deemed appropriate, the employee will be advised of the availability of the outside counseling. This is voluntary and confidential.

2. As part of a corrective process, the department may require an employee to contact a counselor for evaluation/assistance with a specific need or problem.

E. The Chief or a designee will be responsible for reviewing the Personnel Early Warning System and submit a report annually.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
COURT SUBPOENAS AND APPEARANCES			**UPPD 327.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DUTIES AND RESPONSIBILITIES	**5**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	26, 42, 72	**Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish procedures for judicial appearances and notifications.

II. POLICY

Department employees' normal work activities will routinely result in their appearance in criminal and civil proceedings. Employees shall accept subpoenas and appear for all legal proceedings when properly notified.

III. DEFINITIONS

FTA: Failure to Appear
HJC: Hyattsville Justice Center
OSA: Office of the State's Attorney or designee
OSPG: Office of the Sheriff Prince George's

IV. PROCEDURES

A. Court Subpoenas

1. Officers on or off duty will accept any legal court, civil, or administrative process served on them personally, unless such service directly interferes with an immediate police operation or task.

2. Officers will not be taken out of service to enable attorneys or process servers to serve civil subpoenas. Generally, subpoenas or subpoenas service should be accomplished before officers go in service.

3. Employees shall not accept service of process, subpoenas, or other certified registered mail on behalf of another. This does not include receiving subpoenas from the OSA or OSPG in criminal cases.

4. All incoming court subpoenas, both traffic and criminal and including subpoenas faxed from the OSA or other administrative agencies, will be placed in the inbox to be recorded in the appropriate log book by the Lieutenant/Captain or a designee. The following are some examples of administrative agencies:

a. Motor Vehicle Administration
b. Animal Control Commission
c. County Board of License Commission (Liquor Board)

5. The Lieutenant/Captain or a designee will enter all subpoenas in the log book noting the employee's name, subpoenas or case number, defendant's name, and the date.

6. All employees will check the subpoena log at the beginning of their shift and acknowledge receipt by departmental email.

7. If an officer is on extended leave the Chief or a designee will notify the appropriate court or States' Attorney office. In minor motor vehicle cases the court clerk

will be notified directly. The date and time of all notifications will be documented.

8. In cases when the prosecuting attorney calls for an officer to discuss a case the Lieutenant/Captain or a designee will notify the officer to include calling the officer's home if necessary.

V. ATTENDANCE REQUIRED

1. The Department will accept Court subpoenas from the OSPG or the OSA, provided there is sufficient time to distribute the subpoenas to the officer before the trial date. If not, the OSPG or OSA is responsible for the service. Faxed subpoenas from the OSA will only be accepted in emergencies.

2. When officers have been properly served or have received any legal, court, or administrative process to appear in a judicial proceeding (in or out of state) they shall appear as ordered. They shall neither leave nor fail to appear at any proceedings unless released by the court or subpoenaing authority.

3. An officer who receives two or more subpoenas for the same date and time but different locations, shall:

a. Immediately notify the State's Attorney for each courtroom (in minor motor vehicle cases, notify the court clerk).

b. Notify the Lieutenant/Captain or a designee of the conflict and the notifications that were made.

c. On the date of trial, if cases are in the same building, sign each courtroom's "Sign–In Roster" indicating where the officer can be located.

4. If the officer is excused from court before the end of their tour of duty, they will return to work as scheduled.

VI. NOTIFICATION TO COURT WHEN SICK

A. When an officer is unable to appear in response to a subpoenas they shall, prior to 0730 hours, call the station and speak directly to any on-duty personnel with the following information:

1. Officer's name, rank and ID number
2. Date, time and location of court
3. Courtroom number and defendant's full name.
4. Type of court (criminal/traffic)
5. Reason for absence

B. The officer or supervisor on duty will then enter the information on the Sick Notification Log for District Court. They shall fax a copy to the District Court at:

Hyattsville -	301-699-2886
Upper Marlboro -	301-925-3775

C. The sick notification logs will be maintained for a period of three years and then destroyed.

D. If the officer does not make contact with station personnel as stated above, notification to the court becomes the responsibility of the officer.

VII. VERIFICATION FOR CIRCUIT COURT

1. Officers shall contact the OSA after 1700 hours on the night before their scheduled appearance by calling the contact telephone number listed on the subpoenas. The recorded message will advise of continuances and special instructions.

2. Officers are not paid for court appearances if they are excused by the prerecorded message.

VIII. REQUEST FOR CONTINUANCE

1. Employees requiring a continuance shall file a motion for continuance for a specific case or court date from the District or Circuit Court.

2. Employee's are not excused from the appearance until verification from the court is received.

3. A copy of the motion will be given to the Lieutenant/Captain or a designee and then be placed in the subpoenas book for reference and confirmation.

IX. COURT ATTIRE

1. The uniform of the day is acceptable court attire. A uniform that consists of tactical attire is not acceptable.

2. In lieu of a uniform, male employees may wear civilian business attire, consisting of a suit or sport coat with complementary slacks, dress shirt and a conservative tie. Shoes shall be cleaned and shined.

3. In lieu of a uniform, female employees may wear civilian business attire, consisting of a dress, skirt and blouse, or a slack outfit of a conservative nature. Shoes shall be cleaned and shined.

4. Officers appearing in a court proceeding resulting from official duties may wear the uniform or authorized civilian business attire with the authorized firearm.

6. Officers may not wear the uniform when appearing in court proceedings not related to official duties or when prohibited from being armed while in court.

7. Officers may be armed in a Prince George's County courthouse only when performing official Department duties.

8. Civilians shall wear business attire that presents a professional appearance on behalf of the Department. The wearing of inappropriate or non-serviceable clothing is prohibited. Shoes shall be clean and shined. Civilians shall wear clothing that is suitable for their position descriptions.

X. EMPLOYEES DEFENDANTS OR LITIGANTS

1. Employees who are defendants in any criminal proceedings or are litigants in any civil proceedings shall not wear any departmentally issued uniform. They shall not display any departmental identification or accouterments, or carry any firearms or other weapon inside the courtroom during the trial.

XI. TESTIFYING FOR DEFENSE

1. An employee subpoenaed or requested to testify on behalf of a defendant in a criminal case shall first notify the Chief or designee. The employee will then notify the prosecutor as soon as practical after being subpoenaed or requested. This notification can be made by telephone, e-mail or in person. The employee will keep record of the notification.

XII. EMPLOYEE WITNESS

1. If the court appearance is related to police services, employees who testify as a witness in any judicial proceeding may wear an authorized uniform to include their firearm.

2. If the court appearance is not related to police services, employees may not wear a uniform, but those otherwise authorized may wear an approved firearm.

XIII. PLAINCLOTHES OFFICERS IDENTIFICATION

1. Armed officers who are in plainclothes attire are required to present their law enforcement identification for verification to any public service aide before entering the Hyattsville Justice Center or the County Courthouse.

2. On the outer most garment, the department's badge and identification card will be presented and displayed at all times.

XIV.COURT SECURITY

1. Officers will adhere to any established security procedure for the court facility that they attend. They may assist, if requested, to maintain said security.

2. When officers deliver a prisoner to any court, they shall notify a court official if the prisoner is a security hazard.

XV. COURT HEARINGS

1. Officers shall be prepared to testify at any hearing. They shall bring to the hearing the required reports, information and evidence pertaining to the case.

2. If after the initial report additional witnesses are developed, the officer shall contact the OSA. He shall provide the witnesses' names, telephone numbers and the reason why their appearance is necessary.

XVI. BOND REVIEW & PRELIMINARY HEARING

A. BOND REVIEW

1. Bond review hearings are held for prisoners who are unable to post a bond and are incarcerated until their trial.

2. Bond Review hearings are usually held on the day following the arrest at the Prince George's County Correctional Center.
3. Officers do not need to appear at bond reviews hearings. To transmit additional information to the court, an officer may contact the court liaison officer who shall ensure the information is made available to the court during the bond review hearing.

B. PRELIMINARY HEARINGS

1. Are held to determine if probable cause exists for a felony arrest and to prevent dismissal of a felony charge when an indictment has not been returned within 30 days of the arrest.
2. Preliminary hearings are held each day that the District Court is in session.

C. CASES APPROVED FOR GRAND JURY

1. If the officer has screened the case and the case is approved for presentment to the Grand Jury, the officer does not need to appear at the preliminary hearing, unless the screening attorney requests the officer to be present.

D. CASES NOT APPROVED FOR GRAND JURY

1. If the officer has screened the case and the screening officer does not approve the case for presentment to the Grand Jury, the screening attorney will tell the officer whether to appear for the preliminary hearing.

2. Whenever a screening attorney requests officers to be present at a hearing, they shall give the officer a memorandum stating the request.

XVII. CRIMINAL APPEALS CASES

1. Criminal appeals are undertaken in two circumstances:

a. The defendant is charged with a jailable offense in the District Court and requests a jury trial.

b. The defendant appeals to the Circuit Court following a guilty finding in District Court.

2. When officers become aware that their case has been appealed to the Circuit Court, they may contact the OSA Criminal Appeals coordinator to ensure that officers are notified of court dates and are afforded the

opportunity to provide input into plea negotiations.

XVIII. REQUESTS FOR INFORMATION OR GRAND JURY SUPOENAS

Requests for information on cases pending before the Grand Jury or Circuit Court shall be directed to the Division Chief or the Division's administrative aide. The request for a Grand Jury/States Attorney Subpoena Form shall be completed for all requests. The form will be sent directly to the OSA either by fax or electronically.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
USE OF FORCE/REPORT			**UPPD400.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**5**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **1**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this General Order is to provide clear guidelines for Department Officers when making decisions regarding the use of their firearms or the use of force. This policy is developed with serious consideration for the safety of both police officers and the public and with the knowledge that officers may make split-second decisions in life and death situations. This policy is the standard by which the actions of Department Officers will be measured

II. POLICY

The Department recognizes and respects the value of each human life. It is the policy of this police department that police officers shall use only that force that is objectively reasonable under the circumstances in order to accomplish lawful objectives.

An officer may use deadly force only when the officer reasonably believes that the action is in defense of his own life or in defense of any person in imminent danger of serious physical injury or death.

The officer must evaluate the circumstances and select the appropriate level of force. The force currently being used against the officer and the imminent potential for death or serious physical injury should be used to determine their decision to use force at any level.

III. DEFINITIONS

A. Deadly Force: Any use of force which is intended to or likely to cause a substantial risk of death or serious physical injury.

B. Imminent**:** A broader meaning than "immediate" or "instantaneous." The concept of imminent should be understood as elastic that is, involving a period of time dependent on the circumstances rather than a fixed point of time implicit in the concept of immediate or instantaneous. For example, a subject may pose an imminent danger even if he or she is not at that very moment pointing a firearm at the officer but has a firearm within reach or is running for cover carrying a firearm-or running to a place where the officer has reason to believe a firearm is available.

C. Non-Deadly Force: Any use of force other than that which is considered deadly force.

D. Probable Cause: Facts and circumstances that would lead a reasonable officer to believe that a crime has been committed and a particular individual has committed that crime.

E. Protective Instruments: Devices or tools authorized by the Department that are intended to protect the officer or others. These items include the expandable baton, taser and OC (pepper) spray.

F. Reasonable Belief: A belief that would be appropriate when viewed from the perspective of a reasonable police officer faced with the same circumstances and possessing the same information as the officer involved in the situation.

G. Serious Physical Injury: Bodily injury that results in or causes a substantial risk of:
☐ serious permanent disfigurement; or
☐ long-term loss or impairment of the function of any bodily member or organ.

IV.USE OF FORCE MUST BE OBJECTIVELY REASONABLE

A. Officers encounter many situations (neighbor disputes, arguments between motorists, citizens in need of directions or information, etc.) that do not require the use of force of any kind. In fact, most situations are effectively resolved by police officers utilizing effective interpersonal communication skills—both verbal and non-verbal. Officers are encouraged to make a reasonable effort to resolve situations with effective communication whenever it is practical to do so.

B. In performing their lawful duties, police officers are sometimes required to use force in effecting an arrest or detention, maintaining or regaining custody of a lawfully seized individual, protecting themselves or another person, or exercising their lawful authority in other circumstances. Officers must remember that they are only authorized to use force that would be objectively reasonable under the circumstances. Reasonable force means the use of non-deadly force or deadly force, depending on the circumstances.

C. A person need not strike or attempt to strike an officer to be considered a physical threat as long as an officer has an objectively reasonable belief that the person is physically threatening and has the present ability to harm the officer or another. Examples of actions or observations that may lead an officer to believe that a person is a threat include, but are not limited to, clenched fists, displayed hostility or anger, verbal threats, aggressive stance, non-compliance, and furtive movements, among other things. Under the law, officers are not obligated to retreat when confronted with a threat. The Department relies on the officer's judgment and discretion to employ objectively reasonable force under each unique circumstance.

D. The decision to use force must be based upon the circumstances that an officer reasonably believes to exist. In determining the appropriate level of force, officers should consider various factors to include:

1. The nature of the threat or amount of resistance faced by the officer;
2. The severity of the crime at issue;
3. Whether the subject poses an imminent threat to the safety of the officer or others; and
4. Any other factors relevant to an officer's decision.

V. THE USE OF FORCE CONTINUUM

The use of force continuum dictates that force should be used progressively in response to opposing force. The continuum is outlined as follows:

- physical presence
- verbal persuasion/commands
- open hands control
- use of OC spray, chemical agents
- physical control holds
- use of any striking instrument, impact devices, EDC, and as a final option,
- deadly force.

Officers will meet force with the degree of force objectively reasonable to repel an attacker or to terminate an unlawful resistance.

VI. USE OF FORCE

A. Authorized Use of Non-Deadly Force—Objectively Reasonable Force Permitted

1. Non-deadly force, as defined herein, may be used to effect arrests, to safely maintain an investigative detention, or to protect officers or others from personal attack, physical resistance, or injury, provided the force chosen is objectively reasonable based upon the immediate circumstances confronting the officer at the time.

2. Non-deadly force may involve the use of defensive tactics (hands/body) and/or protective instruments.

3. Although the department issues authorized protective instruments, in exigent circumstances officers are not prohibited from using another object or instrument in order to protect themselves

or others as long as the object is used in accordance with the limitations on force contained in this policy.

B. **Authorized Use of Deadly Force—Defense of Self or Another from a Threat of Deadly Force**

An officer may use deadly force to defend themselves or another person from what they reasonably believe is an imminent threat of death or serious physical injury.
Before firing a weapon, officers will identify themselves and state their intention to shoot, when feasible.

C. **Prohibitions**

1. Warning shots are prohibited.

2. Officers are prohibited from intentionally placing themselves in front of or behind an occupied vehicle (in its probable path of travel)—whether the vehicle is in motion or not—to arrest or confront any of its occupants. When confronted by an oncoming vehicle, officers will move out of its path if possible rather than fire at the vehicle.

3. Officers are prohibited from shooting at or from a moving vehicle unless the circumstances would authorize the use of deadly force.

NOTE: This does not prohibit an officer from discharging a firearm at a moving vehicle, which is at that moment being used as a deadly weapon against the officer or another person.

4. A firearm will not be discharged when it is likely that an innocent person may be injured

D. Firearm Handling and Safety

1. Drawing firearms: Officers may draw their firearm if they reasonably fear for their safety or the safety of others. Officers must be able to articulate the circumstances for drawing their weapons.

2. Consideration of background: When discharging a firearm for any reason, officers must exercise reasonable caution in order to avoid unnecessarily endangering the lives of bystanders. Officers must give consideration to bystanders, the shooting background, and overall location.

3. An officer may discharge a firearm to destroy an animal that represents a threat to public safety or as a humanitarian measure when the animal is seriously injured and no other alternatives are reasonably available.

VII. RENDERING AID AFTER USE OF FORCE

After any use of force incident, officers shall render aid to any injured parties and request appropriate medical assistance.

A. Officers will request Fire/Rescue EMS to respond and will render immediate and appropriate medical aid to anyone claiming to be injured or who is actually injured; or when an officer reasonably believes an individual is in need of medical treatment due to an officer's response to the person's resistance/aggression. Officers will render this aid if it can be done without endangering them or others.

B. Medical assistance shall be summoned for any person who is unconscious, unresponsive, or otherwise incapable of refusing EMS assistance.

C. Medical treatment will not be refused for an individual who requests it.

VIII. TRAINING AND QUALIFICATIONS

1. Deadly force weapons: All officers will comply with the provisions of General Order UPPD400.1 - "Firearms" in regard to training and qualifications.

2. Non-deadly force weapons and methods:

a. Officers are not permitted to use any less than lethal weapon or method unless qualified in its use as determined by approved training procedures.

3. The following less than lethal weapon or approved methods are authorized for use by officers who have successfully completed the

required training this list may be periodically amended by the Office of the Chief of Police.

a. Empty hand techniques include, but are not limited to, come-along, take downs, hand to hand, and arm bars, etc; and

b. Officers are prohibited from using choke holds to restrain a suspect except where deadly force would be justified; when the life of an officer or another person is in imminent danger.

Choke Holds are defined as:

*an arm hold around the neck, applying pressure
*pressure to a suspect's upper back and/or neck area while a suspect is prone, and/or
*placing of the officer's knee(s) on the upper back or chest area near a suspect's neck.

c. Issued chemical agents (Oleorensin Capsicum /O.C. Spray)

d. Issued approved impact weapon (ASP/Baton).

4. At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the agency's use of deadly force policies and demonstrate proficiency with all approved lethal weapons that the employee is authorized to use. In-service training for less-than lethal weapons shall occur at least biennially. In addition:

a. Proficiency training must be monitored by a certified instructor;

b. Training and proficiency must be documented;

5. Only personnel who demonstrate proficiency in agency approved weapons will be authorized to carry such weapons.

VI. REPORTING USE OF FORCE

A. Officer's Responsibilities:

1. Officers will report immediately to their supervisor any use of force, whether on or off-duty, dealing with deadly force and non-deadly force in regards to empty handed techniques when overcoming physical resistance.

2. Officers will complete or provide information for the completion of reports, charging documents, and the Use of Force Report. A report is submitted when an employee:

a. Discharges a firearm, for other than training or recreational purposes;

b. Takes an action that results in, or is alleged to have resulted in, injury or death of another person.

c. Applies force through the use of lethal or less-than-lethal weapons; or

d. Applies weaponless physical force at a level that causes personal injury.

3. Officers will complete any other reporting requirements related to the incident.

B. Chief's Responsibilities:

1. Review the Use of Force Report for completeness.

2. The Chief or designee will complete the Use of Force Report if the affected officer is unable to complete it.

3. Ensure that off-duty officers involved in a reportable use of force will fulfill the reporting requirements of this general order, if known by the supervisor.

C. Department Response

1. Where an officer's use of force causes death or serious physical injury, the officer will be placed on administrative leave after completing all internal investigative requirements, pending administrative review, and until it is determined by the Department selected mental health professional that the officer is ready to return to duty.

2. The Department will conduct both an administrative and criminal investigation of the incident in accordance with General Order UPPD500.0- "Criminal Investigation/Call-Out

Procedures", Section IV in regard to deadly force investigation procedures.

3. If the incident occurs outside of this jurisdiction, the appropriate police jurisdiction will conduct the criminal investigation

D. Administrative Review of Use of Force Incidents:

1. The Chief or designee will complete the Commanders Comment Section of the report.

2. The Chief or designee will review all use of force incidents to determine the following;

a. The relevant policy was clearly understandable, and effective, to cover the situation; and

b. Departmental training is currently adequate.

3. The Use of Force Reports will be retained by the Chief.

4. An annual analysis of the use of force incidents will be a reviewed by the Chief or a designee to ascertain training and policy needs.

5. An annual summary report of use of force incidents will be published and made available to the public.

6. All Department personnel authorized to carry lethal and less-than-lethal weapons will be issued copies of and be instructed in the general orders pertaining to the use of deadly and non-deadly use of force. The issuance and instruction will be documented.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
FIREARMS			**UPPD400.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ ☐ **NEW** ☐ **x AMENDS** ☐☐ **RESCINDS**	CALEA CHAPTERS **1, 33, 53**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes guidelines on the use of Department issued and/or authorized weapons, training, reporting and firearms inspection procedures.

II. POLICY

It is the policy of the Department to require officers to use and handle all firearms in a manner that is safe, prudent and consistent with Department procedures and rules, as well as state and federal law. Personnel will only use the force that is necessary to accomplish a lawful objective.
See UPPD General Order 400.0.

Department officers will be armed, to include their badge and identification, at all times on or off duty while in the Town.

Department officers are authorized to carry firearms in accordance with the Annotated Code of Maryland, Criminal Law Title, §4-203(b).

Firearms will not be carried when prohibited by local state or federal laws.

Only sworn personnel are permitted to carry or use firearms.

III. DEFINITIONS

ASP Tactical Baton – See UPPD General Order 400.2

Authorized Firearms – Any firearm that has been inspected and approved by the department's armorer and has been authorized by the Chief to be carried on or off – duty. This includes alternate duty handguns and off duty handguns, shotguns and long rifles.

Car Safe Condition – safety on, chamber empty, dry-fired, magazine loaded to capacity.

Child - In accordance with Maryland Code, Section 4-104 (dealing with handguns), an individual under the age of 16.

Current Qualifications – An individual is qualified if they have successfully completed Departmental and MPCTC approved firearm courses of fire within the preceding year.

Department – when referenced means the Chief of Police or a designee**.**

Duty Loaded Condition – When an authorized firearm has one round in the chamber with a magazine loaded to capacity.

Electronic Control Devices (ECD) – See UPPD General Order 400.4.

Firearm – Any firearm, excluding antique firearms, as defined in Maryland Code, Section 4-201.

Issued Firearm – A Departmentally owned or controlled firearm issued to an officer.

Less Lethal Weapon – ASP Baton; OC Device

Locked Container – The department issued pistol box, or a locked container rendering the firearm inaccessible.

Non-Officer Status- means a situation in which a police officer, who continues to be employed by a law enforcement unit, is temporarily relieved of law enforcement powers by a law enforcement unit. See MPTC Regulations.

Off - Duty Firearm – A firearm authorized for off duty use.

OC Device – See UPPD General Order 400.3.

On - Duty Firearm - A firearm authorized for on duty use.

Safe Condition - When a firearm is unloaded and the ammunition is in a separate location and is not accessible to minors or unauthorized persons.

Personal Shotgun/Rifle Program- Personally owned weapons authorized for duty use**.**

IV. AUTHORIZED USE OF FIREARMS

A. Officers may use lethal force when they have an objectively reasonable belief that the suspect poses
an imminent threat of death or serious physical injury to the officer or to another person.
It is the policy of this police department that police officers shall use only that force that is objectively reasonable under the circumstances in order to accomplish lawful objectives

B. A decision to use lethal force can only be justified by facts known to the officer at the time the decision was made. After acquired information no matter how compelling, cannot be considered in subsequent investigations, reviews or hearings.

C. Firearms may be discharged at a vehicle when:

1. The occupants of the vehicle are threatening or using deadly force by a means other than the vehicle and innocent persons would not be unduly jeopardized by the officer's actions.

2. The vehicle is operated in a manner which may cause serious injury or death to another person or to the officer and there is no cover or escape available.

D. Firearms may be discharged at an approved range.

E. Firearms may be discharged to kill animals that are seriously injured or pose a threat to human safety.

V. PROHIBITED USE OF FIREARMS

A. Warning shots are prohibited.

B. When less force could reasonably be used.

C. When innocent persons would be severely and unduly endangered.

D. Officers shall not be armed under any circumstances while under the influence of alcoholic beverages, drugs, or medication that may render them incapable of effectively using a firearm.

VI. DISPLAY OF FIREARMS PROHIBITED

A. An officer shall not display or draw any firearm unless they reasonably believe that they may have to employ lethal force. The display of a firearm is not lethal force.

B. To gain a tactical advantage, the officer may draw their firearm when they believe that doing so will provide the advantage of time.

C. Firearms shall not be used to threaten or intimidate anyone unless the use is tactically necessary. Officers shall promptly re-holster, conceal, or store firearms when the threat has ended.

D. Officers shall not draw, dry fire, or display a firearm in public except for official use.

VII. AUTHORIZED FIREARMS

A. The following list of weapons are authorized for use by the department;

1. The Glock Model 23 is the authorized issued firearm for agency use.

2. The Remington 870 12 gauge shotgun.

3. The Smith & Wesson M&P 15A rifle.

B. Authorized firearms will be carried in duty loaded condition at all times, with authorized ammunition, with the exception of the shotgun and rifle which will be carried in a Car Safe Condition.

VIII. AUTHORIZED OFF – DUTY FIREARMS

A. Off duty firearms must be authorized by the Chief and be:
1. Semiautomatic;
2. 9mm, .380 or .40 caliber;
3. Have a magazine capacity of at least seven rounds;
4. Have a double-action firing mechanism; and
5. Any firearm permitted to be carried on duty.

IX. REQUEST TO CARRY

A. Officers wishing to use or carry a firearm not issued by the Department may not do so unless:

1. They have submitted a memorandum via the chain of command requesting approval from the Chief;

2. The officer has had the firearm inspected by the appropriate qualified weapons instructor or armorer;

3. The officer has demonstrated to the instructor or armorer proficiency with the weapon in accordance with Maryland Police Training Commission standards.

X. AUTHORIZED AMMUNITION

A. When on duty officers shall only use issued ammunition in any authorized firearm. The approved duty ammunition will be:

1. 165 grain "Hydra Shok" .40 caliber pistol ammunition
2. 12guage 00 Buck/or rifled slug ammunition
3. .233 rifle ammunition

B. Any other factory-jacketed ammunition may be used, officers are authorized by the department armorer and the Chief.

C. Officers are responsible for the purchase of off-duty ammunition for carry and qualifications.

XI. PERSONAL SHOTGUN/RIFLE PROGRAM

A.The following are approved firearms:

1. Only shotguns of a national brand name chambered in 12 gauge with similar nomenclature of the issued department shotgun.

2. Only rifles of a national brand name, semi auto only chambered for .223 ammunition with similar nomenclature of the issued department rifle.

B. When on duty officers who are qualified may carry both a shotgun and rifle. The firearms will be secured in the trunk of their assigned vehicles, or vehicles equipped with locking racks in Car Safe Condition.

1. When carrying the firearms, they will not leave their vehicle unlocked and unattended or with the keys in the ignition.

C. When off duty, all firearms will be removed from the assigned vehicle, secured with a locking device or in a storage locker where they cannot be accessed or removed by any person other than the officer.

1. Departmental weapons and personal shotguns/rifles stored in assigned vehicles are

prohibited after a tour of duty; and from overnight or long term storage.

D. Situations in which the deployment of a shotgun or rifle is authorized include but are not limited to:

1. When a suspect is known to be armed with a high-
powered weapon.
2. An active shooter incident.
3. Barricade and hostage incidents.

E. Officers shall carry shotguns during situations that may require their use. Officers will not deploy both a shotgun or rifle simultaneously. Either weapon will not be deployed for routine calls for service or routine traffic stops.

F. No personal shotgun or rifle will be authorized for Departmental use until they have been inspected by the Armorer.

G. Supervisors will conduct monthly inspections of all shotguns and rifles carried by their personnel. They shall consult with the Armorer if necessary. The inspection will be documented on the Firearms Inspection Report.

XI. INSPECTION OF FIREARMS

A. Prior to use, all issued or authorized firearms shall be inspected by a certified firearms instructor or Armorer to insure that they meet the
Department's established criteria and are in safe working order.

B. All personnel shall routinely inspect issued weapons for cleanliness, safety, and functionality.
Any defects should be reported to the immediate supervisor so that repairs can be made.

C. The Department shall maintain a complete record of inventory of all agency owned weapons, as well
as all personally owned firearms authorized for departmental use. The record shall include:

1. Make; model; caliber; serial number of all firearms intended for use by agency personnel.

2. The name of agency personnel that firearm(s) are assigned to or authorized for use.

D. The Department shall, as part of a line inspection, inspect authorized firearms and holsters worn by an officer to insure that the officer is in compliance with this general order.

E. Only the Department's trained armorer may perform the thorough inspection to verify serviceability.

1. If the armorer finds a malfunctioning firearm it will be repaired or will be placed out of service until repaired. The officer will be given a replacement firearm until the repaired firearm is certified for return to service.

2. Physical alterations or additional accessories must first be inspected by the Department's trained armorer, and approved for use by the Chief.

XII. TRAINING

A. The Department will ensure that the officers have been issued copies of and have been instructed in Department policies governing the use of force and the use of lethal firearm and non-lethal weapons before the officer is authorized to carry a firearm/weapon.

B. The Department will document the issuance of the firearms/weapons and policies on an appropriate form.

XIII. QUALIFICATION

A. All officers shall qualify at least annually with the Department issued and any authorized firearm on both a day and night course of fire, as determined by the Maryland Police Training Commission and shall be required to fire a minimum score of 75% as set by the corresponding course requirements. No officer shall carry an authorized firearm, on or off duty with which they are not currently qualified.

1. Qualification classifications:

Master	99.0 - 100
Expert	95.0 - 98.9
Sharpshooter	85.0 - 94.9
Marksman	75.0 - 84.9

2. Shotguns and Rifles require a score of 80% or better to qualify.

B. Certified firearms instructors shall oversee any proficiency testing of officers.

C. Officers shall be able to demonstrate knowledge of safety procedures and functions of the issued firearm.

D. The qualification documentation for each firearm the officer is allowed to carry shall be filed in the Office of the Chief of Police.

E. If an officer fails to qualify with the issued firearm; alternate duty; or off-duty firearm they shall attempt to qualify again, if possible, the officer will be rescheduled on the next available day for another qualification attempt.

1. MPTC Regulations, Section A, General Regulations, #11 states: "Any officer who obtains a failing score with their service weapon on any MPTC course shall not be permitted to wear or carry any weapon until the officer posts a passing score on the same qualifying course."

F. The Department may adjust the officer's work schedule to accommodate the rescheduled qualification date; if unable the officer shall re-qualify on their own time.

G. In the interim, the Department may place the officer in a non-officer status. If the officer fails to qualify on the rescheduled date, they shall immediately inform the Chief. The Chief may:

1. Immediately suspend the officer's police powers and take all issued firearms, badges and police identification, assigned police vehicle,

2. Place the officer in a non-officer status,

3. Arrange remedial training for the officer with a qualified weapons instructor from this Department and/or an instructor from an outside agency.

H. An officer unable to qualify following remedial training shall continue in the non-contact assignment with their police powers suspended pending appropriate administrative steps.

I. If the inability to qualify is determined to be the result of an apparent physical impairment, a determination shall be made as to the duration of the impairment. If the impairment is temporary, non-contact assignments may be utilized until the impairment is corrected and the officer is able to qualify. If permanent, the appropriate administrative steps shall be taken.

J. As described in this subsection, the suspension of an officer's police powers and related actions are not disciplinary suspensions actions. It is an administrative prerogative of the Chief to limit the officer's potential involvement in a situation where their lack of firearms proficiency may endanger themselves or others.

K. In the event A temporary or permanent suspension of authorization to carry a Department firearm also applies to carrying an authorized off duty weapon.

XIV. REPORTING

A. When an officer discharges a firearm while on or off duty, except at an approved range, they shall immediately notify the Chief or a designee.

B. Whenever an officer discharges a firearm, except at an approved range, they shall submit a detailed written report relating all circumstances pertaining to the incident to the Chief or a designee as soon as practical.

C. The Chief or a designee shall personally inspect the scene and circumstances of the firearm discharge, make an immediate investigation as to the circumstances of the use of the firearm, and complete a detailed written report.

D. Whenever an officer discharges a firearm at an alleged suspect, the Chief or a designee will request the on-call investigator (Prince George's County Police Department Criminal Investigation Division) to handle the criminal investigation (e.g., the collection of evidence, interviewing witnesses, and processing the scene); any felony arrest arising out of the incident will be handled by CID personnel.

E. If the discharge of the weapon occurs outside the Town, the Chief or a designee will be responsible for notifying the law enforcement agency having jurisdiction, and coordinating the investigation with that agency's personnel.

F. After any use of force incident, officers shall render aid to any injured parties and request appropriate medical assistance if necessary.

XV. INVESTIGATION

A. In accordance with General Order UPPD 1200.0-"Law Enforcement Officers Bill of Rights" when an officer's use of a firearm results in the injury or death of any person, or should an initial investigation of an officer's use of a firearm indicate misuse of that weapon, the member may be placed on administrative leave, pending a thorough investigation of all circumstances surrounding the incident.

B. Should the initial investigation indicate that the officer had justification to discharge a firearm the Chief may return the member to duty, pending final investigation and disposition.

XVI. COUNSELING

A. Any officer that has been involved in an incident of discharging a firearm which results in the death or serious injury or could have resulted in death or serious injury to another person will routinely undergo counseling with a psychologist selected by the Department.

B. This service may also be offered to any family member of the officer that request assistance.

XVII. FIREARMS SAFETY

A. Officers handling firearms must at all times be aware of and obey the following basic safety rules:

1. All guns are loaded.

2. Fingers are kept off the trigger and outside the trigger guard until a target has been located, and

3. Officer must be sure of the target and back stop.

B. Weapons shall never be left unattended or in an unsecured place where they are accessible to other persons.

C. When carrying a firearm becomes impractical (e.g., athletic activity, training), it will be secured in a readily available place that is secure and protected from public access.

XVIII. HOME SAFETY

A. Home safety is paramount. An individual may not store or leave a loaded firearm in any location where the individual knows, or should know, that an unsupervised child can gain access to it with the following exceptions:

1. A child's access to a firearm is supervised by a person 18 years of age or older.

2. A child's access to a firearm is a result of an unlawful entry.

3. A firearm is in the possession or control of a law enforcement officer while engaged in official duties.

4. A child has a certificate of firearm and hunter safety as established in Section 10-301.1 of the Natural Resources Article.

B. Whenever a firearm is being stored at home the same will be secured in the issued pistol box or a locked container rendering the firearm inaccessible.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
ASP BATON			**UPPD400.2**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **1**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and guidelines for officers carrying and using the ASP Baton.

II. POLICY

The Department's policy is to provide its officers with the equipment and training that will reduce the potential for use of deadly force. The ASP Baton is the authorized less lethal impact weapon for use by officers of this agency.

The use of the ASP Baton can only be justified to subdue a person engaged in an unlawful act of violence or threat of violence or when other means of apprehension would require the use of physical or deadly force.

III. ASP BATON

A. Carrying the ASP Baton

1. Officers shall carry only the Department-issued or Department-approved ASP Baton, 26 inches or less in length. They must be cylindrical in shape and contain no sharp protrusions, weights or modifications. The ASP Baton F26 is the issued baton for this Department.

2. The ASP Baton shall be placed in the baton-holder when carried on the officer's person, and shall not be removed while in public view except for official reasons. Plainclothes officers may carry an expandable baton without a holder, provided it is concealed from public view.

3. Officers shall inspect their ASP Baton's frequently to ensure proper operation and lubrication. Any malfunctioning or damaged ASP Baton should be removed and replaced through the proper procedures listed in General Order UPPD1400.0 - "Uniforms and Equipment".

B. Use of ASP Baton

1. The baton may be used when:

a. A subject violently resists arrest;

b. The officer is physically assaulted by an assailant; and/or

c. If it is necessary for crowd control.

2. Officers shall exercise only that force necessary to defend themselves or affect an arrest. The use of an impact weapon is justified only when an officer's attempt at empty hand and/or OC Spray control would be ineffective, and when use of deadly force is justified when objectively reasonable under the circumstances.

Note: *The flashlight is not an issued weapon. In no event should it be carried in lieu of the ASP Baton. However it is recognized that some situations may escalate very quickly and an officer may need to use force under circumstances where the ASP Baton is not*

available. Use of the flashlight as a weapon under such circumstances may be necessary; and should be consistent with the training received with the ASP Baton.

3. After any use of force incident, officers shall render aid to any injured parties and request appropriate medical assistance if necessary.

IV. TRAINING

A. Officers shall receive basic training in the use of the baton during Entrance Level Training (Police Academy), by certified instructors.

B. Officers shall carry the baton only after they have demonstrated their proficiency in its use. The qualification documentation for each officer shall be kept in the Office of the Chief.

C. Training will be conducted at least biennially. This training can be accomplished during shift briefings or specialized in service training.

D. All agency personnel authorized to carry lethal or less than lethal weapons will be issued copies of and be instructed on the Department's policies and procedures concerning the ASP Baton. The issuance and instruction shall be documented.

V. REPORTING

A. All officers are required to submit a Use of Force Report, as well as all required crime /incident reports as soon as practicable. The Use of Force Report will be submitted in accordance with UPPD 400.0 Use of Force Report.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
OLEORESIN CAPSICUM/O.C. SPRAY			**UPPD400.3**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **1**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To establish policy and procedures for the use of Oleoresin Capsicum (O.C.) Aerosol Sprays by members of the Department.

II. POLICY

It is the policy of this Department to provide its officers with the equipment and training that will reduce the potential for the use of deadly force. Oleoresin Capsicum/O.C. Spray is authorized to subdue a person engaged in an unlawful act of violence or threat of violence. Officers will use only O.C. Spray products which are issued by the Department.

III. DEFINITIONS

Oleosresin Capsicum/O.C. Spray: is an inflammatory substance naturally occurring in cayenne pepper (genus capsicum). It is the active ingredient in defensive O.C. Spray aerosol dispensers.

IV. EXPOSURE

A. Results of O.C. Spray exposure:

The reaction to O.C. Spray is immediate and very intense, regardless of the size, strength, sobriety or mental state of the person exposed. Complete incapacitation usually results. Persons exposed will usually experience some or all of the following symptoms:

*Involuntary closing and excessive watering the eyes,

*Inflammation of the respiratory system causing coughing, shortness of breath, gasping for air, or a gagging sensation in the throat,

*Inflammation of the skin accompanied by an acute burning sensation, and

*Brief periods of nausea and/or loss of upper body motor skills have been noted in some people.

These reactions vary depending on the amount of O.C. Spray used, how it is used, and the condition of the exposed person and wind conditions. All of the symptoms are temporary and decontamination is simple. Exposed individuals are usually returned to normal within 45 minutes.

V. USE OF FORCE CONTINUUM

The use of O.C. Spray shall be consistent with the guidelines for the Department's Use of Force Policy in accordance with General Order UPPD400.00-Use of Force/Report. Force should be used progressively in response to opposing force. O.C. Spray is an additional option available for officers to control the escalation of violent behavior of persons subject to arrest. It is not intended to replace a firearm, baton or other accepted control techniques. Officers will use only the amount of O.C. Spray needed to prevent suspects from gaining an advantage in a physical altercation. O.C. Spray may be used under the following conditions:

A. An Officer's physical presence and verbal commands are ineffective and the use of more substantial methods is imminent.

B. Persons to be arrested are not in officer's physical control and pose a physical threat to themselves, officers and/or others.

C. To effect and maintain a lawful arrest.

D. O.C. Spray will not be used in the following:

1. To remove people locked or barricaded in vehicle or buildings; unless approved by a supervisor or higher authority.

2. Against mere passive resistance.

3. To punish a prisoner who presents a threat.

E. If O.C. Spray is used inside a structure, officers should make every attempt to warn and remove bystanders from the area prior to use.

F. Any person who is directly exposed to O.C. Spray and exhibits an extreme adverse effect or demands medical assistance will be transported to the nearest emergency room for medical decontamination**.**

G. Officer who decides to utilize O.C. Spray will announce "O.C." , to alert other officers of their intention. The initial spray will consist of a one second burst. This single burst should be enough to subdue the suspect. After the initial burst, the officer should increase their distance from the suspect and assess the effect. A second burst may be used only if the initial burst failed. Bursts will only be administered by one officer, unless their supply has been diminished.

VI. DECONTAMINATION

Officers using O.C. Spray will make every effort to relieve the suspect's discomfort after exposure. Normally decontamination should occur within 45 minutes after exposure with access to fresh air and water and allowing time for clothing to dry. In the event that suspect does not respond to decontamination or they request medical assistance they should be transported immediately to the nearest hospital emergency room for treatment. Officer should allow a short decontamination period prior to transporting a suspect. Area decontamination can be achieved by opening windows and doors. The area will show no traces of O.C. Spray within 45 minutes of exposure.

VII. TRAINING

A. All officers shall be trained by a certified instructor in use of their issued O.C. Spray.

B. Training will be conducted at least biennially. This training can be accomplished during shift briefings or specialized in service training. The qualification documentation for each officer shall be kept in the Office of the Chief of Police.

C. All agency personnel authorized to carry lethal and less than lethal weapons will be issued copies of and instructed on the Department's polices and procedures concerning O.C. Spray. The issuance and instruction shall be documented.

VIII. REPORTING

A. All officers are required to:

1. Submit a Use of Force Report, as well as all required crime/incident reports as soon as practical. The Use of Force Report shall include all facts surrounding and concerning the use of the O.C. Spray or any other equipment used in physical force, to their immediate supervisor.

B. The officer's supervisor shall make an immediate investigation as to the justification for use of force and submit a report to the Chief.

IX. MAINTENENCE

A. Officers will regularly inspect their O.C. Spray dispenser for signs of erosion, leakage, and dirt in the nozzle and/or damage.

B. Upon receiving a new O.C. Spray dispenser, the officer will:

1. Shake briskly initially, and periodically thereafter.

2. Test by pointing the dispenser at the ground and firing on one-second burst. This test must be done outside in an area where others will not be affected by the mist.

C. O.C. Spray dispensers should be replaced when the gross weight of the canister if 35 grams (or less), if the unit leaks, if it is damaged or the date of expiration has occurred.

D. Officers who discharge their issued dispenser for any reason should, as soon as practical, weigh the container to ensure that it contains sufficient product for continued use.

E. Officers will carry their issued O.C. Spray containers on their gun belts in the issued holsters.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
ELECTRONIC CONTROL DEVICE			**UPPD400.4**
SECTION **OPERATIONS PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **1**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish guidelines for the deployment of the Electronic Control Device (ECD).

II. POLICY

A. Consistent with the Department's philosophy of utilizing the minimum amount of reasonable force to control a combative person, the use of departmentally owned and issued ECD is approved for officers with proper training, appropriate equipment, and situational considerations.

B. The purpose of the ECD is to provide for a less lethal alternative to use of force. The ECD is not intended to replace the use of firearms when deadly force is necessary. Officers will comply with the policy and procedures of this General Order at all times when deploying the ECD.

C. The ECD may be used to control an aggressive or combative subject when deadly force is not justified and attempts to control the subject by other tactics have been ineffective and there is a reasonable expectation that it is safe for officers to approach within contact range of the subject. The ECD may be used to subdue individuals who pose an immediate risk to themselves or others or to the safety of the public in general in an attempt to effect an arrest.

III. DEFINITIONS

A. ECD– is an Electronic Control Device weapon that utilizes compressed nitrogen to shoot two small probes up to 21 feet. These probes are connected to the weapon by high – voltage insulated wire. When the probes make contact with the subject they transmit an electrical pulse along the wires and into the body through up to two inches of clothing. The probes do not have to penetrate the flesh or cause bodily harm to be effective.

B. Electro-Muscular Disruption (EMD) – is an electric signal that overrides the central nervous system and directly controls the skeletal muscles. The EMD effect causes an uncontrollable contraction of the muscle tissue, debilitating the subject regardless of pain tolerance or mental focus. The output does not damage an implanted pacemaker and will not cause the loss of bladder or bowel control.

C. Data port – stores the downloadable date and time on a dataport located in the back of the unit each time the ECD is fired.

IV. DISCHARGE CONSIDERATION OF THE ECD:

A. When practical, use verbal commands and point laser sight at the subject prior to discharging the ECD.

B. Have a back up officer available to assist with the arrest or the use of additional force, if necessary.

C. Have a second cartridge ready in case the probes miss the intended target or misfire.

D. The ECD may be used when:

1. necessary to control a dangerous or violent subject when lethal force does not appear to be justified.
2. attempts to control the subject by other tactics have been ineffective.
3. there is reasonable expectation that it is unsafe for officers to approach within the reach of the subject.
4. the suspect is displaying active resistance.
5. lesser force options are ineffective.
6. the subject poses a threat from a distance and attempts to close on the officer, placing the officer at risk of injury.

E. The ECD shall not be aimed at the head or facial area of the subject, and will avoid the following areas:

1. back of the neck
2. groin
3. throat
4. kidney
5. spine

F. Use of the ECD near flammable liquids and fumes is strictly prohibited.

G. Prior to the deployment of the ECD, the certified officer must consider the reasonableness of its use, to include the subject's position if a secondary injury could occur.

V. DISCHARGING OFFICER RESPONSIBILITIES:

A. Ensure the batteries of the ECD are fully charged. When checking the batteries, the cartridge must be removed.

B. When practical, the officer shall announce ECD to the other officers on the scene prior to discharging the ECD.

C. Officers will report the discharge, including accidental discharges, of the ECD to their supervisor as soon as practicable.

D. The discharging officer will visually inspect the contact site. Probes penetrating the skin will be removed by authorized medical personnel. Obtain a Medical Discharge Report from the medical facility and attach to the Use of Force Report,

E. Ensure that photographs are taken of the probe penetration sites and any secondary injuries caused by falling to the ground, etc.

F. Once the probes have been removed they will be treated as biohazard sharps.

G. The discharging officer will ensure the photographs, expended cartridge with probes and a limited number of microdots are put into evidence for examination by the EDC Coordinator.

H. Officers will complete and provide the necessary information to complete all necessary reports, including the Use of Force Report.

I. Officers are required to have a supervisor perform a data download after every usage prior to the ECD being placed back into service. The data sheet will be attached to the Use of Force report. **(1.3.6c)**

VI. SUPERVISOR RESPONSIBILITIES

A. Ensure that only certified officers are carrying the department issued ECD.

B. Confirm all circumstances, if possible, before the ECD is deployed. A supervisor may authorize the use of the ECD if a subject has already been exposed to OC

Spray. Those circumstances must be an extreme nature when the subject poses an immediate risk to themselves or an imminent threat of death or serious physical injury to the officer or others.

C. Approve all requests for assistance to mutual aid and allied agencies, if practicable, within the geographical boundaries of District 1 of Prince George's County Police Department.

D. Ensure that all reporting requirements which include the Use of Force Report have been satisfied.

E. Ensure that a data download was performed and the data sheet is attached to the Use of force Report.

VII. ECD COORDINATOR:

A. The ECD Coordinator shall be certified by the Maryland Police Training Commission as an ECD Instructor. The ECD Coordinator will be responsible for the follow**:**

1. Receive, inspect and ensure the maintenance and replacement of ECD.

2. Maintain records as they pertain to the ECD and its use.

3. Return any defective or damaged ECD and cartridge to the manufacturer.

4. Ensure that the batteries are properly charged.

5. Verify the date, time and the number of discharges will be downloaded from the ECD and will be part of the deployment evaluation routinely conducted anytime the ECD is discharged.

6. Ensure that the data downloads are conducted on a monthly basis.

7. Conducts a monthly inventory of the ECD and cartridges that are assigned to this agency.

VIII. TRAINING AND CERTIFICATION REQUIREMENTS:

A. The authorization to carry and/or use the ECD is granted by the Department to officers based upon their completion of specified training courses and demonstrated proficiency under the supervision of a certified ECD instructor. The certification of the ECD will be conducted biennially.

VIX. STATE OF MARYLAND REPORTING REQUIRMENTS

Annually the use and deployment of the ECD will be reported as required. **(1.3.13)**

End of Document

UNIVERSITY PARK POLICE		GENERAL ORDER	
TITLE **CONSTITUTIONAL RIGHTS**			PROCEDURE NUMBER **UPPD401.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 44, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures for ensuring that all detainees, arrestees (adult and juveniles) and/or defendants are advised of and receive all of their rights and privileges as required or established by the U.S. Constitution, Maryland law, Supreme Court decisions, and other sources as applicable.

II. POLICY

It is the policy of this Department that during a criminal investigation, persons will receive the rights to which they are entitled and officers will abide by the requirements of the Constitution and this General Order.

III. MIRANDA WARNINGS

A. The Fifth Amendment to the U.S. Constitution provides all persons with the privilege against self-incrimination. For the purposes of police interrogations, it should be assumed that every person always has the right to remain silent. A proper guideline for police officers to follow would be to advise suspect of their Miranda Warnings in all felony and First and Second degree misdemeanor cases, and all DUI arrests**.**

A. In order to achieve uniformity and ensure that individuals receive Miranda Warnings; officers will read aloud from the Miranda warning card when advising individuals of their rights.

B. When written Miranda warnings are given the most current form in either English or Spanish will be used. This form will be submitted with the case file. The defendant may be given a copy of the completed form if requested

C. Officers will allow the defendant to call an attorney if they so desire.

D. When a person who is not in police custody chooses to talk with the police about a matter, they need not be advised of their rights and a waiver of their right to silence is implied from their choice to remain with the police and talk.

E. Once a suspect or defendant has invoked their Fifth Amendment privilege to remain silent or consult with counsel, no further interrogation by a law enforcement officer can take place without the defendant's counsel present.

F. If an in-custody suspect/defendant, having been given their Miranda warning, invokes their right to remain silent and consult with counsel, or initially waives their right and then after some questioning invokes their right to counsel, all further questioning must stop and no further interrogation can take place by any law enforcement agency without the presence of counsel unless the suspect/ defendant initiates the conversation.

IV. RIGHT TO COUNSEL

A. There are three situations where a person has the right to counsel regarding their interaction with the police:

1. The Fifth Amendment right created by the Miranda decision attaches only when a person is under arrest and is to be interrogated by the police. A waiver is required only if both of these situations arise simultaneously. An arrest alone or a non-custodial interview does not trigger this protection. Suspects are advised of this right in their Miranda warning and must knowingly waive it before they can be questioned. Once a suspect has asserted his Fifth Amendment right to counsel, police are prohibited from all further interrogation efforts unless the suspect initiates the communication concerning his criminal involvement or counsel is present.

2. The Sixth Amendment right to counsel is separate and distinct and attaches only when someone is "formally charged" with a crime. "Formal charging" occurs when a defendant has been indicted by a grand jury or has received a formal, in-court notification of the charges, such as a bond hearing or initial appearance. Once the Sixth Amendment right to counsel has been asserted, either at or after formal charging, police are prohibited from further attempts to interrogate regarding the matter formally charged unless the defendant initiates the communication concerning the case or counsel is present.

3. Officers are cautioned that a Sixth Amendment assertion of the right to counsel can be made even though not directly to a law enforcement officer. Such assertions are frequently made during court appearances; however they are still binding on law enforcement officers. The primary officer assigned to the case is responsible for knowing whether an assertion has been made and notifying any other officers, as appropriate.

B. Any officer wishing to question an in-custody or incarcerated suspect in any other jurisdiction will not assume that the person has been advised of their Miranda warnings and arraigned or "formally charged". Before an interview or interrogation takes place the officer shall determine if the person received Miranda warnings or has invoked their right to counsel or waived the right.

C. All officers will listen carefully to a defendant's statement regarding the assertion or waiving of rights and, whenever possible, document the exact words used in making these statements.

D. If a formally charged defendant has not previously asserted a right to counsel, prior to questioning, officers will advise the defendant of their rights by administering the full Miranda warning and will advise the suspect that the prospective questioning concerns a specific (named) crime and that the defendant has been formally charged with that crime**.**

V. CONFESSIONS AND ADMISSIONS

A. Officers will not make any promises or offer any inducement to any person(s) calculated to lead a person to waive any of their Constitutional Rights.

B. Officers will not use any coercive methods, either physical or mental, during any interrogation. Suspects will be interrogated for reasonable periods of time and will be given reasonable breaks as necessary to allow for the use of the bathroom facilities and to obtain food and drink.

C. Officers will not offer any person an inducement to cooperate in any interview or interrogation nor offer any assurances as to what may happen during any phase of an investigation.

VI. PROMPT PRESENTMENT

A. All persons arrested who are not released on their signature to appear in court will be taken promptly before a judicial officer without unnecessary delay.

B. When there is a need to delay a prompt presentment (generally past 24-hours), a written waiver shall be obtained from the arrestee.

VII. PRE-TRIAL PUBLICITY

No employee will issue or otherwise disseminate information or material that may lead to pre-trial publicity for any case that would tend to prejudice a fair trial.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
FIELD INTERVIEWS			**UPPD401.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures concerning field interviews.

II. POLICY

Officers must understand the legal basis and authority for conducting field interviews. Legally conducted and properly documented field interviews can contribute greatly to crime analysis and solution. They also serve as sources of information, a means of developing suspects and witnesses, and a crime deterrent**.**

III. DEFINITIONS

Articulable Suspicion: A collection of facts which, when considered together, would lead a reasonable police officer to believe that a temporary detention and/or frisk is legally justified. A suspicion is articulable if the facts supporting it can be spoken or written. Articulable suspicion is more than a hunch, but less than evidence amounting to probable cause.

Probable Cause: A collection of facts which, when considered together, would lead a reasonable person to conclude that a specific crime has occurred and the suspect was responsible.

Temporary Detention: A brief stop of an individual; the length and extent of the stop is dictated by the facts known to the officer at the time of the stop.

IV. PROCEDURES

There are three levels at which an officer may intrude upon an individual if there lacks probable cause to make an arrest or conduct a search:

- Conversation
- Temporary detention (Terry Stop)
- Stop and frisk (Terry Frisk)

1. Conversation

An officer can approach, talk to, and ask questions of an individual at any time. At this stage, an officer has no authority to detain the individual or otherwise make the individual respond to any inquiry. When the individual indicates, by speech or action, a desire not to talk to the officer or desires to leave, the officer must honor the individual's wish. Information derived from this contact can be used to create articulable suspicion or probable cause.

2. Temporary Detention (Terry Stop)

When an officer has articulable suspicion that leads them to believe that an individual may have just committed, is committing, or is about to commit a crime, the officer can stop and temporarily detain the individual to inquire about that individuals conduct or get additional information. This allows the officer to make a brief inquiry of the individual, seek other information, or locate evidence to determine if their initial suspicions were accurate.

Information derived from this temporary detention can be used to establish articulable suspicion that the individual may be armed and dangerous or to establish probable cause of a crime. An officer must articulate sufficient facts to show that it was reasonable to believe that a crime was or is being committed. Hunches, training and experience, or officer safety issues do not suffice for specific facts that justify articulable suspicion.

Officers may consider the following circumstances in determining whether articulable suspicion exists to justify a stop (the list is not all-inclusive):

- The actions, appearance, or demeanor of the individual
- The time of day or night
- Clothing of the individual, including suspicious bulges appearing through the clothing or objects carried
- Inappropriateness of the presence of the individual in a given location
- The individual's proximity to a known crime scene
- The officer's prior knowledge of the circumstances (for example, the individual's prior record, or information from an informant or third party)

3. Stop and Frisk (Terry Frisk)

A stop and frisk (Terry frisk) is lawful only when the officer has met the requirements of a temporary detention ("Terry stop") and has articulable suspicion that the individual may be armed and dangerous. Once both conditions are met, the officer may combine the temporary detention with a pat down of the suspect's outer garments to determine if that individual is carrying a weapon that may harm the officer. The officer may remove an item detected in this pat down if one of the following conditions exists:

- The officer reasonably believes that the item located is a weapon
- It is apparent, based upon feeling through the outer garments alone, that the item is contraband or evidence of a crime

If there is articulable suspicion that the individual is carrying a handgun, Section 4-206 of the Maryland Criminal Law requires officers to ask preliminary questions (the individual's name, address, and, if the individual is in a vehicle, license, and registration) to determine whether that individual is in lawful possession of the weapon. The requirement for this questioning is not so great as to make officers place themselves at additional risk. Circumstances known to the officers may require immediate action prior to such questioning.

V. Stop and Frisk Report

When an officer conducts a pat down or frisk for a weapon, regardless of whether an arrest is made, the officer shall submit a Warning/Field Observation Report, or an Incident Report titled Stop and Frisk, prior to the end of the shift. This report shall include the officer's observations that led that officer to believe that the individual was armed and dangerous. Below is the appropriate reporting format:

1. Incident Report
2. Warning/Field Observation Report / J-2

VI. GOVERNING LAW FOR REFERENCE

- **Terry v. Ohio** – When officers observe unusual conduct and they reasonably conclude, in light of their experience, that criminal activity may be afoot and an individual may be armed and presently dangerous, the officers shall identify themselves and make inquiries of such individual.

If nothing in the inquiry dispels the reasonable fear for the safety of themselves and others, the officers may conduct a carefully limited search of the individual's outer clothing in an attempt to discover weapons. Such searches are reasonable and any evidence obtained is admissible.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
SEARCH & SEZIURE			**UPPD401.2**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **5**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **1**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this General Order is to define the legally mandated authority of police officers, to address Constitutional requirements of criminal investigations and to set forth procedures and guidelines to conduct search and seizure of property.

II. POLICY

Recognizing that criminal activity can be detected or prevented through a wide range of proactive field strategies, the department encourages its officers to conduct investigatory stops and other seizures as well as frisks and other searches, in a manner that upholds rights guaranteed by the United States Constitution, in accordance with statutory and case law and conformance with all departmental directives and requirements.

As guaranteed by the 4th Amendment, officers generally must have a valid warrant supported by an oath or affirmation prior to conducting a search and seizure. If an officer encounters circumstances that would permit a search or seizure under one of the below listed exceptions to warrant requirement the officer may act without a warrant. If there is any question as to whether a warrant is required and no exigency exists, the officer will obtain a search warrant prior to conducting a search.

III. WARRANT APPLICATION AND SERVICE

A. Warrant Application Review Process

1. A Search and Seizure Warrant is a document signed by a Judge that authorizes officers to search and seize particular items from a particular place. The life of a Search and Seizure Warrant is 15 days, with the date that the document is signed being counted as day number 1. If not served by the end of the 15th day, the document automatically becomes null and void.

2. Whenever possible, officers will apply for a Search Warrant or Search and Seizure Warrant, unless a warrantless search is authorized by law or otherwise consistent with this directive.

3. Before an officer takes an application for a warrant to a judge, the officer will notify the Chief of the intention to apply for the warrant and ensure the application is reviewed consistent with the Chief's direction. Except in emergency or exigent circumstances, all Search Warrant Applications or Search and Seizure Warrant Applications must be reviewed by an officer's supervisor or the Chief prior to the Application being presented to a judge.

B. Search Warrant Service Threat Assessment

1. The Search Warrant Threat Assessment will be used to determine if entry of any building named in a search warrant will be conducted by a qualified Entry Team or by other means.

IV. CONSENT SEARCHES

A. Obtaining Consent to Search

1. In order for a search to be valid, consent must be given voluntarily and freely, without coercion or implied threat, and the consenting person must have the right to control or authority over the premises or property. Officers will not advise or imply that refusal to consent will result in arrest, nor will officers make any threats or inducements to secure consent.

2. An officer may conduct a search of a person or property without a warrant or probable cause if the officer has obtained the consent of a person who has the right and the authority to consent to the search.

3. If an officer seeks consent and the person does not orally respond, silence alone is not to be considered as an affirmative answer.

4. The person who grants consent must have the authority to do so, and it is the officer's responsibility to diligently inquire into the facts and circumstances to determine if the person has authority to consent. Examples:

a) A home owner /parent/leaseholder may give consent to the police to search all common areas of their house, as well as areas that they exclusively control;

b) A parent can give consent to search a child's room in their house if the facts indicate that the parent has access to the room;

c) Neither a landlord of a leased premise, nor the manager or employee of a hotel or motel has the authority to grant consent to search a tenants apartment or a quest's room.

5. The person granting consent to search may place limitations or conditions on the consent search, and they may withdraw consent at any time. Officers must honor any such limitation or conditions, and if consent is withdrawn**,** officers must stop searching immediately (unless another lawful reason to search exists other than the consent). Items seized as a result of the consent search must be documented on an Incident report**.**

6. Because a person who earlier consented to a search may change his/her statement during a subsequent trial, officer will, whenever practical, obtain a Consent to Search form from the person from whom consent is requested.

V. THE TERRY STOP AND THE TERRY FRISK

A. The Terry Stop

1. An officer is permitted to stop and detain an individual for investigative purposes when the Officer has a reasonable suspicion, based on objective and articulable facts, that the individual is then and there involved in criminal activity.

2. The duration of the stop is limited to that period of time that the officer, or other officials, are actively working to confirm or dispel the suspicion that crime is afoot and the individual detained is involved.

3. Reasonable suspicion that justifies a Terry Stop may not rise to the level required to justify a Terry Frisk.

B. The Terry Frisk

1. A frisk is a limited search conducted by patting an individual's outer garments in an attempt to confirm and dispel suspicions that an individual seized during a Terry Stop is armed and dangerous.

2. An officer may conduct a frisk of an individual detained as a result of a Terry Stop when the officer has a reasonable suspicion, based on articulable and objective facts, that the individual may be armed and dangerous.

3. Absent exigent circumstances officers must identify themselves as police officers and make reasonable inquiries as to the suspect's conduct prior to conducting the frisk.

4. During a frisk, items cannot be removed from a person's clothing or otherwise seized unless the officer can articulate that the item was contraband or evidence, and that the nature of the item was immediately apparent.

C. Reasonable Suspicion

1. Reasonable suspicion includes not only specific objective and articulable facts, but logical conclusions that the officer's experience enables him/her to draw from those facts as well.

D. Officer Safety Concerns

1. Terry Stops should be conducted in well-lighted areas and with sufficient law enforcement personnel to afford the officer the maximum protection.

VI. SEARCHES INCIDENT TO ARRESTS

A. Lawful Custodial Arrest Requirement

1. A search incidental to arrest may only be made when a lawful custodial arrest is made. An arrest is a seizure of the person by any act that indicates an intention to take the suspect into custody and that subjects the suspect to the actual control and will of the person making the arrest. The historical rationale for the search incident to arrest exception to warrant requirements are summarized below:

2. To protect the arresting officer from harm, especially from a weapon possessed by the person arrested.

a) To prevent the destruction of evidence.

b). To prevent the defendant’s escape.

B. No search “Incident to Citation”

1. A full custodial arrest is required for an incident to arrest search to be lawful. An officer cannot conduct a search incidental to the mere issuance of a criminal, civil or a traffic citation. If the officer is not making a full custodial arrest (handcuffs, transported to District 1 Processing) the officer cannot conduct a search incident to arrest. Examples:

a) You stop an individual for speeding. As you approach the vehicle you observe CDS paraphernalia in plain view. At this point you can make either a full custody arrest, or you can merely issue a criminal citation. If you only issue a criminal citation, you cannot conduct an incident-to-arrest search.

b) You develop probable cause to charge a person with solicitation without a permit, and you issue a civil citation. You have no authority to make an arrest for the civil offense, and you have no authority to conduct a search incident to arrest in this scenario.

VII. AUTOMOBILE EXCEPTION TO THE WARRANT REQUIREMENT

A. Criteria for Searches

1. The rationale for this exception is grounded in the exigent circumstances created by the inherent mobility of vehicles and the somewhat lessened expectation of privacy in one’s vehicle. Under this exception to the warrant requirement, officers may make a warrantless search of all portions of vehicle which was or is capable of being in motion, when probable cause exists that the vehicle contains contraband or evidence of a crime.

2. The entire vehicle may be searched if there is probable cause to believe the vehicle contains contraband or instrumentalities of a crime even though there is no danger that the vehicle or the evidence may be lost.

3. If an officer has doubts about whether probable cause to search a vehicle exists, the officer should retain custody of the vehicle and seek to obtain a warrant to search the vehicle.

4. Anytime a vehicle is towed subsequent to a search, the initiating officer will ensure an Inventory Search of the vehicle is conducted pursuant to Section IV of this directive.

VIII. OTHER SEARCHES

A. Limited Sweeps

1. A home or premises where a lawful arrest has been made may be subjected to a limited sweep, for the purpose of finding other persons, if circumstances give arresting officers a basis for reasonably believing that there are other persons on the premises who pose a danger to those on the arrest scene.

B. Abandoned Property

1. Officers may search and seize property that they have good reason to believe is abandoned.

C. Open Fields

1. Under the open field's doctrine, officers may enter and search any unoccupied or undeveloped area that lies outside the curtilage of a dwelling.

D. Plain-View

1. Officers may, without a warrant, seize any contraband or evidence of a crime that is in "plain view" and to which officers have lawful access.

E. Mobile Devices

1. Officers may manually search mobile devices such as cellular phones, "smart phone" tablets and navigation systems under the following circumstances:

a) Consent;
b) Pursuant to a search warrant.

2. Officers may request assistance in the search of such devices utilizing the Computer Forensic Unit of the Prince George's County Police Department.

3. Officers submitting devices to be searched will follow the procedures outlined in UPPD General Order 502.1 Forensic Evidence.

IX. EXIGENT CIRCUMSTANCES AND EMERGENCIES

A. If Impractical to Get Warrant

1. An officer may make a warrantless search of anything, to include personal belongings, vehicles, homes, businesses and other buildings, anytime they have good reason to believe that the search is necessary to save a life or prevent injury.

2. Officers may make a warrantless search for evidence if they have probable cause to believe that the evidence is in the place or thing to be searched and they have reason to believe that the evidence will be destroyed before a warrant can be obtained.

3. Nothing in this section prohibits an officer from seeking and conducting a Consent Search, pursuant to the provisions of Section IV of this directive.

X. INVENTORY SEARCHES OF SEIZED VEHICLES OR OTHER PROPERTY

A. Inventory of Seized and Towed Vehicles

1. It is the policy of the Department that officers will conduct a non-investigatory inventory of each and every vehicle that they seize or tow, in order to:

a) Protect officers from danger;

b) Identify and take possession of valuable property for safekeeping; and

c) Protect the department and its personnel from claims of lost, stolen or damaged property;

2. This policy also applies to vehicles that are towed when neither the owner nor operator is aware of the tow.

a) If the vehicle has been seized and a Conveyance Seizure packet is completed, the inventory will be reflected on the Vehicle Impound Report contained in the packet.

b) In other circumstances, the inventory will be reflected on a continuation report.

3. This policy does not apply to those vehicles that are left parked legally while the driver is taken into custody or to vehicles driven or owned by a person who has diplomatic immunity.

B. Procedures

1. The scope of the inventory search shall be limited to those unsecured or readily accessible areas within the vehicle. A locked trunk or glove compartment shall be within the scope of the inventory search only if the keys to those areas are in the officer's possession.

2. Items of value will be brought to the department and stored in accordance with policies and procedures governing property for safekeeping.

3. All evidence removed from the vehicle will be submitted to the Evidence/Property Custodian in accordance with the procedures listed in.

4. When practical, the inventory search shall be conducted prior to the towing of the vehicle from the place of impounding or seizure.

XI. OTHER SITUATIONS

A. Serious Traffic Collisions

1. Pursuant to the provisions of TA 16-205.1, a warrantless search and seizure of a person's blood is permitted for the purpose of laboratory analysis (and for use as evidence) if the person was driving or attempting to drive a motor vehicle while DWI or DUI, and while doing so, was involved in a traffic collision involving life threatening injuries or a fatality.

2. Pursuant to TA 16-205.1, in the event a suspected DWI/DUI is transported to the hospital and is unconscious, or otherwise incapable of refusing to submit to a blood test for the purpose of laboratory analysis (and for use as evidence), the officer may order medical personnel to draw blood (using a blood kit), if the withdrawal of blood will not jeopardize the health or well-being of the DWI/DUI.

B. Summonsing Hospital Records

1. An officer may request from the State's Attorney's Office a Subpoena (to be served on the hospital's records section) to obtain a defendant's hospital records, especially those relating to blood alcohol content, if a DWI/DUI refused to submit to the blood kit, but from whom blood was withdrawn by medical personnel for medical reasons.

XII. SEIZED PROPERTY

A. All property that is legally seized or taken into police custody will be documented on a Property Report and secured in the Property Room in accordance to departmental procedures concerning property.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
EYEWITNESS IDENTIFICATION			**UPPD 401.3**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**9**	**10/22/2014**	
☐ **NEW X AMENDS** ☐ **RESCINDS**	CALEA CHAPTER	AUTHORITY	
	42	**Chief Michael Wynnyk**	

I. PURPOSE

Constitutional safeguards must be observed in the process of identifying the perpetrators of a crime. All reasonable efforts should be taken to positively identify or clear the suspect as the perpetrator of the crime in accordance with applicable statutory and case law, taking extreme care to avoid unduly suggestive methods.

II. POLICY

The Department recognizes that it is as much the responsibility of the police to protect the innocent from conviction as it is to assist in the conviction of the guilty.

The identification of criminal offenders must be approached with extreme caution as the court may exclude eyewitness evidence if it determines that police methods were unnecessarily suggestive.

It is the policy of this Department that:

Eyewitnesses will be given specific instructions prior to being shown a suspect.

Photo arrays and line-ups will be conducted using sequential rather that simultaneous presentation: and

Phot arrays, Line- ups, and Voice identifications will be conducted using blind administration.

III. DEFINITIONS

Show-up: The live presentation of one suspect to an eyewitness shortly after the commission of a crime.

Field View: The exposure of an eyewitness to a group of people in a public place on the theory that the subject may be among the group. A field view differs from a show-up in that it may be conducted well after the commission of the crime, and may be conducted with or without a suspect in the group.

Photo Array: The showing of photographs of several individuals to an eyewitness for the purpose of obtaining an identification.

Line-up: The live presentation of a number of people to an eyewitness for the purpose of obtaining an identification. A line-up differs from a field view in that it is conducted in a controlled setting, such as a police station, a known suspect is in the mix, and the participants are aware that an identification procedure is being conducted.

Voice Line-up: A procedure whereby a witness is permitted to hear the voices of several people for the purpose of obtaining an identification of a suspect's voice.

IV. RIGHT TO COUNSEL

Once a suspect has been arraigned or indicted, his/her right to have counsel present at an in-person identification

procedure attaches. No right to the presence of counsel exists simply because a complaint has been filed, even if an arrest warrant has issued.

No right to counsel attaches for non-corporeal identification procedures, such as those involving photographs or composite drawings, whether conducted before or after the initiation of adversarial criminal proceedings.

V. GENERAL CONSIDERATIONS

Due process requires that identifications be conducted in a fair, objective, and non-suggestive manner. Due process is violated when identification procedures conducted by the police are unnecessarily suggestive and conducive to irreparable mistaken identification.

Upon response to the scene of a crime, an officer should make an effort to prevent eyewitnesses from comparing their recollections of the offender or the incident.

Officers may accomplish this by promptly separating the witnesses and interviewing each out of the earshot of the others.

Witnesses should not participate in identification procedures together. For example, witnesses should not be transported together to view a suspect during a show-up.

Officers should use caution when interviewing eyewitnesses. Specifically, they should avoid whenever possible the use of leading questions.

Prior to asking an eyewitness to identify a suspect, police officers should obtain a detailed description of the offender.

If practicable, the officer should record the procedure and the witness' statement of certainty. If not, the officer should write down the witness' exact words and incorporate them into his/her report.

A report of every Show-up, Photo array, Line-up or voice identification procedure, whether an identification is made or not, shall be submitted.

The report shall include a summary of the procedure, the persons who were present for it, instructions given to the witness by the officer (this should be accomplished by submitting the appropriate witness instruction form), any statement or reaction by the witness, and any comments made by the witness regarding the identification procedure.

VI. WITNESS INSTRUCTIONS

An officer conducting an identification procedure must read the witness a set of instructions from a departmental form (show-up card, or photo array or line-up instruction form). Those instructions should include the following:

You are being asked to view (some people or a set of photographs).

You will be viewing the photographs one at a time in random order.

Please look at all of them. I am required to show you the entire series

Please make a decision about each photograph before moving on to the next one.

The person who you saw may or may not be (one of the people or in the set of photographs) you are about to view.

You should remember that it is just as important to clear innocent persons from suspicion as to identify the guilty.

The officer (showing the photographs or administering the line-up) does not know whether any of the people in the array are the person you saw. (Not for use with show-ups.)

The individuals (in the photographs) you view may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change. (Not for use with show-ups.)

Regardless of whether or not you identify someone, the police department will continue to investigate the incident.

If you select someone, the procedure requires us to ask you to state, in your own words, how certain you are.

If you do select someone, please do not ask us questions about the person you have selected, as no information can be shared with you at this stage of the investigation.

Regardless of whether you select someone, please do not discuss the procedure with any other witnesses in the case.

Do you have any questions about the procedure before we begin?

VII. IDENTIFICATION PROCEDURE

Show – Up: Show-up identification procedures should only be used soon after a crime has been committed, typically within two hours, or under exigent circumstances, such as the near death of the only available witness. Show-ups should be conducted live whenever possible and not photographically. Officers should not attempt to obtain identifications using driver's license photos on their cruiser MDT's, unless a dire emergency exists.

When a show-up is arranged in an emergency situation, where either a witness or a victim is in imminent danger of death or in critical condition in a hospital, and the circumstances are such that an immediate confrontation is imperative, the emergency identification procedure shall be conducted in a non-suggestive manner.

Every show-up must be as fair and non-suggestive as possible. Specifically, if the suspect is handcuffed, he/she should be positioned so that the handcuffs are not visible to the witness. The suspect should not be viewed when he/she is inside a police vehicle, in a cell, or in jail clothing. Detaining a person who fits the description of a suspect in order to arrange a show-up is lawful where the officer has reasonable suspicion that the suspect has committed a crime, even if probable cause to arrest has not yet developed.

If the witness fails to make a positive identification and sufficient other evidence has not developed to provide probable cause to make an arrest, the suspect must be permitted to leave. His/her identity should be recorded and included in the officer's report.

If a suspect is stopped within a short time after the commission of the crime, he/she may be taken to a location where he/she can be viewed by a witness for possible identification; or, he/she may be detained at the site of the stop and the witness taken there to view him/her. Transporting the witness to the site of the stop is preferred.

Suspects should not be brought into a crime scene as contamination may result. For the same reason, clothing articles found at the crime scene should not be placed on or in contact with a suspect. A suspect should not be brought back to the home of a victim or witness unless that was the scene of the crime.

Police officers must not do or say anything that might convey to the witnesses that they have evidence of the suspect's guilt. Officers should turn down their radios so that the witness they are transporting does not pick up information about the stop of the suspect.

The suspect should be viewed by one witness at a time and out of the presence or hearing of other witnesses. Witnesses who have viewed the suspect should not be

permitted to communicate with those who have not.

Once one witnesses has positively identified the subject during a show-up, further identifications should be attempted by means of a photo array or line-up.

Officers may transport victims or witnesses in police vehicles to cruise the area where a crime has just occurred in order for them to attempt to point out the perpetrator. While checking the area, officers must be careful not to make any statements or comments to the witnesses which could be considered suggestive.

Officers should make written notes of any identifications and any statements made by witnesses at the time of confrontation with the suspect. Once a witness has indicated his/her opinion regarding the identity of the subject, the officer should ask the witness how certain he/she is of the identification. Officers should ask the witness not to use a numerical scale, but rather to indicate certainty in his/her own words. All statements by the witnesses should be incorporated into the officers' report.

Preparing a Photo Array: Photo arrays should be shown to witnesses as soon as possible after the commission of a crime.

Include one suspect and a minimum of five fillers (non-suspects) in each array. Mark the back of each photo with sequential numerals. Use a separate array for each suspect.

Use photographs of the same size and basic composition. Do not include more than one photograph of the same person.

Use a photo of the suspect that closely depicts his/her appearance at the time of the incident.

Select fillers who generally fit the witness' description of the offender. Avoid fillers who so closely match the suspect that a person familiar with the suspect would have difficulty distinguishing the filler.

Ensure that photos bear no markings indicating previous arrests.

Without altering the photo of the suspect, create a consistent appearance between the suspect and fillers with respect to any unique or unusual feature such as facial scars or severe injuries by adding or covering the feature.

Once the array has been assembled, examine it to ensure that nothing about the suspect's photo makes him/her stand out.

In cases with multiple witnesses, changing the order of photos from one witness to the next.

When showing a witness an array containing a new suspect, avoid using fillers from a previous array.

Showing a Photo Array: The procedure must be conducted in a manner that promotes reliability, fairness and objectivity.

If practicable, the officer should record the procedure.

Allow each witness to view the photographs independently, out of the presence and hearing of the other witnesses.

Never make suggestive statements that may influence the judgment or perception of the witness.

A second officer who is unaware of which photograph depicts the suspect should actually show the photographs. This technique, called double-blind administration, is intended to ensure that the witness does not interpret a gesture or facial expression by the officer as an indication as to the identity of the suspect. The technique also allows the prosecution to demonstrate to the judge or jury that it was impossible for the officer showing the photographs to

indicate to the witness, intentionally or unintentionally, which photograph he/she should select.

If a second officer is not available, the officer showing the array must employ a so-called "blinded' technique so that he/she does not know when the witness is viewing a photograph of the suspect.
The investigating officer or the second officer (the administrator) should carefully instruct the witness by reading from a departmental Photo Array Instruction Form, and the witness should be asked to sign the form indicating that he/she understands the instructions. The investigating officer and the administrator should also sign and date the form.

For the reasons above, officers should explain to the witness that the officer showing the array does not know the identity of the people in the photographs. The investigating officer should leave the room while the array is being shown by the administrator.

The officer should show the photographs to a witness one at a time. When the witness signals for the next photograph, the officer should move the first photograph so that it is out of sight.

The procedure should be repeated until the witness has viewed each photograph. If the witness identifies a subject before all the photographs have been viewed, the officer should remind the witness that he/she is required to show the rest of the photographs.

If the witness fails to make an identification, but asks to view the array a second time, the officer administering the identification should ask the witness if he/she was able to make an identification from the original viewing. If the witness is unable to make an identification, but feels that it would be helpful to repeat the procedure, then it is permissible to show the entire array a second time. An array may not be shown more than twice.

If the witness identifies the suspect, the officer should ask the witness how certain he/she is of the identification. Officers should ask the witness not to use a numerical scale, but rather his/her own words.

The photo array should be preserved as evidence in the same configuration as when the identification was made.

If more than one witness is to view an array, a separate unmarked array shall be used for each witness.

Line-ups: Line-ups shall be conducted under the direction of a detective supervisor, and, when feasible, after consultation with the State's Attorney's Office.

If practicable, the officer should record the procedure.

A suspect cannot be detained and compelled to participate in a line-up without probable cause to arrest. If a suspect refuses to participate in a line-up, the State's Attorney's Office may be asked to apply for a court order to compel the suspect to cooperate.

Before any suspect who has been arraigned or indicted is shown to eyewitnesses in a line-up or other live identification procedure, he/she must be informed of his/her right to have an attorney present at the line-up. Unless a valid waiver is voluntarily and knowingly made, in writing if possible, no such identification may proceed without the presence of the suspect's attorney.

Select a group of at least five fillers who fit the description of the subject as provided by the witness (es). Because line-ups will be administered by an officer who does not know the identity of the suspect, the fillers selected should not be known to the officer administering the line-up. In selecting line-up fillers, abide by the guidelines for photo array fillers as described above.

All persons in the line-up should carry cards that identify them only by number and should be referred to only by their number. As with photo arrays, each witness must view the line-up independently, out of the presence and hearing of the other witnesses. The investigating officer should explain to the witness that a second officer (the line-up administrator) will be conducting the line-up, and that he/she does not know the identity of the people participating.

The investigating officer should carefully instruct the witness by reading from a departmental Line-up Instruction Form, and the witness should be asked to sign the form indicating that he/she understands the instructions. The officer should also sign and date the form.

The investigating officer should leave the room while the line-up administrator conducts the line-up.

The line-up should be conducted so that the suspect and fillers do not actually line up, but rather so that they are displayed to the witness one at a time. This can be accomplished by having them enter the room individually and leave before the next one enters.

The procedure for showing the participants to the witness and for obtaining a statement of certainty is the same as for photo arrays.

When an attorney for the suspect is present, the attorney should be permitted to make reasonable suggestions regarding the composition of the line-up and the manner in which it is to be conducted. Any suggestions made by the suspect's attorney should be included as part of the line-up report.

Allow counsel representing the accused sufficient time to confer with his/her client prior to the line-up. Once the line-up is commenced, attorneys should function primarily as observers and he/she should not be permitted to converse with the line-up participants, or with the witnesses, while the line-up is underway. The concept of blind administration requires that no one be present who knows the identity of the suspect. For this reason, the attorney should leave the room before the line-up begins. An attorney who does not know which person is the defendant may attend the line-up in place of the suspect's attorney.

The suspect's attorney is not legally entitled to the names or addresses of the witnesses attending a line-up if the suspect has not yet been arraigned or indicted.[i] If an attorney in such a situation insists on having information about line-up witnesses, advice him/her to direct his/her request to the State's Attorney's Office.

During a line-up, each participant may be directed to wear certain clothing, to put on or take off certain clothing, to take certain positions or to walk or move in a certain way.[ii] If officers are to ask the participants to wear an article of clothing, they must guard against circumstances where the article only fits the suspect. All line-up participants shall be asked to perform the same actions.

Line-up participants must not speak during the line-up. If identification of the suspect's voice is desired, a separate procedure must be conducted. (See section on voice identification below.)

After a person has been arrested, he/she may be required to participate in a line-up regarding the crime for which he/she was arrested.[iii] After arrest, a suspect may lawfully refuse to participate in a line-up only if he/she has a right to have counsel present (post arraignment/indictment) <u>and</u> the counsel is absent through no fault of the suspect or his/her attorney.

Voice Identification: Although considerably less common than visual identifications, voice identifications may be helpful to criminal investigations where the victim or other witness was blind, the crime

took place in the dark, the subject was masked, the witness' eyes were covered by the perpetrator, or they were never in the same room with the perpetrator but heard his/her voice. If officers wish to conduct a voice identification procedure with a witness who also saw the subject, they must first consult with a detective supervisor and, when feasible, the State's Attorney's Office.

As with any in-person identification or confrontation, if the suspect has been arraigned or indicted, he/she has a right to the presence of counsel at the voice identification procedure.

Where a voice identification is attempted, the following procedures should be employed to the extent possible:

As in a line-up, there should be at least six persons whose voices will be listened to by the witness; one-on-one confrontations should be avoided. Because line-ups will be administered by an officer who does not know the identity of the suspect, the fillers should not be known to the officer administering the procedure, and officers should abide by the guidelines for photo array and line-up fillers as described above;

The suspect and other participants shall not be visible to the witness; this can be done by using a partition, or by similar means;

All participants, including the suspect, shall be instructed to speak the same words in the same order;

The words recited by the participants shall not be the ones spoken by the offender during the crime; the line-up participants should speak neutral words in a normal tone of voice;[iv]

When both a visual and voice line-up are conducted, the witness should be informed that the line-up participants will be called in a different order and by different numbers;

If there are two or more suspects of a particular crime, present each suspect to witnesses in separate line-ups. Different fillers should be used to compose each line-up.

As with any identification procedure, police officers should avoid any words or actions that suggest to the voice witness that a positive identification is expected or who they expect the witness to identify.

The investigating officer should carefully instruct the witness by reading from a departmental Voice Identification Line-up Instruction Form, and the witness should be asked to sign the form indicating that he/she understands the instructions. The officer should also sign and date the form. If practicable, the officer should record the procedure.

Adhere to the principles of blind administration as described above. As is the case with photo arrays and line-ups, the investigating officer should leave the room while the administrator conducts the procedure.

Courtroom Identification: Prior to conducting any courtroom identification procedure, officers should consult the State's Attorney's Office. The same right to an attorney and the same due process considerations that apply to all other identification procedures also apply to station house and courtroom identifications.

If the suspect has been arraigned or indicted, he/she has a right to have counsel present at any in-person identification/confrontation.

Live confrontations and informal viewings of the suspect by witnesses must be conducted in such a manner as to minimize any undue suggestiveness.

Officers shall not state or suggest that the suspect has been arrested or booked or that he/she has made any confession or incriminating statement or that any

incriminating evidence has been uncovered. The witness' identification, particularly if it takes place in a police station or courtroom, must be a result of his/her recollection of the appearance of the perpetrator and must not be unduly influenced by information or suggestions originating from the police.

Drawings and Identi-Kit Composites: An artist's sketch, composite sketch or a computerized drawing can sometimes aid an investigation if the witness has a good recollection of the offender's facial features. However, research has shown that a person selected based on resemblance to composite is more likely to be mistakenly identified. Additionally, building a composite has been shown to lower a witness' accuracy for identifying the offender's face. For these reasons, officers should proceed with extreme caution.

Prior to attempting a sketch or composite, officers should take from the witness and document a full description of the offender.

A sketch prepared by a trained artist is preferred over a composite.

Sketches and composites should not be attempted prior to the showing of a photo array or line-up.

Once the sketch or composite has been completed, the witness should be asked to state in his/her own words how accurately the composite reflects how the suspect appeared during the crime and a report should be prepared regarding the sketch or composite procedure.

The fact that a suspect resembles a sketch or composite is not, without more, probable cause to believe that the suspect is the offender.

Mug Shots: When an investigation has failed to identify a suspect, it may be advisable to have eyewitnesses come to the police station to look through photographic or "mug" files. However, officers should not resort to this procedure until other investigative avenues have been exhausted.

Research has shown that exposing a witness to a large number of random photos can damage the witness's memory of the offender. Additionally, a witness who does not initially select a mug shot may later identify the person in a photo array not because he/she is the offender, but because the witness recalls seeing the face. Therefore, extreme caution must be used when showing mug files.

Before showing mug shots, remove the photos of people not likely involved in the incident and narrow the pool of photos as much as possible;

Record the name of the people whose mug shots were viewed by the witness;

Remove or hide any information on the photographs that might in any way influence the witness;

Ensure that the files contain only one photograph of each individual and that the photographs are reasonably current;

Do not refer to the photographs as "mug shots";

If photographs of various formats are used, ensure that several of each format are used;

Permit the witness to look at a number of photographs before making his/her selection;

Do not call to the attention of the witness any particular photograph;

A report shall be filed following the procedure, regardless of whether an identification is made. The report should describe the photographs viewed by the witness(s).

Officers should be extremely cautious before charging a subject based on this type of identification alone.

Use Of In-Car Imaging – The use of computerized images from a driver's licenses or other sources may be useful in confirming the identity of a suspect personally known to the victim or witness prior to the commission of the crime.

The computerized image should not be used in place of a line-up or show-up because it does not have the safeguards against misidentification that are built into those procedures. To avoid undue influence, an image should not be shown to the victim or witness when a subsequent line-up or show-up is likely.

End of Document

UNIVERSITY PARK POLICE DEPARTMENT
APPENDIX A

Qualifying Offenses for Citations (SEE APPENDIX B)

1. Any misdemeanor or local ordinance violation that does not carry a penalty of imprisonment;
2. Any misdemeanor or local ordinance violation for which the maximum penalty of imprisonment is 90 days or less; and
3. Possession of marijuana under 5-601 of the Criminal Law Article.

Criteria for Issuing a Citation

If the defendant meets ***all*** the criteria (i-v) listed below, an officer **must** charge the individual by citation:

(i) The officer is satisfied with the defendant's evidence of identity;
(ii) The officer reasonably believes that the defendant will comply with the citation;
(iii) The officer reasonably believes that the failure to charge on a statement of charges will not pose a threat to public safety;
(iv) The defendant is not subject to arrest for another criminal charge arising out of the same incident; and
(v) The defendant complies with all lawful orders by the officer.

Basic Principles

The State of Maryland has enacted legislation to the effect that for the misdemeanors listed in Appendix A, the Uniform Criminal Citation shall be the preferred charging document. An officer shall charge a suspect via the Uniform Criminal Citation unless the officer is not satisfied that all of the five (5) above **Criteria for Issuing a Citation** have been met.

In order to aid with successful prosecution and based on the request of the Office of the State's Attorney's for Prince George's County, the following offenses shall automatically be handled as Custodial Citations or, if circumstances warrant based on officer discretion and experience, a Full Custody Arrest:

- Possession of Marijuana over 10 grams [CR 5-601 (c)(2)(i)]
- Possession of Marijuana under 10 grams [CR 5-601 (c)(2)(ii)]
- Theft under $100 [CR 7-104 (g)(3)]
- Trespass (Private) [CR 6-402 (a)]
- Trespass (First Time – Posted) [CR 6-403 (b)]
- Disorderly/Disturbing the Peace [CR 10-201 (c)(2)]
- Failure to Obey [CR 10-201 (c)(3)]
- Malicious Destruction (under $500) [CR 6-301 (c)]
- Harassment [CR 3-803 (a)]

In addition, in any instance in which an officer must physically apprehend a suspect committing one of the listed offenses, the officer shall follow the procedures for a Custodial Citation.

UNIVERSITY PARK POLICE DEPARTMENT
APPENDIX A

The new citation law is open to interpretation. Any issues regarding implementation should be reported to the Office of the Inspector General.

1. Detain, Cite and Release

In this instance, the issuance of a Uniform Criminal Citation is similar in nature to a vehicle stop and issuance of a traffic citation.

If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his/her presence, that officer shall detain the suspect and begin an investigation.

Because this qualifies as a detention, similar to a traffic stop, and not an arrest, the officer is not entitled to conduct a search of the suspect. However, if the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual.

Before issuing a citation to the suspect, the officer must consider the five (5) **Criteria for Issuing a Citation**. If the officer is satisfied that the suspect meets all five (5) criteria, the officer shall issue a citation to the individual and release him/her from the scene.

Upon releasing the suspect, the officer shall complete an Incident Report entitled Criminal Citation. The Incident Report must document the circumstances leading to and results of any frisk conducted, and include a list of witnesses or evidence seized as appropriate.

The officer shall code the call 502, Criminal Citation.

2. Custodial Citation

In this instance, the issuance of a Uniform Criminal Citation is similar in nature to a DWI arrest. Scenario **A.** results in the issuance of a Criminal Citation. Scenario **B.** results in charging the suspect via a Statement of Charges.

A. If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his/her presence, that officer shall detain the suspect and begin an investigation. If in any circumstance the suspect flees or attempts to elude detention, once apprehended, the officer shall follow the procedures for a Custodial Citation.

If the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual.

Before issuing a citation to the suspect, the officer must consider the five (5) **Criteria for Issuing Citation**. If the officer is *not* satisfied that the suspect meets all five (5) criteria, the officer shall take the suspect into custody. Once the suspect is in custody, the officer is authorized to conduct a search incident to arrest. As with any search, the suspect shall be charged for possessing any illegal items discovered during the search.

At the processing facility, the officer shall fingerprint and photograph the suspect. If after processing the officer is satisfied that the five (5) **Criteria for Issuing Citation** are met, the officer shall issue a citation to the individual and release him/her from custody.

Upon releasing the suspect, the officer shall complete an Incident Report entitled Criminal Citation. The Incident Report must document the circumstances leading to and results of any frisk conducted, and include a list of witnesses or evidence seized as appropriate. The officer must articulate in the Incident Report which **Criteria for Issuing Citation** were not initially met and why the officer took the suspect into custody.

The officer shall code the call 702, Criminal Citation.

B. If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his/her presence, that officer shall detain the suspect and begin an investigation.

If the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual.

Before issuing a Citation to the suspect, the officer must consider the five (5) **Criteria for Issuing a Citation**. If the officer is *not* satisfied that the suspect meets all five (5) criteria, the officer shall take the suspect into custody. Once the suspect is in custody, the officer is authorized to conduct a search incident to arrest. As with any search, the suspect shall be charged for possessing any illegal items discovered during the search.

At the processing facility, the officer shall fingerprint and photograph and suspect. If after processing the officer is ***still not*** satisfied that the five (5) Criteria for Issuing a Citation are met, the officer shall obtain a supervisor's approval to deviate from charging the suspect via the Uniform Criminal Citation. The officer shall charge the suspect on a Statement of Charges and present him/her before a commissioner.

If during the investigation or processing the officer finds evidence to support additional criminal charges against the defendant that are not subject to charging by Citation, the officer shall charge the suspect on a Statement of Charges for all offenses and present him/her before a commissioner.

The officer shall complete an Incident Report. The Incident Report must document the circumstances leading to and results of any frisk conducted, and include a list of witnesses or evidence seized as appropriate. The officer must also articulate in the

Incident Report which of the **Criteria for Issuing a Citation** were not met and why the officer took the suspect into custody.

The officer shall code the call with the appropriate 700 series code.

3. Full Custody Arrest

If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his or her presence, that officer shall detain the suspect and begin an investigation.

If the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual. If during the investigation or the frisk the officer finds probable cause to arrest for a crime outside the Qualifying Offenses for a Citation, the officer shall make a full custody arrest, take the suspect into custody, process the individual, charge him/her on a Statement of Charges and present him/her to a commissioner. The initial Qualifying Offenses for a Citation for which the officer stopped the individual should be included in the Statement of Charges as lesser included offenses.

The officer shall complete an Incident Report and an Arrest Report.

The officer shall code the call with the appropriate 700 code.

4. Multiple Citations

Because citations cannot, at this time, be linked in the judicial tracking system, in situations in which an officer has probable cause to charge a suspect via Citation for two (2) qualifying misdemeanor crimes, the officer shall use his/her discretion and issue a citation for the most serious offense.

If an officer has probable cause to charge a suspect via Citation for three (3) or more qualifying misdemeanor crimes, the officer shall charge the suspect on a Statement of Charges.

If an officer has probable cause to charge a suspect for a qualifying misdemeanor crime and an additional crime that cannot be charged on the Uniform Criminal Citation, or the officer is not satisfied that all five (5) Criteria for Issuing a Citation are met, the officer shall charge all offenses on a Statement of Charges.

This process will be revisited as circumstances require. Any issues regarding implementation should be reported to the Office of the Inspector General.

UNIVERSITY PARK POLICE DEPARTMENT
APPENDIX B
Qualifying Offenses
Top 20

Sources: Judicial Information Systems, LexisNexis, Maryland Sentencing Commission, State's Attorney's Office, Department of Public Safety & Correctional Services

CJIS Code	Statute 1	Statute 2	Statute 3	Statute 4	Charge Description	Type of Charge	Penalty	Fine	Arrest Number (2011)
1 0573	CR	5	601		POSS: MARIJUANA	MISDEMEANOR	1 YEAR	1000	23,822
5 3550	CR	5	619	(c)(1)	CDS:POSS PARAPHERNALIA	MISDEMEANOR	0	500	11,022
2 0060	CR	10	201	(c)(4)	DISTURB THE PEACE	MISDEMEANOR	60 DAYS	500	8,866
1 0521	CR	7	104		THEFT LESS THAN $100.00	MISDEMEANOR	90 DAYS	500	5,979
2 2210	CR	6	402		TRESPASS-POSTED PROPERTY	MISDEMEANOR	90 DAYS	500	5,158
3 4025	CR	6	301		MAL DEST PROP/VALU - $500	MISDEMEANOR	60 DAYS	500	3,030
1 1476	CP	5	212		FAIL APPEAR-CITATION	MISDEMEANOR	90 DAYS	500	1,285
1 4200	2B	19	101		ALC. BEV./INTOX:ENDANGER	MISDEMEANOR	90 DAYS	100	563
1 0191	CR	3	803		HARASS; A COURSE OF CONDUCT	MISDEMEANOR	90 DAYS	500	328
1 0640	CR	10	110	(c)	LITTER/DUMP UNDER 100 LBS	MISDEMEANOR	30 DAYS	1500	160
1 0349	2B	19	101		ALC BEV./RETAIL AREA DRINK	MISDEMEANOR	90 DAYS	100	150
1 0353	2B	19	301		ALC BEV OPEN CONT RETL EST	MISDEMEANOR	0	100	117
7 4100	2B	19	202		ALC BEV/PROHIB PLACE DRINK	MISDEMEANOR	0	100	115
1 0005	FL	5	801		CONFINE UNATTENDED CHILD	MISDEMEANOR	30 DAYS	500	98
1 1143	CR	8	103	(b)	BAD CHECK/STOP PAY/LESS THAN $100	MISDEMEANOR	90 DAYS	500	95
1 0350	2B	19	202		ALC BEV./RETAIL AREA DRINK	MISDEMEANOR	0	100	94
8 0000	2B	19	301		ALC BEV/OPEN CONT/RETL EST	MISDEMEANOR	0	100	92
1 0581	CR	8	206	(a)	CRDT CRD/ANTHR CHG L/T $100	MISDEMEANOR	90 DAYS	500	74
1 0047	ED	7	301		SCHOOL:FAIL SEND CHILD	MISDEMEANOR	10 DAYS	50	67
1 0592	NR	1	206		FAIL COMPLY W/LAWFUL ORDER	MISDEMEANOR	3 MONTHS	500	63

All Qualifying Offenses (Excluding Local Ordinance Violations)

CJIS Code	Statute 1	Statute 2	Statute 3	Statute 4	Charge Description	Type of Charge	Penalty	Fine	Arrest Number (2011)
1 0744	24	11	504	(l)(5)	DOM ANML DIST PEACE -CECIL CO	MISDEMEANOR	0	500	
1 0457	25	122A			JUNKYRD: FAIL SCREEN/FENCE	MISDEMEANOR	0	25	
1 0006	25	122B			JUNKYARD:FAIL SCREEN ETC.	MISDEMEANOR	30 DAYS	100	
2 0370	29	11	115		CORRUPT PRACTICES	MISDEMEANOR	0	500	
1 0798	2B	16	505	(b)(1)	USE/POSSESSION-AWOL MACHINE	MISDEMEANOR	0	1000	0
1 0349	2B	19	101		ALC BEV./RETAIL AREA DRINK	MISDEMEANOR	90 DAYS	100	150
1 4200	2B	19	101		ALC. BEV./INTOX:ENDANGER	MISDEMEANOR	90 DAYS	100	563
1 0350	2B	19	202		ALC BEV./RETAIL AREA DRINK	MISDEMEANOR	0	100	94
1 0351	2B	19	202		ALC BEV/VEH PUB PROP DRINK	MISDEMEANOR	0	100	23
1 0352	2B	19	202		ALC BEV RETL EST DRINK	MISDEMEANOR	0	100	8
7 4100	2B	19	202		ALC BEV/PROHIB PLACE DRINK	MISDEMEANOR	0	100	115
1 0353	2B	19	301		ALC BEV OPEN CONT RETL EST	MISDEMEANOR	0	100	117
8 0000	2B	19	301		ALC BEV/OPEN CONT/RETL EST	MISDEMEANOR	0	100	92
2 2010	88A	6	(b)		MISUSE PUB ASST RECORDS	MISDEMEANOR	90 DAYS	500	
3 2799	AG	1	305		FRAUD-NONACCTG OF GOODS	MISDEMEANOR	0	5	
1 0527	AG	2	313	1	PRACT. VET MED W/O LICENSE	MISDEMEANOR	3 MONTHS	500	
1 0528	AG	2	313	4I	OWN VET HOSP. W/O LICENSE	MISDEMEANOR	3 MONTHS	500	
2 0426	AG	4	123		FALSE STMT/FORGERY MEAT PRODS	MISDEMEANOR	3 MONTHS	500	
2 0427	AG	4	123		FALSE STMT/FORGERY MEAT PRODS	MISDEMEANOR	3 MONTHS	500	
2 0428	AG	4	123		FALSE STMT/FORGERY MEAT PRODS	MISDEMEANOR	3 MONTHS	500	
2 0429	AG	4	123		BRIBERY - MEAT PRODUCTS	MISDEMEANOR	3 MONTHS	500	
1 0278	AG	4	123.1		LIVESTK SLAUGHTR METHD INH	MISDEMEANOR	0	100	
1 6201	AG	4	123.1		INHUMN SLAUGHTER LIVESTOCK	MISDEMEANOR	0	100	
2 0435	AG	4	309		FALSE REPORT - EGGS	MISDEMEANOR	3 MONTHS	500	
1 0052	AG	9	404		WEED NOXIOUS: CONTAM. WITH	MISDEMEANOR	3 MONTHS	500	
1 0414	AG	9	404		WEED, NOXIOUS: TRANSPORT	MISDEMEANOR	3 MONTHS	500	
1 0054	AG	9	405		FAIL COMPLY TURF GRASS REG	MISDEMEANOR	3 MONTHS	500	
2 0436	AG	10	805		FALSE REPORT - APPLES	MISDEMEANOR	3 MONTHS	500	
1 0709	AG	11	204.2		WEIGHT AND MEASURE W/O REGIS	MISDEMEANOR	3 MONTHS	500	
1 0139	AG	11	208	(a)	WGTS/MEAS. UNAPPROVED USE	MISDEMEANOR	3 MONTHS	500	
2 0437	AG	11	208	(d)	FRAUD - WEIGHTS AND MEASURES	MISDEMEANOR	3 MONTHS	500	
2 0438	AG	11	208	(d)	FRAUD - WEIGHTS AND MEASURES	MISDEMEANOR	3 MONTHS	500	
2 0439	AG	11	208	(d)	FRAUD - WEIGHTS AND MEASURES	MISDEMEANOR	3 MONTHS	500	
2 0440	AG	11	208	(d)	FRAUD - WEIGHTS AND MEASURES	MISDEMEANOR	3 MONTHS	500	
1 0119	AG	11	208	(d)(1)	WGTS/MEAS/FALSE: USE/SELL	MISDEMEANOR	3 MONTHS	500	
1 0417	AG	11	208	(d)(2)	WGTS/MEAS FALS DISPOSE ILL	MISDEMEANOR	3 MONTHS	500	
1 0140	AG	11	208	(d)(3)	WGTS/MEAS. REMOV INSPEC SL	MISDEMEANOR	3 MONTHS	500	
1 0418	AG	11	208	(d)(3)	WGTS/MEAS REMOV INSP SEAL	MISDEMEANOR	3 MONTHS	500	
1 0121	AG	11	208	(d)(4)	WGTS/MEAS SEL LES THAN SHO	MISDEMEANOR	3 MONTHS	500	
1 0420	AG	11	208	(d)(5)	WGTS/MEA TAK MOR THAN SHO	MISDEMEANOR	3 MONTHS	500	

1 0421	AG	11	208	(d)(6)	WGTS/MEA SALE CONTR TO LAW	MISDEMEANOR	3 MONTHS	500	
1 0422	AG	11	208	(d)(7)	WGTS/MEA USE AWAY FRM BYER	MISDEMEANOR	3 MONTHS	500	
1 0423	AG	11	208	(d)(9)	WGTS/MEASURE: MANIPULATE	MISDEMEANOR	3 MONTHS	500	
1 0424	AG	11	208	(d)10	WGTS/MEA MISREPRESNT RESLT	MISDEMEANOR	3 MONTHS	500	
1 0425	AG	11	305	(a)	PKG. FAIL DECLARE CONTENTS	MISDEMEANOR	3 MONTHS	500	
1 0426	AG	11	305	(b)	PKG. EXAGGERATE QUANTITY	MISDEMEANOR	3 MONTHS	500	
1 0427	AG	11	305	(c)	PACKAGE:PRICE PER UNIT FAILURE	MISDEMEANOR	3 MONTHS	500	
1 0428	AG	11	306	(a)	PACKAGE: WRAP/FILL/MISLEAD	MISDEMEANOR	3 MONTHS	500	
1 0429	AG	11	306	(b)	PRICE/AMT NO LINK IN ADVRT	MISDEMEANOR	3 MONTHS	500	
1 5569	AG	11	307	(a)	NO DELIV TICKET COMM SOLD	MISDEMEANOR	3 MONTHS	500	
1 5571	AG	11	309	(a)	PRICE CALCULATED DECEPTION	MISDEMEANOR	3 MONTHS	500	
1 5600	AG	11	312	(a)	FAIL SELL BUTTR/MAR BY WGT	MISDEMEANOR	3 MONTHS	500	
1 0867	BOP	4	501		OP BARBERSHOP W/O LIC.	MISDEMEANOR	30 DAYS	100	
1 0868	BOP	4	601		BARBERING W/O LICENSE	MISDEMEANOR	30 DAYS	100	
2 0584	BOP	4	604		FALSE REP - BARBERS	MISDEMEANOR	30 DAYS	100	
1 0866	BOP	5	601		COSMETOLOGIST W/O REG.	MISDEMEANOR	30 DAYS	100	
2 0585	BOP	5	604		FALSE REP - COSMETOLOGISTS	MISDEMEANOR	30 DAYS	100	
1 0864	BOP	12	603		EMPLOY UNQUALIFIED PLUMBER	MISDEMEANOR	0	50	
2 0594	BOP	12	604		FALSE REPRESENTATION-PLUMBERS	MISDEMEANOR	0	50	
2 0255	BR	1	415		FRAUD-IMITATE TRADE NAME	MISDEMEANOR	0	100	
4 2604	BR	1	415		FRAUD-IMITATE NAME/TITLE	MISDEMEANOR	0	100	
1 2604	BR	11	003		FRAUD-UNAUTH USE/INSIGNIA	MISDEMEANOR	0	200	
1 0857	BR	16	301		FAIL OBTN CIGARETTE LICNSE	MISDEMEANOR	0	100	
1 0856	BR	16	308		SELL CIGARETTS W/O LICENSE	MISDEMEANOR	0	100	6
1 0845	BR	17	503		BILLIARD TABLE LIC. REQUIRED	MISDEMEANOR	0	500	
1 0854	BR	17	505		BILLIARD TABLE W/O LIC-GAM	MISDEMEANOR	0	500	
1 0847	BR	17	602		FAIL OBTN CONSTRUCT. LICENSE	MISDEMEANOR	30 DAYS	300	
1 0855	BR	17	911		LICENSE REQUIRED PEDDLER	MISDEMEANOR	0	100	10
1 0647	BR	17	1006	(a)(1)	NO JUNK DEAL/SCRAP MTL LICENSE	MISDEMEANOR	0	500	
1 0648	BR	17	1011	(b)(1)	JUNK DEALER FAIL ACCU RECORD	MISDEMEANOR	0	500	
1 0649	BR	17	1011	(b)(4)	JUNK DEALR FAIL SUBMIT RECORD	MISDEMEANOR	0	500	
1 0612	BR	17	1011	(d)(1)	JUNK METAL DEALER RECORDS	MISDEMEANOR	0	500	
1 0613	BR	17	1011	(d)(2)	JUNK/SCRAP PURCHASE W/O ID	MISDEMEANOR	0	500	
1 0650	BR	17	1011	(d)(3)	JUNK LICENSEE PURCH W/O AUTH	MISDEMEANOR	0	500	
1 0637	BR	17	1202		FAIL OBTAIN WAREHOUSE LIC.	MISDEMEANOR	30 DAYS	300	
1 0947	BR	17	1603		OPERATE RESTAURANT W/O LIC.	MISDEMEANOR	30 DAYS	300	2
1 0948	BR	17	1604		FAIL TO PAY RESTAURANT LIC FEE	MISDEMEANOR	30 DAYS	300	
3 5100	BR	17	1804		DO BUS W/O TRADERS LICENSE	MISDEMEANOR	30 DAYS	300	26
1 0851	BR	17	1805		2 OR MORE STORES W/O LICNS	MISDEMEANOR	30 DAYS	100	2
1 0846	BR	17	1903		VENDING MACH. LIC. REQUIRED	MISDEMEANOR	0	100	
1 0877	BR	19	308		PURCHASE-PLASTIC SEC PACKAG	MISDEMEANOR	0	100	
1 0878	BR	19	308		RECORDS - PLASTIC SEC PACKAG	MISDEMEANOR	0	100	

2 2604	BR	19	207(c)		FRAUD-UNAUTH USE/INSIGNIA	MISDEMEANOR	0	25	
3 2604	BR	19	207(d)		FRAUD-UNAUTH USE/REG INSIG	MISDEMEANOR	0	100	
1 0793	CA	3	514	A	DO BUS. AFT CHARTER FORFEITED	MISDEMEANOR	0	500	
1 0002	CA	7	302		FAILURE FOREIGN CORP REGIS	MISDEMEANOR	0	200	2
1 5578	CJ	8	401	(c)	MISREP FCTS JUROR QUAL FRM	MISDEMEANOR	30 DAYS	500	
1 0834	CL	11	603		BUY/SELL GAS CONT W/O AUTH	MISDEMEANOR	90 DAYS	300	
1 0544	CL				DECEPTIVE TRADE PRACTICES	MISDEMEANOR	0	300	
1S 0074	CL				SOL-GROCERY CARTS-DAMAGE	MISDEMEANOR	0	25	
1S 0581	CL				SOL-CRDT CRD/ANTHR CHG L/T $100	MISDEMEANOR	90 DAYS	500	
1S 0583	CL				SOL-CREDIT CARD-PERSONATN/L/T $100	MISDEMEANOR	90 DAYS	500	
1S 0584	CL				SOL-CR CRD SELL UNLAW USE L/T $100	MISDEMEANOR	90 DAYS	500	
1S 0585	CL				SOL-CREDIT CARD FALSE CLM-L/T $100	MISDEMEANOR	90 DAYS	500	
1S 0586	CL				SOL-FALSE CRD CHG GOODS L/T $100	MISDEMEANOR	90 DAYS	500	
1S 0595	CL				SOL-POSS ELC CTRL DEVICE	MISDEMEANOR	2 MONTHS	500	
1S 0636	CL				SOL-VIOL REL COND - MINOR VICT	MISDEMEANOR	90 DAYS	0	
1S 1141	CL				SOL-BD CHECK/UTTER LESS $100	MISDEMEANOR	90 DAYS	500	
1S 1142	CL				SOL-BD CK/PASS/NSF/LESS $100	MISDEMEANOR	90 DAYS	500	
1S 1143	CL				SOL-BAD CHK/STOP PAY/LESS THAN $100	MISDEMEANOR	90 DAYS	500	
1S 1144	CL				SOL-BD CK/EMPLOYEE/LESS THAN $100	MISDEMEANOR	90 DAYS	500	
1 0694	CP	5	210		BAIL BONDSMAN-SOLICITATION	MISDEMEANOR	0	100	0
1 1476	CP	5	212		FAIL APPEAR-CITATION	MISDEMEANOR	90 DAYS	500	1,285
1 0636	CP	5	213.1		VIOL RELEASE COND - MINOR VICT	MISDEMEANOR	90 DAYS	0	
1 2100	CR	3	707		THREAT OR COERCE TO DONATE	MISDEMEANOR	90 DAYS	100	0
1 0191	CR	3	803		HARASS; A COURSE OF CONDUCT	MISDEMEANOR	90 DAYS	500	328
1 5406	CR	3	803		HARASS FOL. ANOTH W/INT TO	MISDEMEANOR	90 DAYS	500	23
2 0070	CR	3	806		LASER POINTERS-PROHIBITED	MISDEMEANOR	0	500	2
1 0013	CR	3	901		VISUAL SURVEILLANCE	MISDEMEANOR	30 DAYS	1000	23
1 0345	CR	3	904	(c)	DISTURB:DWELLING/ASSEMBLY	MISDEMEANOR	90 DAYS	100	1
1 5307	CR	3	904	(c)	DISTURBANCE DWELLING/PICKET	MISDEMEANOR	90 DAYS	100	
1 5706	CR	3	905		LETTERS-OPEN W/O PERM	MISDEMEANOR	6 DAYS	15	4
2 5703	CR	3	906	(b)(2)	TELEGRAPH REFUS TO DELIVER	MISDEMEANOR	3 MONTHS	500	
1 5703	CR	3	906		TELEGRAPH ETC DIVULGE CONT	MISDEMEANOR	3 MONTHS	500	
2 0239	CR	4	104		CHILD'S ACCESS TO FIREARMS	MISDEMEANOR	0	1000	30
3 5201	CR	4	403	(b)	MCHN GUN:FAIL SHOW REGISTER:	MISDEMEANOR	0	100	
3 5200	CR	4	403		MCHNGUN:FAIL KEEP REGISTER	MISDEMEANOR	0	100	0
	CR	5	503		POSSESSION OF OPIUM	MISDEMEANOR	0	1000	
1 0573	CR	5	601		POSS: MARIJUANA	MISDEMEANOR	1 YEAR	1000	23,822
5 3550	CR	5	619	(c)(1)	CDS:POSS PARAPHERNALIA	MISDEMEANOR	0	500	11,022
6 3550	CR	5	619	(d)(1)	CDS:DIST PARAPHERNALIA	MISDEMEANOR	0	500	
9 0082	CR	5	619	(e)(1)	CDS PARA-ADVERTISE	MISDEMEANOR	0	500	

2 2003	CR	6	108		ARSON-TRASH CONTAINERS	MISDEMEANOR	30 DAYS	500	4
3 4025	CR	6	301		MAL DEST PROP/VALU - $500	MISDEMEANOR	60 DAYS	500	3,030
2 2210	CR	6	402		TRESPASS-POSTED PROPERTY	MISDEMEANOR	90 DAYS	500	5,158
2 2220	CR	6	403		TRESPASS: PRIVATE PROPERTY	MISDEMEANOR	90 DAYS	500	
2 2230	CR	6	403		TRESPASS: BOAT	MISDEMEANOR	90 DAYS	500	
2 2240	CR	6	404	(b)	OFF-ROAD VEHICLE ON PROPERTY	MISDEMEANOR	90 DAYS	500	
2 2250	CR	6	405		OFF-ROAD VEH/GOV PROPERTY	MISDEMEANOR	90 DAYS	500	
2 2270	CR	6	406		TRESPASS-CULTIVATED LAND	MISDEMEANOR	90 DAYS	500	
2 2260	CR	6	407		TRESPASS-RACE TRACK/STABLE	MISDEMEANOR	90 DAYS	500	
2 2280	CR	6	408		TRESPASS- PEEPING TOM	MISDEMEANOR	90 DAYS	500	
7 5501	CR	6	503	(d)(1)	TRESPASS-RAILROAD PROPERTY	MISDEMEANOR	30 DAYS	100	3
1 0589	CR	6	503		RR:ON EQUIPT W/O AUTHORITY	MISDEMEANOR	1 MONTHS	100	3
1 0521	CR	7	104		THEFT LESS THAN $100.00	MISDEMEANOR	90 DAYS	500	5,979
2 0455	CR	7	106		NEWSPAPER THEFT	MISDEMEANOR	60 DAYS	500	0
1 2411	CR	7	201	(b)(i)	GROCERY CARTS-REMOVAL	MISDEMEANOR	0	25	3
1 0074	CR	7	201	(b)(ii)	GROCERY CARTS-DAMAGE	MISDEMEANOR	0	25	
8 7199	CR	7	201	(b)(iii)	GROCERY CART-ABANDON	MISDEMEANOR	0	25	
7 5000	CR	7	204	(a)	KEYS-ILLEGAL USE ETC	MISDEMEANOR	0	500	
1 1141	CR	8	103	(a)	BD CHECK/UTTER LESS $100	MISDEMEANOR	90 DAYS	500	
1 1142	CR	8	103	(a)	BD CK/PASS/NSF/LESS $100	MISDEMEANOR	90 DAYS	500	
1 1143	CR	8	103	(b)	BAD CHECK/STOP PAY/LESS THAN $100	MISDEMEANOR	90 DAYS	500	95
1 1144	CR	8	103	(c)	BD CK/EMPLOYEE/LESS THAN $100	MISDEMEANOR	90 DAYS	500	
1 0616	CR	8	108		BAD CHECK: FINES/COURT COSTS	MISDEMEANOR	60 DAYS	100	1
1 0581	CR	8	206	(a)	CRDT CRD/ANTHR CHG L/T $100	MISDEMEANOR	90 DAYS	500	74
1 0582	CR	8	206	(a)(2)	OBT PROP BY COUNTERFEIT L/T $100	MISDEMEANOR	90 DAYS	500	
1 0583	CR	8	206	(b)	CREDIT CARD-PERSONATN/L/T $100	MISDEMEANOR	90 DAYS	500	
1 0584	CR	8	207	(a)(1)(i)	CR CARD SELL UNLAWFUL USE L/T $100	MISDEMEANOR	90 DAYS	500	1
1 0585	CR	8	207	(a)(2)	CREDIT CARD FALSE CLM-L/T $100	MISDEMEANOR	90 DAYS	500	
1 0586	CR	8	209		FALSE CRD CHG GOODS L/T $100	MISDEMEANOR	90 DAYS	500	
2 2399	CR	8	407		FRAUDULENT CONVERSION OF LEASED OR RENTED GOOD	MISDEMEANOR	60 DAYS	1000	30
1 2600	CR	8	520		FRAUD - MISREP FUND RAISING	MISDEMEANOR	60 DAYS	1000	0
1 2625	CR	8	520		FRAUD - MISREP FUND RAISING	MISDEMEANOR	60 DAYS	1000	
5 2604	CR	8	522	(b)(1)(i)	DOC USE/FAKE COURT PROCESS	MISDEMEANOR	0	100	
1 0219	CR	8	522	(b)(2)	DOC USE FAKE GOV ORIGIN	MISDEMEANOR	0	100	
1 0218	CR	8	522	(b)(ii)	DOCUMNT USE IMPLY GOV ASSO	MISDEMEANOR	0	100	0
2 2505	CR	8	613	(b)(3)	FORGERY-MF/SELL SLUGS	MISDEMEANOR	3 MONTHS	500	
1 2505	CR	8	613		FORGERY-VEND/OPER DEVICE	MISDEMEANOR	3 MONTHS	500	2
1 2600	CR	8	901		FRAUD-CERTIFIED LIVESTOCK	MISDEMEANOR	0	50	
2 2710	CR	8	903		UNLAWFL SALE TRANSFER TICKET	MISDEMEANOR	0	100	1
	CR	9	508		FALSE FILING OF FINANCIAL STATEMENT OR AMENDMENT	MISDEMEANOR	0	500	
	CR	9	602		STATE PERSONNEL MONITORING/RECORDING TELEPHONE	MISDEMEANOR	0	1000	
	CR	9	603		PRE-RECORDED EMERGENCY MESSAGE	MISDEMEANOR	0	50	
1 0393	CR	9	608		INTENTIONAL FLSALARM/BURG-ROB	MISDEMEANOR	90 DAYS	500	0

1 0394	CR	9	610	(c)	DEFECTIVE ALARM/CONT. USE	MISDEMEANOR	90 DAYS	500	0
	CR	9	611		AUDIBLE ALARM SYSTEM VIOLATION	MISDEMEANOR	0	100	
	CR	9	704		POSSESS ID BADGE AFTER TERMINATION OF EMPLOYMENT	MISDEMEANOR	90 DAYS	500	
	CR	9	706		UNAUTH USE OF ID BADGE	MISDEMEANOR	90 DAYS	500	
3 5599	CR	10	102	(b)(1)(2)	HEALTH ADVERTIS V/D REMEDY	MISDEMEANOR	0	500	0
1 0274	CR	10	103	(b)	VD REMEDY DISP W/O PRESCR	MISDEMEANOR	0	50	0
4 5599	CR	10	103	(b)	VD REMEDY DISP W/O CREDEN	MISDEMEANOR	0	50	0
1 0467	CR	10	104		SALE NONLATEX CONDOM- VENDING MACHINE	MISDEMEANOR	0	1000	0
	CR	10	105		SALE CONTRACEPTIVE- VENDING MACHINE- SCHOOL	MISDEMEANOR	0	1000	
1 5407	CR	10	106		SALE CLOVE CIGARETTES	MISDEMEANOR	0	500	1
2 4050	CR	10	107	(c)(1)	TOBACCO PURCH/SELL MINOR	MISDEMEANOR	0	300	1
5 5599	CR	10	109		ICEBOXES-ABANDONED	MISDEMEANOR	30 DAYS	100	0
1 0640	CR	10	110	(c)	LITTER/DUMP UNDER 100 LBS	MISDEMEANOR	30 DAYS	1500	160
1 0641	CR	10	110	(c)	CAUSE LITTER/DUMP L/T 100 LBS	MISDEMEANOR	30 DAYS	1500	
	CR	10	116		OBTAINING FOR UNDERAGE CONSUMPTION	MISDEMEANOR	0	2500	
	CR	10	117		FURNISHING OR ALLOWING UNDERAGE CONSUMPTION	MISDEMEANOR	0	2500	
2 4199	CR	10	120		FAIL:PROOF OF AGE AND ID	MISDEMEANOR	0	50	36
	CR	10	131		DISTRIBUTION SALVIA DIVINORUM TO MINOR	MISDEMEANOR	0	1000	
2 0045	CR	10	201	(c)(1)	DISTURB PEACE HINDER PASSG	MISDEMEANOR	60 DAYS	500	
2 0050	CR	10	201	(c)(2)	DISORDERLY CONDUCT	MISDEMEANOR	60 DAYS	500	
2 0055	CR	10	201	(c)(3)	FAIL OBEY RENBLE/LAWFL	MISDEMEANOR	60 DAYS	500	
2 0060	CR	10	201	(c)(4)	DISTURB THE PEACE	MISDEMEANOR	60 DAYS	500	8,866
2 0065	CR	10	201	(c)(5)	DISTURB PEACE - LOUD NOISE	MISDEMEANOR	60 DAYS	500	
1 5399	CR	10	203	(b)	DISRUPT-ATHLETIC CONTESTS	MISDEMEANOR	3 MONTHS	250	0
1 0479	CR	10	204		INTERFERENCE ACCESS OR EGRESS - MEDICAL FACILITY	MISDEMEANOR	90 DAYS	1000	1
	CR	10	205		OBSTRUCTION ENTRY OR EXIT FROM FUNERAL ETC.	MISDEMEANOR	90 DAYS	1000	
1 3600	CR	10	501		ADULTERY	MISDEMEANOR	0	10	1
3 7199	CR	10	610		ANIMAL-GIFT AS PRIZE ETC.	MISDEMEANOR	0	500	
1 0014	CR	10	611		ANIMAL-KILLING	MISDEMEANOR	0	500	
2 7199	CR	10	612		ANIMAL-ABANDON	MISDEMEANOR	0	100	
4 7199	CR	10	613	(b)(1)	ANIMAL-SELL PUPPY/KITTEN	MISDEMEANOR	0	500	
	CR	10	614		TRANSFER OR COLORING OF CHICK	MISDEMEANOR	0	25	
	CR	10	617		DISPOSAL OF DOMESTIC ANIMAL	MISDEMEANOR	0	500	
6 7199	CR	10	618		CRUELTY-POISN/BRKN GLAS DG	MISDEMEANOR	0	100	
6 7200	CR	10	618		CRUELTY-LEAVE POISON/GRND GLAS	MISDEMEANOR	0	100	
1 0399	CR	10	619		FAILURE TO CONFINE/RESTRAIN DANGEROUS DOG	MISDEMEANOR	0	2500	2
7 7199	CR	10	621		IMPORT, OFFER, OR SALE OF DANGEROUS ANIMAL	MISDEMEANOR	0	1000	2
	CR	10	622		INJURING OR TRAPPING CARRIER PIGEON	MISDEMEANOR	0	10	
1 1763	CR	10	623		UNREASONABLY RESTRAINING DOG OUTSIDE	MISDEMEANOR	90 DAYS	1000	3
	CR	10	703		MARKED FLAG AND MERCHANDISE	MISDEMEANOR	0	500	
	CR	12	107		PARI-MUTUEL BETTING	MISDEMEANOR	0	200	

	CR	12	108		GAMING EVENT - ACCEPTANCE OF CREDIT	MISDEMEANOR	0	1000	
1 3915	CR	12	206		LOTTERY-PUBLISH ACCT	MISDEMEANOR	60 DAYS	100	0
1 3900	CR	12	212		LOTTERY-GIFT ENTERPRISE	MISDEMEANOR	0	50	
1 1413	CR	13	2436		WASHINGTON CO-OPR TIP JAR	MISDEMEANOR	0	500	
1 5199	CS	3	218		GIFTS ETC TO INMATE EMPL	MISDEMEANOR	0	500	
1 0047	ED	7	301		SCHOOL:FAIL SEND CHILD	MISDEMEANOR	10 DAYS	50	67
1 0101	ED	7	301		SCHOOL INDUCE/ATT ABSENCE	MISDEMEANOR	30 DAYS	500	0
1 0102	ED	7	301		HARBOR/EMPLY CHILD-SCH HRS	MISDEMEANOR	30 DAYS	500	
1 0552	ED	23	408		TAKE/MUTILATE LIBRARY PROP	MISDEMEANOR	3 MONTHS	250	
1 0611	ED	26	104		OBSTRUCT SCHOOL BUS DRIVER	MISDEMEANOR	90 DAYS	1000	1
7 5599	EN	5	10A-01		JUNKYARD ETC FAIL MAINTAIN	MISDEMEANOR	90 DAYS	500	0
1 0093	EN	10	301		NUISANCE ABATEMENT VIOL.	MISDEMEANOR	0	50	
1 0682	EN	10	301		FAIL TO OBEY ABATEMENT NOTICE	MISDEMEANOR	0	50	1
1 0092	EN	10	305		NUISANCE VIOLATIONS	MISDEMEANOR	0	100	2
1 1059	EN	11	401		MISREPRESENT SANITARIANS	MISDEMEANOR	60 DAYS	100	
2 0870	EN	11	401		MISREP-LIC ENVIRON SANITARY	MISDEMEANOR	60 DAYS	100	
1 0832	EN	13	501		WELL DRILLING W/O LICENSE	MISDEMEANOR	3 MONTHS	500	
1 1068	EN	13	502		MISREPRESENT WELL DRILLING	MISDEMEANOR	3 MONTHS	500	
2 0871	EN	15	309		COUNTERFEIT	MISDEMEANOR	0	500	10
4 7399	FL	2	202		UNLAWFUL MARRIAGE	MISDEMEANOR	0	500	0
	FL	2	302		UNDERAGE MARRIAGE	MISDEMEANOR	0	250	
7 7399	FL	2	401		MARRIAGE W/O LICENSE	MISDEMEANOR	0	100	
6 7399	FL	2	406	(b)	MARIAGE BETWN UNAUTH PERSN	MISDEMEANOR	0	500	
6 7390	FL	2	406	(c)	MARRIAGE-UNAUTH. BY MINISTER	MISDEMEANOR	0	500	0
5 7399	FL	2	406	(d)	MARRIAG UNAUTH BY MINISTER	MISDEMEANOR	0	500	
6 7395	FL	2	406	(e)	MARRIAGE-PERFORM W/O LICENSE	MISDEMEANOR	0	500	
1 1101	FL	2	408	(a)	MARRIAGE-ILL ADVERTISING	MISDEMEANOR	0	50	
8 7399	FL	2	408	(a)	MARRIAGE-ILL INDUCEMENT	MISDEMEANOR	0	50	0
	FL	2	409		SIGNING AND DISPOSITION OF MARRIAGE CERTIFICATE	MISDEMEANOR		COURT FINE	
	FL	2	503		REPORTS TO DHMH - DUPLICATION OF RECORDS	MISDEMEANOR	0	10	
1 0482	FL	5	327		ADOPTION - PROHIBIT COMPEN	MISDEMEANOR	3 MONTHS	100	1
1 0529	FL	5	327		RECEIVE COMP FOR PLACEMENT	MISDEMEANOR	3 MONTHS	100	
	FL	5	574		CHILD CARE FACILITY W/O LICENSE	MISDEMEANOR	0	1500	
1 0005	FL	5	801		CONFINE UNATTENDED CHILD	MISDEMEANOR	30 DAYS	500	98
1 0366	FL	9	304		ABDUCT ETC CHILD/ACCESSORY	MISDEMEANOR	30 DAYS	250	12
2 0947	HG	4	226	(b)	FALSE INFO-VITAL RECORDS	MISDEMEANOR	0	100	
2 0948	HG	4	226	(d)	MISUSE OF VITAL RECORDS	MISDEMEANOR	0	500	
1 0683	HG	18	318	(a)	VACCINATIONS - DOGS/CATS	MISDEMEANOR	0	500	2
5 5000	HG	20	702		INJURIES-FAIL TO REPORT	MISDEMEANOR	0	25	
6 5000	HG	20	703		GUNSHOT FAIL REPORT INJURY	MISDEMEANOR	0	25	
1 1596	HG	21	259.1		FOOD, SEALED, OPENING	MISDEMEANOR	0	25	0
2 0971	HG	24	432		FALSE REP-BEDS & UPHOL FURN	MISDEMEANOR	0	250	
2 0974	HO	2	314		FALSE ADV-HEARING AID SERV	MISDEMEANOR	90 DAYS	500	
2 0975	HO	2	314		MISREP-HEARING AID DISPENSER	MISDEMEANOR	90 DAYS	500	

2 0976	HO	2	314		FALSE NAME-HEARING AID SERV	MISDEMEANOR	90 DAYS	500	
2 0977	HO	2	314		DECEPT TRADE PRACT-HEARING	MISDEMEANOR	90 DAYS	500	
1 1036	HO	2	401	(b)	FRAUD - AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
2 0978	HO	2	401	(b)	FRAUD-AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
1 1037	HO	2	402		MISREPRESNT - AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
2 0659	HO	2	402		MISREP HEARING AID DISPENSERS	MISDEMEANOR	90 DAYS	500	
2 0660	HO	2	402		MISREP SPEECH PATHOLOGISTS	MISDEMEANOR	90 DAYS	500	
1 1038	HO	2	403		FALSE STMTS - AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
1 1039	HO	2	404		FRAUD - AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
1 1040	HO	2	405		FRAUD - AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
2 0979	HO	2	406		DECEPT TRADE-AUDIOLOGISTS	MISDEMEANOR	90 DAYS	500	
1 1057	HO	16	502		MISREPRESENT PODIATRISTS	MISDEMEANOR	90 DAYS	200	
1 1060	HO	19	402		MISREPRESENT SOCIAL WORKRS	MISDEMEANOR	90 DAYS	500	
1 1061	HO	19	403		FRAUD - SOCIAL WORKERS	MISDEMEANOR	90 DAYS	500	
1 1062	HO	19	404		FALSE STMTS SOCIAL WORKERS	MISDEMEANOR	90 DAYS	500	
1 0698	LE	3	502		FAILURE TO PAY REG. WAGES	MISDEMEANOR	0	1000	1
1 0699	LE	3	503		UNAUTHORIZEDWAGE DEDUCTIONS	MISDEMEANOR	0	1000	0
1 0700	LE	3	504		WAGES - FAILURE TO GIVE NOTICE	MISDEMEANOR	0	1000	0
1 0701	LE	3	505		WAGES - TERM AND FAULIRE TO PAY	MISDEMEANOR	0	1000	25
1 0702	LE	3	508		EMPL/MISLEAD GOVMNT AGENCY	MISDEMEANOR	0	500	0
1 0558	LE	3	702	c	EMPLOYER REQ LIE DETECT TEST	MISDEMEANOR	0	100	
1 0800	LE	8	1301		FRAUDULENTLY OBTAINING OR INCREASING BENEFIT	MISDEMEANOR	90 DAYS	1000	3
	LE	8	1302		FRAUDULENTLY REDUCING BENEFIT	MISDEMEANOR	90 DAYS	1000	
1 0707	LE	9	1106		FALSE CLAIMS UNDER $100	MISDEMEANOR	90 DAYS	500	
1 0592	NR	1	206		FAIL COMPLY W/LAWFUL ORDER	MISDEMEANOR	3 MONTHS	500	63
1 0001	NR	1	207		IMPERSONATING AN OFFICER	MISDEMEANOR	3 MONTHS	500	13
1 1772	NR	5	417		OPE TREE EXPERT W/O LICENSE	MISDEMEANOR	0	500	
1 0704	NR	5	423	(a)	SOL ACT AS TREE EXPT W/O LIC	MISDEMEANOR	0	500	
1 0607	NR	5	608	a	OPR FOREST PROD BUS W/O LIC	MISDEMEANOR	0	500	
1 0791	NR	5	704	b	NEG SET FIRE TO PROP OF ANOTH	MISDEMEANOR	0	500	
1 0792	NR	5	704	c	NO REPT UNCONTROL BRUSH/FOR FIRE	MISDEMEANOR	0	500	
2 1152	NR	8	722	(d)	OBTAIN BOAT TITLE BY FRAUD	MISDEMEANOR	0	500	
1 0338	NR	8	724.1		PUB LANDNG:DESTR USEFULNS	MISDEMEANOR	0	25	
1 0339	NR	8	724.1		PUB LANDNG:DESTROY/DAMAGE	MISDEMEANOR	0	25	0
2 2999	NR	8	724.1		PUB LAND:INTRFRE USE OF	MISDEMEANOR	0	25	
6 8050	NR	8	738	(a)	OP. VESSEL/DWI, CDS, ETC.	MISDEMEANOR	2 MONTHS	500	7
5 5500	NR	8	740.1		BOAT OPERATE NO COMM DEVIC	MISDEMEANOR	0	100	
1 0575	PS	5	406		DIST./SALE OF HANDGUN OFF ROSTER	MISDEMEANOR	0	10000	1
1 0576	PS	5	406		DIST./SALE OF HANDGUN OFF ROSTER	MISDEMEANOR	0	2500	1
1 0016	PS	10	104	(a)(1)	FIREWORKS POSS. W/O PERMIT	MISDEMEANOR	0	250	13
1 0021	PS	10	104	(a)(2)	FIREWORKS POSS. W/O PERMIT	MISDEMEANOR	0	250	
1 0029	PS	10	110	(a)	POSS/DISCHG FIREWKS W/O PERMIT	MISDEMEANOR	0	250	2
1 1097	PS	10	112		SALE OF SPARKLERS TO PERSONS UNDER 16	MISDEMEANOR	0	500	0
2 5500	PS	12	701		BLDG EXIT-NONDESIGNATION	MISDEMEANOR	0	50	

1 0664	PS	12	1202		BLDG. CODE VIO. HANDICAP	MISDEMEANOR	3 MONTH	500	1
1 0794	TG	11	712		BUS. AS VENDOR W/O LICENSE	MISDEMEANOR	0	100	
1 0184	TG	12	305		POSS/SALE NO STAMP CIG -30 CTNS	MISDEMEANOR	90 DAYS	500	3
1 0753	TG	13	1014	b	TOBACCO PROD W/O TAX PAID	MISDEMEANOR	3 MONTHS	500	2
2 1260	TR	12	301	(c)	FRAUD-IDENTIFICATION CARDS	MISDEMEANOR	0	500	1
2 1261	TR	12	301	(d)	FRAUD-IDENTIFICATION CARDS	MISDEMEANOR	0	500	
2 1262	TR	12	301	(e)	FRAUD-IDENTIFICATION CARDS	MISDEMEANOR	0	500	1
2 1263	TR	12	301	(f)	FRAUD-IDENTIFICATION CARDS	MISDEMEANOR	0	500	1
2 1264	TR	13	607	(b)	FALSE INFO-TEMP REGIS PLATE	MISDEMEANOR	0	500	
2 1265	TR	13	616	(i)	FRAUD/MISREP-DISAB PLATES	MISDEMEANOR	0	500	
2 1267	TR	13	6161	(h)(1)	FRAUD-PARK PLACARD-DISABLE	MISDEMEANOR	0	500	
2 1269	TR	13	6162	(f)(1)	FRAUD-TEMP PARK-DISABLED	MISDEMEANOR	0	500	
2 1272	TR	14	106		FALSE REPORT OF DEATH	MISDEMEANOR	0	500	
2 1273	TR	14	107	(c)	MISREP-VEHICLE REGISTRATION	MISDEMEANOR	2 MONTHS	500	
2 1274	TR	14	107	(e)	MISREP-VEHICLE REGISTRATION	MISDEMEANOR	2 MONTHS	500	
2 1275	TR	14	107	(g)	MISREP-VEHICLE REGISTRATION	MISDEMEANOR	2 MONTHS	500	
2 1276	TR	14	107	(i)	MISREP-VEHICLE REGISTRATION	MISDEMEANOR	2 MONTHS	500	
2 1277	TR	14	107	(j)	MISREP-VEHICLE REGISTRATION	MISDEMEANOR	2 MONTHS	500	
2 1278	TR	14	107	(k)	MISREP-VEHICLE REGISTRATION	MISDEMEANOR	2 MONTHS	500	
2 1279	TR	14	108		FRAUD INTENT-POSS OR SALE	MISDEMEANOR	0	500	
2 1280	TR	14	110		FORGERY-VEHICLE REGIS	MISDEMEANOR	2 MONTHS	500	1
2 1281	TR	15	210		DECEPTIVE ADVERTISING	MISDEMEANOR	0	500	
2 1282	TR	15	312	(b)	FRAUD-VEHICLE SALES	MISDEMEANOR	2 MONTHS	500	
2 1283	TR	15	312	(c)	FRAUD-VEHICLE SALES	MISDEMEANOR	2 MONTHS	500	
2 1284	TR	15	313	(a)	FALSE ADV-VEHICLE SALES	MISDEMEANOR	2 MONTHS	500	
2 1285	TR	15	313	(b)	FALSE ADV-VEHICLE SALES	MISDEMEANOR	2 MONTHS	500	
2 1286	TR	15	314	(a)	MISREP-VEH SALES-LICENSING	MISDEMEANOR	2 MONTHS	500	
2 1287	TR	15	411	(d)	MISREP-VEH SALES-LICENSING	MISDEMEANOR	2 MONTHS	500	
2 1288	TR	15	606	(a)	MISREP BY TITLE SERV AGENTS	MISDEMEANOR	0	500	
2 1289	TR	15	606	(b)	MISREP BY TITLE SERV AGENTS	MISDEMEANOR	0	500	
2 1290	TR	16	112	(e)	FALSE STMTS-IDENTIFICATION	MISDEMEANOR	0	500	3
2 1291	TR	16	301	(a)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	
2 1292	TR	16	301	(b)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	1
2 1293	TR	16	301	(c)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	1
2 1294	TR	16	301	(d)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	
2 1295	TR	16	301	(e)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	
2 1296	TR	16	301	(f)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	
2 1297	TR	16	301	(g)	FRAUD-DRIVERS LICENSE	MISDEMEANOR	2 MONTHS	500	
2 1298	TR	17	110		FALSE EVIDENCE-REQD SECURITY	MISDEMEANOR	0	500	
2 1299	TR	18	104		RENTAL OF VEH W/FAULTY ODM	MISDEMEANOR	2 MONTHS	500	1
2 1300	TR	20	108		FALSE REPORT - ACCIDENT	MISDEMEANOR	2 MONTHS	500	
2 1301	TR	22	415		TAMPERING WITH ODOMETER	MISDEMEANOR	2 MONTHS	500	
2 1302	TR	23	109	(f)	FICTITIOUS INSPECTION CERTS	MISDEMEANOR	0	500	

2 1303	TR	23	109	(g)	FICTITIOUS INSPECTION CERTS	MISDEMEANOR	0	500	
2 1304	TR	23	109	(h)	FICTITIOUS INSPECTION CERTS	MISDEMEANOR	0	500	
2 1305	TR	23	209		FRAUD-VEHICLE EMISSIONS	MISDEMEANOR	0	500	

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
CRIMINAL CITATIONS			**UPPD401.4**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**4**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS	CALEA CHAPTER	AUTHORITY	
	1	**Chief Michael Wynnyk**	

1. PURPOSE

To establish a standard procedure to identify defendants that meet the criteria to be issued a Maryland Uniform Criminal/Civil Citation.

2. POLICY

It is the policy of the Department that a Criminal Citation may be issued based on probable cause that the cited violation has occurred and in accordance with existing law.

The consideration of an individual's race, ethnicity, age or gender as the sole justification for an arrest or issuance of a criminal citation, outside of a physical description of/lookout for a specific suspect, is prohibited.

Nothing in this policy shall be construed to alter the authority of an officer to make an arrest, conduct a search or seizure, or otherwise fulfill an officer's law enforcement obligations.

3. DEFINITIONS

A. Qualifying Offenses: The following offenses qualify for charge by citation:

1. Any misdemeanor or local ordinance violation that does not carry a penalty of imprisonment

2. Any misdemeanor or local ordinance violation for which the maximum penalty of imprisonment is 90 days or less;
3. Possession of marijuana under §5-601 of the Criminal Law Article.

Note: See **Appendix A** for a comprehensive list of qualifying offenses that require charge by criminal citation.

B. Custodial Citation: When a subject is taken to a processing facility for investigation, to include photographs and finger prints, issued a citation and released.

C. Non-Custodial Citation: Subject is detained, cited and released.

D. Exceptions: The following should never be charged by citation:

1. Failure to comply with a peace order under §3-1508 of Courts and Judicial Proceedings Article;

2. Failure to comply with a protective order under §4-509 of the Family Law Article;

3. A violation of a condition of pretrial or post-trial release while charged with a sexual crime against a minor under §5-213.1 of the Criminal Procedure Article;

4. Possession of an electronic control device after conviction of a drug felony or crime of violence under §4-109(b) of the Criminal Law Article;

5. Violation of an out-of-state domestic violence order under §4-508.1 of the Family Law Article; and

6. Abuse or neglect of an animal under § 10-604 of the Criminal Law Article.

4. CRITERIA FOR ISSUANCE OF CITATION

A. Although the law mandates the issuance of a citation for qualifying offenses, the law requires the defendant to meet certain criteria to be released without approval by a court commissioner. If the defendant cannot meet the criteria listed below, the officer will charge the defendant on a statement of charges and ensure the defendant's appearance before a court commissioner.

B. The law requires a law enforcement officer to charge a defendant on a citation **only if**:

1. The officer is satisfied with the defendant's evidence of identity;

2. The officer reasonably believes that the defendant will comply with the citation;

3. The officer reasonably believes that the failure to charge on a statement of charges will not pose a threat to public safety;

4. The defendant is not subject to arrest for another criminal charge arising out of the same incident; and

5. The defendant complies with all lawful orders by the officer.

6. If any one of these criteria are not met, the defendant should be arrested, processed, charged on a statement of charges and presented to the commissioner.

C. When the defendant is charged by Statement of Charges because one of the criteria above is not met, the officer must include in writing at the end of the statement of probable cause the reason why the defendant was not charged by citation.

5. OFFICE OF THE STATE'S ATTORNEY'S CONSIDERATION:

A. In order to aid with successful prosecution and based on the request of the Office of the State's Attorney for Prince George's County, the following offenses shall automatically be handled as Custodial Citations or, if circumstance's warrant based on officer discretion and experience, as a Full Custody Arrest or a Non-Custodial Citation:

1. Possession of Marijuana over 10 grams [CR 5-601 (c) (2) (i)]
2. Possession of Marijuana under 10 grams [CR 5-601 (c) (2) (ii)]
3. Theft under $100 [CR 7-104 (g) (3)]
4. Trespass (Private) [CR 6-402 (a)]
5. Trespass (First Time – Posted) [CR 6-403 (b)]
6. Disorderly/Disturbing the Peace [CR 10-201 (c) (2)]
7. Failure to Obey [CR 10-201 (c) (3)]
8. Malicious Destruction (under $500) [CR 6-301 (c)]
9. Harassment [CR 3-803 (a)]

B. In addition, in any instance in which an officer must physically apprehend a suspect committing one of the listed offenses, the officer shall follow the procedures for a Custodial Citation.

6. PROCEDURES

Officers will issue Criminal Citations in the following manner.

A. Non-Custodial – Detain, Cite and Release

1. If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his/her presence, that officer shall detain the suspect and begin an investigation.

2. Because this qualifies as a detention, similar to a traffic stop, and not an arrest, the officer is not entitled to conduct a search of the suspect. However, if the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual.

3. Before issuing a citation to the suspect, the officer must consider the five (5) Criteria for Issuing a Citation and any exceptions. If the officer is satisfied that the suspect meets all five (5) criteria, the officer shall issue a citation to the individual and release him/her from the scene.

4. Upon releasing the suspect, the officer shall complete an Incident Report entitled Criminal Citation. The Incident Report must document the circumstances leading to and results of any frisk conducted, and include a list of witnesses or evidence seized as appropriate.

5. The officer shall code the call 502, Criminal Citation.

B. Custodial Citation

1. If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his/her presence, that officer shall detain the suspect and begin an investigation.

2. If the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual.

3. Before issuing a Citation to the suspect, the officer must consider the five (5) Criteria for Issuing a Citation. If the officer is *not* satisfied that the suspect meets all five (5) criteria, the officer shall take the suspect into custody. Once the suspect is in custody, the officer is authorized to conduct a search incident to arrest. As with any search, the suspect shall be charged for possessing any illegal items discovered during the search.

4. At the processing facility, the officer shall fingerprint and photograph and suspect. After processing the officer is satisfied that the five (5) Criteria for Issuing Citations are met; the officer shall issue a citation to the individual and release him/her from custody.

5. Upon releasing the suspect, the officer shall complete an Incident Report entitled Criminal Citation. The Incident Report must document the circumstances leading to and results of any frisk conducted, and include a list of witnesses or evidence seized as appropriate. The officer must articulate in the Incident Report which Criteria for Issuing Citation were not initially met and why the officer took the suspect into custody.

6. If after processing the officer is still not satisfied that the five (5) Criteria for Issuing a Citation are met, the officer shall obtain a supervisor's approval to deviate from charging the suspect via the Uniform Criminal Citation. The officer shall charge the suspect on a Statement of Charges and present him/her before a commissioner.

7. The officer shall code the call 702, Criminal Citation.

C. **Full Custody Arrest**

1. If an officer has probable cause to believe that a suspect is committing a qualifying misdemeanor crime in his or her presence, that officer shall detain the suspect and begin an investigation.

2. If the officer has reasonable, articulable suspicion that the suspect may be concealing a weapon, the officer may frisk the individual. If during the investigation or the frisk the officer finds probable cause to arrest for a crime outside the Qualifying Offenses for a Citation, the officer shall make a full custody arrest, take the suspect into custody, process the individual, charge him/her on a Statement of Charges and present him/her to a commissioner. The initial Qualifying Offenses for a Citation for

which the officer stopped the individual should be included in the Statement of Charges as lesser included offenses.

3. The officer shall complete an Incident Report and an Arrest Report.

4. The officer shall code the call with the appropriate 700 code.

D. Multiple Citations

1. Because citations cannot, at this time, be linked in the judicial tracking system, in situations in which an officer has probable cause to charge a suspect via Citation for two (2) qualifying misdemeanor crimes, the officer shall use his/her discretion and issue a citation for the most serious offense.

2. If an officer has probable cause to charge a suspect via Citation for three (3) or more qualifying misdemeanor crimes, the officer shall charge the suspect on a Statement of Charges.

3. If an officer has probable cause to charge a suspect for a qualifying misdemeanor crime and an additional crime that cannot be charged on the Uniform Criminal Citation or the officer is not satisfied that all five (5) Criteria for Issuing a Citation are met, the officer shall charge all offenses on a Statement of Charges.

7. FORMS AND REPORTS

See Appendix B for a list of required reports supporting criminal citations.

8. DATA ENTRY

All Criminal citation data should be electronically entered using the Delta+. This system is linked to the Maryland State Police (MSP) who in turn will submit the citation data to the Maryland Statistical Analysis Center (MSAC) by March 1 each subsequent year.

9. COMMAND REVIEW

A. The department will review the data collected as well as the annual report issued by MSAC using the information as a training tool to foster non-discriminatory policing.

10. ADMINISTRATIVE RESPONSIBILITIES

The Admistrative Assistant will ensure that all Court and State's Attorney's copies of citations are forwarded to the appropriate court:

* White = District Court copy
* Green = State's Attorney's copy
* Yellow = Defendant copy
* Pink = Law Enforcement copy

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
DIPLOMATIC IMMUNITY			**UPPD402.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTER	AUTHORITY	
	1	**Chief Michael Wynnyk**	

I. PURPOSE

To establish the necessary guidelines and procedures for officers who have contact with foreign nationals.

II. POLICY

The Department's policy is to fully recognize and abide by the policy and procedures of the United States Department of the State regarding contact with foreign nationals. When official immunity is established, officers will respect their privileges.

It is the policy of the Department to ensure prompt notification to consular officials is made on behalf of foreign nationals that have been detained or arrested.

III. DEFINITIONS

A. Detention – refers to periods longer than reasonably required to verify identifications, reconcile a minor problem, or record information for police report.

B. Foreign Mission – Personnel and official premises of:

- A foreign government, including embassies and consulates.
- An international organization, including Diplomatic missions of the organizations.
- Missions authorized under the Foreign Mission Act 1982.

C. Foreign National – any individual who is not a citizen of the United States.

D. Full Immunity - Accorded to certain personnel of foreign governments who have been accredited to the U.S. In some cases, this immunity covers both criminal and civil process, in others, only criminal process.

E. Functional Immunity or Official Acts Immunity – Individuals are not immune from detention or arrest, but may assert immunity for actions carried out in the course of their official duties as an affirmative defense.

F. Vehicle Representative – any individual authorized by a foreign mission to be responsible for any vehicle used by the mission, whether it bears diplomatic registration plates or not.

IV. PROCEDURES

A. Levels of Diplomatic Immunity
See attached "Diplomatic and Consular Privileges and Immunities Matrix"

1. Officers shall contact the U.S. State Department to determine the proper course of action when handling individuals who claim diplomatic immunity.

2. Officers may temporarily detain individuals claiming diplomatic immunity. They shall request that the individual produce identification to verify their claim.

Accredited diplomats carry a U.S. State Department identification card. The reverse side of the card lists the level of immunity to which the individual is entitled. If individuals do not have a State Department card in their possession, officers shall telephone the State Department.

3. If immunity is verified, the officer shall refer to the Immunities Matrix and take appropriate action. If no arrest is made, an Incident Report shall be completed. The report will indicate "U.S. State Department in the copy to box of the report. If the diplomat is a member of the U.N., the officer shall write "Host Country Section, U.S. Mission to the U.N."
in the "copy to" box of the report.

4. Officers may use necessary force to preserve public safety or stop a battery against anyone. An arrest will not be made; the officer will complete an Incident Report.

5. When an officer is the victim of a battery by a diplomat, a supervisor shall investigate the incident and submit a written memo to the Chief.

D. Search & Seizures of Property – Official documents, correspondence and papers of an individual entitled to immunity may not be searched.

E. Registration Plates – The U.S. State Department issues diplomatic registration plates. The registration plates do not determine the level of immunity to which the driver of the vehicle is entitled. Immunity attaches only to an individual; occupants of a vehicle bearing diplomatic registration plates may not have immunity.

1. Vehicles bearing the following U.S. State Department registration plates are immune from search and seizure:

- Diplomatic plates that begin with the letter "D".
- Staff plates that begin with the letter "S:
- Plates with the words "United Nations" on the upper right hand corner.

2. Occupants of diplomatic vehicles suspected of being stolen or involved in the commission of a crime may be required to present identification. If the vehicle is stolen or was used in the commission of a crime, its inviolability is suspended and search and seizure of the vehicle is permissible. Articles within the vehicle remain inviolable.

3. If the occupants are not authorized to use the vehicle, whether or not they are entitled to immunity, the vehicle shall be released to a vehicle representative or impounded for safekeeping. Such vehicles shall be processed for evidence only at the owner's direction or with supervisory authorization.

4. The validity of a diplomatic driver's license should be verified separately. The status of driver's licenses and registration plates issued by the State Department may be queried through NLETS.

F. Traffic Violation – Officers confronting individuals who have committed a moving violation under vehicle laws or regulations of this State or any local authority, and display a U.S. State Department issued driver's license or otherwise claim diplomatic immunity shall:

- Contact the U.S. State Department at 202-647-7277 to verify immunity.
- Document all relevant information from the driver's license or identification card.
- Forward to Motor Vehicle Administration copies of any accident reports, incident reports, (write MVA in Copy to Box ~~73~~), citations, or other charging documents issued to the driver in 5 workdays of the incident through the Records Section.

1. Officers may issue traffic citations for any violation of §16-901, Transportation Article, Annotated Code of Maryland. However, the violator's signature on the citation is not mandatory.

2. When individuals with immunity are detained for longer than several minutes or removed from the scene, they shall be provided access to a telephone. Officers shall complete an Incident Report whenever they issue a citation to a diplomat or consular officer.

3. When interacting with individuals who are suspected of driving while intoxicated and have diplomatic immunity, officers shall ensure that the individual does not endanger themselves or the public. The officer may:

- Offer a field sobriety or chemical test.
- Safeguard the violators until they are capable of driving safely.
- Park and secure the violator's vehicle.
- Provide transportation to the violator.

G. Parking Violation – Vehicle bearing diplomatic registration plates may be towed only if necessary to prevent a serious traffic obstruction. Whenever possible, the officer shall attempt to contact a vehicle representative and seek voluntary removal of the vehicle.

1. If towed, the vehicle will be moved to the closest available legal parking space. The officer shall request a vehicle representative accept financial responsibility for the crane service. If the representative is unavailable, unwilling, or unable to do so, the officer shall sign the tow service invoice and advise the crane operator to submit it to the Town for payment. When a diplomat's vehicle is moved by a crane at an officer's direction an Incident Report will be submitted detailing the circumstances.

H. Notification – If a diplomat is seriously injured or dies in the in the Town, the Chief or a designee will notify the:

- Diplomat's embassy
- U.S. State Department

1. Officers may contact the Department of State Diplomatic Security Command Center, U.S. State Department at (202) 895-3532 during business hours or (202) 647-7277 during non-business hours, to verify immunity.

I. Arrest or Detention of Foreign Nationals – When officers arrest or detain a foreign national, they shall contact the U.S. State Department to determine whether the individual's country requires notification of the action.

1. When agreement with the arrestee's country requires notification, the reporting officer shall make the notification, document the name of the individual notified on the Incident Report, and advise the arrestee that it has been made.

2. If notification is optional, and the arrestee wishes it to be made, the officer shall immediately inform the appropriate foreign mission, document the name of the individual notified on the Incident Report. If the arrestee declines notification, this shall be documented on the report also.

3. Subject to security considerations, consular officers shall be permitted to visit and speak with the arrestee and to arrange for their legal representation. The consular officer may be prohibited from these contacts if the arrestee opposes them.

End of Document

UNIVERSITY PARK POLICE DEPARTMENT
DIPLOMATIC AND CONSULAR PRIVILEGES AND IMMUNITIES MATRIX

Category	May be arrested or detained	Residence may be entered subject to ordinary procedures	May be issued a traffic citation	May be subpoenaed as a witness	May be prosecuted	Recognized family member
DIPLOMATIC						
Diplomatic agent	No	no	Yes	No	No	Same as spouse (full immunity inviolability)
Member of administrative and technical staff	No	No	Yes	No	No	Same as spouse (full immunity inviolability)
Service Staff	Yes.1	Yes	Yes	Yes	Not for official acts Yes in all other cases.1	No immunity or inviolability
Career consular officers	Yes, if for a felony and pursuant to a warrant	Yes2	Yes	Not for official acts. Testimony may not be compelled in any	Not for officials acts. Yes in all other cases.1	No immunity or inviolability
Honorable consular officers	Yes	Yes	Yes	Not for official acts. Yes in all other cases.1	Not for officials acts. Yes in all other cases.1	No immunity or inviolability
Consular employees	Yes 1	Yes	Yes	Not for official acts. Yes in all other cases.1	Not for officials acts. Yes in all other cases.1	No immunity or inviolability
INTERNATIONAL ORGANIZATIONS						
International organizational staff	Yes 3	Yes 3	Yes	Yes 3	Not for officials acts. Yes in all other cases.1	No immunity or inviolability
Diplomatic-level staff of missions to international organizations	No	No	Yes	No	No	Same as spouse (full immunity inviolability)
Support Staff or missions to international organizations	Yes	Yes	Yes	Yes	Not for officials acts. Yes in all other cases.1	No immunity or inviolability

Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or prevention of serious criminal acts.

1. This table presents general rules. In cases indicated the employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

2. Note that consular residence are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

3. A small number of senior officers are entitled to be treated identically to “Diplomatic Agents”.

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
MILITARY PERSONNEL			**UPPD403.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes guidelines for the notification of military authorities by officers of this Department, and to assure that all necessary data required for Department reports is provided.

II. POLICY

Enlisted personnel have the same basic rights as an ordinary citizen. In the event of an arrest, the department will abide by the rules and procedures concerning enlisted personnel.

III. PROCEDURES

A. The Office of the Provost Marshall at Fort Meade Maryland (410-677-6261) will be notified whenever any member of the United States Armed Forces is arrested. Other than this notification, all other arrest procedures will apply except:

1. "No person belonging to the organized militia will be arrested on any process except such as may be issued by military authority, while going to, remaining at, or returning from any place at which time he may be required to attend military duty."(§13-905, Public Safety Article, Annotated Code of Maryland).

2. The Uniform Code of Military Justice provides authority for civil law enforcement officers to arrest a deserter from the United States Armed Forces. Officers who arrest military deserters shall treat the offense as a misdemeanor, process the individual in accordance with current procedures and shall notify the Provost Marshal as indicated.

B. Procedures set forth in General Order UPPD413.0- "Traffic Stop Procedures" will be followed when encountering military personnel during a traffic violation stop.

C. Officers and/or a supervisor will ensure that the appropriate notification is made when a member of the military is arrested for a criminal offense and serious motor vehicle offense, such as:

1. All criminal arrests where the person was taken into custody;

2. All serious traffic offenses where injury or death has occurred;

3. DUI arrests;

4. When an officer believes that invalid or false identification is being presented; and

5. Any incident where the officer and/or a supervisor feels notification is necessary.

IV. REQUIRED INFORMATION

When military personnel are arrested, the following information will be forwarded to the Office of the Provost Marshal:

1. Name

2. Rank

3. Social Security Number

4. Branch of Service

5. Unit Assignment to include address

6. Unit Commander or First Sergeant's Name

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
NOTIFICATIONS			**UPPD404.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCECURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **42, 46, 55, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To establish a system for notifying designated Department and Town officials of emergency situations or significant events that may require their immediate attention and required notifications to other officials and agencies concerning police actions or needed services.

II. POLICY

The Department's policy is to maintain an effective flow of information throughout the Department to facilitate the control and supervision of emergency situations or significant events and to effectively communicate with the public and media.

III. OFFICERS RESPONSIBILITY

A. Timely notification of designated officials will be made for all situations or events listed in Section III.G below ("serious events"). Good judgment by the officer is needed to ensure that notifications in less serious matters occurring during the night are initiated the next morning.

B. The on duty officer will respond to the scene of all serious events occurring within the Town's jurisdiction.

C. Immediately upon verification of a serious event the officer will make notifications as soon as practicable to:

i. The Chief
ii. The Mayor
iii. The Director of Public Works
iv. Other officials as directed by the Mayor

D. The officer will maintain a cellular phone, provided by the Department, in their police vehicle during the entire tour of duty.

E. The Chief or a designee will make or direct to be made notifications outside the Department.

F. Nothing in this general order will prohibit the officer from notifying a superior officer of a situation/event or call for service when, in their opinion, the notification is necessary or in the best interest of the Department.

G. Serious Events:

1. Homicides/Suicides/Attempts/All Deaths

2. Kidnappings/Abductions

3. Armed Robberies

4. Rapes

5. Seizures of large amounts of controlled dangerous substances, monies or conveyances, if notification requested by the senior duty officer

6. Bombings, bomb threats or the discovery of an explosive device

7. Disasters resulting in a loss of life or involving extensive property damage

8. Aircraft accidents

9. Incidents involving Departmental vehicles resulting in serious injuries to civilians or police personnel.

10. Hate-Violence crimes (RRE)

11. Critical missing persons

12. Large demonstrations or disorders

13. Shots fired at or by Department officers

14. Receipt of significant intelligence information requiring the immediate deployment of personnel

15. Serious injury to an officer in the line of duty or death of an officer regardless of duty status

16. Any incident involving a prominent person

IV. SPECIAL NOTIFICATIONS

A. Any incident where a University Park police officer or a town employee becomes the subject of a criminal investigation or is accused of misconduct or impropriety. Notify the Chief only or the Mayor if the Chief is the subject of the investigation.

B. An accident reconstruction specialist will be requested (from Prince George's Police Department or other available agency) to respond to the scene of any accident involving death or life threatening injury, or significant damage to any occupied Town vehicle. The officer may request that an accident reconstruction specialist (Prince George's County Police or other available agency) respond to any accident involving unusual situations or circumstances.

V. EMERGENCY NOTIFICATION PROCEDURES

A. All affected officers and employees of this Department will be notified in the event of an actual state of emergency involving the Town based on the decision from the Chief , or a designee.

1. Level I - This situation indicates mobilization of the Department may be necessary. Officers must be able to report for duty within one hour, or as soon as practicable, after notification.

2. Level II - An emergency is imminent and off duty personnel will be needed. All affected officers will be notified via telephone, or whatever means necessary, that their services are required and they will report for duty immediately**.**

VI. ALL OTHER NOTIFICATIONS

A. Deceased, Seriously Injured or Seriously Ill Persons

1. All notifications to family members, relatives, next of kin or close friends will be carried out promptly and in a considerate manner. Notifications regarding Department personnel will be handled pursuant to General Order UPPD600.0 - "Serious Injuries, Illness, or Death of Officer/Family Member".

2. All death notifications involving Department personnel made within Prince George's County will be by a Department uniformed officer, and, if possible, a supervisory officer. Otherwise the Prince George's County Police District Station will be requested by a senior officer of this Department to make the in person notification. Consideration should be given to having a member of the clergy, a relative, or a neighbor present when these notifications are made.

3. Requests made to agencies outside Prince George's County will be sent by MILES / NCIC message and include a brief summary of the reason, the name of the investigating or requesting officer, and a phone number for further information.

4. Any requests received to make notifications of this type for other agencies will also be handled in the above manner.

B. Roadways and Public Utilities

1. Officers will note any and all hazards observed on the roadways of the Town, County or State, or involving any utility that may pose a hazard to others or require immediate attention to ensure public service.

a. Immediate hazards will be promptly reported to County Communications who shall in turn contact the appropriate agency. Officers will take whatever actions are necessary to safeguard others regarding these hazards.

b. Routine problems found on Town property will be reported by the officer to the Director of Public Works for the Town who will fill out the "Public Works/Work Request Form".

c. Routine problems not involving Town property will be reported to the appropriate agency in the most expeditious manner, depending on the problem.

C. Forced Entry and/or Damage to Property Notification

1. Any officer who forces entry into a dwelling, causes damage to any property, or assists the Fire Department to force entry into a dwelling shall:

a. Attempt to notify the resident/owner of the property as soon as possible.

b. Complete an Incident Report and notify the Chief or a designee and property resident/owner if possible.

c. Photograph the damage, if any, and attach photographs to the original report.

d. Ensure that the dwelling or property is properly secured prior to going back in service if the resident/owner is not on the scene. All efforts should be made to secure the property, including calling out Public Works for the Town, if necessary.

D. News Media

1. The prompt notification of the news media will be the responsibility of the Chief or a designee.

2. When the media responds to a crime scene and/or otherwise contacts the police department in reference to an incident the officer will refer all questions with regard to the incident to the Chief or a designee.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
UNUSUAL OCCURRENCES			**UPPD405.0**
SECTION **OPERATIONAL PROCEDURES**	NUNBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
NEW AMENDS RESCINDS **DATE:**	CALEA CHAPTER **46**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order provides pertinent information to all Department personnel who must make decisions as to proper action in order to isolate, evacuate, and secure incident areas for unusual occurrences that threaten public safety.

II. POLICY

During unusual occurrences that threaten public safety, Department goals are the successful isolation, evacuation, and security of the incident area by means of a structured response. The Department has adopted the Town's Emergency Preparedness and Operations Plan as its Emergency Response Manual, which should be consulted as part of the Department's response to occurrences under this General Order.

III. DEFINITIONS

A. Types of Public Emergencies

1. Category I: Resolved at Department Level

Emergency affecting the Town is resolved almost exclusively by the Department.

2. Category II: Resolved at Town Level

Emergency affecting the Town of such magnitude that coordination and/or consultation with the Mayor and Public Works is required prior to being resolved.

3. Category III: Resolved by Interagency Action

Emergency of such magnitude, that coordination between the Mayor and other governmental agency(ies) is necessary to resolve the situation by whatever personnel, material and equipment deemed essential and reasonable by the Mayor.

B. Incident Management Team - The group of personnel in direct control of an incident, including the Incident Commander, assistants to the Incident Commander, and any other individuals deemed necessary in resolving the incident.

C. Incident Commander - Senior duty officer responsible for the management of the available personnel and equipment on the incident scene to achieve maximum benefits.

D. Command Post - Specific locations, either fixed or mobile, where selected individuals of an agency meet to plan, coordinate, implement, and command strategies and logistics to resolve an emergency incident.

E. Staging Area - Specific locations, separate from the incident scene and out of the danger zone, that provide, good access to the scene where responding personnel and equipment can assemble for assignment.

F. Isolate - To keep all non-essential personnel and civilians away from the incident or hazardous area. (The

isolation step is taken even if evacuation is to follow.)

G. **Evacuation -** Removal of all non-essential and unauthorized persons from the area selected by the Incident Commander.

IV. OPERATIONAL PROCEDURES

A. Initial Response

1. The initial units to respond will be determined by Communications and/or a Supervisor. Communications may designate the first unit to arrive on the scene as the field communications vehicle.

2. The field communications vehicle officer will verify and evaluate the incident, broadcast available information without delay, request additional assistance if needed, and direct the deployment of available units in an effort to isolate the incident.

B. Command Response

The Chief or a designee will respond to the scene and assume duties of Incident Commander. At all levels of response, the Town's Emergency Preparedness and Operations Plan shall be consulted. The Incident Commander will be responsible for all police operations necessary to accomplish the following:

1. Assess the need for additional personnel and equipment.

2. Establish a Command Post.

3. Establish a primary Staging Area, and alternate areas.

4. Isolate the incident or hazardous area.

5. Secure the incident or hazardous area.

6. Determine the need to evacuate.

7. Notify and inform the Chief and Town Mayor.

8. Make an early assessment of personnel needs to include requesting assistance from other agencies.

9. Appoint assistants.

10. Command and control incident or hazard.

11. De-escalation. De-escalation will be done systematically and gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene. Officers no longer required on the scene will be released by the Incident Commander.

V. DEMONSTRATION PROCEDURES

A. Upon arrival at the scene of a demonstration, the senior duty officer shall attempt to identify the leaders and, thereafter, communicate with the mass of demonstrators through their leadership, if possible. The demonstration leader, or the group, shall be advised of the laws pertaining to the free movement of pedestrian and/or vehicular traffic while demonstrating, and any other statutes that may be violated during their presence.

B. The senior duty officer shall determine the number of persons likely to be arrested and the number of transporting vehicles necessary to accommodate any arrests.. When the senior duty officer determines that arrests are imminent he shall inform PGPD PSC of the circumstances and amount of equipment, personnel and assistance required.

C. It shall then be the responsibility of PGPD PSC to inform the Department of Corrections of the number of arrests so that additional facilities can be made available.

D. All officers reporting to the scene of a demonstration shall be assembled into

squads under the direction of a supervisor. Supervisors shall be responsible for instructing officers in the techniques of employing arrest squads, designating arresting officers and assisting officers. When practicable, more than one squad shall be made available in order that each squad may be temporarily relieved after handling a given number of arrests.

E. In the event that mass arrests for minor offenses appear imminent, the senior duty officer shall approach the demonstration's leadership, and explain the violation being committed. The senior duty officer shall then direct that all violations cease immediately. If they do, no further police action shall be taken. If the leaders do not comply with the direction to cease, the senior duty officer shall publicly announce to the crowd (through an voice amplification system) the following announcement and dispersal order: **"**I am (name and rank) of the University Park Police. I hereby inform all persons assembled that you are in violation of (town ordinance, county ordinance or state law violated, in general terms.) I command all of you here assembled to disperse. Failure to do so shall subject each of you to arrest and prosecution."

1. The senior duty officer shall wait a reasonable length of time for compliance. If the crowd does not disperse, the order shall be repeated.

2. If, after the second order, the members of the crowd do not disperse, the senior duty officer shall order the arrest of all persons remaining who are in violation.

VI. MASS ARRESTS

A. Arrest Squads shall consist of the following:

1. A senior duty officer of the squad.
2. Arresting officers.
3. Assisting officers.
4. Sufficient report forms and related equipment.
5. Sufficient flexible plastic handcuffs.

B. Arrest Procedures

1. On orders of the senior duty officer, the arresting and assisting officers shall approach the violator(s).

2. The violator(s) will be advised, **"**You are under arrest for" (state violation being committed). "You are requested to stand**"** (if sitting or lying).

3. If the arrestee(s) declines to stand and walk, he/she will be carried by the arresting officer and the assisting officer, one holding each arm.

4. If the arrestee(s) stand and walk, he/she shall be led from the crowd to the vicinity of the Arrest Squad, waiting a short distance away.

5. If the arrestee(s) should resist arrest, the officer will employ force necessary to effect and maintain the arrest.

6. Prior to being placed in the transport vehicle the arresting officer and arrestee will be photographed together and the Polaroid/digital photographs taken will be logged indicating photographs taken, with the officers ID number and the arrestee's name placed on the back of the photograph.

7. The arresting officer, aided by the assisting officer, will complete an Incident Report, in duplicate, with sufficient information to enable completion of an Arrest Report at the processing site. He/she will also process any property as described below:

Weapons and evidence, contraband, or recovered property shall be removed from arrestee(s). A brief description may be entered on the Incident Report. Where several items are involved, a Polaroid/digital photograph should be taken. The property

will be appropriately tagged, if possible. Either the Incident Report or Property Tag must stipulate whether the property is recovered or evidence.

8. Any person who has been arrested for a felony will be transported to the processing facility in a separate vehicle along with the Incident Report and any evidence, property or contraband. The arresting officer will ensure that the transporting officers are advised that the arrestee(s) is an alleged felon. The transporting officer will ensure that the processing officers are advised that the arrestee(s) is an alleged felon.

C. **Arrest/Processing Procedures**

1. The Processing site will be manned by Department police officers, when available, or other designated personnel. The processing site should contain the necessary equipment to partially process an arrestee, (fingerprinting, photographing, and arrest reports). When the arrestee(s) is processed, the officer(s) are to adhere to General Orders UPPD805.0 on arrest procedures.

2. Remove all items from the prisoner and secure personal items in a properly marked evidence bag. Any other evidence (weapons, contraband, etc.) will be confiscated and properly stored per General Order UPPD1000.0 on property procedures.

3. Central Processing Unit (CPU) envelope should be filled out on each arrestee. The arrestee(s) will be fingerprinted and photographed by CPU personnel.

4. If there is a question as to the proper identification of a subject, that person will be held in custody until the identity can be verified.

5. Juvenile offender(s) will be processed in accordance with General Order UPPD900.0 on juvenile procedures.

D. **Transport Procedures**

1. When possible, arrestees are to be transported from the scene to the processing site via Prince George's County Sheriff's transport vehicles, thus enabling the arrest teams to remain on the scene.

2. When unable to secure a transport vehicle from the sheriff's department, transport officers shall ensure that any transport vehicle is equipped with the following:

a. Polaroid/digital camera with sufficient film, flash bars, diskettes, and memory sticks.

b. Evidence Tags, Property Tags, and envelopes.

c. Flexible handcuffs.

d. Supply of Incident Reports, Arrest Reports, Field Contacts, etc.

E. Provision of Services - The Incident Commander/Senior Duty Officer will ensure that proper food, water, sanitation, and medical services are provided at the detention area(s). If necessary, the authorization for the emergency purchase of food, supplies, and rental of sanitation facilities will be given.

F. Media Relations

1. Members of the press will not be greatly restricted from approaching the detention area(s), other than as required by the physical facility involved and legitimate security interests and concerns.

2. Providing the media with information will assist in the control of rumors and will be in accordance with General Order UPPD324.0 - "Media Relations and Public Information", through the Chief.

VII. RESOURCES AND REMINDERS

A. Mutual Aid
When deemed appropriate by the Senior Duty Officer, assistance may be requested from Prince George's County Police, Maryland State Police, as well as appropriate municipal police departments. Jurisdictions that border the incident may be able to assist such as University of Maryland Police, Hyattsville City Police, Riverdale Town Police and Metro Transit Police.

Assess personnel needs early and make requests as soon as possible. In times of disaster or other emergency, arrival of additional personnel may be delayed because of traffic, weather or increased calls for service.

B. Appoint Assistants

One person cannot run the entire incident alone. Key appointments to be made by the Incident Commander/Senior Duty Officer are:

1. Operations Officer - Individual appointed by the Incident Commander, responsible for implementation of the strategic decisions of the Incident Commander and responsible for de-escalation procedures, to include releasing police officers no longer required on the scene. De-escalation from any incident will be done systematically and gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene.

2. **Staging Officer** - Individual appointed by the Incident Commander, responsible for the assembly of personnel and equipment at the staging area.

3. **Security Officer** - Individual appointed by the Incident Commander /Senior Duty Officer, responsible for securing the scene and any other facilities or areas necessary maintaining public order and screening individuals to ensure that only authorized individuals may access the scene, levels of security will be determined by the Incident Commander/Senior Duty Officer and the Security Officer will ensure level is maintained and will institute the order.

4. **Resource Officer** - Individual appointed by the Incident Commander/Senior Duty Officer, responsible for acquiring personnel, supplies and equipment as requested by the Incident Commander/Senior Duty Officer.

5. **Liaison Officer** - Individual appointed by the Incident Commander/Senior Duty Officer, responsible for working with liaison officers from other responding agencies in an effort to coordinate communications messages. When necessary act as liaison with the State's Attorney's Office, Clerk of Court and Senior Duty Officer at Central Processing Unit to notify of increased case load.

C. Mobile Command Post

1. The Prince George's County Police Department resources are available on a twenty-four hour basis. If a major police incident is likely to last several hours, then consideration should be given to requesting one of the units (i.e. - Emergency Services Team (EST), Conflict Management Team, etc.) through the Special Operations Commander.

2. If available, the Prince George's County Police Mobile Command Post is capable of delivering the following resources:

a. Radio capabilities including Fire/ Rescue, Maryland-National Capital Park Police, and Prince George's County
Police Emergency Services Team (EST), and Conflict Management Team.

b. Telephone capability.

c. Heat, light, shelter and air conditioning.

Note: When choosing a place for locating locating the Mobile Command Post

consider a paved level surface with power and phone hook-ups nearby, and sufficient parking space for numerous vehicles.

D. **Transportation**

In the event transportation is needed from the area affected by the incident contact the following to determine if and to what extent, service can be provided:

1. Town Ride on Bus
2. Metro Bus and/or Metro Rail
3. Local Taxi Companies
4. Prince George's County Public School, Transportation Section (buses)
5. Prince George's County Police Academy (buses)
6. Prince George's County Sheriff's Department (prisoner transportation for mass arrest)

E. Rehearsals

Rehearsals of unusual occurrences will be conducted at the direction of the Chief. These rehearsals may include, but are not limited to, coordinated training exercises with Department personnel and other outside agencies or jurisdictions.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
EVACUATION			**UPPD405.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**5**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **46**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To clearly define operational procedures, duties, and techniques to be used by the Department to effect any evacuation that may result from hazardous material incidents, natural disasters or any other emergency.

II. POLICY

Normally an ordered evacuation will exceed the response capability of this Department. Evacuation of nonessential personnel from the scene of an emergency is a police responsibility. The senior Fire and Rescue officer, or in some cases the senior police official, on the scene will determine the need to evacuate or rescue persons who are in danger from an emergency situation. Fire & Rescue personnel will normally perform the rescues, while the police will conduct evacuations. Timely evacuations may save lives and preclude the need for rescue at a later time.

III. DEFINITIONS

A. Evacuate: To remove all nonessential and/or unauthorized persons from the area.

B. Incident Commander: The police or fire and rescue official responsible for the efficient management of the resources at an emergency incident.

C. Incident Management Team: The group of personnel in direct control of an emergency incident, including the Incident Commander, assistants to the Incident Commander and any other individuals deemed necessary to carry out the evacuation.

D. Operations Officer: The officer responsible for the implementation of the strategic decisions of the Incident Commander, including evacuations.

E. Staging Officer: The officer responsible for the orderly assembly and control of all personnel and equipment needed to complete the evacuation.

F. Security Officer: The officer responsible for security on the scene, maintaining public order, and the screening of individuals to ensure that only authorized entries are made to the incident area.

G. Resource Officer: The officer responsible for acquiring any personnel, equipment, or supplies needed for the successful completion of the evacuation.

H. Staging Area: The geographical location, removed from the incident scene, away from any danger zone, but still close enough for rapid deployment, where personnel and equipment are assembled prior to deployment into the incident area.

I. Isolate: To keep all nonessential personnel and civilians away from the incident or hazardous area. (The isolation

step is taken even if the evacuation is to follow)

IV. AUTHORITY TO EVACUATE

Authority for Police and Fire and Rescue personnel to deny access and to conduct evacuations lies in the Public Safety Article Title 9 (Fire Protection and Prevention) Subtitle 8, Section 9-803, "Fire inspections authorized", which permits the fire official in charge of an emergency and the assisting police officers to control and prohibit the approach to the scene of an emergency and prohibits obstruction of fire department operations and requires obedience to the lawful orders of police officers and fire officials. Public Safety Article § 9-805, "Hindering, obstructing, or refusing to allow fire inspection" prohibits interference with an evacuation and makes refusal to obey an evacuation order a misdemeanor enforceable by either a police officer and/or a fire investigator as so stated in the Public Safety Article. The decision to forcibly remove someone who refuses to evacuate or to simply bypass that person must be made by the Fire Incident Commander.

Criminal Procedure Article Title 2 (Law Enforcement Procedures; Arrest Process) Subtitle 2 (Warrantless Arrests) §§ 2-208 and 208.3 gives the Fire Marshal and assistants and the Prince George's County fire and explosive investigator the powers of arrests when performing their duties. Public Safety Article §7-402 - "Interference, Obstruction, or False Representation" also deals with the obstruction of firefighters while in the performance of their duties and may be used to charge a violator. This section is a misdemeanor that carries a three (3) year sentence if convicted and found guilty.

V. COMMAND CONTROL

The decision to evacuate must be a joint one between the ranking Fire and Rescue Official and the senior ranking officer from the Department. In the event of an evacuation the senior ranking officer will be in command of the evacuation. The senior ranking officer's position may change depending on the size and length of the incident, and as higher-ranking police officials arrive on the scene. When the higher-ranking officer arrives, they will notify the current senior ranking officer that they are taking command. The current senior ranking officer will then brief the arriving higher ranking officer as to what has been accomplished, what still needs to be accomplished and any other pertinent information. The transition of senior ranking officer's will be according to the departmental chain of command.

VI. HAZARDOUS INCIDENT RESPONSE TEAM (H.I.R.T.)

The Fire Incident Commander at the scene of a hazardous material spill incident or accident may request the Hazardous Incident Response Team (H.I.R.T.). It is important to cooperate and seek advice from this team and the Fire Incident Commander at an early stage in the incident for the protection of both police and civilian personnel when hazardous materials are potentially involved.

VII. DUTIES/RESPONSIBILITIES

A. Initial Officer on Scene - The first officer on the scene of the emergency incident that has the potential for possible evacuation should:

1. Rescue - An officer who can quickly move endangered persons to safety without undue personal hazard, should immediately do so. Once Fire and Rescue personnel are on the scene, any rescue will be their responsibility.

2. Isolate - The first arriving officer(s) should close all of the approaches to the incident so that more civilians do not enter the area and become endangered.

3. Report - Prior to the arrival of Fire & Rescue personnel, the initial officers should

report any presence of hazardous materials, any Department of Transportation (DOT) hazardous material placards visible, any fire involved or any other information that may prove useful to Fire & Rescue.

4. Personal Safety - In emergencies involving traffic accidents or other incidents where hazardous materials have been spilled or are leaking, quite frequently it is better to observe the incident from a distance. Many hazardous materials that appear quite harmless and are colorless and odorless are lethal or at least will incapacitate persons in the immediate area. Officers should be ready to assist whenever required, but should refrain from becoming part of the rescue problem.

B. Police Incident Commander - At the scene of an incident with the potential for evacuation, the Police Incident Commander should:

1. Determine the need to evacuate - By consultation with the senior ranking fire official, the Police Incident Commander shall determine:

a. Geographic area to be evacuated.

b. Any worst-case situation in which the incident could grow.

c. Lead time available to accomplish an evacuation before unprotected police officers become endangered.

d. If the process of evacuation itself could actually endanger more people.

2. Make an early assessment of staffing needs - Evacuation along with perimeter control may consume great numbers of personnel. Sufficient personnel for all tasks must be determined early and requested as soon as possible. In time of a disaster or other emergency, arrival of needed personnel and equipment may be delayed because of traffic, weather or other factors. If some resource may be required on the scene in the future, it is better to call for it immediately than to delay the request.

3. Appoint Assistants - The span of control dictates that one person can handle or supervise no more than six or seven duties or subordinates. Therefore, the Incident Commander must appoint assistants. Key appointments are: Operations Officer, Staging Officer, Security Officer, Resource Officer, Shelter Control Officer and Media Officer. Other appointments should be made as needed and as time permits.

4. Shelter Control - The Incident Commander when faced with an immediate need to evacuate shall contact the Prince George's County Office of Emergency Preparedness via the Emergency Operations Center and request that appropriate shelter(s) from the County Shelter list be opened. Once the Office of Emergency Preparedness selects the shelter site(s), the Incident Commander will:

a. Inform the Operations Officer of the site(s) selected.

b. Assign at least one officer to each shelter for communications purposes and to help keep order.

5. Prepare Evacuation Message - Before beginning the evacuation, an evacuation message should be formulated by the Operations Officer and communicated to all officers assigned to evacuation duties for their use. The message should be concise, informative, calming and include the location of designated shelters.

C. Evacuation Officer

1. Report to Staging Officer for assignment.

2. Note the official evacuation message and shelter area assigned.

3. Proceed door to door to announce the evacuation.

4. Re-check all houses in assigned area to ensure that none were missed.

5. Return to staging area and give list of addresses and names of advised persons and businesses to the Staging Officer, which will then be given to the Operations Officer.

D. Traffic Control Officers

1. If assigned by the Communications Section to a specific traffic control area, the unit shall proceed directly to the assigned position. If not assigned to a specific traffic control area, all officers will report directly to the Staging Area.

2. Allow only the following persons to pass the traffic control points:

a. People leaving the evacuation area.

b. Fire & Rescue personnel actually on apparatus or operating emergency vehicles.

c. Police personnel/Command Staff

d. Properly identified H.I.R.T. members.

3. All other persons attempting to enter the area will be denied entry.

4. Persons claiming to have official reasons or need to be in the area will be referred to the staging area for verification of their claim or need.

5. Media representation will be referred to the media area for briefing by the Chief or a designee.

E. Shelter Control Officer

If sufficient Department personnel are available, a Shelter Control Officer will be assigned. If Department officers are not available, officers from other law enforcement agencies will be assigned. Their duties will be:

1. Report to the shelter area assigned.

2. Establish contact with the facility representative (minister, school principal, and so on).

3. Provide phone numbers, if available, to Command Post.

4. Assist Red Cross and other officials by maintaining order and providing a communications link with the Incident Commander.

F. Communication

In addition to notifying the Fire Board, the PSC, when notified, will provide the Incident Commander with all pertinent information concerning the hazardous materials and chemicals involved.

VIII. RESOURCES AND REMINDERS

A. Mobile Command Post - The Prince George's County Police Department's resources are available on a 24-hour basis. If a major police incident is likely to last several hours, consideration should be given to requesting assistance from them as soon as possible. The Prince George's County Police, and the Maryland-National Capital Park Police have a mobile command post capable of delivering the following resources:

1. Radio capabilities including Fire/ Rescue, Maryland-National Capital Park Police, Maryland State Police, United States Park Police, Civil Defense, and Prince George's County Police.

2. Telephone capability.

3. Heat, lighting, shelter and air-conditioning.

NOTE: When choosing a place for locating Mobile Command Posts' consider a paved level surface with power and phone hook-ups nearby and sufficient parking spaces for numerous vehicles.

B. Mutual Aid - Major evacuations require large numbers of police officers to handle the various tasks involved. Prince George's County Police utilize a similar evacuation system and therefore should require little or no briefing prior to implementation. Officers from other police agencies will probably require some briefing, but should be able to carry out assigned tasks with little trouble. The Incident Commander should not hesitate to call for assistance from other agencies.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
HOSTAGE AND BARRICADE INCIDENTS			**UPPD405.2**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **46**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to provide procedures for responding to an emergency situation involving a hostage or barricade incident.

II. POLICY

The Department has a responsibility as a first responder to assure efficient and effective inter-agency coordination and cooperation in crisis situations.

In the event of a hostage or barricade incident, the Prince Georges County Police Department will be requested to respond to take command of the incident with this Department acting in a support function.

III. DEFINITIONS

A. **Barricade Incident -** When a person takes refuge in a fortified location to avoid apprehension. These incidents frequently involve bizarre behavior where a person has threatened the safety of himself/herself or others.

B. **Hostage Incident -** When a person attempts to avoid apprehension by seizing captives and threatening them with injury to deter police action.

C. Tactical Assault - Physical intervention by police. Actions include the use of weapons and tactics.

IV.OPERATIONAL GUIDELINES

A. The first officer on the scene of a hostage/barricade incident will assess and verify the call. If verified the officer will request an on duty Prince Georges County Sergeant to respond. Working with the PGPD Communications Section, they will coordinate the establishment of an outer perimeter and position additional responding officers, until relieved by a supervisor.

1. Officers should avoid any confrontations with the subject(s) in question and attempt to manage the situation until trained hostage negotiation and/or tactical personnel arrive. Officers shall not rush fortified positions. Plainclothes officers shall wear authorized identification item(s), such as police ball cap, police jacket, identification, etc. Responding officers shall:

a. Park vehicles in a manner to ensure access by other emergency vehicles and equipment.

b. Identify safe access routes to the scene and provide this information to Prince Georges Communications Section.

c. If practical determine and communicate the exact location and description of suspects, emergency and support equipment required, types of weapons involved, identification and status of hostages.

d. Request sufficient personnel to ensure containment, to secure the scene and establish traffic and crowd control.

e. Seek and maintain adequate cover and concealment.

g. Determine the need to evacuate the area.

h. Locate and detain witnesses for debriefing.

i. Strictly adhere to radio discipline within the proximity to an incident. Officers shall limit radio transmissions to those necessary to the furtherance of the operation. All transmissions shall be made on the designated Prince George's County Police radio frequency, unless otherwise directed by the on scene Incident Commander.

2. The primary police objective in a hostage incident is the safe release of hostages. The secondary objective is the apprehension of perpetrators or recovering the ransoms.

3. In hostage incidents there is rarely a need for immediate apprehension. Once the incident stabilizes captors become less likely to harm hostages.

4. Occasionally, responding officers may have to negotiate with a barricaded subject. Officers shall exercise discretion in determining the propriety or scope of such negotiations before arrival of the Prince George's County Police Conflict Management Tea m. Generally, those officers shall not:

a. Engage in protracted negotiations with hostage takers or barricaded subjects.

b. Conduct tactical assaults.

5. When the incident stabilizes, officers shall attempt to ascertain the following information:

a. Floor plans.

b. Diagrams of neighborhoods.

c. Suspect identity, physical description, medical and mental history.

d. Information regarding telephones, including numbers and locations of instruments and available lines in the target area.

e. Reason for barricade/hostage incident.

f. Weapons involved.

g. Identify officers are in the inner perimeter, their location, name, ID numbers, and radio call numbers.

h. Persons who may be able to convince the perpetrator to surrender.

i. Identification of hostages, including physical description.

B. Notifications will be made by alerting the PGPD PSC, who will make additional notifications to the Prince George's County Police Emergency Services Team (EST) and the Conflict Management Team (hostage negotiators) and to Prince George's County Fire and Rescue.

C. The EST, once on the scene, will operate in accordance with their Operational Directives on, "Hostage/Barricade Incidents".

D. A Department Officer of Command Staff Rank shall respond to the scene and relieve the supervisor. The officer-in-charge (OIC) shall establish a staging area a safe distance from the scene and out of sight of the incident. This location shall be up-wind of the incident and consist of an area large enough to accommodate the Prince George's County Police Command Bus, EST Tank Truck and approximately 20 other vehicles.

E. If an evacuation of surrounding areas is needed, it will be done by Prince George's County Police Officers with the assistance of a designated University Park Police Officer. The Prince George's County Police shall handle evacuations resulting through negotiations. The evacuation officer shall

record names and addresses of all evacuated persons.

F. Negotiations with hostage takers shall be handled by the Prince George's County Police Conflict Management Team or designee (i.e., MSP, PG Sheriffs, FBI, etc.).

G. Following the guidelines of General Order UPPD324.0 - "Media Relations and Public Information", media personnel will be directed to a media staging area and the designated Public Information Officer shall maintain contact with and control of the media throughout the incident.

H. All arrests shall be made by the Prince George's County Police Emergency Services Team (EST). Suspects, once in custody, Command Officials will decide who will be turned over to University Park Police officers for transporting and processing, if available.

I. Should a decision be made during the incident to attempt to resolve it by dynamic entry or high-risk solution, such an operation should be coordinated with the Prince George's County Police OIC on the scene before it is undertaken. Firearms discipline shall be maintained at all times. Exceptions are as follows:

1. Firearms shall only be used to directly defend officers or citizens or to provide cover for personnel evacuating wounded persons. Gunfire directed at officers having adequate cover shall not justify return gunfire.

2. Officers having adequate cover shall only fire when directed by the on scene Incident Commander or when a visible target creates an imminent danger to human life.

3. Except in life or death circumstances, once cover and concealment is accomplished and the initial confrontation is contained, only the on scene Incident Commander may authorize the use of firearms by anyone other than the Emergency Services Team (EST).

4. During an EST operation, officers other than EST personnel shall not fire unless the suspect is presenting an immediate danger to human life and the line of fire is clear. Firearms discipline in such circumstances is critical because of EST proximity to the suspect(s).

5. Unauthorized firearms shall not be used without permission of the on scene Incident Commander.

J. Due to the nature of these incidents, where situations may change suddenly, nothing in this directive shall preclude immediate reaction by officers on the scene, when necessary to protect life.

K. When and however the incident ends, a critique and debriefing will be held, at a time and place designated by the Incident Commander. This shall be done with the Prince George's County Police as soon as practical. The Incident Commander or designee will complete an After-Action Report.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
LIAISON/NOTIFICATION OF FEDERAL LAW ENFORCEMENT AGENCIES			**UPPD405.3**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **2, 46**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of the general order is to facilitate effective cooperation and liaison between members of this Department, the United States Secret Service, the Bureau of Alcohol, Tobacco and Firearms, and other Federal Law Enforcement Agencies.

II. POLICY

It is the policy of this Department to foster effective cooperation between this Department and Federal Law Enforcement Agencies whenever circumstances indicate that such cooperation would be appropriate.

III. LIAISON / NOTIFICATION WITH FEDERAL LAW ENFORCEMENT AGENCIES

A. United States Secret Service

The United States Secret Service has established the following guidelines in order to assist members of this Department in determining when it would be appropriate to initiate liaison with the U.S. Secret Service.

1. **Protective Information -** is information pertaining to a threat, plan, or attempt by an individual, a group, or an organization to physically harm or kidnap the persons protected by the United States Secret Service or any other high government official.

2. Information pertaining to threats, incidents, or demonstrations against foreign diplomatic missions (embassies, chanceries, consulate).

3. Information pertaining to individuals, groups or organizations who have plotted, attempted, or carried out assassinations or kidnappings of senior officials of domestic or foreign governments.

4. Information concerning the use of bodily harm, assassination, or kidnappings as a political weapon. This should include training and techniques used to carry out the act.

5. Information pertaining to persons who insist upon personally contacting high government officials for redress of imaginary grievances, etc.

6. Information pertaining to any person who makes oral or written statements about high government officials in the following categories:

a. Threatening statements.

b. Irrational statements.

7. Information pertaining to terrorists (individuals, groups) and their activities (bombings).

8. Information pertaining to the ownership or concealment by individuals or groups of caches of firearms, explosives, or other implements of war, when it is believed that their intended use is for other than legal purposes.

9. Information regarding Anti-American or Anti - U.S. Government demonstrations in the United States or overseas.

10. Information regarding civil disturbances. (Information pertaining to individuals or groups expressing legitimate criticism of, political opposition to, the policies and decisions of government or government officials is not desired or being solicited by the United States Secret Service).

B. Counterfeiting and Forgery Information

1. Information regarding counterfeiting of United States or foreign obligations, i.e., currency, coins, stamps, bonds, United States Treasury checks, Treasury securities, Department of Agriculture Food Stamp coupons, etc.

2. Information relating to the forgery, alteration, and fraudulent negotiation of United States Treasury checks, U.S. Government bonds, and Government Travel Requests (GTRs).

C. Bureau of Alcohol, Tobacco and Firearms (BATF)

1. BATF enforcement responsibilities include Federal Firearms and explosive statutes, regulations and federal criminal violations concerning the production and distribution of distilled spirits. BATF may also be contacted in reference to violations involving tobacco products (such as cigarettes for which taxes have not been paid).

2. BATF also has tracing capabilities for domestic and imported firearms and retains files on weapons that require Federal registration under Title II of the Gun Control Act of 1968.

D. Federal Bureau of Investigation (FBI)

1. When federal property or protected persons are involved in an incident the FBI must be notified. This notification will be made as soon as possible after the incident has been confirmed. The following incidents listed below require FBI notification by either PGPD Communications or the officer on the scene:

a. Robbery or Burglary of a federally insured institution (FDIC).

b. Crime against a diplomat or member of his/her family, such as kidnapping

c. Theft of Federally owned property

d. Extortion by mail, phone, or involving interstate travel

e. Bomb threats, plantings or actual bombings

f. Any crime or intelligence matter affecting the internal security of the United States

g. Civil rights violations

h. When an in-custody NCIC inquiry reveals that the individual is wanted by the FBI

i. Theft of valuable works of art and burglaries over $100,000 when the property is easily traceable because of its quantity or value.

IV. NOTIFICATION PROCEDURES

A. **Routine Information** - When information included in the above guidelines is obtained by an officer of this Department and that information is not of such a nature as to require immediate liaison with other Federal Law Enforcement Agencies this information shall be included in the appropriate report.

B. Situations Requiring Emergency Notification or Immediate Liaison

1. When the information obtained by an officer of this Department is of an emergency nature that officer shall contact the appropriate Federal Agency directly by telephone. The officer shall also make telephone notification to the Vice/Criminal Intelligence Section of the Prince George's County Police Department.

2. The officer making such notifications will note in his/her Incident Report the date and time the notifications were completed. The officer will also note the Federal Agency that was notified and the name of the agent to which the notification was made. The name of the person notified in the Prince George's County Police Department Vice/ Criminal Intelligence Section will be noted in the report and note: Intelligence Unit in the COPY TO box of the Incident Report.

C. Telephone Numbers

1. The Prince George's County Police Department Vice/Criminal Intelligence telephone number is (301) 883-6800.

2. The U.S. Secret Service telephone number is (202) 406-5800.

3. The ATF 24-hour telephone number in Washington, D.C. is (202) 927-7777 or 1 800-800-3855.

4. The FBI's telephone number for Prince George's County is (301) 572-5400 if no answer call (410) 265-8080.

D. National Guard

1. Public Safety Article 13-401(c) provides for the Governor to order the National Guard into service during times of public crisis, disaster, rioting, catastrophe, or similar public emergency.

2. By law, only the County Executive may request National Guard assistance through the Maryland State Police.

3. If it is determined by the highest ranking officer at the scene of an emergency situation or incident that the National Guard, the officer will consult with the Chief or a designee.

4. If the consultation confirms the need for National Guard assistance, the Chief will notify the Mayor, the Prince George's County Emergency Management Office and request to the County Executive for a request to the Governor, via the Maryland Emergency Management and Civil Defense Agency and Adjutant General.

5. When authorized by the Governor, the Maryland National Guard will support local law enforcement activities, provide additional communications equipment, assist in evacuation operations and support other operations.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
BOMB THREATS/EXPLOSIVE DEVICES			**UPPD405.4**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **46**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To establish procedures and responsibilities for responding to threats or actual incidents of bombs or explosive devices in the Town.

II. POLICY

It will be the policy of this Department to place a heightened response level to any reported incident of a bomb or explosive device. The Prince George's County Police (**PGPD**) and Fire Department (**PGFD**) will be requested to respond, with this agency acting in a support function.

III. DEFINITION

Bomb: Any explosive or incendiary device, including blasting caps and military ordnance

Evacuation: The orderly withdrawal of persons from a threatened area to an area of safety

In-Place Sheltering: Having individuals take advantage of available shelter rather than evacuating them

Mail Bomb: Any letter or parcel received by a Department employee who suspects, based on observation, that a package may contain an explosive device

IV. PROCEDURE

A. Receiving Threat

1. When the Department receives a call for a bomb threat the following information should be obtained:

* Name and Address and telephone number of the caller,
* The exact location of the bomb,
* How the bomb was discovered,
* Time set for detonation if known,
* A description of the bomb,
* The type of explosive or bomb (pipe, plastic, etc).

2. Document any background noises and the caller's race, sex, approximate age, speech and any accent.

3. Notify Prince George's County Police Communications of the incident; respond to the scene and request appropriate assistance if necessary.

B. Field Command

1. Until relieved by higher authority the officer on the scene will assume command responsibilities which may include:

a. Consult with the owner or person in charge of the premises.

b. Interview the person who called the police.

c. In cases of anonymous calls where information is unavailable on the scene, interview the person who received the call.

d. Conduct information gathering and investigative activities.

e. If the scene is turned over to the PGFD or PGPD, respond to all orders issued by the senior ranking officer.

C. Building Searches

1. The Town does not have any commercial establishments.

2. If the University Park Elementary School is involved, authority rests with the Prince George's County Police Department.

3. There are two church buildings in the Town. Follow the procedures in paragraph 4 regarding searches.

4. For incidents in which a residential building is the subject of a bomb threat, the responsibility for initiating the search for explosive devices will rest with the officer on the scene. The officer will:

a. Interview the owner or person in charge of the premises to determine if evacuation is appropriate. If the situation requires immediate action, the officer may direct that the premises be evacuated.

b. If a search is deemed appropriate the officer may conduct a building search.

5. If a search is initiated, search the outside of the building paying attention to shrubs, ledges or ornamental facings, piles of leaves or grass, vehicles parked on the street, in the driveway or an adjacent driveways, trash cans and outside storage rooms.

6. Search the interior of the building which includes all floors. Pay particular attention to open or common areas of the residence.

7. Search all rooms to include restrooms, storage areas, furnace rooms and garage areas.

D. Found Device

1. If a device is found all communications protocol will be followed to prevent any premature detonation of the suspected device.

2. Never move; tamper with or attempt to disarm a suspected device.

3. Document the following;

a. The exact location of device.

b. Description of the device.

c. Any noise emanating from the device.

d. The possibility of multiple devices.

4. Safely leave the building and cordon off a surrounding area of at least 300 yards if practical. Notify communications.

5. Notify the Chief or a designee immediately or as soon as practicable.

6. Notify other residents, door to door if necessary, and conduct an orderly evacuation.

7. If requested assist with coordinating locations for a Command Post; other support personnel and equipment and the media that will be responding.

8. Bear in mind that responding agencies will require sufficient space for personnel and equipment.

E. Mail Bombs

1. Employees whose duties include mail handling should be aware that explosive devices may be sent via U.S. mail or courier.

2. Although the appearance of mail bombs varies greatly, they may share similar characteristics, such as:

a. An overseas postmark.

b. Cancellation mark different from return address.

c. Endorsements such as "Fragile – Handle With Care" or "Rush – Do Not Delay"

d. Excessive postage

e. Fictitious, non-existent or missing return address

f. Irregular shape, soft spots or bulges

g. Misspelled common words

h. Oil stains or discoloration

i. Pressure or resistance when removing contents.

j. Protruding wires or tin foil.

k. Restricted endorsements such as "Personal" or "Private"

l. Rigid, uneven or lopsided appearance

m. Ticking, buzzing or sloshing sounds

n. Unprofessional wrapping, excessive tape or string to secure the parcel

3. Officer's Responsibilities

When confronted with a suspected mail bomb, the employee will not attempt to open or move the package and shall:

a. Notify supervisor

b. Notify PSC

c. Notify all persons in the immediate area to evacuate to a distance of at least 2000 feet.

E. Evacuation

1. If evacuating a building, instruct occupants to immediately leave without touching anything, to include turning off lights, shutting down computers, or closing windows and doors.

a. If possible, obtain label information from the letter or parcel to include addressee, return address, tracking number and shipper.

b. Remain available to be interviewed by responding Bomb Squad technicians.

F. Investigative Responsibilities

1. Officers of this Department will be responsible for initiating an Incident Report.

2. Investigative responsibilities rest with the Prince George's County Fire Department.

3. In the event of fatal injuries investigative responsibilities transfer to the PGPD Homicide Division.

G. Media Relations

1. All news releases concerning the incident rest with the Prince George's County Fire Department.

2. Any request for additional information or interviews will be coordinated with the designated PGFD media representative.

IV. **After Action Review**

1. If requested the Department will participate in an intra-agency critique or hold its own to determine if policy and procedures were followed.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **OPERATIONS OF POLICE VEHICLES**			PROCEDURE NUMBER **UPPD406.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
NEW ☐ AMENDS ☐ RESCINDS **DATE**	CALEA CHAPTER **41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish policy, procedures, and guidelines for the operation of Police Department vehicles.

II. POLICY

It will be the policy of the University Park Police Department to require employees to operate police vehicles in a manner that provides an example of safe driving which will foster mutual admiration and trust with the motoring public.

III. DEFINITION

Police Vehicle - Any vehicle owned /or leased by the Town of University Park registered as an emergency vehicle with the State of Maryland.

PSC – Prince George's Public Safety Communications Center.

IV. AUTHORIZATION TO OPERATE DEPARTMENTAL VEHICLES

A. Department vehicles will only be operated by the following persons:

1. Employees of the Department possessing a valid driver's license for that class of vehicle;

2. Authorized mechanics for the purpose of road testing.

V. COMPLIANCE WITH REGULATIONS AND TRAFFIC LAW

Employees operating Department vehicles will drive in a reasonable and prudent manner, obey all regulations and traffic laws, and display courtesy to other motorists. Seat belts will be worn by the driver and all passengers of any Department vehicle at all times. All use of cell phones must be hands free.

VI. PARKING POLICE VEHICLES

A. Employees operating Department vehicles will observe all parking regulations except in emergency situations.

B. During emergency situations, Department vehicles parked in restricted areas will not be parked so as to unnecessarily interfere with traffic or impede fire/rescue operations.

C. If a Department vehicle must be double-parked or parked in a restricted area, the vehicle's parking lights will be placed on flash.

D. Employees will ensure that the vehicle and contents are secured whenever the vehicle is left unattended.

E. All police vehicles will be parked in the designated parking area at Town Hall, if available.

VII. EMERGENCY EQUIPMENT

All conspicuously marked police vehicles will be equipped with operational emergency roof mounted lights and sirens.

All unmarked vehicles shall be equipped with a dash / visor mount interior light and sirens.

VIII. EMERGENCY RESPONSE

A. Employees operating Department vehicles as emergency vehicles will adhere to the requirements of the Maryland Vehicle Law Section 21-106, and University Park General Order 407.0 – Vehicle Pursuits.

B. Although the Department does not place a speed restriction on officers when they are responding priority, it is vital that they arrive safely at the scene of an incident in order to render assistance. As a result officers will exercise due care and operate the vehicle in a reasonable manner.

C. Officers may use emergency equipment:

1. To signal police presence;

2. To direct movement of persons, animals or vehicles;

3. To provide supplemental lighting;

4. To warn persons of danger;

5. While operating priority response.

D. In these circumstances, officers may activate emergency lights, spotlights, hazard flashers, sirens, and/or the public address systems.

E. When officers are responding priority they shall proceed through a traffic control device, such as a stop sign, traffic control signal, railroad crossing signal etc., only after slowing down as necessary for safety.

1. Slow to such a speed as is necessary for safety, when approaching an uncontrolled intersection.

2. Exceed any maximum speed limit, but only so long as the driver does not endanger life or property.

F. Emergency operation of an unmarked vehicle requires the dash or roof-mounted emergency lights to be activated in conjunction with headlights, other emergency lights and audible warning devices.

G. All life threatening calls will receive a priority response classification. The following shall receive a priority response:

1. Major incidents in progress or that have just occurred; and

2. Incidents when a suspect may be on the scene.

H. Calls which normally require an emergency response include, but are not limited to:

1. Armed Subject: When a subject is threatening people with a weapon;

2. Traffic Accident with Injury: To render emergency care;

3. Fatal Accident: To protect the scene and assist other victims;

4. Hit and Run Traffic Accident With Injury or Fatality;

5. Signal 13 (Officer in Trouble): Two primary units and other nearby units within the sector, will be assigned;

6. Fights: When weapons are involved;

7. Unknown Trouble: When information indicates a life-threatening incident may be occurring;

8. Homicide

9. Sex Offenses: When the incident is in progress or has recently occurred;

10. Suicide or Attempt: When life saving techniques may be applied;

11. Domestic Violence: When weapons are involved or the offender is attempting entry by breaking and entering;

12. Burglar Alarms: When information indicates that a suspect is present;

13. Robbery Hold-up Alarm;

14. Robbery: When the incident is in progress, or has recently occurred or when the suspects may be in the immediate vicinity;

15. Kidnapping: When the incident is in progress or when directed by investigators;

16. Breaking and Entering: When the incident is in progress, or has recently occurred, or when the suspects may be in the immediate vicinity;

17. An individual possibly suffering from cocaine/drug-induced psychosis or excited delirium: A supervisor will respond to the scene to determine whether the WRAP will be deployed.

I. Non-life threatening calls will receive a non-priority classification.

J. The first officer on the scene of an incident will advise the PSC dispatcher if a change in response classification is appropriate. The dispatcher will determine which units will respond and their response classification.

VIII. EMERGENCY ESCORTS

Employees will not use Department vehicles for the purpose of emergency escorts. The on duty supervisor may give permission for an emergency escort to prevent loss of life, serious injury, and/or an unusual occurrence.

IX. FUNERAL ESCORTS

Department vehicles may be used to escort funeral processions, and in such cases, emergency lights will be used. The operator of the vehicle will adhere to all requirements of §207 of the Transportation Article, Annotated Code of Maryland.

X. MAINTENANCE OF VEHICLE

Officers using Department vehicles are responsible for general maintenance cleanliness. For care of assigned vehicles refer to General Order 1405.0 – Take Home Vehicles. Smoking in police department vehicles is prohibited. At no time will an employee make any alterations to police vehicle equipment, or install unauthorized equipment. All officers using police vehicles will perform the following inspections prior to the first use on any tour of duty:

A. Exterior inspection for body damage and tire conditions. Unreported damage will be immediately reported to a supervisor.

B. Interior inspection for property/evidence items. Property/evidence items will be documented as required by department procedure.

C. Inspection for full fuel levels.

D. Inspection for issued vehicle equipment in compliance with University Park Police General Order 308.0 Section IV, D, Vehicle Equipment.

E. All inspections will be documented on the Daily ODR. Supervisors will ensure that any problems noted on the form are corrected. Mechanical problems will be brought to the supervisor's attention for scheduling of repair.

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UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
VEHICULAR PURSUIT			**UPPD407.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**7**	**10/22/2014**	
☐ **NEW** ☐ **AMMENDS** ☐ **RECINDS** **DATE:**	CALEA CHAPTERS **1, 41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes the procedure of the University Park Police Department concerning vehicular pursuits.

II. POLICY

The pursuit of any violator is a serious action that involves a myriad of situations and issues. It is the policy of this department that all officers shall observe the below listed laws, regulations and guidelines for the fresh pursuit of fleeing felons, misdemeanants and traffic law violators.

Vehicular pursuits of fleeing suspect's 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 people's lives to the greatest extent possible when enforcing the law.

Note: This directive does not prohibit an officer from pursuing a fleeing person who has committed a misdemeanor or felony in the presence of the officer on foot or bicycle.

III. DEFINITIONS

A. Vehicular Pursuit: An active attempt by a law enforcement officer in an authorized emergency vehicle to apprehend one or more occupants of another motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

Note: A pursuit to close on and apprehend a motorist who stops on police signal is not considered a vehicle pursuit.

B. Primary Pursuit Unit: The officer operating the departmental vehicle closest to the suspect (often the initiating unit). The primary officer could change during the pursuit.

C. Secondary Unit: Any officer authorized to be involved in a hot pursuit who is not the primary unit.

D. Caravanning: An action where departmental vehicles other than primary or secondary units line up behind those units and engage in a hot pursuit.

E. Forced Stopping: The maneuvering of a departmental vehicle closely to a pursued vehicle to force stops; includes intentional contact by a departmental vehicle with the pursued vehicle.

IV. LAWS GOVERNING FRESH PURSUIT

1. Criminal Procedure Article Title 2, Subtitle 3, § 2-301 - Elements and conditions of fresh pursuit; authority of officers.

a. This section applies to a law enforcement officer of a jurisdiction in the State who engages in fresh pursuit of a person in the State.

b. Elements of Fresh Pursuit;

(1) Fresh pursuit is pursuit that is continuous and without unreasonable delay.

(2) Fresh pursuit need not be instant pursuit.

(3) In determining whether the pursuit meets the element of fresh pursuit, a court shall apply

the requirements of the common law definition of fresh pursuit that relates to these elements.

c. A law enforcement officer may engage in fresh pursuit of a person who:

(1) Has committed or is reasonably believed by the law enforcement officer to have committed a felony in the jurisdiction in which the law enforcement officer has power to arrest; or

(2) Has committed a misdemeanor in the presence of the law enforcement officer and in the jurisdiction in which the law enforcement officer has the power of arrest.

d. A law enforcement officer who is engaged in fresh pursuit of a person may:

(1) Arrest the person anywhere in the state and hold the person in custody; and

(2) Return the person to the jurisdiction in which a court has proper venue for the crime alleged to have been committed by the person.

2. Criminal Procedure Article Title 2, Subtitle 3, §2-305 – "Authority of officers of other states to arrest in this State".

(a) "A member of a state, county or municipal law enforcement unit of another State who enters this State in fresh pursuit and continues within this State in fresh pursuit of a person to arrest the person on the ground that the person is believed to have committed a felony in the other state has the same authority to arrest and hold the person in custody as has a member of a duly organized State, county or municipal corporation law enforcement unit of this State to arrest and hold a person in custody on the ground that the person is believed to have committed a felony in this State.

(b) This section does not make unlawful an arrest in this State that would otherwise be lawful."

3. Criminal Procedure Article Title 2, Subtitle 3, Section 2-306 – "Hearing to determine lawfulness to arrest":

(a) If an officer of another state makes an arrest in this State in accordance with Section 2-305 (a) of this subtitle, the officer shall, without unnecessary delay, take the person arrested before a judge of the circuit court of the county in which the arrest was made for a hearing to determine the lawfulness of the arrest.

(b) If the judge determines that the arrest was unlawful the judge shall discharge the arrested person.

B. **District of Columbia**

District of Columbia code provides that a police officer from another jurisdiction may enter the District of Columbia in fresh pursuit in order to arrest a person "on the ground that he/she is believed to have committed a felony" in the pursuing officer's State and, that he/she has the same powers to arrest the person and hold him/her in custody as the D.C. officer. The arresting officer must appear before a judge of the Superior Court of the District of Columbia without unnecessary delay after the arrest to determine the lawfulness of the arrest.

C. **Commonwealth of Virginia**

In Virginia, §19.2-79, Virginia State Code, provides that a police officer may enter Virginia in close pursuit in order to arrest a person "On the ground that he/she has committed a felony" in the pursuing officer's State or the District of Columbia and that he/she has the same power to arrest that person and hold him/her in custody as a Virginia officer. The arrested person must be taken before a judge of a County, Municipal, Circuit or Corporation Court of the County or City where the arrest was made without unnecessary delay for a hearing to determine the lawfulness of the arrest.

1. It should be noted that the State of Maryland permits fresh pursuit of a person who has committed a felony, or who is reasonably suspected of committing a felony, whereas, the

Commonwealth of Virginia permits fresh pursuit of a person solely on the ground that he/she has committed a felony.

V. GENERAL PROCEDURES

A. All vehicular pursuits of persons operating a motor vehicle wanted for misdemeanor or traffic offenses are prohibited. The officer shall attempt to obtain the tag number and description of the vehicle and/or offender and contact PSC, who shall alert the jurisdiction into which the fleeing offender has gone. If needed, an investigation of the incident shall continue and a warrant may be obtained.

B. Authorized Pursuit

1. Fresh pursuit is only allowed when an officer has probable cause to believe that the fleeing suspect has committed or is attempting to commit the following:

a. Any felony involving the use of force or threat of physical force or violence against a person; and/or

b. A hit and run traffic accident resulting in death or serious injury.

All other pursuits are prohibited, except non-motor vehicle pursuits.

2. Pursuit of offenders, who have committed felonies, into other jurisdictions, shall be done with extreme caution and only after the above criteria is met in Section V.B.1.a-b of this general order. The radio shall be utilized to advise police authorities of the jurisdiction entered to intercept or join the pursuit.

3. Officers may arrest felons after a legal pursuit into another State, however, they shall hold the individual for, and relinquish the individual to, the law enforcement agency of the entered jurisdiction. Custody of this individual should then be administratively processed through the entered jurisdiction with extradition procedures initiated by the arresting jurisdiction.

C. Vehicular Pursuit

1. The decision to initiate a pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect(s) remain at large.

2. Vehicular pursuits will only be allowed under the provisions stated in Section V.B.1.a-b.

3. The pursuing officer and assigned back-up officers shall immediately activate their vehicle's emergency equipment, in accordance General Order UPPD406.0 – "Operations of Police Vehicle". These devices shall remain activated throughout the duration of the pursuit. Unmarked vehicles involved in pursuits will use high-beam headlights throughout their involvement.

4. Departmental unmarked vehicles may be primary pursuit units with siren and emergency lights. These vehicles may pursue only until a marked police cruiser assumes the primary pursuit role, after which they become secondary units. These vehicles will cease active pursuit after a second marked police cruiser becomes a secondary unit. However, with supervisory authorization any departmental vehicle may continue as a primary unit as necessary to match the performance capabilities of the suspect vehicle.

5. Departmental vehicles occupied by civilians shall not be used during an authorized pursuit.

D. Pursuit Officers Responsibilities

1. The pursuing officer shall immediately notify PSC that a pursuit is underway. The officer shall provide PSC with the following information:

a. Unit identification number;

b. Location, speed and direction of travel of the fleeing vehicle;

c. Description and license plate number, if known, of the fleeing vehicle;

d. Number of occupants in the fleeing vehicle and descriptions, when possible; and

e. Reason(s) supporting the decision to pursue.

f. The primary pursuit officer shall maintain a clear narrative of the pursuit, providing speed and location to the dispatcher.

g. When officers become involved in vehicle pursuits as secondary units, they shall notify the dispatcher and limit radio transmissions to those essential to the pursuit or to acknowledge an inquiry. In certain cases, they may handle communications for the primary unit. Other back-up units will not advise their location or other information unless deemed necessary for apprehension efforts.

h. When an aviation unit is involved and direct radio contact is established with PSC, it becomes the primary pursuit unit. The primary pursuit ground unit and the secondary ground unit shall then restrict radio communications, decrease speed, and follow at a safe distance.

i. Aviation units will be given radio priority to relay speed, direction of travel, potential hazards, and possible apprehension sites to patrol units and supervisors.

E. Speed Restrictions – Officers shall limit pursuit speed within the Town limits to 10mph over the posted speed limit. For those routes adjacent to the Town, 50mph is an acceptable speed, those adjacent streets would include:

1. US Route 1;
2. MD Route 410; and
3. Adelphi Road

F. Communications Responsibilities

1. Upon notification that a pursuit is in progress, PGPD PSC personnel will follow their prescribed standard operating procedures during the pursuit.
2. PGPD PSC personnel will carry out the following activities and responsibilities during the pursuit:

a. Receive and record all incoming information on the pursuit and the pursued vehicle. Officers must remain on the designated radio frequency;

b. Control all radio communications and clear the radio channel of all non-emergency traffic;

c. Obtain criminal record and vehicle checks of the vehicle and suspect, if possible;

d. Coordinate and dispatch back-up assistance and air support units, if used; coordinate with other jurisdictions when the pursuit may extend into their area.

G. Supervisory Responsibilities

1. The following are responsibilities of a Department Supervisor or PGPD Supervisor, as applicable. Upon notification of a vehicle pursuit, a supervisor shall:

a. Ensure that the appropriate number of officers is involved in the pursuit with consideration to:

1. The nature of the offense for which pursuit was initiated;

2. The number of suspects and any known propensity for violence;

3. The number of officers in the pursuit vehicles;

4. Any damage or injuries to the assigned vehicles or officers;

5. The number of officers necessary to make an arrest at the conclusion of the pursuit; and

6. Any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles.

b. An officer who engages in hot pursuit with assistance of another agency shall comply with supervisory orders of the assisting agency.

H. **Traffic Regulations During Pursuit**

1. Each unit engaged in vehicular pursuit shall activate headlights, wig-wags, and all

emergency vehicle equipment prior to beginning or joining a pursuit.

2. Officers engaged in a pursuit shall at all times drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.

3. Nothing in this directive shall be construed to release the operator of a departmental vehicle from civil or criminal liability for failure to use reasonable care in the operation of an emergency vehicle.

I. Pursuit Tactics

1. Unless expressly authorized by a Department supervisor or PGPD supervisor, pursuit shall be limited to the assigned primary and back-up vehicles. Officers are not otherwise permitted to join the pursuit or follow the pursuit on parallel streets.

2. Additionally, the following pursuit tactics are **prohibited:**

a. Forced Stopping: maneuvering a Departmental vehicle into the path of the pursued vehicle; deliberate contact between vehicles, forcing the pursued vehicle into parked cars, ditches, or any other obstacle.

b. Roadblocks: any method of restriction (including partial restriction) or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to affect apprehension of an actual or suspected violator in a motor vehicle. This does not include planned sobriety check points and road closures due to special events, accidents, and weather or traffic conditions.

c. Caravanning: the following and direct participation in a pursuit by Departmental vehicles other than the primary pursuit and secondary pursuit vehicles.

d. Passing: there shall be no attempt by and officer to pass the primary or secondary units unless the passing officer receives specific permission from the primary pursuing officer or a supervisor. Primary and secondary units shall not drive parallel to each other during a pursuit.

e. Officers will not continue direct pursuit if the pursued vehicle begins to travel the wrong way on a one-way roadway. Units may continue to travel on the parallel roadway going the correct direction of travel.

J. Termination of Pursuit

1. A decision to terminate may be the most rational means of preserving the lives and property of the public, the officers and suspects engaged in the pursuit. A vehicular pursuit may be terminated by the primary pursuing officer, Department supervisor and/or PGPD supervisor who are fully aware of all pertinent details of the pursuit.

a. When a Department officer initiates a pursuit and there are no supervisory personnel working within their Department the officer will adhere to the call for termination of pursuit by the PGPD supervisor. The Department officer will immediately call off the pursuit at that point, there are no exceptions to this rule.

2. Pursuit shall be immediately terminated in the circumstances of:

a. Weather or traffic conditions that substantially increase the danger of pursuit beyond the worth of apprehending the suspect;

b. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile;

c. The danger posed by continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect(s); or

d. Suspects' identities have been established to the point that later apprehension may be accomplished, and the officer feels that the short term freedom of the suspects would not unduly endanger the community;

3. The pursuing officer shall relay this information to the PGPD PSC personnel along

with any further information acquired which may assist in an arrest at a later date.

4. When terminating a pursuit, an officer will turn off all emergency equipment and disengage their vehicle by turning away from the direction of the fleeing vehicle.

K. Inter-Jurisdictional Pursuits

1. The pursuing officer shall notify PGPD PSC when it is likely that a pursuit will continue out of Prince George's County or across the State lines.

2. Pursuit into another County or a bordering State shall conform with State Laws pertaining to those jurisdictions.

3. No more than two units shall cross a State line while in pursuit unless authorized by the Department supervisor or PGPD supervisor for articulable reasons. When more than two units pursue across a State line, those in excess of the primary and first back-up units shall terminate pursuit as units from the entered jurisdiction join the pursuit. As soon as practical the pursuit shall be relinquished to units from the entered jurisdiction, with only the primary unit continuing until the pursuit is concluded or terminated.

4. Roadblocks will not be initiated by any officer after crossing a State line.

L. **Inter-Agency Pursuits**

1. No officer shall enter into any pursuit initiated by a member of another police agency unless that pursuit meets the criteria of Section V.B.1 of this general order.

2. All other applicable sections of this general order shall also apply to this Department's involvement in all pursuits initiated by other agencies.

M. Use of Force

1. Officers shall use only that degree of force that objectively reasonable under the circumstances to overcome actual resistance, effect an arrest or to defend themselves or others from bodily harm.

2. Department policy pertaining to the use of deadly force shall be adhered to during the pursuit in accordance with General Order UPPD 400.0 Use of Force/Report.

N. Apprehension

1. Safety is critical when the suspect's vehicle is stopped. Therefore, officers will maintain self control and strict operational discipline consistent with their training and officer safety practices. Officers should maintain cover and concealment and use safe arrest methods.

O. Pursuit Analysis

1. After an authorized pursuit ends in arrest of a suspect or is terminated the initiating officer will complete a Vehicle Pursuit Report and any other appropriate reports. The Vehicle Pursuit Report will detail the events leading up to the pursuit, details of the pursuit, outcome of the pursuit, etc. The Vehicle Pursuit Report will be completed before the end of the officer's tour of duty or as soon as practical.

2. Command Review: The officer's supervisor shall review the "Vehicular Pursuit Report" and indicate agreement or disagreement with the actions taken. If disagreement occurs, written findings must be included.

3. The report will then be forwarded to the Chief for review. This review shall address the following issues, at a minimum:

a. The reason for the pursuit;

b. The conditions of the pursuit; day of week; time of day; location of pursuit; traffic; vehicle speeds and the number of officers involved, etc.

c. During the pursuit, did the actions of the involved officer(s) conform to established policy?

d. Were there any exceptions to policy? If so, what were they and why did they occur?;

e. Was any action taken against the suspects and suspect's vehicle? If so, what circumstances necessitated the use of this action?;

f. What roles, if any, did units from any other police agency have in the pursuit?;

g. Based on the information compiled for this report did the reporting supervisor find that the pursuit was handled properly or should it have been handled differently and how?

P. Annual Review

1. By January 31st, the Chief, or designee shall review all vehicular pursuit reports to determine whether:

a. The pursuits were necessary and within Department policy;

b. There are any training needs to be considered; and/or

c. There any changes that should be considered in regard to current Department general orders.

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UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
DRIVING UNDER THE INFLUENCE			**UPPD408.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish policy and procedures for the arrest of an individual for driving or attempting to drive a vehicle while under the influence of alcohol and/or drugs (DUI).

II. POLICY

In accordance with the requirements of the Transportation Article, Section 21-902, officers of this Department shall vigorously enforce the serious misdemeanor offense of driving under the influence of alcohol and/or drugs.

III. PROCEDURES

A. Initial Contact

1. Officers are encouraged to conduct field sobriety tests to assist them in establishing probable cause and to help them decide whether or not to proceed with further testing.

2. The following physical field sobriety tests may be given, including, at a minimum:

a. Horizontal Gaze Nystagmus Test; Officers must be trained in the proper administering of this test prior to their using it.

b. Walk and Turn Test

c. One Leg Stand

C. Preliminary Breath Testing (P.B.T.)

1. Subject to availability, all suspected DUI drivers may at the officer's discretion be offered a Preliminary Breath Test (PBT). Testing will be in accordance to the procedures set forth in General Order UPPD 408.1.

D. Arrest Procedures

1. Once arrested, advise the defendant of their rights according to the MVA form DR-15 "Advice of Rights" form

E. Vehicle Disposition

There are three possible ways of disposing of the violator's vehicle:

1. If the vehicle is stopped in what the officer feels is a safe and legal location, it may be locked and left there if the operator so desires. Whether or not the vehicle contains any valuables should be considered when doing this.

2. The vehicle may be towed in accordance with established towing policy. See General Order UPPD415.0 - "Vehicle Impounds"

3. If the vehicle is occupied by passengers when the driver is arrested, the officer may release the vehicle to one of them, whose name is to be noted in the report, under the following conditions:

a. The arrested driver has an ownership interest in the vehicle and gives permission to a sober, licensed driver to operate the vehicle.

b. One of the passengers has an ownership interest in the vehicle and is a sober, licensed driver; or this person gives permission to another who is sober and licensed to drive the vehicle.

4. In all other circumstances the vehicle will be left at the scene and locked or towed.

F. Vehicle Keys

1. If the vehicle is towed, the ignition and door keys will be given to the tow truck driver. All other keys will be returned to the defendant.

2. If the vehicle is left at the scene of the stop, all keys will be retained by the officer pending disposition.

NOTE: In instances where the defendant is released on their own recognizance by a Court Commissioner and no responsible, sober adult, is available and the vehicle was left at the stop location; the vehicle keys will be left at the station by the arresting officer with a note attached containing the defendant's name and the time after which they may be picked up (eight hours after the arrest). The defendant will be advised by the officer how to obtain the keys. If the defendant does not obtain the keys in a reasonable time period, after the eight hour time period, the arresting officer will place the keys into the property vault and attempt to notify the defendant.

G. Passengers

The arresting officer or other officer at the scene shall make a reasonable attempt to obtain other transportation for the passengers if they so desire. Officers may transport these passengers a reasonable distance if no other alternative exists.

H. Advice of Rights

All persons suspected of DUI and/or violations of an alcohol restriction should be informed of their rights per MVA form DR-15 "Advice of Rights". Advising a defendant of the Miranda rights is discretionary, but if they are given, it should only be done after the execution of the DR-15 but prior to asking concerning amount of alcohol consumed, when it was consumed, and so on. In every case this form will be read to the defendant, signed by the defendant and the arresting officer. A reasonable attempt will be made by the arresting officer to explain the DR-15 information to the defendant, if necessary.

I. Test Refusal

1. Once a driver has refused to submit to a test, either by words or actions, the arresting officer will complete an "Officer's Certification of Driver's Refusal to Submit To Chemical Test" (form DR-15A).

2. PBT results may be shown on this form because it is administrative and not evidentiary.

3. It is the arresting officer's responsibility to give the defendant a copy of the DR 15-A and to mail the hard copy to the Motor Vehicle Administration prior to the end of their tour of duty.

J. Alcohol Restrictions Violations

1. For persons under the age of 21, it is a separate offense to have an Alcohol Concentration of .02%-.07%. Upon stopping a person under 21 and detecting any evidence of alcohol the following procedures shall be followed when a PBT test is elected:

a. If test result is .08% or above complete DR-15A and charge DUI and 16-113(h).

b. If test result is below .08% complete DR-103, "Violation of Alcohol Restriction", and charge 16-113(h). You may also charge DUI if there is probable cause.

c. When both charges are placed, list both charges on the Arrest/Juvenile Report if under 18.

2. Any person may have an alcohol restriction 16-113(j) placed on their license. This means that they cannot have any alcohol in their system at all. Upon stopping a person and detecting any evidence of alcohol the following procedures shall be followed when a test is elected:

a. If test result is .08% or above complete DR-15A and charge DUI and 16-113(j).

2b. If test result is below .08% complete DR-103, "Violation of alcohol Restriction", and charge 16-113(j). You may also charge DUI if there is probable cause.

c. When both charges are placed, list three charges on the Arrest/Juvenile Report, including 16-113h as well, if under 18.

3. For any person operating/in control of a commercial vehicle it is a separate offense to have an Alcohol Concentration of .04%-.07% 16-813(a). Upon stopping a person and detecting any evidence of alcohol, the following procedures shall be followed when a test is elected:

a. If the test result is .08% or above, complete form DR-15A and charge DUI and 16-813(a).2). If test result is .04%-.07% complete DR-102, "Commercial Motor Vehicle", and charge 16-813(a). You may also charge DUI, 16-113(h), and/or 16-113(j) if they apply and there is probable cause.

K. Charging Documents

1. In most instances charges will be placed using a state citation. Exceptions are for persons under the age of eighteen (see below), and when probable cause for the stop is not a traffic violation (Town Ordinance, SERO, etc.). In all other instances, one citation should be issued for the probable cause for the stop, one for the DUI, and any others that may be necessary.

2. In some cases, charges cannot be placed immediately. Charges after investigation may be placed using a state citation if the defendant can be found in Prince George's County. If the defendant is not located in the county, it is necessary to complete an Application for Statement of Charges and present it to a Court Commissioner for issuance of a charging document. All charges after investigation must be placed within one year and one day of the violation date.

3. No charges will be placed for manslaughter by auto or homicide while under the influence without first consulting with the State's Attorney's Office.

4. All traffic charges, related to DUI, placed against persons under the age of eighteen shall be made on a Juvenile Arrest Report. No state citations are to be completed when incarcerable offenses are involved for Juveniles.

L. Release of the Defendant

1. In cases where an adult defendant is a Maryland resident, has no prior DWI/DUI or FTA charges on their record, is cooperative during the arrest process and has a responsible, sober adult to provide transportation, then the arresting officer may allow the defendant to sign the citation(s) and leave in lieu of going before a Court Commissioner.

2. General Order UPPD900.0-"Juvenile Procedures" shall be followed for all persons under the age of eighteen.

3. Allowing defendants to sign the citation(s) instead of going before the Court Commissioner is a matter of officer discretion and in keeping with the Reciprocity Agreement, as is referred to in the Uniform Complaint and Citation Book.

4. In all instances, when the officer deems it necessary, the defendant may be taken before a District Court Commissioner for an initial appearance.

5. In instances where the defendant's vehicle was left at the stop location and the defendant released to a responsible, sober adult, the arresting officer will advise that person that they are responsible for the defendant and that he/she is not to drive for eight hours.

M. Alcohol Concentration Tests

1. All drivers arrested under this general order will be advised of their rights via DR-15. This will be done before they are advised of their "Miranda Rights".

1. All alcohol concentration tests must be administered within two hours of the time of arrest.

a. If the driver elects to take the test he/she will be transported to the nearest available Intoximeter location for the test to be administered.

b. All defendants will be given a reasonable opportunity, if they so request, to contact a lawyer before they decide whether or not to consent to take the test. They will be advised that any time spent doing this is counted in the two hour limit and should that time expire it will be considered a refusal.

c. The officer will remain with the defendant during the 20-minute observation period to ensure that nothing has gone into the defendant's mouth.

2. Except in the following instances, only the breath test is available to the defendant:

a. The defendant is unconscious or otherwise incapable of refusing to take the Intoximeter test;

b. Injuries to the defendant require their removal to a medical facility; or

c. Equipment for administering the breath test is not available.

NOTE: In these instances, the blood test will be offered. Unless the defendant is unconscious, they have the right to refuse this test.

3. In all cases where there is an Intoximeter Test result of .00%-.35% or higher after two tests the defendant will be transported to the nearest hospital for an examination.

N. Blood Tests

1. Only the blood alcohol collection kit approved by the State Toxicologist will be used for the withdrawal of blood. Check the expiration date before using.

2. Hospital emergency rooms (ER) may have approved current, blood test kits in stock. If possible, officers should verify before responding to the hospital, if necessary check with the nearest county or state police facility for kit availability.

3. Persons transported to hospitals due to injuries are routinely tested and, if no kits can be found in time, officers can request the State's Attorney's Office to subpoena the hospital's records. This will require detailed justification to show seriousness of the offense.

4. For persons transported to the University of Maryland Shock Trauma Center it is not necessary to have a blood kit sent there for use. They will test all incoming patients. Officers can call them for the results and later subpoena their records, if necessary.

5. There are two forms with the blood kit. One is the "Alcohol Analysis-Medical Personnel Payment Authorization" (MSP Form #34) and the other is the Blood Collection Report inside the kit and has a consent form with it.

a. The consent form is to be signed by the defendant, if conscious, and kept by the officer.

b. Complete the Blood Collection Report and include it with the sample in the inner box.

c. The MSP Form #34 will only be completed in the "Arrest Information" section. All areas are self explanatory except:

Local Area Case Number-use Incident Number (CCN)
Time - use the time of arrest
Installation Commander - leave blank
Send results to -arresting officer's name and station address

d. The officer will ensure that the "Medical Personnel Payment Authorization" (MSP Form #34) is filled out by the proper medical personnel.
e. Remove the last copy of MSP Form #34 and turn it in with the report. All other copies are put into the outer box with the test kit and mailed.

f. The newer kits have four white seals and four orange seals. Fill out all eight seals. One white seal goes over each stopper and one goes on the side of each tube. Use three orange seals to close the clear plastic box, from the top down over the sides. Use the fourth orange seal to seal the outer box by placing it over the lock tab where it state's "seal here".

g. All needles are to be disposed of at the test site. All officers will wear protective rubber gloves while handling any blood and/or blood kits.

h. The officer will watch the process and will take custody of the completed kit.

i. The entire sealed kit will be mailed. A Property Record shall be completed to accompany the blood kits. All blood kits will be mailed to:

Chemical Test for Alcohol Unit
Maryland State Police
1201 Reisterstown Road
Pikesville, Maryland 21208-3899

j. The MSP Chemical Test for Alcohol Unit will notify the arresting officer by mail of the test results. It is the officer's responsibility to send the results to the State's Attorney's Office and hand delivers them to the defendant, or if not in the county, mails them to him/her by certified mail with return receipt. The defendant must receive the results at least fifteen days before the trial date.

O. Unconscious Persons

A. A search warrant is required before taking a blood test of an unconscious person. An individual who regains consciousness must then be given the opportunity to refuse the test.

P. Drivers Involved in Fatal Accidents

1. If a person is involved in a motor vehicle accident that results in the death of, or a life threatening injury to, another individual and the person is detained by a police officer who has reasonable grounds to believe that the person has been driving or attempting to drive while under the influence of alcohol, or under the influence of any drug, any combination of drugs, or a combination of one or more drugs and alcohol, so that the person could not drive a vehicle safely or is in violation of the Transportation Article, the person will be required to submit to a test, as directed by the officer.

2. Do not complete the DR-15 when involved in a fatal accident. The detained person is required by law to submit to a chemical test as directed by the officer. Advise the detained person of their "Miranda Rights".

3. If the blood test is selected, the officer will witness the withdrawal of blood (using an approved blood kit) by medical personnel.

Q. Deceased Persons

As a matter of policy, the Medical Examiner's Office will conduct numerous tests on the deceased including an alcohol concentration. The test results are available to the investigating officer on request.

R. Paperwork Checklist

Below is a list of reports/forms that may be necessary for a DWI/DUI arrest:

1. State Citation (M.V.A. Form #DR-49) - required charging document for all DUI arrestees charged as adult;

2. Arrest Record - for juveniles charged as juveniles;

3. Alcohol Influence Report / DUI Checklist (P.G.C. Form #3381) - required for all DUI arrests. Include results of the physical sobriety tests administered. In non-accident cases, the report is an initial report form; in accident cases, a supporting form.

4. Advise of Rights (MVA Form #DR-15)- required in all non-fatal accident cases.

5. **Officer's Certification and Order of Suspension** (MVA Form DR-15A)-required

in all non-fatal accident cases, used to:

a. Confiscate a Maryland driver's license
b. Issue a temporary license;
c. Order a suspension;
d. Request a driver's hearing;
e. Indicate officer's statement of reasonable grounds;
f. Record results of a test for alcohol concentration; and
g. Provide evidence of refusal.

6. Alcohol Testing Program Log (MSP Form #36B) - required for all DUI arrests regardless of whether a chemical test is administered.

a. Record information in the Log prior to end of watch.

b The arresting officer shall note the court disposition of the case on the Log within 72-hours of adjudication.

7. Notification to Defendant of Result of Test for Alcohol Concentration (MSP Form #33 - required for all DUI arrests.

8. Request for Witness Summons (District Court Form CR-760) **blood tests only**.

9. Disposition of Alcohol Chemical Test (MSP Form #171).
10. Alcohol Analysis and Medical Payment Authorization (MSP Form #34).

11. PBT Advisement of Rights (MSP Form 102) if PBT offered.

12. Statement of Probable Cause - if taken before a Commissioner.

13. Citation Transmittal Sheet - if taken before a Commissioner.

14. Application for Statement of Charges - if taken before a Commissioner.

15. Property Record

16. **Vehicle Impound** - if towed by officer to include written notification to last known registered owner.

End of Document

UNIVERSITY PARK POLICE	GENRAL ORDERS

TITLE			PROCEDURE NUMBER
PRELIMINARY BREATH TEST (PBT) UNITS			**UPPD408.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and procedures for Preliminary Breath Test (PBT) Units.

II. POLICY

Department policy requires officers to take a pro-active approach to the enforcement of alcohol and drug related offenses as they relate to drivers.

III. PROCEDURES

A. PBT trained officers will take the PBT unit with them while on patrol when unit is available.

1. All officers using the PBT unit will comply with the procedures set forth in General Order UPPD408.0-"Driving Under the Influence".

2. When tests are given to those persons who have been drinking in public and are not driving, a Preliminary Breath Test Log will be completed for each individual tested by the administering officer.

B. The PBT Coordinator and other PBT operators should provide pro-active alcohol and drug enforcement as it relates to the use of motor vehicles. These programs will be in addition to any routine patrol activities.

1. The purpose of the PBT unit is to identify those persons who have been consuming alcohol and/or drugs and who are either driving a motor vehicle or have access to one, so that appropriate enforcement actions can be taken.

2. Selective assignment of personnel may be instituted at times and locations where it has been shown that a significant number of prior alcohol violations have occurred.

3. Selective surveillance and enforcement may be instituted on roadways where there have been an unusual incidence of alcohol violations or alcohol related traffic accidents.

C. All alcohol related accident investigations will be coordinated with the PBT Coordinator to ensure completeness.

D. Copies of all DUI arrest and alcohol related accident reports will be sent to the PBT Coordinator for statistical purposes. The PBT Coordinator shall submit to the Chemical Test for Alcohol Unit of the Department of Maryland State Police, prior to the tenth of each month, an executed "Alcohol Influence and PBT Use Summary" (DPSCS/MSP Form #34A) for the previous calendar month.

IV. SELECTION AND TRAINING

A. Preliminary Breath Test Operators will be selected on the basis of interest, a demonstrated ability to exercise sound judgment, and the recommendation of their supervisor.

B. Preliminary Breath Test Operators will successfully complete a basic PBT Instruction Course approved by the State of Maryland.

V. OFFICERS RESPONSIBILITIES

A. Officers will be aware of the availability of the PBT unit and will offer a PBT in conjunction with every offense/incident where alcohol is being or has recently been consumed by a driver or person with immediate access to a vehicle.

1. Those officers not having a PBT unit with them will request an officer with a PBT unit to administer provided the offender has agreed to testing.

2. When an officer offers a PBT test to an offender and that person refuses to take the test, refusal will be logged in the PBT Log Book.

B. PBT Operators

1. Will handle the units properly and carry and/or store them in their approved cases when not in use.

2. Will complete the Preliminary Breath Test Log (Form MSP104) in the Master PBT Log book by the end of their tour of duty when a unit is used. (MSP Form #102) PBT Advisement of Rights will be forwarded to the PBT Coordinator. Once the Coordinator has assured that the log data has been recorded, MSP Form #102 can be destroyed. The PBT Advisement of Rights (MSP Form #102) will be completed for each vehicle operator offered the test. This includes refusals, which are also to be entered into the Master Log.

3. Will report any problems with any PBT unit to the PBT Coordinator in writing as soon as practicable.

4. Will place a PBT unit out of service when it is found to be malfunctioning and will send written notification of the problem, with the unit, to the PBT Coordinator. No repairs or modifications to the units will be attempted by the PBT Operator or any officer.

5. Will ensure that all PBT units are calibrated once a month. The operator will conduct a calibration test using the Alco-Sensor Simulator Unit located at Town Hall. The operator will make an entry of "Calibration Test" in the Master Log with the results. If the test reading is other than .09-.11, the unit is to be placed out-of-service and re-calibrated to .10. Written notice of the problem is to be made to the PBT Coordinator.

C. PBT Coordinator

1. Will maintain the general condition of all PBT units owned by the Department. If repairs are to be made, the coordinator will facilitate transportation of the units to and from the place of repair. All equipment associated with the PBT units (i.e., forms, calibration solution, mouth pieces, etc.) will be the responsibility of the PBT Coordinator.

2. Will review the Master PBT Log (MSP Form #104) for errors and will distribute to the Department any changes in procedure or regulations pertaining to the PBT unit.

3. Will ensure that all PBT units are calibrated as required in Section V.B.5 of this general order.

D. Supervisor

1. Will ensure that all officers trained in the use of PBT units are utilizing them when appropriate during each tour of duty.

2. Will coordinate the response of PBT officers as needed in the field.

E. The Chief or designee

1. Will develop directed patrol sites and activities with the PBT Coordinator.

2. Will coordinate staffing and training needs with the appropriate personnel, as needed.

VI. PRELIMINARY BREATH TEST FORMS

A. The Preliminary Breath Test Log Form will be used to record all PBT operations. The PBT numeric result will not be entered anywhere on a State Citation or other charging document, although the phrase "failed Preliminary Breath Test" may be used in a narrative describing the probable cause for a DUI charge.

B. No officer will remove the Master PBT Log Book from the station report writing area where it is stored.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
PATROL PROCEDURES			**UPPD409.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**6**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTER **41**	AUTHORITY **Chief Michael Wynnyk**	

I. Purpose: To define patrol functions, establish patrol the departments benefits as it pertains to special skills and abilities.

II. Policy: The department recognizes the need for additional compensation for Special Skills and Abilities and Circumstances.

III. Patrol Function:

A. A clear definition of function enables members to know what actions are in concert with Department policy, thus facilitating the delivery of services to the community. The primary function of Uniformed Patrol is to provide police service to the public twenty-four hours a day, seven days a week.

B. The Department expects officers to conduct patrol vigorously to prevent crime, improve community relations, and detect and apprehend offenders. Police services include, but are not limited to:

1. Preventive patrol methods directed toward the detection and correction of conditions that threaten the public peace, endanger life and property, or indicate possible criminal activity,

2. Crime prevention activities aimed at maintaining high visibility, staying alert to conditions that could facilitate criminal activity and taking appropriate corrective action,

* Responding to calls for service,
* Conducting preliminary investigations of all crimes, offenses and incidents, and documenting same on the appropriate departmental form,
* Arresting offenders,
* Traffic control and direction to include traffic law enforcement,
* Regulating certain businesses or activities as required by laws and/or ordinances,
* Maintaining public order,
*Providing primary emergency services as situations warrant, and support services for other emergency service agencies,
*Developing positive relationships within the community, while fostering confidence and respect, and
*Reporting information to appropriate Department personnel.

IV. Patrol Division Staff and Assignments: The Chief or designee oversees the Patrol function. The Patrol function is comprised of two squads, each supervised by a Sergeant, and consisting of two subordinate officers. Squad assignments are the responsibility of the Patrol Commander.

V. Shift Configurations: Patrol personnel are assigned to 12 hours shifts with the following hours:

A. Day Shift: Hours of operation are 6am until 6pm.

B. Evening Shift: Hours of operation are 6pm until 6am.

C. Modified Shift: Hours of operations may vary as long as the duration is 12 hours.

D. Frequency of Shift Rotation: Each officer will work three consecutive days with two days off and work two consecutive days with two days off.

E. Schedules: At the beginning of each calendar year, the Chief or a designee will provide officers with a schedule for the entire year.

VI. Service Area: Due to the size of the Town the officer on duty is responsible to patrol the entire Town. Assignments may be adjusted to reflect a uniform distribution of workload.

VII. Duties and Responsibilities:

A. All members of the Department are delegated the authority to make decisions relative to their position, and to execute their responsibilities in accordance with guidelines contained in the Department's General Orders.

B. Members will be held fully accountable to their immediate supervisor for the use of, or failure to use, delegated authority.

C. Generally, patrol assignments will include, but are not limited to:

1. Checking each street in the assigned beat at least once per tour,

2. Conducting house checks,

3. Visual checks of public and commercial buildings, properties, schools and houses of worship, and

4. Prompt report of police/public hazards.

VIII. Communications, Coordination and Cooperation:

A. Exchange of information with other department components and personnel is essential. This exchange can assist members in performing their duties more effectively.

B. Information can be shared and exchanged in various ways which may include, but are not limited to:

1. Regularly scheduled staff meetings among Department personnel and briefings among supervisors and officers during shift changes.

2. Attendance at shift briefing by members of the Department, or other departments.

3. Dissemination of crime analysis information gathered from within the department and from outside agencies via teletypes and other communiques,

4. Exchange of intra-office communication among Department components, and

5. Reviewing proposed written directives from superior officers.

IX. Police Hazards: A police hazard is any situation, person, property or place that may induce any incident calling for law enforcement action.

A. Knowledge of police hazards helps officers perform more effectively. Though hazards may be permanent or temporary, may vary hourly, daily or seasonally, and are capricious, officers should determine which patrol techniques will most effectively counteract them.

B. Officers confronting hazards that will require investigation, (e.g., suspicious subjects/vehicles, unusual activity/behavior, etc....) will report the incident accurately, neatly and completely on the appropriate department forms.

C. Street lighting malfunctions should be reported to the Potomac Electric Power Company (Pepco). Officers confronting hazards that may not require investigation, such as weather, roads, power lines down, malfunctioning traffic signals, etc.., will take appropriate action(s) to make the situation safe and cause the problem to be reported to the supervisor and appropriate maintenance agency. The supervisor will assess any damage and report the same.

D. The Patrol Commander or designee is authorized to request a declaration of transportation or utility emergency; defined as follows:

1. A transportation emergency is any natural or man-made emergency that disrupts or hinders the free flow of traffic on the State highways and local streets for more than eight (8) hours, so that public safety is or may be threatened as a result.

2. A utility emergency exists when any natural or man-made occurrence disrupts or severs, or has the potential to disrupt or sever, gas, electric, telephone, water, sewer, or other utility service to:

* Any large number of residential customers in any area of the Town, or

* Any public or private institutions in any area of the Town so that the public health, welfare, or safety is, or may be, threatened as a result.

3. Should an emergency arise as described above, patrol officers or a supervisor may request PSC to notify the State Highway Administration (SHA) Statewide Operations Center at 1-800-543-2515 or (410) 582-5650, and describe the nature of the emergency. The supervisor will then complete Form D-OAS-007 (available in the Sergeant's Office) and FAX it to (410) 582-9852.

4. Also authorized to request a "declaration of emergency" are:
* The Mayor
* The Chief of Police
* The Director of Public Works

X. Responding to Calls for Service: The majority of calls for police service are received and dispatched by PSC to the officers in the field. It will be the decision of the assigned officer(s), using the guidelines listed below, whether to respond in a non-emergency or emergency mode. The mode of response can also be directed by the supervisor.

A. Non-emergency response calls are those to which an officer should respond with caution, without the use of emergency equipment, and in conformance with all traffic laws.

B. Emergency response calls are those which require the officer(s) to respond utilizing emergency equipment - lights and siren. These calls may include, but are not limited to:

* Prowlers,
* Violent domestics,
* Possible or confirmed crimes in progress,
* Alarms,
* Calls that have a high probability of Violence,
* Officer needing immediate assistance, and
* Personal injury accidents (Signal 9-I).

C. Emergency calls will always take precedence over non-emergency calls. Non-emergency calls may he held, if necessary, until an officer is available.

D. Officers responding to any calls for service will operate the vehicle in accordance with UPPD 406.0 Operations of Police Vehicles.

XI. Criteria for the Number of Officers Assigned to Calls:

A. Under normal circumstances, one officer will be assigned to non-emergency calls for service. Some calls for service may require response by several officers.

B. Response by two or more officers may also be required for situations that have an actual or potential criminal factor.

C. If only one Department officer is on duty request additional assistance from PSC.

D. Response by at least two officers is required for any crime in progress, as well as but not limited to:

* Arrest situations,
* Calls having a potential for violence,
* Fleeing suspects,
* Suspicious and/or wanted persons or vehicles,
* Homicide and/or suicide calls,
* Intoxicated or emotionally disturbed persons,
* Building/premises checks and searches,
* Burglaries,
* Domestic disputes, and
* Prowlers.

D. Officers finding circumstances where additional officers may be needed will request back-up assistance.

XII. Incidents Requiring a Supervisor's Presence:

A. Incidents of a serious nature often arise and require the presence of a supervisor. The supervisor should respond without delay when requested by a subordinate, or to calls of major circumstance or of a serious nature. Upon arrival at the scene, they will take control. Examples of such calls may include, but are not limited to:

* Bomb threats,
* Hostage barricade situations,
* Serious injury/death notifications,
* Arrest situations,
* Panic alarms
* Unattended residential death calls,
* Traffic accidents involving Town vehicles,
* RRE incidents, and
* Those criminal and non-criminal incidents they deem necessary.

B. Once on the scene, their responsibilities may include, but are not limited to:

* Evaluating the call,
* Deployment of personnel,
* Identifying and segregating witnesses,
* Protecting the scene, and
* Establishing a perimeter and a command post, if necessary.

C. In absence of a Department supervisor the officer may request a PGPD Supervisor to respond.

D. The officer will make notification to a Department supervisor as soon as practical.

XIII. Preliminary Investigations:
Preliminary investigation is defined as the activity that begins when officers arrive at the scene of an incident. The single most important determinant in solving a crime is the information supplied by the victim or witness. Patrol officers will be responsible for all preliminary investigations. Their activity will continue until such time as responsibility is transferred another agency.

A. Exceptions will be made when it is advantageous for CID to handle all aspects of the investigation.

B. The patrol officer will be responsible for the orderly and accurate preliminary investigation. The investigation should include, but is not limited to:

1. Providing necessary aid to victims,

2. Determining if an offense has occurred,

3. Observing all conditions and events,

4. Furnishing other units with descriptions and sufficient details of the incident so as to enhance apprehension efforts,

5. Locating, identifying and interviewing witnesses, victims and/or other complainants,

6. Protecting the crime scene and evidence,

7. Questioning suspects,

8. Arresting offenders,

9. Arranging for collection, and if necessary, collecting evidence,

10. Accurate and complete written reporting of the incident, and

11. Making appropriate notifications.

B. Notification and consulting with CID as required will determine the extent of Patrol participation in the investigative process.

C. The Patrol supervisor is responsible for ensuring that Patrol officers complete preliminary investigations in a timely, thorough and accurate manner.

XIV. Radio Communications: All officers are assigned a portable radio and will ensure that the radio is in their possession during any assignment at all times. The radio is used to exchange information, request assistance and transmit orders/instructions. Officers will use their assigned identification number for all radio communications.

XV. Department Goals and Objectives: The Chief will identify Department Goals and Objectives, with regard to the Patrol Division, in the Annual Budget Report. The goals and objectives will be reasonably attainable, quantifiable, and measurable. These goals will be made available to all personnel.

XVI. Court Summonses: Officers will appear in Circuit Court or District Court whenever summoned or requested by the State's Attorney. Officers may be placed "on call" with the permission of the State's Attorney.

A. Whenever an officer is sick and unable to attend District Court, they will contact the Clerk of the Court at 301- 699-2777 and leave a message advising of their absence. They will also leave the defendant's name, tracking number, the time of the scheduled hearing and the court room number.

B. The officer will then notify the on-duty supervisor who will log the officer's absence in the Court Absence/Sick Log book. The log book will be maintained in the Department. This log will then be faxed to the clerk of the court at the number provided. A different form will be used for each calendar day.

C. If an officer is unable to attend court due to training or extended vacation, a separate letter will be sent to the Clerk of the Court explaining the planned absence. The officer will also place the vacation or training date in the log book. If the proper court room has not been notified of the planned absence, the log can then be faxed to the clerk of the court explaining the absence.

XVII. Requests for Notifications:

A. Any request for emergency messages or notifications may be requested through PSC. Any notification pertaining to a serious injury or illness or death will be delivered.

1. Such notifications will be made as soon as possible.

2. The assistance of a minister, relative or close friend should be obtained whenever possible.

3. When requested by another agency to make a notification, the dispatcher or officer will obtain all pertinent information so as to intelligently inform the next-of-kin.

XVIII. Patrol Vehicles:

A. Marked: Police vehicles used in the Patrol Division will be conspicuously marked "University Park Police" along with the agency telephone number and the car number. All marked vehicles will be equipped with exterior emergency lights, an electronic siren and a police radio. The vehicles will also contain all equipment required pursuant to General Order e subject to inspection as required.

B. Unmarked: Police vehicles will be assigned to the Patrol Division for the purpose of traffic assignments and enforcement. These vehicles will also be equipped with interior emergency lights, electronic siren and a police radio and scanner (optional). The vehicle will also contain all equipment required pursuant to UPPD 410.0 Traffic Collision Investigation.

C. Operation: All police vehicles will be operated pursuant to the following:

***** UPPD406.0 Operation of Police Vehicles
* UPPD407.0 Vehicle Pursuits

END OF DOCUMENT

UNIVERISTY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TRAFFIC COLLISION INVESTIGATION			**UPPD410.0**
SECTION **OPEATIONAL PROCEDURES**	NUMBER OF PAGES **8**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA STANDARDS **1, 26, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and procedures relating to the investigation and reporting of all motor vehicle traffic collisions.

II. POLICY

It is the policy of the Department to respond to accidents involving death, personal injury, hit-and-run, impaired drivers, and disturbances between principals. In addition, the Department will investigate accidents resulting in property damage occurring on roadways if the damage disables one or more vehicles.

When dispatched to an accident scene, officers shall respond without unnecessary delay and in accordance with the response classification assigned by Public Safety Communications (PSC).

III. DEFINITIONS

Critical Injury: Any injury where death is expected or medical personnel believe it is probable

Fatal Accident: Any traffic accident in which the victim dies of injuries sustained in the accident and death occurs within 30 days

Personal Injury: Any injury that is visible or obvious, or for which an involved person is transported by ambulance

CARU - Collision Analysis and Reconstruction Unit.

IV. CHECK LIST

A. The first officer to arrive at the scene of a motor vehicle accident shall:

1. Immediately check for injuries, provide first aid and summon medical assistance.
Although injured parties may refuse medical attention, officers shall request an ambulance in instances where they suspect serious injury

2. Identify hazardous materials, dangerous conditions or fire threats. Officers shall request assistance and protect the public from those threats or conditions when possible.

3. When hazardous materials are involved, officers shall request PSC to have Fireboard Personnel respond.

4. Locate witnesses

5. Preserve evidence, pending a determination of investigative responsibility, for processing and analysis.

6. Protect involved persons and property from further injury or damage through the positioning of the police vehicle, direction of traffic, or using flares or other warning devices

7. Restore traffic flow around accident scene, relieve congestion, remove involved vehicles and debris from the roadway as quickly as possible, unless investigative or rescue considerations require that they be left in place. If a driver requests that a vehicle be left at the scene, officers shall ensure the vehicle is legally parked and secured.

8. Ensure safekeeping of property for accident victims who are incapable of caring for their property.

9. Give the parties the CCN and inform them that the accident report will be available at the Station after 72 hours.

10. Copies of the accident report may be purchased for ten dollars at the station or from the Prince George's County Police Records Section.

V. PROCEDURES

A. Accident Scene Duties

1. Officers shall review and comply with the duties detailed in Section IV. Officers may request assistance from other officers, the fire department, government agencies or utility companies to carry out these duties.

2. On accidents with serious injury, officers shall contact the appropriate hospital prior to the end of watch to determine the status of injured parties to ensure that notification to the CARU is not required. Officers should be aware that the Health Insurance Portability and Accountability Act of 1996 prohibits healthcare providers from releasing certain patient information.

B. Investigations

1. After the scene is stabilized, officers shall examine the facts of the accident to determine whether an investigation and accident report is required. They shall base their determination on:

a. Interviews of witnesses and drivers.

b. Observations of vehicles and the accident scene

c. Other physical evidence.

d. Status of vehicle registration and driver's licenses.

2. Officers shall assist involved parties in exchanging driver's license, registration, and insurance information. They shall also take time to answer questions.

3. Officers shall initiate a computer check on all drivers and vehicles involved in an accident even if the involved parties display valid vehicle registration and drivers licenses. If the computer system is not in service, and the license and registration validity cannot be verified, officers shall complete a Automatic Crash Reporting System ("ACRS") report and any other required supplement reports.

4. An investigation and accident report are required for motor vehicle accidents involving:

a. Buses with passengers (other than drivers) or any bus without passengers owned by WMATA or a government agency.

b. Collisions with buildings regardless of whether damage to the building is evident. Officers shall request notification to a County building inspector via PSC.

c. Damage to electrical, natural gas, water, or commercial utilities.

d. Damage to street signs and other government fixed assets.

e. Departmental accidents

f. Fatal accidents

g. Government vehicles or accidents alleged to have been caused by these vehicles, including vehicles of municipal, county, bi-county, and federal agencies, WMATA, or volunteer fire companies.

h. Maryland State Police (MSP) shall investigate all accidents involving State vehicles.

I. Injury, visible or obvious, or for which a person involved is transported by ambulance.

j. Must appear traffic offenses whether or not a citation is issued, and unregistered motor vehicles

k. Issuance of a citation

l. Property damage occurring on a roadway that results in disabling damage to a motor vehicle, other than flat tires

m. Vehicles with valid temporary tags or transporter stickers (Note: Vehicles bearing dealer tags and recycler tags are considered registered.)

5. Investigations and reports are required even if vehicles have been moved before the officer's arrival. However, if any of the vehicles have left the general vicinity and cannot be examined by the officer, and information has been exchanged between the involved drivers, the incident may be cleared as CODE 309 (no report written, information exchanged), provided:

a. No building was struck

b. No damage occurred to electrical, natural gas, water, or commercial utilities

c. No government vehicle or County owned fixed asset was involved

d. No fatality or critical injury occurred

e. No person at the scene requires ambulance transport

f. No vehicle was impounded

g. No hazardous materials were spilled

6. Officers may issue traffic citations when probable cause of a traffic law violation exists. When officers issue citations, they shall summons all involved witnesses.

C. Accident Occurred or Discovered Earlier

1. An officer shall not be dispatched to investigate an accident that occurred on, or was discovered on, a previous date, and delay in contacting police renders investigation of no value.

D. Parties/Vehicles Left Scene

1. Response of an officer is optional for accidents where all involved vehicles and persons have left the scene and there is no indication that debris or site damage poses a public hazard.

2. For hit and run allegations occurring on a previous date, employees may take a Property Damage Report.

3. If the incident occurred outside the Town advise the parties involved to contact the appropriate District Station or the Telephone Reporting Unit (TRU).

E. Determination of Investigative Responsibility

1. Normally, patrol officers will be the first units dispatched to investigate accidents. When appropriate, other personnel shall be requested to conduct the accident investigation. Supervisors approve all requests for accident re-constructionists and may request their call-out when none are on duty.

a. Accidents involving critical injury or death, (including Departmental accidents) shall be investigated by an accident reconstructionists (CARU).

b. A supervisor shall investigate accidents involving UPPD vehicles, except that CARU investigates fatal or critical injury accidents

c. Maryland State Police (MSP) investigates accidents involving State government vehicles. If MSP is unavailable, patrol officers will investigate the accident.

d. Accident reconstructionists may be requested to assist with any accident in which the topography of the scene, equipment defects or other unusual circumstances are believed to be factors.

e. When a disagreement arises regarding reconstructionists response, the decision of the reconstructionists prevails.

VI. DEATH OF VICTIM WITHIN 30 DAYS OF ACCIDENT

A. When an individual dies within 30 days of an accident not investigated by CARU, the investigating officer shall:

1. Immediately notify the Chief of Police by memorandum documenting the notification of the death to include the date and time and the name of the person who provided the notification.

2. The Chief shall then request the assistance from CARU providing copies of all reports and supporting documentation of the incident.

3. CARU shall perform duties stipulated by their SOP for fatal accidents, provided the time delay has not rendered such performance impractical.

VII. UNIFORM CRIME REPORTING PROCEDURES (UCR)

A. UCR procedures require a traffic death resulting from violation of traffic laws be classified as manslaughter. However, it is not necessary for anyone to be charged with a traffic violation, only that a violation occurred. Motor vehicle fatalities will be cleared as follows:

1. When a violating driver or pedestrian are the only fatality the case is cleared unfounded

2. When a violating driver or pedestrian is killed, but other fatalities also occur, the case is cleared exceptionally

3. When a violating driver or pedestrian is not killed, but other fatalities do occur, the case is cleared by an arrest. Notification of the clearance is made as follows:

a. When a case can be cleared immediately as unfound or exceptional, this information will be placed on the report.

b. When clearance is determined as unfounded or exceptional after submission of the report or when a case is closed by arrest, this information will be placed on a supplemental accident report.

c. If an accident reconstruction is completed, the reconstructionists shall enter the proper clearance on the reconstruction report.

VIII. SNOW EMERGENCIES

A. Response by officers to accidents during snow emergencies is required when any of the following exist:

1. The accident is a hit-and-run

2. There is damage to County property

3. A public hazard exists from debris or site damage

4. Injuries are involved

5. Vehicles are inoperable

B. If any of these conditions exist, officers shall be dispatched to the scene.

IX. ACCIDENT REPORTS OPTIONAL

A. Subject to the requirements in this section, accident investigations are optional in the following cases:

1. Single-vehicle property damage accident in which the vehicle is not disabled and publicly-owned property is not involved

2. Property damage accident occurring on private property, regardless of the extent of the damage.

3. Property damage accidents occurring on public roadways not resulting in disabling damage to any involved vehicle.

B. Officers shall respond to the scene and determine:

1. Vehicle registration

2. Validity of drivers' licenses

3. VIN plates against registration documents and plates

4. Wanted status of drivers and vehicles

5. If discrepancies exist, officers shall investigate the accident, complete an ACRS Report, and take proper enforcement action.

6. When not formally investigating the accident, officers shall not make judgments concerning fault or issue citations.

7. When an ACRS Report is not written, officers shall instruct the parties to exchange driver's license, registration, and insurance information. Officers shall provide the participants with a Vehicle Accident Letter in English or in Spanish.

8. Officers will identify owners of damaged property, notify them of the damage, and give them information regarding the vehicle operator.

9. When an officer initially declines to write an accident report in accordance with the provisions of this directive, they are not required to write a report on a later date because of new information, provided that the facts known to the officer at the time of the initial decision did not require an investigation.

C. Exceptions are:

1. An individual dies of injuries sustained in the accident (CARU)

2. It is later determined that an involved party fraudulently or incorrectly identified himself with the intent to commit a hit-and-run

3. In these instances, officers shall complete an ACRS Report and required supplementary reports.

X. REPORT SUBMISSION

A. Officers shall complete ACRS Reports for all traffic accident investigations except for hit-and-run accidents which meet the criteria listed in section 13. Incident Report Authorized for Hit-and-Run of this General Order.

B. An ACRS Report will not be completed if:

1. Information required for completion of the report is not known, and "UNKNOWN" is not an acceptable entry for a particular field in the report.

2. The report would be rejected by the State if the field were not complete.

C. When above conditions are present, officers shall complete an Incident Report in lieu of an ACRS report. Officers shall indicate MOTOR VEHICLE ACCIDENT" in the TYPE OF INCIDENT block. The narrative will contain the following:

1. Date and time of the accident and best available description of the location of occurrence.

2. Driver's license information for known drivers.

3. An explanation why an ACRS report could not be submitted.

4. Vehicle registration and insurance Information.

5. Names and addresses of known vehicle Occupants.

6. Details of the accident, including cause and responsibility, if known.

7. Officers investigating traffic accidents involving criminal offenses (e.g., stolen vehicle

used in a robbery) shall not report the criminal offense on the ACRS report.
Instead, officers shall use an Incident Report to document the criminal offense and include "SEE ACCIDENT REPORT, SAME CCN" in the narrative.

8. When a vehicle is impounded as a result of an accident, officers shall complete and submit an Incident Report for each vehicle impounded in addition to the ACRS Report. See UPPD 415.0 VEHICLES IMPOUNDS

XI. PHOTOGRAPHY

A. Officers will ensure that they photograph vehicles, physical evidence, and the accident scene for accidents involving government vehicles (including volunteer fire companies and WMATA vehicles) or a fatal or critical injury accident.

B. Accident scene photographs will be taken with a digital camera. The officer will then download the images to the "P drive" of the department's computer system for future reference or use.

XII. HIT & RUN ACCIDENTS INVESTIGATOR'S DUTIES

A. Officers handling hit-and-run accidents shall attempt to identify the striking vehicle and the vehicle's driver. They shall make reasonable efforts to collect physical evidence and develop investigative leads. When a suspect description is available, a lookout shall be broadcast from the scene.

B. When investigative leads are developed, officers shall automatically conduct a follow-up investigation. Leads requiring an automatic follow-up include, but are not limited to:

1. Suspect registration information
2. Eyewitness identifications of suspects
3. Physical evidence suitable for forensic examination

C. When the striking vehicle's registration information is known, the investigating officer shall document all efforts to contact the registered owner on either the initial report or supplementary reports. Officers shall include any explanations or relevant statements the owner may have offered.
Officers shall document all follow-up activities regardless of whether an arrest occurs.

D. Full custody arrests of hit-and-run suspects are authorized, but not required. Officers may issue citations, or they may apply for a warrant.

XIII. INCIDENT REPORT AUTHORIZED FOR HIT-AND-RUN

A. In cases where information or physical evidence fails to identify the striking vehicle, officers may document the incident on an Incident Report in lieu of the ACRS Report. When an Incident Report is completed, officers shall:

1. Indicate "PROPERTY DAMAGE" in the TYPE OF INCIDENT block

2. Ensure that the VEHICLE section is completed

3. Write a detailed narrative

4. Provide the reporting person with the CCN

5. Advise the reporting person that a copy of the Incident Report may be purchased for ten dollars at our station.

XIV. FOLLOW-UP INVESTIGATIONS

A. With supervisory approval, officers may continue investigations outside of their assigned area, as well as extend their investigations to subsequent tours of duty.

B. Examples necessitating a continued or extended investigation includes:

1. Collecting additional evidence
2. Obtaining witness statements
3. Preparing reports
4. Testing vehicles and safety equipment

5. Duties associated with accident reconstruction.

C. In unusual circumstances, officers may enlist the assistance of technical experts during a follow-up investigation. They may include physicians, mechanics, surveyors, and engineers.

D. Except for vehicle inspections, requests for these arrangements shall be approved in advance by memorandum to the Chief of Police who shall authorize the cost of the inspection if necessary.

XV. MECHANICAL DEFECTS INSPECTIONS

A. When an investigating officer suspects a mechanical defect or failure caused or contributed to a fatal or critical injury accident, they shall impound the vehicle.

B. Before the end of the following business day, the investigating officer shall notify the Chief to request CARU to determine whether CARU or MSP Automotive Safety Enforcement Division (ASED) will conduct an inspection.

C. When an ASED inspection is to be conducted, CARU shall arrange for the inspection. They shall ensure the investigating officer receives the results.

XVI. SUSPENSION OF FOLLOW-UP

A. Supervisors may authorize officers to cancel or suspend follow-up investigations when the investigation is unlikely to result in prosecution for violations of traffic or other criminal laws.

B. Investigations shall not be continued merely to improve any party's civil or insurance claim. When deciding whether to authorize suspension of investigative activity, supervisors shall consider whether:

1. Investigative leads exist and whether they are of meaningful quality.

2. Manpower and workload factors provide opportunities for follow-up work.

3. Physical or forensic evidence is likely to identify the suspect vehicle or driver.

4. Severity of injuries and property damage justify the continued commitment of law enforcement resources.

5. Suspect vehicle's registration address is geographically close enough to the County to make further investigation practical.

6. Witnesses can identify the suspect driver in court.

XVII. AIRCRAFT / BOAT ACCIDENTS

A. Aircraft Accidents

1. MSP investigates aircraft accidents within the Town. Officers responding to aircraft accidents shall preserve the scene and take life-saving action. Officers who perform significant assistance such as rendering rescue and first aid services or collecting evidence shall complete an Incident Report.

B. Boating or Drowning Accidents

1. The Maryland Natural Resources Police (MNRP) investigates boating accidents on town waterways and those controlled by public agencies. Such accidents occurring on privately owned bodies of water are investigated at MNRP discretion. Officers responding to boating accidents shall: Take appropriate life-saving action, Preserve the scene, Notify MNRP, Standby pending the arrival of an MNRP officer.

2. If the MNRP officers cannot or will not respond, officers shall conduct a basic investigation and submit an Incident Report. MNRP officers have legislated authority to investigate fatal boating accidents or accidental drowning on waters owned or controlled by public agencies.

3. However, in any water-related incident involving a death, officers shall notify the

Homicide Unit regardless of the MNRP response status.

4. The Homicide Unit shall conduct an investigation, or assist MNRP, following consultation with MNRP officials.

5. The Homicide Unit shall investigate drowning in swimming pools. There will be no notification to MNRP.

XVIII. ORGAN DONOR VICTIMS

A. As soon as possible following the death of an individual involved in an accident, the investigating officer shall determine, either through visual inspection or computer inquiry, whether the deceased's driver's license designates them as an organ donor.

B. If the deceased's driver's license indicates they are an organ donor, and the body is still at the accident scene, the investigating officer shall arrange for it to be transported to a medical care facility as soon as investigative and evidentiary considerations allow.

C. Investigating officers shall ensure that the staff at the hospital is aware of the organ donor status of all critically injured or deceased individuals.

D. They shall also ensure that the hospital will make notifications to transplant agencies.
E. Officers shall include the names of the staff members notified, and the date and time of notifications in their report.

XIX. TRAFFIC DIRECTION

A. Officers shall provide manual traffic direction as assigned or necessary to provide efficient traffic flow. Normally, only uniformed employees trained in the use of standard signals and gestures will direct traffic.

B. Employees shall wear traffic safety vests when directing traffic.

C. Manual traffic direction includes the use of highway flares or temporary traffic control devices such as cones.

D. When necessary, officers may enlist the assistance of the State Highway Administration (SHA) to operate electronic signal boxes and to provide temporary traffic control devices.

E. Those agencies may provide temporary traffic control devices when traffic direction may be required for more than one hour. A supervisor shall request their assistance.

F. Employees with traffic box keys may phase lights to flash or turn them on or off. Only DPWT or SHA personnel should reprogram electronic signals.

G. Officers may also refer to UPPD 411.0 Traffic Direction and Control for additional information and guidance.

XX. EVALUATING EQUIPMENT & MANPOWER NEEDS

A. Officers will evaluate the area requiring traffic direction by considering the following:

1. Traffic count
2. Visibility
3. Environmental conditions
4. Number of lanes available to traffic
5. Complexity of traffic flow
6. Speed limit

B. A minimum of two officers shall provide direction at any intersection where two of the roadways have three or more through lane.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TRAFFIC DIRECTION AND CONTROL			**UPPD411.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and procedures related to traffic direction and control.

II. POLICY

This Department's policy is to perform traffic direction and control functions, when necessary, to ensure the safe and efficient movement of vehicles and pedestrians.

III.GENERAL PRINCIPALS AND PROCEDURES

University Park Police Officers are frequently called upon to direct traffic at the scene of collisions, special events, and other emergencies such as floods and fires. All officers will, when directing traffic, ensure the safe and efficient movement of vehicular and pedestrian traffic. The skillful execution of these duties will relieve congestion and reduce the risk of danger to vehicle operators and pedestrians.

A. Hand Signals

Officers directing traffic will use common gestures and signals in order to create the greatest degree of public understanding and aid in the safe and efficient flow of traffic. These hand and arm motions must be deliberate and distinct in order to communicate what the officer wants vehicle operators and pedestrians to do.

B. Traffic Collisions

Traffic collisions may require an officer to direct traffic for any of the following reasons:

1. To protect the scene.

2. Provide access for emergency vehicles.

3. Allow investigators to make and record measurements and photos.

4. Removal of damaged vehicles.

5. Clearing the roadway to restore normal traffic flow.

C. Special Equipment/High Visibility Clothing

1. Officers assigned to a post directing traffic will utilize the following items to enhance officer safety, driver recognition and response:

a. Police issued hat (optional)

b. Reflective traffic vest. (Class 2 ANSI)

c. White/Reflective gloves (if available)

d. Flashlight, flares or glow sticks (as needed)

e. Whistle

2. Temporary and permanent barricades, along with traffic cones, may also be used to control vehicular traffic. These barricades would most likely be used to close parking lots because of overcrowding and for closing roadways in case of high water, downed trees, and other emergencies.

3. Manual traffic direction includes the use of flares or temporary traffic control devices, such as cones, stanchions, or barriers. When necessary officers may enlist the assistance of the Town Public Works Department, County Department of Public Works and Transportation, and the State Highway Administration to operate electronic signal boxes or provide temporary traffic control devices.

4. All officers should, except in emergency situations where time does not permit, use all of the above listed equipment when directing traffic.

5. Excepting short-term traffic direction to facilitate the movement of emergency or service vehicles officers performing traffic direction shall monitor their police radio at all times.

D. Fire Scene

1. The police responsibility at a fire scene is the same as at any other location where crowds congregate: vehicle and pedestrian traffic, and crowd control. Officers will divert traffic away from the scene, keeping the roadways open to allow for unimpeded movement of fire and rescue equipment.

E. Traffic Control Device Malfunction

1. Officers should report any traffic control device malfunctions to PSC who will then notify the proper authorities to correct any malfunction.

2. If necessary, officers will insure that the safety of motorists will not be hindered by the traffic control device malfunction(s) by physically directing traffic, setting up flares or barricades, utilizing the patrol cruiser's emergency lights / siren, and where applicable notifying Prince George's County Police, Maryland State Police or other agencies responsible for the malfunctioning devices.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TRAFFIC LAW VIOLATIONS			**UPPD412.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**6**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes uniform procedures for taking enforcement action related to traffic law violations.

II. POLICY

The Department is committed to making roadways throughout the County safer through traffic enforcement**.** Conspicuous patrol in marked cruisers by uniformed officers is the principal means of promoting good driving by deterring traffic violations.

The Department uses both marked and unmarked vehicles to enforce violations of the Maryland Vehicle Law.

When necessary, enforcement efforts will be targeted at specific times and locations, such as certain stretches of roadways or intersections, which experience a large number of accidents or traffic violations.

Officers shall be alert for traffic violations and traffic complaints that come to their attention and have the discretion to issue verbal or written warnings, citations, and to make arrests.

Enforcement action shall be based entirely on the violation, not the personality, race, sex, or ethnicity of the violator

III. DEFINITIONS

Authorized Departmental Vehicle: A vehicle that is equipped with functional emergency lights and siren.

Line Patrol: Moving patrol or stationary observation on a specified route between two points, usually on a Town street or a section of a highway.

Point Traffic Control: The control of vehicular and pedestrian movement at a particular place on a roadway, such as an intersection.

Verbal Warning: A warning given orally without any written record.

Written Warning: The violator is given a written record of the action at the time of the violation.

IV. PROCEDURE

A. The department will maintain at least one unmarked cruiser to be used for special enforcement needs. The cruiser may be assigned to an officer whose primary duties are traffic enforcement. The cruiser will be equipped with:

1. A spotlight
2. Emergency lights
3. Siren with public address system

B. Officers may use any of the following methods to enforce the vehicle law:

1. Moving patrol
2. Overt (high visibility patrol intended to discourage violations)

3. Covert (to identify and apprehend violators)

V. GUIDELINES FOR UNIFORMED TRAFFIC LAW ENFORCEMENT

A. Enforcement

1. Officers are prohibited from stopping individuals to issue additional citations after the conclusion of the original traffic stop unless:

a. The officer becomes aware of violations that were unknown at the time of the original stop.

b. The investigation has not been completed.

2. Examples include, but are not limited to, DUI, fatal or hit-and-run accidents, and cases where the individual provides false information.

3. Officers shall not threaten to issue additional citations to a person in order to discourage opposition to citations already issued.

B. Multiple Violations

1. Officers are not limited as to the number of citations, Safety Equipment Repair Orders, or warnings that may be issued to a violator.

2. Officers will ensure that all citations issued to a single violator are linked using the space at the top of the traffic citation.

C. Traffic Citations/Criminal Arrest

1. To establish probable cause in court, officers that make traffic stops that lead to arrests should ensure that the individual is cited for the violation that led to the traffic stop. For example, a driver who commits an unsafe lane change and is subsequently arrested for DUI should also be cited for the unsafe lane change. In these situations, officers are encouraged to personally complete both the arrest paperwork and the traffic citations in order to facilitate the consolidation of charges.

2. Officers shall provide a photocopy of the signed citation(s) to the District Court Commissioner and record the citation number(s) in the top margins of both the Statement of Probable Cause and the Statement of Charges. This will allow the commissioner to request that the criminal and traffic charges be consolidated into one court date.

D. Legislators

1. Legislators, including those of the US Congress, Maryland House of Delegates, and elected politicians of Maryland counties and municipalities, are subject to compliance with the Maryland Vehicle Law. No legal or appellate provisions exempt them from prosecution

E. Diplomats

1. See UPPD 402.0 - Diplomatic Immunity

F. Military Personnel

1. Officers may treat military personnel passing through the Town as nonresidents. However, military personnel living in Maryland or assigned to duty in this State should be treated as residents with respect to traffic laws.

G. Juvenile Offender

1. See UPPD 900.0 Juvenile Procedures

H. Speed Measuring Devices

1. An authorized Departmental vehicle's speedometer may be used to pace vehicles in order to establish a speed violation. Officers who pace a motorist and cite him or her for speeding shall ensure that the speedometer has a current calibration. Speedometer calibrations are valid for 6 months.

2. Only officers that are certified are authorized to use speed measuring devices for this enforcement.

I. Off-Road Vehicles

1. Officers will investigate complaints concerning off-road vehicles. In cases where they can identify or apprehend violators, officers will follow appropriate arrest or citation procedures. Off-road vehicle accidents will be investigated consistent with the Department policy.

2. In cases where violators cannot be identified or elude apprehension, the officer may request, through the chain of command, the assistance of additional manpower or special motorized vehicles to deploy in a problem area. This requires the approval of the Chief of Police.

J. Public Carrier & Commercial Vehicle Code Violations

1. Officers may seek guidance regarding public carrier and commercial vehicle code violations from the Collision Analysis and Reconstruction Unit (CARU). CARU has primary responsibility for the enforcement of public carrier and commercial vehicle violations.

2. Certified officers from other allied agencies may also be contacted for assistance.

VI. TRAFFIC STOPS

A. All uniformed officers operating marked departmental vehicles are responsible for visible traffic patrol to enforce vehicle laws.

1. Plainclothes on-duty officers or off-duty officers operating unmarked Departmental vehicles should refrain from making traffic stops unless the violation creates a significant hazard.
2. Officers should only make traffic stops when operating Departmental vehicles equipped with functioning emergency lights and siren. Routine traffic stops outside the Town are prohibited.

B. Making Traffic Stops

1. Officers shall ensure that a violation has occurred, unless the stop is investigatory in nature.

2. Officers shall select a safe location for the stop, such as a parking lot or road shoulder, where violators may wait while being issued citations or warnings. The cruiser shall be positioned behind the violator to provide protection from other motorists.

3. When stopped behind motorists, the officer shall activate his or her vehicle's emergency lights or hazard flashers.

4. When notifying the dispatcher of the stop, officers shall provide the following information in the order shown:

a. Location
b. License plate number and state
c. Make and model of vehicle
d. Color of vehicle
e. Number of occupants

5. When providing the location, officers shall avoid using common identifiers such as "MD 410 at the McDonald's."

6. Upon contact, the officer shall:

a. Identify himself or herself and greet the violator courteously, using the appropriate title

b. Advise the violator of the reason for the stop

c. Request the violator's driver's license and vehicle registration

d. Avoid debating the merits of the violation, but answer procedural questions concerning the violation

e. Return the violator's license and registration at the conclusion of the stop, unless required as evidence.

VII. SELECTIVE SPEED ENFORCEMENT

A. When selective speed enforcement is employed on roadways where the posted speed limit is greater than 35mph, use of a laser type speed detection device is preferred.

1. Traffic accident data supplied by the State of Maryland and other sources is made available to the department so that officers can be responsive to areas with high violation/high accident experience.

2. Data compiled from sources inside and outside the department, including citizen complaints or requests and DUI arrest locations may be used by the Chief to identify selective enforcement locations.

3. When an enforcement activity is conducted, officers will compile data relative to their efforts and report the results by way of the Officer Daily Report (ODR) or written memorandum to the Chief or a designee for review and discussion, and input data in the Records Management System.

4. When traffic enforcement is conducted specifically for complaints or reports of traffic accidents at a given location, the officer conducting the enforcement activity may complete a written report.

5. The Chief or a designee may implement appropriate measures and selective enforcement techniques that may include:

a. The use of speed measuring devices.

b. Directed patrol, line patrol or stationary observation.

6. Prior to an officer being assigned to selective enforcement activities, officers will be informed by the Chief or a designee of this nature, details, and objectives of the assignment.

B. Stop Teams

1. When conducting selective speed enforcement, during which officer's flag down offending motorists from a stationary position, officers shall:

a. Restrict this type of activity to daytime hours

b. Wear a brightly colored reflective safety vest

c. Ensure they have a safe area to retreat to that will protect them from unobservant motorists.

VIII. Inspecting Vehicle Interior Due to Window Tinting

A. A police officer who lawfully stops a vehicle with windows so heavily tinted that the vehicle's interior is not visible, may open one of the vehicle doors to visually determine if:

1. The driver is armed
2. There are weapons inside
3. Other occupants may pose a danger to the officer

B. Officers may seize any contraband or evidence they observe in plain view through a lawfully opened door.

c. Officers may issue a Safety Equipment Repair Order (SERO) if a violation exists.

IX. MARYLAND UNIFORM COMPLAINT AND CITATION

A. Distribution & Accountability of Citations

1. Citation books shall be stored in a secure location. Supervisors shall sign a receipt designated noting the quantity of citation books received and their corresponding citation numbers.

2. When an officer obtains a citation book from storage cabinet he or she shall complete the

Receipt Card and top portion of the Tally Sheet, staple the two together; place them in the Lieutenant's inbox.

3. Officers shall not lend, borrow, or share citation books.

B. Advice to Violator

1. When issuing citations, officers shall inform the violator whether or not a court appearance is mandatory, the amount of the pre-payable fine indicated on the citation, and the procedures for obtaining a court date. They shall inform the violator that complete information and instructions are printed on the reverse of the defendant's copy of the citation.

2. When charged with an offense for which the violator is issued a traffic citation, the officer shall advise the violator that:

a. The Maryland Vehicle Law requires the violator to acknowledge receipt of the citation by signing it.

b. Signing the citation is not an admission of guilt, but the violator's promise to fulfill the requirements listed on the reverse side of the violator's copy of the citation by either paying the fine or appearing in court

c. Failure to appear in court or pay the fine may result in the suspension of driving privileges.

3. When the violator is not presented before a District Court Commissioner, the distribution of copies is as follows:

a. Court copy (white)
b. Law enforcement copy (yellow)
c. Retained by Officer: (pink)
d. Defendant's copies: (white & blue w/envelope)

4. If the charges require the violator to appear in court, the violator will only receive the blue copy.

5. When the violator is presented before a commissioner, the commissioner places the court copy in the criminal file folder. The rest of the distribution is as above.

C. Voiding Citations

1. A citation that the violator has not signed may be voided administratively.

2. If officers make an error while writing a citation, they shall complete a Void Notice and forward it, along with the citation, to the Chief of Police. If the Chief of Police concurs, the citation will be prepared for disposition.

3. A citation signed by a violator must be disposed of in Court either through dismissal by a judge or a declaration of nolle prosequi by an Assistant State's Attorney.

E. Warning Notice

1. A UPPD Warning Citation or a Warning Field Observation Notice may be issued to any vehicle or violator in lieu of or in conjunction with the issuance of citations.

X. SAFETY EQUIPMENT REPAIR ORDERS (SERO)

A. SEROs shall be issued for equipment violations on motor vehicles or trailers assigned permanent Maryland registrations. In cases involving unsafe vehicles, a Maryland Uniform Complaint and Citation may be issued to the operator of any motor vehicle or trailer. A citation may be issued in conjunction with an SERO.

1. SEROs shall be disseminated according to the directions on the form.

B. Certification of Safety Equipment Repair Orders

1. Officers may certify repairs of defects noted on the order with an asterisk. Orders may only be certified if all repairs are complete. If any defects without asterisks have also been

checked, the citizen will be directed to an authorized inspection station for certification.

2. Inspections will not be conducted during inclement weather or darkness. If all repairs have been completed, the officer shall enter the following information at the bottom of the SERO in the spaces provided:

a. Officer's rank, signature, and ID number

b. Date

c. University Park Police Department

d. Agency Code

e. Mailing address for the department

3. The distribution of copies is as follows:

Return to Citizen
a. Owner copy

b. Hard buff copy

Transmitted to Records Section

a. Inspection Station copy.

C. Window Tint Inspection

Only the Maryland State Police, Automotive Safety Enforcement Division is authorized to approve SEROs issued for window tint inspection**.**

XI. PEDESTRIAN/BICYCLE LAW ENFORCEMENT

A. Maryland's traffic laws apply to pedestrians and bicyclists alike. Officers shall be alert for violations of the traffic laws that jeopardize the safety of the pedestrian, bicyclist, or motorists.

B. The Chief or a designee may assign selective enforcement efforts in response to Maryland Automated Accident Reporting System (ACRS) data or community requests.

XII. DRIVER RE-EXAMINATION

A. Officers shall be alert for motorists that appear to be unfit, unsafe, or otherwise not qualified to be licensed. Utilizing a Request for Re-Examination of Driver form, officers can request the Motor Vehicle Administration (MVA) to test these motorists.

B. The Physical Defects and Summary sections of the form must provide specific information to assist the MVA, and prevent officers from having to appear at MVA hearings.

C. The completed form shall be submitted to a supervisor, who will forward it to the Lieutenant for approval. The request will then be forward to the Records Section.

XIII. USE OF REFLECTIVE VEST

The reflective safety vest shall be worn as the outermost garment whenever an employee is engaged in traffic direction or stationary enforcement, except during emergencies or circumstances requiring brief intervention.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
PARKING ENFORCEMENT			**UPPD412.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and procedures regarding parking enforcement activities within University Park Town limits.

II. POLICY

This Department's policy requires officers to take appropriate enforcement actions with respect to illegally parked vehicles.

III. PROCEDURES

A. Parking Violation Notice

Whenever an officer encounters an illegally parked vehicle in the Town a University Park Parking Violation Notice may be issued. The following procedure shall be followed:

1. Place the hard copy of the violation notice in a prominent location on the violator vehicle. Write owner/operator on notice prior to placing it on the windshield. It is not necessary to complete the owner information section prior to placement on the vehicle.

2. For Town violation notices, indicate the expiration month and year of the registration plate on the notice. The fine for a parking violation is $50.00.

B. 72-Hour Violations - When an officer discovers a vehicle parked in violation of the 72-hour parking violation they shall:

1. Place a warning on the vehicle,

2. Mark vehicles tires with chalk or some other marking device,

3. Check for movement of the vehicle after 72 hours and place violation notice on vehicle.

C. Vehicles parked in alleyways - Officers shall not issue a parking violation notice for vehicles parked in alleys unless the vehicle is blocking the alley (warning notices authorized). For such violations the officer shall attempt to contact the operator/owner; if unable, a citation may be issued and the vehicle may be towed if an emergency condition exists.

D. **Advice to Violators** - Once issued the violator shall be instructed to prepay the fine and/or request appearance for trial. Citations cannot be voided once issued.

E. Written Warnings - An officer may issue a written warning in lieu of a Parking Violation Notice when, in his/her opinion, a warning will be as effective as a Parking Violation Notice.

F. Vehicle Impounds - Officers may tow a vehicle which is parked in violation of the law if it is creating a hazard or impeding the flow of traffic or has violated the 72-hour violation notice, or is in violation of a Town ordinance that allows for towing. When impounding a

vehicle, officers shall follow the procedures in General Order UPPD415.0- "Vehicle Impounds".

G. State Citations -Parking Citations may also be written on the State of Maryland Uniform Complaint and Citation and E-Tix. Only State parking laws may be referenced when citing a vehicle with the State citation or on E-Tix.

IV. RESPONSIBILITY

A. All Officers shall:

1. Take appropriate enforcement action when encountering an illegally parked vehicle in the Town.

2. Fill out parking violation notices and warnings leaving the violator's copy under the windshield wiper.

3. Follow the guidelines set forth in General Order UPPD415.0- "Vehicle Impounds" when towing a vehicle.

B. Supervisors shall:

1. Ensure that officers take appropriate action with respect to illegally parked vehicles.

2. Ensure that all parking violation notices and warnings are filled out in a proper manner.

3. Make periodic inspections to ensure compliance with the provisions of this General Order.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
LICENSE PLATE READER (LPR)			**UPPD 412.2**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS	CALEA CHAPTERS	AUTHORITY	
	41, 61	**Chief Michael Wynnyk**	

1. PURPOSE: The purpose of this policy is to outline the procedures for training and use of license plate scanning technology.

2. POLICY: It is the policy of the Department to utilize technology in the furtherance of law enforcement efforts to locate and apprehend criminal suspects while enforcing traffic laws. The Department will ensure that the use of such technologies should not intentionally compromise legitimate privacy concerns of law abiding citizens.

3. DEFINITIONS:

A. LPR - a License Plate Reader is a device that uses cameras and computer technology to compare digital images of license plates to lists of known license plates of interest.

B. LPR Data – is information obtained from an LPR including images of the license plates and vehicles on which they were displayed. This will include information regarding the date, time and location they were viewed by the LPR.

C. Hot List – information pertaining to license plates associated with vehicles of interest compiled from several data bases.

D. LPR Operator – a sworn member of the Department trained and approved by the LPR Coordinator to operate approved LPR equipment.

4. LEGAL PROCESS:

A. The device operates by downloading hot lists and then creating a list of potential wanted vehicles or vehicles of interest. The list is loaded into the processor of the device. The device is either mounted in a vehicle or mounted in a fixed position and captures images of licenses plates that come into view and compares them to the lists of vehicles either wanted or of interest. The device alerts the operator of potential matches and the source database that provided the license plate for use in the device.

B. The LPR operator, upon receiving an alert, will then initiate a query to the appropriate database in order to obtain more detailed information regarding the reason that the vehicle is of interest to law enforcement.

5. LPR COORDINATOR:

A. The Chief will designate an LPR Coordinator, who will:

1. Train personnel in the proper set up and use of the LPR equipment.

2. Maintain a list of authorized user/operators.

3. Serve as a liaison with partner agencies including the Maryland State Police Mobile Systems Unit, Maryland Coordination and Analysis Center, Council of Government (COG) and LPR vendors.

4. Coordinate all required updates and the maintenance of LPR equipment.

6. OPERATOR RESPONSIBILITIES:

A. LPR operators will maintain and ensure the physical security of the equipment. LPR equipment will not be left in the passenger area or mounted to the exterior of a vehicle when unattended for long periods of time (i.e. parked at the officer's residence overnight, during extended periods of repair and maintenance).

B. LPR operators will not make any modifications to the hardware or software of the LPR system.

C. LPR operators will not contact LPR vendors, or any agency listed herein, without the approval of the LPR Coordinator.

D. Operators will notify the Coordinator of any LPR equipment maintenance needs.

E. In the event an LPR alert directly leads to an arrest, the LPR operator will perform a manual export by printing the data and placing it in the case file. The LPR Coordinator will be notified as soon as practicable.

7. DEVELOPMENT OF VEHICLE LICENSE PLATE HOTLISTS:

A. Prior to each use, the operator will ensure that the LPR unit is properly networked with the Maryland State Police server and that the most recent hotlist has been installed.

B. If an automatic hotlist download can not be obtained, the LPR operator will obtain the most recent hot list via a manual FTP download from the Maryland State Police server.

C. Hot Lists will contain data obtained from:

1. NCIC stolen vehicle, stolen tag, temporary wanted felony vehicles, wanted persons files, terrorist watch and sexual offender registry.

2. Maryland MVA records of suspended drivers, suspended registration, license plate confiscation orders, and possible wanted persons.

3. Any additional data deemed of interest to law enforcement and included in the hotlist complied by the Maryland State Police, to include, but not be limited to: Amber, Silver and Blue Alerts.

D. At no time will LPR equipment be used with an installed hotlist that is greater than 24 hours old.

E. Local hotlist entries with a legitimate law enforcement purpose may be made by individual operators. The operator will be solely responsible for the clearance of the lists on a daily basis.

8. APPROVED USE:

A. LPR equipment can be deployed by approved operators for the following purposes:

1. Enforcement of Maryland Vehicle Laws

2. Enforcement of municipal parking ordinances.

3. Canvass of areas in which felony is in progress and/or a crime of violence has just occurred, to include the immediate area as well as likely escape routes from the area.

4. Proactive patrols of areas likely to identify information valuable to criminal investigations and/or threats to homeland security and areas identified in agreements with other jurisdictions.

5. With the Chief's approval, sobriety checkpoints, and scheduled targeted enforcement details.

6. Any additional circumstances deemed appropriate by the Chief to enhance public safety or perform law enforcement duties.

9. LIMITATION OF USAGE:

A. Only certified officers with authority to access NCIC and MVA files via METERS system may operate an LPR. Security of hotlist data will be consistent with existing rules and regulation and federal and state laws pertaining to the use and dissemination of the information contained in the specified databases.

B. The hotlist does not contain real time data, thus any alerts received from the system will be confirmed via a METERS terminal prior to taking any law enforcement action.

C. any covert deployment of LPR units must be specifically approved by the Chief or a designee.

10. DATA RETENTION AND OWNERSHIP:

A. All LPR data is to be used for official law enforcement and homeland security purposes only.

B. All LPR data remains the property of the Department and the Maryland Coordination and Analysis Center, which will be responsible for all retention, auditing, and reporting as required.

11. LPR DATA SEARCHES:

A. LPR data may be accessed for law enforcement investigative or homeland security purposes only.

B. A request for LPR data must include a case number for which the request is being made and must be approved by the requestor's supervisor.

C. A request for LPR data must be made to the Maryland Coordination and Analysis Center in compliance with their established policies.

12. AMBER – SILVER – BLUE ALERTS

A. Upon notification of the issuance of a specified alert by the Maryland State Police, it is the operator's responsibility to perform the following:

1. Immediately enter the license plate associated with the issued alert into their LPR to determine the presence of a previous read of that license plate. If the operator determines that the LPR has previously read that license plate, the location of that previous read will be obtained and transmitted to PSC for the dispatch of officers to that location.

2. Proceed to a heavily traveled area, such as a state highway or intersection to perform either stationary or mobile patrols to increase the probability of encountering the vehicle associated with the issued alert.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
E-TIX PROGRAM			**UPPD 412.3**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS	AUTHORITY **Chief Michael Wynnyk**	

I. Purpose: The University Park Police Department has entered into an agreement with the Maryland State Police (MSP) and the Maryland District Court to participate in the E-TIX Program. The program enables officers to issue citations for violations of Maryland Traffic Law via an electronic system managed by MSP.

II. Policy: E-TIX will be required to be used at all times by officers that were issued the E-TIX. Exceptions to this requirement are for, but not limited to:

* MDT is unavailable
* malfunctioning E-TIX equipment, will be documented on the E-TIX Repair Request From (page three) and submitted to the E- Administrator.
* if no paper is available, notify the E-TIX Administrator.

III. DEFINITIONS:

A. E-TIX: Electronic Traffic Information Exchange

B. E-TIX Scanner: Electronic equipment used to scan the printed bar code on a driver's license or registration card.

C. Thermal Printer: Mobile printer which uses thermal paper to print the operator's copy of an E-Citation.

D. E-TIX Administrator: Chief or a designee.

IV. E-TIX SOFTWARE:

A. The E-TIX software was developed by MSP and is being provided to allied agencies to be used as a method to issue Maryland Uniform Complaint and Citations. The software may also be used to print warnings, SEROs and accident reports known as ACRS (Automatic Crash Reporting System) forms.

B. Only officers who have attended an approved MSP training program are authorized to use E-TIX.

C. The software is installed on all Mobile Data Computers. No one is permitted to alter, remove or modify the software.

D. A user manual for E-TIX is available online at http://etix.mdsp.org. It is located under the document section. This section should be utilized to answer questions and get help as needed.

V. E-TIX HARDWARE:

A. The hardware used in conjunction with the E-TIX software is called "Slick Ticket" and consists of an over-the-seat style carrier. This carrier has an integrated optical scanner and a thermal printer.

B. The "Slick Ticket" is the only hardware authorized to be used with E-TIX. It may not be disassembled or altered in anyway.

C. The paper used with these units meets strict specifications set by the District Court of Maryland. Therefore, only thermal paper issued by the agency will be used.

VI. E-TIX USE:

A. The E-TIX system enables the user to issue traffic citations, warnings and Safety Equipment Repair Orders. A signature from the violator is not required when issuing a citation using E-TIX.

B. Officers are required to fill out all mandatory fields before issuing citations. The software will provide a prompt for you to indicate whether the violation contributed to an accident. It will also ask if the stop is a "reportable stop" referring to the data required to be reported on the bias based profiling report.

C. At the end of each month, officers using E-TIX will use the Reporting/Statistics feature of E-TIX to generate a monthly report of activity. This report will be printed and submitted along with your monthly statistical report.

VII. Traffic Stop Data Collection:
Collection of traffic stop data will no longer be needed unless the stop results in a verbal warning, E-TIX is unavailable, or the stop data for whatever reason cannot be captured in E-TIX. Officers not using ETIX will continue to use the department-approved method for collecting the data.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TRAFFIC STOP PROCEDURES			**UPPD413.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**2**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	61	**Chief Michael Wynnyk**	

I. PURPOSE

This general order provides a clear and concise procedure to be utilized whenever an officer stops or approaches any traffic law violator.

II. POLICY

It is the policy of this department to conduct traffic stops with respect and consideration to the violator.

III PROCEDURES

A. Traffic stops shall only be made when operating Department vehicles equipped with functioning emergency lights and siren.

B. Routine traffic stops outside the Town are prohibited, except for stops made of a violator who committed a violation within the Town.

C. Officers initiating traffic stops for violations should utilize the following procedures:

1. When initiating traffic stops for MILES/NCIC hits, officers should trail vehicles until appropriate backup arrives.

2. It is necessary for the officer to control the stop, not the violator. In most cases, it is possible for the officer to select the best location for the stop.

3. After the decision to stop a traffic violator has been made, but prior to stopping the violator, the officer will notify communications of the pending traffic stop, pause briefly to enable PSC personnel to acknowledge, and give the location of the stop, the tag number and state of registration, color, make and model of vehicle, and number of occupants, if known.

4. After the vehicle is stopped, the officer will give PSC personnel other necessary information and, if possible, for the officer's safety, wait for the information to be acknowledged from PSC prior to leaving the cruiser.

D. All Officers should:

1. Maximize their ability to illuminate the area at night, or at other times of low light, and request the violator to turn on their interior light. The public address system may be used to provide verbal commands to violators;

2. Choose the stop location for maximum safety;

3. Stop the violator safely, by hand direction or police vehicle stop. For vehicle stops, signal the violator by activating emergency lights and/or siren;

4. Position the cruiser behind the violator safely so as not to impede traffic and to provide adequate protection from other motorists while afoot. When stopped behind

a motorist, the officer will either display an operating emergency light to the rear or activate the hazard flashers on the cruiser;

5. Establish a safe area where violators may wait while being issued a citation or document;

6. Record the violator's license plate number and leave it in the cruiser;

7. When notifying the dispatcher of the stop provide the following information in the following order:

a. Location, using street name, route number, hundred block and/or cross street. Do not give common locations not known to dispatchers or officers not assigned to the area such as "the park." Instead say "the dead-end of the 6400 block of Wells Parkway."

b. License plate number and state

c. Make and model of vehicle

d. Vehicle color

8. The officer will approach the vehicle from the rear, walking along the side and stopping and physically checking the trunk (by pushing down on same without taking your eyes off of the occupants of the stopped vehicle) and to the rear of either front door edge, checking the rear passenger compartment area for anyone who might be hiding under the seated area. A second officer, if present, should conduct any radio communications and approach on the opposite side of the vehicle.

NOTE: At night, added consideration will be given to the location of the stop, positioning of the police vehicle, and the police vehicle lighting effect on oncoming traffic.

9. On approaching the violator, the officer will:

a. Be alert and courteous;

b. Be professional in dress, grooming and bearing;

c. Have the necessary citations and equipment available;

d. Greet the violator courteously, using the appropriate title, i.e., "Sir" and "Ma'am";

e. Request the violator's driver's license and vehicle registration;

f. Issue State Citations, SERO's and/or warnings, as appropriate;

g. Make a physical arrest if appropriate;

h. Answer procedural questions concerning the violations. Avoid debating the merits of the violation;

i. Return the violator's license and vehicle registration, unless required as evidence; and

j. Assist the violator to reenter the traffic flow safely.

10. Officers may use the PGPD Traffic Violation Translation Guide (P.G.C. Form #3790) to interview certain non-English speaking violators. Sample questions are printed in English, Spanish, and Vietnamese with Anglicized pronunciation guide.

III. RESPONSIBILITY

A. The Chief or a designee shall monitor the traffic enforcement activities and conduct periodic inspections of officers to ensure the safety of the public and the officer and to ensure compliance with the procedures and guidelines set forth in this and other related general orders.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TRAFFIC ANCILLARY SERVICES			**UPPD414.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**2**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	61	**Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish policy and general principles and procedures with respect to traffic ancillary services.

II. POLICY

This Department's policy is to provide motorists with assistance, information, and directions, and to report road hazards in a timely manner.

III.GENERAL PRINCIPLES AND PROCEDURES

A. Officers while on patrol will, whenever possible, assist stranded or disabled motorists by providing:

1. General assistance, information and directions.

2. Mechanical assistance and towing service (at the driver's/owner's request).

3. Protection for roadway users stranded or disabled in hazardous locations or environments.

4. Emergency assistance.

B. When requesting tow service, officers will protect the scene by setting up flares as necessary. Officers will ensure that help arrives in a timely fashion and that motorists are directed, or are actually transported, to a place of safety.

C. Officers will be alert to emergency situations in vehicles and should be prepared to provide first aid, fight fires and obtain Fire and Rescue assistance.

NOTE: Upon requesting Fire and Rescue service, officers will inform PGPD PSC Division of the exact nature and location of the emergency to ensure that fire suppression and emergency medical services are provided in a timely manner.

D. Roadway and roadside hazards are contributing factors in many traffic accidents. In order to mitigate these factors, officers will be alert to, and promptly report, hazardous conditions such as:

1. Debris and defects in the roadway, or roadway safety features, i.e. stop signs.

2. Malfunctioning mechanical traffic control devices.

3. Other road hazards including vehicles parked or abandoned on or near the roadway.

E. For road hazards of an emergency nature or those coming under the jurisdiction of the Prince George's County Government, Maryland State Government or other Municipality, PSC will be notified of the exact nature and location of the problem and

the appropriate department to be notified.

F. In addition to providing assistance, information and directions, and reporting hazards, the officer should provide to the public traffic safety educational materials when available to the officer while on patrol or on special assignments.

G. For handling parked, abandoned or stolen vehicles, officers will follow the procedures set forth in General Order UPPD 412.1 "Parking Enforcement" and UPPD415.0 - "Vehicle Impounds".

IV. VEHICLE ESCORTS

A. Emergency Escorts - Emergency escorts will be made using marked police vehicles only. When conducting the escort, officers will activate emergency lights and siren prior to beginning the escort. Officers will exercise the same caution when conducting the escort as they would in responding to an emergency call for service.

1. Ambulances and other emergency vehicles may be escorted in an emergency situation:

a. When the operator of an ambulance or fire apparatus is unfamiliar with the route to the destination; or

b. When the emergency equipment of an ambulance or fire apparatus is inoperative.

2. Privately-owned vehicles will not be given an emergency escort. An officer confronted with an emergency medical situation in an automobile will offer to summon an ambulance and render first aid as needed.

B. **Non-Emergency Escorts**

1. Officers may provide for the following types of formal escorts upon the authorization of the Chief and/or designee:

a. Public Officials

b. Dignitaries

c. Oversized Vehicles

d. Hazardous or Unusual Cargo

2. Funeral escort requests will be limited to funerals of police officers, government officials, and the immediate family of police officers (spouses or others). Requests for all funeral escorts will be handled on a case-by-case basis and the final approval/disapproval will be at the discretion of the Chief or designee.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
VEHICLE IMPOUNDS			**UPPD415.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	**REVIEW DATE**
☐ **NEW** ☐ **AMEND** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish guidelines for impound, release, storage and inventory of all impounded and seized vehicles.

II. POLICY

It shall be the policy of this Department to tow and impound vehicles in accordance to the provisions of Title 25 of the Maryland Transportation Article and the Code of Ordinances for the Town of University Park Chapter 9, Article 2, and Section 9-204.

III. DEFINITIONS

Abandoned Vehicle – Any vehicle, trailer, or semi-trailer that is inoperable and left unattended or remains illegally on public property for more than 72 hours. Abandoned vehicles include those displaying expired registration plates or registration plates issued to another vehicle.

Authorized Tow Company- A tow company licensed by Prince George's County and contracted by the Department for routine police impounds.

County Contract Crane- The authorized tow company that is responsible for evidence impounds, narcotics impounds, and VIN violation impounds.

Inoperable Vehicle- Any vehicle that has one or more of its major components missing or broken. Major components include, but are not limited to, the engine, transmission, drive train, and wheels.

Impound - The removal and temporary storage of a vehicle by an authorized tow company.

PGIM System – Contains information on vehicles impounded in the County to include police impounds, Department of Environmental Resource's Vehicle Audit Unit (DER/VAU) impounds, private impounds, and vehicle repossessions; it is accessed via computer and contains information on the vehicles and their status.

Private Property – Property that has been posted by the owner against unauthorized parking according to the provisions of State Law.

Property Owner – Includes the owner of property or any person possessing interest in the property.

Public VIN – The vehicle identification number (VIN) plate located on the dashboard of the vehicle, visible through the windshield.

IV. INITIAL IMPOUND PROCEDURES

A. When officers impound vehicles; they shall:

1. Verify the VIN by visual inspection of the public VIN. Employees shall not place VIN information obtained from a registration card, other documents or a computer check on any report in place of this physical inspection.

2. Remove tags not issued to the impounded vehicle and submit them in accordance with UPPD 1000.0 Evidence/Property Procedures.

3. Request a tri-state **(**MD/DC/VA**)** listing on the vehicle. If there is no record tri-state, document this attempt in the narrative section and attach the MVA listing to the Vehicle Impound & Release Report. In these instances, the Impound Notification Letter does not need to be completed.

4. Include an inventory list and note the condition of the vehicle in the report. Submit all money and valuables from the vehicle in accordance with UPPD 1000.0 Evidence/Property Procedures.

Exception: For vehicles impounded for evidence processing, officers will not physically enter the vehicle. Only the items visible from the outside will be listed as inventory.

5. Complete a Vehicle Impound & Release Form and a Continuation Report if necessary and explain why the vehicle was impounded.

6. Write the Case Number on the windshield of the vehicle.

7. Remain with the vehicle until its removal.

8. If the owner is on the scene, the officer may issue a Vehicle Impound & Release Form only after verifying proof of ownership; advise the owner that they are responsible for the release, towing and storage fees.

9. Contact the vehicle owner in person or via telephone to notify them of the impound. Also, complete the Impound Notification Letter and attach it to the original report prior to the end of the officer's tour of duty.

10. Notify the PSC within one hour, or as soon as practicable, with the information concerning the impound.

V. ROUTINE IMPOUND PROCEDURES

A. Vehicle Left on Scene after Incident or Arrest:

1. If an arrested individual's vehicle can be lawfully parked or the owner/operator can arrange for removal, impound is not necessary.

2. When a vehicle is left lawfully parked on public or private property after an incident, the officer shall advise the owner/operator of the provisions of the 72 hour parking ordinance.

B. Vehicle Left on Scene after Accident

1. A motor vehicle involved in an accident shall be impounded if it cannot be driven and:

a. The vehicle creates a hazard

b. All persons having custodial interest in the vehicle have left the scene.

2. A vehicle involved in a serious or fatal accident believed to have a mechanical defect that contributed to the accident shall be impounded. The officer shall:

a. Place "DO NOT RELEASE" on the Vehicle Impound & Release Report.

b. Advise PSC to indicate "DO NOT RELEASE" in the PGIM entry.

c. Notify the appropriate agency to inspect the vehicle for mechanical defects.

C. Recovered Stolen Vehicles

1. Every attempt will be made to process recovered stolen vehicles for latent prints by the recovering officer. The results of the processing shall be documented in the Vehicle Release & Impound Report.

2. In instances were vehicles were not processed for latent prints, an explanation shall be included in the narrative portion of the Vehicle Release & Impound Report.

3. If a recovered stolen vehicle is operable, the officer shall attempt to contact the owner and request immediate response to the scene to take custody of the vehicle. If the owner is unable or unwilling to respond to the recovery location within a reasonable period of time, the vehicle shall be impounded.

D. Impounds of Vehicles with Defective Equipment

Vehicles with defective, deficient, or altered equipment may be impounded only if the continued operation of the vehicle poses a hazard to its operator or the public.

E. Unattended Vehicles on Public Property Other Than Roadway

1. When investigating an unattended vehicle on public property, the officer shall check the vehicle's VIN and registration plates to see if the vehicle is stolen. If not, and the officer determines that the vehicle is not a public hazard, no further action is necessary by the officer.

2. If the vehicle is a public hazard, the officer shall protect it and provide ample warning to other motorists by use of the cruiser, flares, or manual traffic control. If public safety cannot be assured by these measures, the officer shall impound the vehicle.

F. Abandoned Vehicle Impounds

1. If a vehicle is obviously inoperable and has been unattended on public property for more than 72 hours, or is in violation of the abandoned motor vehicle law, the officer shall:

a. Affix an Abandoned Motor Vehicle Violation Motor Notice Sticker (green) on the driver's side Window of the vehicle;

b. Pursuant to Section 9-204 of the Town Code, and in addition to the definition listed in Section III of this directive, a motor vehicle is presumed to be abandoned it is partially dismantled, wrecked, or junked.

c. If an abandoned vehicle presents a public hazard, the vehicle shall be impounded. If the engine or transmission is missing from the vehicle, the officer shall advise the PSC to note that information in the PGIM entry.

G. Assisting Stranded Motorists

Officers will provide timely help and protection to stranded motorists and roadway users. If a vehicle is disabled in the traveled portion of the roadway or in a hazardous location, the officer shall protect the vehicle and provide ample warning to other motorists cruiser, flares, or manual traffic control. If the officer cannot ensure public safety by these measures, they shall impound the vehicle. Any vehicle causing more than minor traffic congestion shall be moved or impounded.

H. Motorist's Request for Tow Service

1. When a stranded motorist requests towing assistance, the officer shall notify the dispatcher that the motorist is requesting a crane and provide:

a. A description of the vehicle and tag number;

b. The nature of the trouble;

c. The location of the vehicle;

d. The name of the tow service requested;

2. If the motorist expresses no preference, an area tow service may be contacted. The officer will provide the motorist with the name of the tow service. If possible, the officer will await the crane's arrival. If necessary, the motorist shall be directed or transported to a safe location.

3. The motorist is responsible for compensating the tow company.

VI. SPECIALIZED IMPOUND PROCEDURES

A. Impounding Vehicles for Evidence Processing

1. If the vehicle is part of a CID case, the officer shall have the vehicle taken to the County Evidence Bay unless otherwise directed.

2. Officer shall not enter a vehicle that is being impounded for evidence processing to complete an impound inventory. The officer shall document items of value that are in plain view on a Continuation Report. The evidence technician that processes the vehicle will complete a thorough inventory.

3. For Evidence Bay impounds, the officer shall advise PSC that the vehicle is an Evidence Bay impound to ensure that the County's contract crane is used. The officers shall also follow the vehicle to the Evidence Bay and:

a. Obtain a key to the Evidence Bay from the Evidence Section;

b. Complete an entry for the vehicle in the Evidence Bay Processing Log located in the Evidence Bay;

c. Secure the bay after the vehicle has been placed inside and return the key;

d. Advise an employee from the Evidence Bay Unit that the vehicle that is in the bay; place the name and ID number of the employee on the Vehicle Impound & Release Report;

e. Deliver a copy of the Vehicle Impound & Release Report to the Evidence Unit. If no evidence technician is available, leave the copy with the processing log;

f. Notify PSC within one hour of the impound and advise them to indicate "DO NOT RELEASE" in the PGIM entry.

B. Impounding Vehicles With Missing, Altered or Questionable VIN

Vehicles with missing, altered, or questionable VINs, and those not displaying a public VIN shall be impounded for inspection by a Prince George's County Auto Theft Unit (ATU) investigator. The County's contract crane will be used to tow vehicles with VIN violations to the County impound lot. The officer shall:

1. Notify the dispatcher the impound is for a VIN violation to ensure that the County's contract crane is used;

2. Affix a Tow Company Impound Sticker to the inside of the driver's door window (or other inside window when the driver's door is missing) with CCN, tow company, address from which the vehicle was towed, and the officer's name and ID number on the sticker;

3. Remain with the vehicle until its removal, the officer need not follow the vehicle to the impound lot;

4. Notify the PSC within one hour of the impound, or as soon as practicable, and advise them to indicate "DO NOT RELEASE" in the PGIM entry;

5. Before the end of watch, fax a copy of the report to ATU, who will complete the Impound Notification letter;

6. On the Vehicle Impound & Release Report, circle N in the MAY VEHICLE BE RELEASED block and write in "CONTACT ATU".

7. Inventory the vehicle and include a list on a Continuation Report;

8. The officer shall not remove VIN plates from the vehicle. If the license plates do not belong on the vehicle, they shall be removed and submitted in accordance with General Order UPPD1000.0 EVIDENCE/PROPERTY

PROCEDURES.

C. Narcotic-Related Impounds

1. A vehicle may be impounded subject to forfeiture if used during any of these narcotic-related violations:

a. Felonies, including the transport, manufacture, distribution, or possession with intent to distribute CDS, or conspiracy to commit any of these; or the transportation, possession of raw materials or products or equipment of any kind intended for use in any of these;

b. Misdemeanors: possession of CDS, if the vehicle was used to transport a person to a known drug market area to purchase CDS;

c. Misdemeanors: (simple possession of CDS) if the registered owner has a prior CDS arrest;

d. Cases when there is evidence that the possession of CDS in the vehicle is related to the use of the vehicle for other unlawful purposes, such as driving under the influence of CDS;

2. For narcotic-related impounds, the impounding officer shall:

a. Notify the dispatcher the impound is a narcotic forfeiture to ensure that the County's contract crane is used;

b. In addition to the other required information, note "NARCOTIC IMPOUND" on the impound sticker;

c. Notify the PSC, within one hour of the impound and advise them to indicate "FOR FORFEITURE" and "DO NOT RELEASE" in the PGIM entry;

3. Notification to Asset Forfeiture Unit

Within 48 hours of the impound, the officer shall contact the Office of the State's Attorney (OSA), Asset Forfeiture Unit (AFU), to provide information regarding the impound. The AFU will then determine it forfeiture is to be pursued.

4. Forfeiture Request

After contacting the OSA/AFU, the officer shall transmit the Forfeiture Unit copy of a completed Vehicle/Asset Forfeiture Summary Report and a copy of the Incident Report to the OSA/AFU.

A copy of all completed forfeiture paperwork shall be forwarded to the Tow Coordination Unit (TCU) via Departmental mail.

5. Forfeiture Declined

A. After contacting the OSA/AFU, the officer shall transmit the Forfeiture Unit copy of the completed Vehicle/Asset Forfeiture Summary Report to the OSA/AFU. The officer may either mail or fax copies to their office.

B. The officer shall transmit remaining copies of the Vehicle/Asset Forfeiture Summary Report as indicated on the form.

C. Vehicle owners and agents shall not be told the storage location of an impounded vehicle that is subject to forfeiture. Instead, the officer shall provide the owner with the telephone number to the County Office of Central Services Material Management Section, or the OSA/AFU.

D. Impounds of Diplomatic Vehicles

1. Vehicles operated by persons with diplomatic immunity will not be impounded unless requested by the diplomat.

2. If the vehicle creates a safety or traffic hazard, the officer shall:

a. Request that the dispatcher contact a crane to move the vehicle to the closest available legal parking space;

b. Complete an Vehicle Impound & Release Report:

3. If the vehicle is impounded, the officer shall notify Telecommunications Section within one hour of the impound.

VII. IMPOUND & RELEASE ON SCENE

A. When an officer impounds a vehicle not subject to hold and the owner is present, the officer may issue a vehicle release on the scene.

1. When a vehicle release is issued on the scene of a vehicle impound, the officer shall place the word "RELEASED" along with the date and time released in the block of the Vehicle Impound & Release Report. The officer shall notify PSC within one hour, or as soon as practicable, and inform them that the vehicle was released on the scene.

2. Officers performing a patrol function shall maintain a supply of Vehicle Release & Impound Reports in their vehicles.

B. **Release Prior to Crane Hookup**

When a crane has been requested for an impound and the owner arrives at the scene before crane hookup, the officer will release the vehicle to the owner without compensation to the crane operator. A vehicle release is not required in this situation.

C. **Release After Crane Hookup**

1. If the crane has hooked up to the vehicle, but has not departed the scene before the owner arrives, the officer shall release the vehicle on the scene and allow the owner to negotiate the fee with the crane operator.

Note: Once a vehicle release has been issued, the payment issue becomes a civil matter.

VIII. RELEASE OF VEHICLE

A. Documentation for Release
Examples of acceptable documentation are (non-inclusive list):

1. Certificate of Title – Certificates of Title with the owner's name and information machine- printed on the front. A title with owner information entered on reverse is not acceptable documentation. A release shall not be issued to any person presenting a title with only his or her or an alleged owner's name on the reverse. If the vehicle is to be titled in Maryland, the person shall be directed to the MVA to apply for title and return with a completed MVA form #VR277, receipt for title application showing fees paid and vehicle information including title number.

2. **Current Registration** – The computer generated registration card issued by the registering state. Temporary registration cards may also be accepted. The bearer must produce photographic identification with signature along with the registration.

B. Notarized Power of Attorney or Notarized Authorization – The power of attorney or notarized authorization must contain the name of the owner and the name of the bearer. The bearer must produce photographic identification with signature along with the document. Most commonly, agents will possess these types of documents.

1. When there is doubt concerning the adequacy or validity of documents, the employee should contact a supervisor for assistance.

2. An owner will not be denied a vehicle release solely because he or she refuses to sign a citation.

B. Vehicle Impound Release Fee:

1. When a vehicle is authorized for release the employee shall collect the appropriate fee.

2. The employee shall make a photocopy of the release form, attach the fee and place both items in the mailbox for proper accounting.

3. The Chief or designee will review the documentation and fee; and forward the same to the Treasurers Office.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
SEIZURE OF CONVEYANCES			**UPPD416.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	1, 74, 84	**Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures relating to the seizure of conveyances including aircraft, vehicles or vessels, in connection with violations of the Controlled Dangerous Substance Law of the Criminal Law Article, §§5-601 through 5-628 inclusive.

II. POLICY

Pursuant to the guidelines set forth in this general order, it is the policy of the Department to seize and initiate forfeiture proceedings on all conveyances used to violate the provisions of the Controlled Dangerous Substance Law.

III. DEFINITIONS

A. **Forfeiting Authority** - For the purposes of these procedures, the forfeiting authority is the Office of the State's Attorney for Prince George's County.

B. Owner - A person having legitimate legal, equitable, or possessor interest in any property (for the purposes of this general order, any conveyance as defined in section IV. A), including a co-owner.

IV. CRITERIA FOR CONVEYANCE SEIZURE

A. Legal Authority - Criminal Procedure Article § 12-102(a) (4), authorizes the seizure and subsequent forfeiture of "…conveyances, including aircraft, vehicles, or vessels…"

B. Standards for Motor Vehicle Seizure (Criminal Procedure Article §§12-204 and 12-205)

In exercising their authority to seize motor vehicles officers should review these sections.

V. PROCEDURES

A. All officers shall follow the below procedures whenever seizing any conveyances.

1. Seize the conveyance at the time of the arrest, pursuant to the State guidelines, and impound it, completing the required Incident Report, Vehicle Release and Property Record.

2. All towing will be done by the designated towing services and an officer shall remain with the conveyance until it arrives at the designated impound lot to maintain proper chain of custody. In those cases where towing of the conveyance is not possible or appropriate, or an alternate location is more appropriate, the Chief or a designee shall determine the method of impoundment and location of storage.

3. Once the conveyance is stored, conduct a detailed inventory of the vehicle. The officer shall ensure that the vehicle's windows are up and doors locked. All non-accessory items shall be removed and documented on a property report.

4. Notify the owner/operator of the seizure and intention of the Department to file a "Motion to Forfeit" against the conveyance. Interview all owners (particularly if not in vehicle at time of

seizure). The officer shall not provide the location where the vehicle is stored.

5. Complete an "Asset Forfeiture Summary Report" (P.G.C. Form #4012) within 24-hours and distribute as follows:

a. White, yellow and green copies will be sent to PGPD to be distributed to the appropriate sections

b. The Chief receives the District/Division Commander copy

6. Obtain the following information and include in a "Request For Conveyance Forfeiture" memorandum to the Chief :

a. Brief statement of the facts surrounding the seizure including the location of the violation and the type and quantity of the controlled substance involved.

b. Name and address of the defendant.

c. Name and address of the owner of the conveyance.

d. Description of the seized conveyance (make, model, color, serial/VIN number, registration information, odometer mileage).

e. Interview and provide names of all witnesses/passengers.

7. Request Certified Title Record (including all license and title information).

8. Conduct a record check on all owner(s)/occupant(s).

9. Call the State's Attorney's forfeiture liaison officer within 72-hours of seizure to set up a review.

10. Prepare a letter requesting forfeiture for signature by the Chief. The signed letter and the package containing the documents shall be taken to the State's Attorney's review.

11. The forfeiture package shall contain:

a. UPPD Vehicle Impound and Release Report/Property Report(s)

b. All Crimes Reports

c. Vehicle forfeiture summary sheet

d. Request for conveyance forfeiture memorandum

e. All written statements

f. Copy of tow bill

g. Certified copy of title and a copy of vehicle registration card.

h. Copy of criminal history on owners / occupants.

i. Chief letter requesting forfeiture.

12. A forfeiture package shall be forwarded to the Chief and/or designee within 24-hours. Any additional or "certified" items shall be forwarded upon receipt.

B. PGPD Communications Section – will follow their standard operating procedures in reference to impounding vehicle forfeitures.

C. Forfeiture Dispositions

1. If forfeiture is denied by the State's Attorney's Office the Department shall authorize the release of the conveyance.

The Chief or a designee shall notify the owner by certified mail that the vehicle can be released.

2. If the State's Attorney's Office negotiates a settlement, the Chief shall authorize the release of the vehicle upon receiving the settlement. The settlement funds shall be deposited with the Town.

3. If forfeiture is granted the Chief shall decide how the conveyance will best serve the Department. The Chief may elect to sell the conveyance at which time the proceeds shall be deposited with the Town.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
FORFEITURE OF SEIZED MONIES FOR CDS OFFENSES			**UPPD416.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 83, 84**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish policy and procedures relating to the seizure of money or currency pursuant to CDS related investigations and arrests.

II. POLICY

It is the policy of this Department to seize and seek forfeiture of monies in accordance with the provisions of the Criminal Procedure Article Section 12-102, entitled “Property Subject to Forfeiture”.

III. SEIZURE OF MONIES

Criminal Procedure Article Section(s) 12-102(a) (6) and (b) (1) (i-ii) authorize, but do not compel, seizure and subsequent forfeiture of money or weapons.

IV. SEIZURE RESTRICTIONS

Seizure of money or currency: Money that is found in close proximity to a contraband controlled dangerous substance, controlled paraphernalia, or forfeitable records of the importation, manufacture, or distribution of controlled dangerous substances, is contraband and presumed to be forfeitable.

V. COMPLETION OF SEIZURE FORM / PROCEDURES FOR FORFEITURE

A. All officers seizing money or currency pursuant to the provisions of this general order shall complete a "Notice of Money or Currency Seizure" form. Copies of this form shall be distributed as follows:

1. Original - Property Custodian
2. Photocopy - Defendant
3. Photocopy - Seizing Officer

B. If the currency or money seized is three hundred dollars ($300.00) or more the officer shall contact the Asset Forfeiture Unit of the State's Attorneys Office and screen the seizure within one week of the seizure. The officer shall supply the State's Attorneys Office with copies of all crime reports, drug reports, and a criminal history of the persons arrested.

C. If the defendant inquires about having the currency/monies returned, he/she shall be directed to the State's Attorneys office or he/she may file a petition in District Court.

VI. PHOTOCOPYING MONEY

Criminal Procedure Article § 12-202(b)(1-2) and (c) provides that monies seized during a narcotics investigation may be photographed or photocopied for evidence purposes, and the resulting reproduction may be substituted in court proceedings for the actual monies. The

photographed or photocopied monies should depict the serial number on the front (only) of the bills and be as a whole not individually.

VII. VERIFICATION PROCEDURES

A. The Property Custodian and/or the Chief shall personally respond and verify the exact amount of monies seized. In the event of a seizure of monies over five hundred dollars ($500.00), the seizing officer will notify the Property Custodian and/or Chief to respond to drop the monies.

B. The Property Custodian and/or Chief shall initial and date all Property Record Reports and evidence tags/seals as a witness attesting to the accuracy of the amount of monies seized by the arresting officer and then place the seized monies into the safe at UPPD.

C. The Property Custodian and/or the Chief shall, after receiving the monies, account for the evidence by logging it into the evidence logbook.

VIII. STORAGE

A. Seized monies with a value of five hundred dollars ($500.00) or less may be temporarily stored in the moneybox located at UPPD until

received by the Property Custodian. Notification must be forwarded immediately to the Property Custodian to indicate that said monies are being held.

When monies in excess of five hundred dollars ($500.00) are seized they will only be deposited at the evidence safe located at UPPD. The Property Custodian and/or Chief shall temporarily store the monies in the safe located at UPPD until the monies can be deposited into the designated bank account of the Town.

B. Serial numbers of all seized monies, if available, shall be recorded on the Property Record or photo copies of the bill serial numbers can be attached, by the seizing and/or arresting officer.

C. The Property Custodian shall turn over all seized monies to the Town Treasurer for deposit into the designated bank account.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **HATE/VIOLENCE INCIDENT PROCEDURES**			PROCEDURE NUMBER **UPPD420.0**
SECTION **OPERATIONAL PROCEDURES**	NUIMBER OF PAGES **4**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **42, 82, 83**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish the responsibilities for the handling of Hate / Violence incidents. This Department will immediately conduct a thorough investigation of all malicious or criminal incidents occurring within this jurisdiction that are racial, religious or ethnic (RRE) in motivation and will support maximum prosecution of those who are apprehended for such acts. This Department will ensure that violations are dealt with immediately.

II. POLICY

It is the policy of this Department to take immediate action following any and all reported or observed RRE hate/violence incidents. Special emphasis will be given to victim assistance and community cooperation in order to reduce victim/community trauma and fear.

III. DEFINITIONS

The following criteria are to be used in determining whether or not an incident is of an RRE biased in nature and covered by this order. The 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 it looks like an incident of RRE bias, then it is and 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 RRE bias is whether there is a racial, religious or ethnic motivation behind the act.

A. Examples of criminal acts that may be RRE motivated include:

1. Burning cross or religious symbol - Any violation of Criminal Law Article §10-301.

2. **Explosives** - Any violation of Criminal Law Article §§ 4-503 and 9-505.

3. Bomb threats - Any violation of Criminal Law Article § 9-504,

4. Destroying, injuring property of another - Any violation of Criminal Law Article § 6-301. Any written language or symbol that has been historically directed against a person because of their RRE origin will be reported.

5. Assault - Any verbal threat or assault and battery.

6. Disorderly conduct - Any violation, written or oral, of Criminal Law Article §10-201, that disturbs the peace and tranquility of the community and is directed against a person or persons.

7. **Interrupting or disturbing religious meetings** - Any violation of Criminal Law Article § 10-302 or § 10-303,

8. **Possession of a firearm in proximity of a public demonstration** - Any violation of Criminal Law Article §4-208, that occurs at a public RRE demonstration.

9. **Unlawful use of the telephone** - Any violation of Criminal Law Article § 3-804.

10. Damage to Buildings - Any violation of Criminal Law Article § 10-304, following in a public place.

11. **All common law offenses** - as they would pertain to acts of RRE intimidation, hatred, etc.

B. Any non-criminal act directed at any group or individuals within these groups that is done with the apparent or deliberate intention to:

1. Harass. **2**. Threaten
3. Intimidate. **4**. Retaliate
5. Create RRE conflict

IV.CRITERIA FOR VERIFICATION

A. To determine if an incident is an RRE motivated act officers will consider the following criteria. Initial verification will be made by the first officer to respond at the time the incident is reported or observed. A final determination may be made upon arrival of a supervisor, if available.

1. Motive as determined by the investigating officer based on a common-sense review of the circumstances surrounding the entire incident itself (i.e., the totality of circumstances).

2. Display of any RRE offensive symbol(s), word(s), or act(s).

3. Effect on the victim(s) or perception of the victim(s).

4. Statement(s) of suspect(s)/victim(s).

5. Prior history of similar incidents in the same area or against the same RRE group.

6. A violation of any of the statutes enumerated in Section III.A-B outlining criteria for reporting RRE acts.

B. Additionally, it may be helpful to ask the below listed questions:

1. Is the victim of the incident a member of one RRE group and the suspect a member of another RRE group?

2. Did the incident occur solely because of an RRE difference between the person(s)/group(s) or for other reasons?

3. Is the victim the only RRE group member in the neighborhood?

4. Did the victim recently move into the area - is the victim acquainted with neighbors and/or local community groups?

5. When multiple incidents occur at the same time are all the victims of one RRE group?

6. Has the victim been associated with any recent or past RRE activities relating to his/her faith or to anti-discrimination activities?

7. Has there been prior/recent news coverage of events of a similar nature?

8. What was the manner and means of attack (i.e., color of paint used, correctness of the spelling of words, symbols and/or signs used, etc.)? Is it similar to other documented incidents?

9. Has the victim had past or repeated attacks of a similar nature?

10. Is there a coincidence of the act to holidays, school activities, etc.

11. Is there an ongoing neighborhood problem that may have sparked/ contributed to the event (i.e., could the act be retribution for some conflict with neighbors, area juveniles, etc.)?

12. If an organized hate group (i.e., Ku Klux Klan, American Nazi Party, skin heads, Adolfo Defense League, etc.) is indicated in the incident:

a. Is any literature present either printed or handwritten?

b. Does the same signify a "copy-cat" syndrome?

c. Is there any documented or suspected organized hate group activity in the area?

d. Was this group indicated in a true sense, or as a fear or scare tactic?

13. What was the motivation (as far as can be determined or reasonably inferred) of the party (ies) responsible?

14. Were the true (documented) intentions of the responsible party (ies) RRE oriented, or were there other reasons such as childish pranks, unrelated vandalism, etc.

15. Does the responsible party (ies) have a true understanding of the impact of the incident on the RRE victim(s) or other group members?

C. If, after applying the criteria listed above and asking the appropriate questions, a reported RRE incident cannot be definitely determined to be any other type of problem (or is a borderline case), it will be verified as RRE for investigative and statistical purposes.

V. PROCEDURES

A. All Officers will:

1. At all times, respond in a sensitive way to the feelings and needs of victims of RRE motivated hate/violence incidents.

2. Upon discovering or responding to an RRE hate/violence incident, take all possible preliminary investigative and enforcement action and preserve the crime scene and any evidence present for a PGPD District I Investigator if needed.

3. Immediately notify the supervisor if any RRE motivated destruction or defacement of property has occurred or is suspected (i.e., cross burning, painted swastikas, etc.).

4. Prepare a detailed Incident Report, documenting all facts and circumstances surrounding the incident. Incident Reports for hate incidents as well as cross burnings will be clearly classified as HATE INCIDENT-NON-CRIMINAL or HATE INCIDENT - CRIMINAL (as appropriate). For a cross burning this will be classified on the Incident Report as HATE INCIDENT - CROSS BURNING.

5. In incidents of cross burning, arson or malicious burning, request a Fire Department Investigator. The Fire Department has primary responsibility in these cases, while the Department provides support.

6. Code the Crime Analysis Section with the number 27. In the "Copy to" block write, for both hate incidents and cross burnings: COMMUNITY RELATIONS DIVISION and NED.

7. Ensure that the crime scene is adequately protected.

8. Will ensure that the crime scene is thoroughly searched and evidence is secured.

9. For public property, ensure that all physical remains of the incident are removed after processing has been completed. If the remains are too large to be transported by police cruiser, the Town's Public Works will be contacted for use of an appropriate transport vehicle. If the remains cannot be physically carried away (i.e., paint on the walls, sidewalks, play equipment, etc.), the Town's Public Works will be contacted for immediate cleaning and repair.

10. Ensure that the Incident Report contains full data on the materials used (cross, literature, paint, etc.) including size, construction, wrappings, messages, plus the method of removal and the disposition of the remains.

11. Ensure that photos are taken for follow-up investigation.

12. Notify the Prince George's County Human Relations Commission of incidents having identified victim(s), and provide pertinent details of the incident and CCN. Notifications shall be made between 0900-1600 hours, Monday through Friday.

13. Notify the PGPD Organized Crime/Intelligence Unit of all cross burnings.

14. Notify the Chief within 1-hour of confirmation of the hate incident.

B. Investigative Responsibilities:

1. Criminal hate incidents (exclusive of cross burnings) - are the investigative responsibility of the PGPD District I Investigative Section.

2. Cross Burnings - are the investigative responsibility of the PGPD Fire Department Investigator.

C. Chief and/or designee will:

1. Respond within 24-hours to the scene of all RRE hate/violence incidents occurring within the jurisdiction when there is a victim (as opposed to a complainant).

2. As soon as possible an in any event within 24 hours of the incident, personally contact the victim(s), assuring them that the preliminary investigation, as well as any necessary follow-up investigation, will be actively pursued. If a cross burning the Chief will inform them that the Fire Department investigates the incident.

3. Initiate a 60-day intensive directed patrol area check of the area as needed.

4. Enlist the aid of religious groups, community groups, business groups, educational groups and leaders in other areas of society in an effort to obtain public condemnation of the incident.

5. Ensure that all RRE motivated incidents are reported to the Maryland State Police in accordance with the requirements of the law.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE **EMERGENCY ADMISSIONS OF MENTALLY DISORDERED INDIVIDUALS**			PROCEDURE NUMBER **UPPD421.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **71, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to ensure that officers of this Department are aware of the requirements mandated by the Health-General Article, Title 10 (Mental Hygiene Law), Subtitle 6 (Admission Provisions), §10-620, et seq., and to establish procedures for officers seeking an involuntary evaluation.

This general order coordinates with the policy and procedures set forth in General Order 421.1 Response to Persons With Mental Illness.

II. POLICY

All police officers are authorized to detain and seek emergency evaluation of persons who, upon probable cause, are believed to have a mental disorder, and who present a danger to the life or safety of the person or others.

The Department's policy is that, whenever possible, officers will first attempt to encourage the person's family or relative to seek an emergency evaluation petition. Officers of this Department should be the petitioner of last resort.

III. LEGAL REQUIREMENTS

A. Officer Initiated:

1. Under the Health-General Article Title 10, §620 et seq.,, a police officer may seek emergency evaluation of a person whom they believe, as a result of their observations, experience, training and best judgment, are suffering from a mental disorder and present a danger of causing personal harm to themselves or others. The term Mental Disorder does not include intellectual disability as defined in § 620(e)(2) of the same title.

2. If an officer observes such behavior, the person will be:

a. Taken into custody.

b. Appropriately restrained for the safety of the officer, the person and bystanders.

c. Searched prior to being transported.

d. Transported to the nearest emergency facility or hospital, as appropriate.

In cases where the individual needs medical attention, Fire and Rescue will be summoned to the scene, where they will determine whether to transport the individual. An officer will travel in the ambulance at their request.

B. The person with a mental disorder will be transported to the closest emergency facility**.** The person will be transported by

emergency vehicle with the assistance of an officer, when necessary.

C. If a person is admitted, further action regarding the evaluated person will be the responsibility of the County Health Department and the emergency facility involved.

IV. EMERGENCY ADMISSIONS PROCEDURES

A. Once at the emergency facility, officers will complete page one of the "Petition For Emergency Evaluation", ensure that the officer's name, rank, and ID number are on the document, and present it to the physician in charge of the emergency room at the hospital. The Emergency Room Staff will provide the "Petition For Emergency Evaluation" to the officer.

B. Officers are not civilly or criminally liable for completing a "Petition For Emergency Evaluation" for taking a person into custody when done so in good faith.

C. The emergency facility must accept the person for evaluation upon a properly executed petition.

D. The officer will give the Emergency Room Staff all pertinent information about the person, including the identity of the person's relatives, if known.

E. Hospital Security Staff will also be notified of the person's behavior.

F. Once authorized by the physician, the officer may leave the hospital and return to normal duty, unless the person is violent and the physician requests the officer to remain at the facility.

G. If a physician requests the officer to remain, Maryland Law requires the officer to notify their supervisor of the request and the officer must remain until the supervisor responds to the physician's request. By law, if the evaluated individual is violent, the supervisor will direct the officer to remain. When officers are requested to remain at the facility, it is the responsibility of the attending physician to examine the person as soon as possible.

H. An emergency evaluee admitted for evaluation must be examined by physician within 6-hours of their arrival at the hospital, and may not be kept at an emergency facility for more than 30 hours from the time they arrive.

I. If the examining physician does not certify the involuntary person for admission to a State Hospital, the involuntary person will be released immediately.

1. If the officer was the petitioner, the Department will provide transportation for the released person from the emergency facility back to the location where they were taken into custody, if there is no alternative transportation available.

2. If the petitioner was someone other than a police officer, transportation will not be provided, unless a supervisor believes that extenuating circumstances dictate otherwise.

J. If the examining physician certifies admission of the person, the physician will place the person in an appropriate facility and will contact a private ambulance service that is under contract with Prince George's County to transport the person.

K. In all circumstances, whether or not the person evaluated is committed, the officer will complete an Incident Report, titled: EMERGENCY COMMITTMENT and attach copies of the completed "Petition For Emergency Evaluation" form.

V. EVALUATION PROCEDURES FOR ARRESTED PERSONS

A. At any time after the arrest of a person with a mental disorder, the Court may order an emergency evaluation if it appears that probable cause exists to believe that the

person has a mental disorder and that there is a danger of the person doing bodily harm to themselves or another.

B. The Prince George's County Sheriff's Department is responsible for transporting the person. When the Sheriff's Department is unavailable, an officer of this Department will transport the person to the closest emergency facility. Unless the Court directs otherwise, the person will remain in police custody until placed in an appropriate facility, returned to the Court or returned to the detention center.

C. If the examining physician concludes that the person does not meet the criteria for involuntary admission, the examining physician will attach a brief report of the evaluation to the court order. Officers will then return the person, a copy of the court order and the physician's report to the court. If the court is not in session the officer will return the person to the detention facility as ordered.

D. An order of the court will serve as a retainer until such time as the charges pending against the person are dismissed, nolle prosequed, stetted, or the person is presented to the court.

VI. TRANSPORTING AGGRESSIVE PERSONS WITH A MENTAL DISORDER

A. The transporting of persons with a mental disorder requires officers to exercise caution to avoid possible injury to the officer or the person. In addition to always handcuffing the person, the officer may consider the use of leg shackles prior to transport. If officers declare the person too aggressive to transport in a cruiser, then Fire and Rescue will be summoned to the scene. An officer may accompany the transporting ambulance, if necessary, or if requested to do so, to assist in restraining the patient.

VII. RESPONSIBILTY

A. Reporting Officer will:

1. Prior to taking custody of a person with a mental disorder, attempt to convince the individual's family or another relative to seek an emergency evaluation petition.

2. Whenever possible, obtain an order from a Judge of either the District or Circuit Court for an emergency evaluation prior to taking custody of a person with a mental disorder.

3. After taking a person into custody for emergency evaluation, restrain the person so as to protect the person and the officer from injury.

4. Prepare an Incident Report with all accompanying documentation as prescribed in Section IV.K of this general order.

B. Supervisors will:

1. When available, respond to the scene of all reports of a person with a mental disorder and ensure compliance with the guidelines and procedures set forth in this general order.

2. Fully cooperate with examining physicians and hospital staff to ensure their safety and the safety of the person in custody for emergency evaluations.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
RESPONSE TO PERSONS WITH MENTAL DISORDER			**UPPD421.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**4**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	41	**Chief Michael Wynnyk**	

I. POLICY

The Americans with Disabilities Act (ADA) entitles people with mental disorders or intellectual or physical disabilities to the same services and protections that law enforcement agencies provide to anyone else. These persons may not be excluded from services or otherwise be provided with lesser services or protection than are provided to others.

It is the department policy to treat all persons at risk with dignity and respect regarding mental illness.

II. PURPOSE

This general order is intended to address the most common types of interactions with persons at risk and provide guidance to department personnel in dealing with such individuals.

III. DEFINITIONS

A. Persons At Risk

1. Any person with a physical, mental or intellectual disability and who poses a risk to themselves or others, e.g. mental disorders, suicidal, Alzheimer, Diabetic.

B. Mental Disorder

1. 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.

2. The terms "mental disorder", "mental illness", "emotional illness", and "psychological illness", describe varying levels of a group of disabilities causing disturbances in thinking, feeling, and relating.

C. Persons With Memory Impairment

1. Alzheimer's disease and similar impairments cause intellectual deterioration in adults severe enough to dramatically interfere with occupational or social performance.

2. These disorders are not only found in older people. The youngest diagnosed case is age 22, however most people are in an age group of 40 or 50 when diagnosed. Many persons with Alzheimer 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.

IV. RECOGNITION OF COMMON SYMPTOMS

A. Although officers are not in a position to diagnose mental disorders, officers shall be alert in recognizing the symptoms common to such illnesses.

B. Symptoms of mental disorders may vary, but all persons with mental disorders have thoughts, feelings, or behavioral characteristics, which may result in the inability to cope with the ordinary demands of life.

C. While a single symptom or isolated event does not necessarily indicate mental disorder, professional help should be sought if symptoms persist or worsen. The following may be useful in recognizing warning signals of mental illness:

1. Social Withdrawal -Withdrawal from family, friends; abnormal self-centeredness.

2. Depression -Expression of hopelessness, helplessness, inadequacy.

3. Thought Disorders -Inability to concentrate or cope with minor problems.

4. Expression of Feelings -Argumentative, belligerent, unreasonably hostile, threatening harm to self or others.

5. Behavior -Manic behavior, accelerated thinking and speaking, drug or alcohol abuse.

6. Cognitive Impairments -Confusion, disorientation in time, place and person.

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.

V. RESPONSE TO PEOPLE WITH MENTAL DISORDERS

A. The following guidelines detail how to approach and interact with people who may have mental disorder or 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 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: Loud sounds, bright lights, sirens, and crowds can cause confusion. Consider moving the person to a calm environment, if possible;

4. Keep animals away: Individuals with mental illnesses 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: Often the best resource for specific advice on calming the person and ensuring officer safety until the contact person arrives;

7. Persons with memory impairment reported as missing should be handled utilizing guidelines set in General Order UPPD 432.0- “Missing Persons”. Every person reported missing will be considered at risk until significant information to the contrary is confirmed;

8. Prepare for a lengthy interaction: Persons with mentally illness should not be rushed unless there is an emergency;

9. Repeat short, direct phrases: Too much talking can distract a person with mental illness and confuse the situation;

10. Be attentive to sensory impairments: Many persons with mental illness have sensory impairments that make it difficult to process information. Officers should not touch the person unless absolutely necessary; should use soft gestures, avoid quick movements, use simple and direct language, and not automatically interpret odd behavior as belligerent;

11. In many situations and particularly when dealing with someone who is lost or has run 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: Persons with mental illness often use signals or gestures instead of words or demonstrate limited speaking capabilities;

13. Don't get angry; and

14. Maintain a safe distance.

B. 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 disposition. These options include the following:

1. Refer or transport the person for medical attention if he/she is injured or abused;

2. Outright release;

3. Release to care of the family, caregiver or mental health provider;

4. Refer or transport to substance abuse a. services;

5. Assist in arranging voluntary admission into a mental health facility, if requested;

6. Transport for involuntary emergency psychiatric evaluation if the person's behavior meets the criteria for this action; or

7. If appropriate request Fire Board to transport;

8. Arrest, if a crime has been committed.

VI. CUSTODY

A. If a person with a mental, emotional, or psychological illness is taken into custody, officers will make responsible effort to use the least amount of 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 a person 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 a facility listed in Section VIII.

2. INVOLUNTARY ADMISSION: A higher level of law enforcement intervention will be required when required for the protection of the individual or another, including when officers encounter the following scenarios:

a. The person is imminently dangerous to self or others;

b. The person is unable to care for self, or unable or refuses to accept intervention, which would meet minimum needs for food, clothes, shelter or physical well being;

c. The person is suffering substantial physical deterioration and shows an inability to function if not treated immediately.

d. Request Fire Board to transport.

VII. INTERVIEW AND INTERROGATION

A. Officers attempting to conduct a field interview with persons at risk should follow the guidelines listed in Section V.

B. Before a formal interrogation with a person at risk begins, the officer should attempt to determine if assistance is needed. If necessary the officer should consult a mental health professional and the State's Attorney's Office to determine if the person understands their Miranda Warning.

C. If the person with a mental illness 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.

VIII. AVAILABLE RESOURCES

A. There are several community mental health resources available to the officer, as follows:

1. Prince George's Hospital Center
2. Washington Adventist Hospital

B. The officer can use these resources for voluntary or involuntary admissions. Officers using these resources should follow the procedures outlined in Section VI of this general order.

IX. TRAINING

A. All personnel shall receive training in department procedures set forth in this general order as follows:

1. Entry level training for all personnel.

2. Documented refresher training at least every three years for all personnel will include, but not be limited to:

a. Policy review during department staff meetings;

b. Shift briefings; and

c. In-service programs.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
DOMESTIC VIOLENCE, STALKING & HARASSMENT INCIDENTS			**UPPD422.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**6**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	1, 55, 81	**Chief Michael Wynnyk**	

I. PURPOSE

This general order provides guidance to officers when handling domestic violence, stalking and harassment incidents in compliance with Annotated Code of Maryland Criminal Procedure, Title 2, §§ 2-204 & 2-205, Criminal Law Article§§3- 801-3-803, and Family Law Article §§4-501-4-516, and Prince George's County Code Section 14-167, et seq., and Title 18, USC §922(G)

II. POLICY

Officers will respond promptly to incidents of domestic violence, stalking, and harassment. Being especially sensitive to the needs of the victims of these crimes, the Department will assist these individuals, and if necessary their family members, in order to prevent further victimization.

III. DEFINITIONS

A. **Cohabitant** – An individual who has had a sexual relationship with the respondent or has resided with the respondent in the home for the period of at least 90 days within one year prior to filing for a petition.

B. Course of Conduct – Pattern of separate acts occurring at different times, but appearing to have a common purpose or objective

C. Defusion - When disputants have stopped engaging in verbal or physical combat, and have calmed down.

D. Domestic Violence – is violence occurring when an individual commits or attempts to commit one of the following offenses against a current or former spouse, or a person with whom the individual has, or had, an intimate relationship;

1. An act that causes physical injury;

2. An act that places one in fear of physical injury to self or others;

3. A property crime;

4. Violation of a Protective Order;

5. An act of false imprisonment.

E. Harassment – maliciously engaging in a course of conduct that alarms or seriously annoys an individual, with the intent to harass, alarm or annoy that individual after receiving a warning or request to stop.

F. Petitioner – an individual who files a petition.

G. Protective Order – a court issued order, which provides protection to victims of domestic abuse. There are three types of Protective Orders;

1. Interim: This order is effective until the first or second available day on which the District Court may hear the petitioner.

2. Temporary or Ex Parte: Effective for no more that seven days after service, however, it

may be extended up to 30 days to effectuate service. The order may direct the respondent to do any of the following;

- Vacate the home immediately
- Stay away from places frequented by the petitioner, such as the petitioner's residence, temporary residence, residence of family members, workplace and or school.

The Protective Order may also:

- Allow a respondent to retrieve personal effects.
- Decide the custody of minor children
- Order mandatory counseling or mediation between the petitioner and respondent.

3. Final: The final protective order states the maximum time that the order is effective, which can be from 90 days to 12 months.

H. Respondent – the individual alleged in the petition to have committed the abuse.

I. Stalking – malicious course of conduct including approaching or pursuing another individual with the intent to place that individual in fear of serious bodily injury or death.

IV. PROCEDURES FOR DOMESTIC VIOLENCE

A. Complaints of domestic violence or spousal abuse will be taken seriously, even when clear evidence of an assault is lacking. The complaint taker will record the following information from the caller:

1. Whether any party is injured;
2. Location and description of the assailant;
3. Weapons and their location;
4. Whether children are present;
5. The nature of the disturbance;
6. Other persons on the scene;
7. Use of drugs or alcohol;
8. History of mental illness;
9. History of prior disturbances;
10. Existence of a temporary peace order or protective order against any party;
11. Sexual assault.

2. If the victim has been sexually assaulted the Department employee shall advise the victim not to use the bathroom, bathe, or shower, or change clothes.

3. Two officers shall be assigned to the call. If the assailant is on the premises, officers should comply if a victim requests to meet them at an alternate location, such as a neighbor's home.

4. Response classification will be in accordance with UPPD1100.0 Communications/Radio Procedures.

B. Officer Response to Domestic

The five basic steps to effective intervention in domestic violence calls are:

1. Safety
2. Defusion
3. Communication
4. Assistance and resolution
5. Referral

C. Officers should await backup when responding to domestic violence calls. Upon arrival at the scene, officers will identify themselves and request permission to enter the home. Generally, officers should only enter homes when invited and opposition is not stated. If the officer's presence creates antagonism, the officer should employ non-confrontal methods to help the abused spouse, such as transporting the individual to another location or convincing one party to temporarily leave.

D. If officers are confronted by an individual who denies there is a problem, officers should insist that the spouse come to the door in order to determine whether an assault has occurred.

E. Officers may make a forcible entry to end a violent altercation, remove children whom the officer believes to be in immediate danger, or for other exigent circumstances.

F. Officers shall use reasonable judgment to determine the priority of making a forcible entry

in these cases. Officers will not forcibly enter a home merely to obtain clothing or personal items.

G. After stabilizing the situation, officers should determine if there are injuries involved and if medical attention is required. Officers shall provide the victim protection against further injury. This protection may include the seizure of firearms or weapons. A premise search may not be conducted without a search warrant or consent of a resident. When on the scene of an alleged act of domestic violence, an officer may remove a firearm from the scene if:

1. There is probable cause to believe that an act of domestic violence has occurred; and

2. The firearm has been observed by the officer.

3. A resident of the premises may lead an officer to the location of other firearms at the residence.

H. Officers may transport victims away from the scene when no other means of travel is available.

I. Officers will not assist in removing children from a home in which one spouse opposes that removal unless the circumstances indicate that the children are in imminent danger.

J. When an individual alleges to have been assaulted by a spouse or cohabitant, or there is evidence of physical injury, an Incident Report and a Domestic Violence Supplemental Report shall be completed. There reporting officer shall write "29" in the SPECIAL STUDIES block of the Incident Report. The Officer shall conduct a Domestic Violence Lethality Screen with the consent of the victim.

K. When the necessary elements for an arrest are present, but an arrest is not made, the reporting officer will document this on the Incident Reporting noting why, and what actions were taken to ensure the safety of the victim.

L. If officers respond to a domestic violence call but a crime has not been committed, the call shall be coded appropriately. Officers shall advise the dispatcher of the following:

1. Any weapons present and their location;

2. Use of drugs or alcohol;

3. Any referrals made for assistance;

V. WARRANTLESS ARREST

A. In compliance with the Annotated Code of Maryland, Criminal Procedure Article, §2-204, a police officer without a warrant may arrest a person if:
1. The officer has probable cause to believe that:

a. The victim is the person's spouse or another person with who the victim resides;

b. There is evidence of physical injury; and

c. Unless the person is arrested immediately, the person:

i. May not be apprehended;

ii. May cause physical injury or property damage to another;

iii. 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. In cases where the above criteria exist, a warrant less arrest will be made. The only exception to this policy is where, in the professional judgment of the officer, an arrest would be counterproductive.

C. Officers must give the domestic violence victim a copy of Maryland Crime Victims and Witnesses ("Vine") booklet which provides information about recourses in Prince George's County and the State of Maryland. The Vine brochure contains information for victims and shall also be given to the victim along with the CCN.

VI. PROTECTIVE ORDERS

A. A Petition for a Protective Order may be filed by the victim and is normally done without the help of a police officer, in either the District or Circuit Court for Prince George's County. Forms are available for this purpose from the court. The victim sees a judge the same day as the petition is filed and the abuser is generally not at the hearing.

B. Officers are required to arrest any person found in violation of certain provisions of a Protective Order. Generally, those provisions dealing with no abuse or stay away from the victim are enforceable by arrest. Provisions for which an arrest can be made are identified below:

1. The abuser does not refrain from further abuse or threats of abuse.

2. The abuser does not refrain from contacting or attempting to contact or harass the victim;

3. The abuser does not vacate, or refrain from entering, the residence of the victim or victim's family members;

4. The abuser does not stay away from the victim's place of employment, school or temporary residence.

The above violations of a protective order are misdemeanors under Annotated Code of Maryland Family Law Article, Title 4, Subtitle 5, §4-509.

C. Violations of other conditions of a protective order that are not misdemeanors or felonies are not enforceable by an officer. The officer should refer the petitioner to the court for relief.

D. Protective Orders Issued by Another State

1. In 1994 Congress enacted the Violence Against Women Act (VAWA) directing jurisdictions to give full faith and credit to valid orders of protection issued by other jurisdictions.

2. A Protective issued by a court of another state or Indian tribe will be accorded full faith and credit by a court of Maryland and enforced as an order of Maryland.

3. Under Maryland law, in order to enforce an out of state protective order:

a. The order must be in effect at the time of the violation;

b. The petitioner must display or present a copy of the order that appears valid on its face;

c. The defendant must have violated an arrestable provision of the order.

E. Temporary or Ex Parte Protective Orders

1. Persons eligible for relief include:

a. The current or former spouse of the respondent;

b. A cohabitant of the respondent;

c. An individual related to the respondent;

d. A parent, stepparent, child or stepchild of the respondent who resides or has resided with the respondent for at least 90 days within one year before filing for the petition.

2. Temporary Protective Orders are issued through the District Court, Monday through Friday, 0830 to 1500 hours. A District Court Commissioner may issue the order when the Clerk of the District is open for business.

3. If an officer serves an order issued by a commissioner, the return of service shall be returned to the District Court Commissioner or the District Clerk.

VII. FIREARMS RESTRICTIONS

A. Public Safety Article §5-133 requires a law enforcement officer at the scene of an alleged act of domestic violence to remove a firearm from the scene:

1. from a person against whom a current non ex parte civil protective order has been entered under § 4-506 of the Family Law Article; or

2. when an order for protection, as defined in § 4-508.1 of the Family Law Article, has been issued by a court of another state or a Native American tribe and is in effect.

B. Per Family Law Article, §4-511, when responding to the scene of an alleged act of domestic violence, as described in this subtitle, a law enforcement officer may remove a firearm from the scene if:

1. The law enforcement officer has probable cause to believe that an act of domestic violence has occurred;

2. The law enforcement officer has observed the firearm on the scene during the response.

C. If a firearm is removed from the scene, the officer shall provide for the safe storage of the firearm during the pendency of any proceeding related to the alleged act of domestic violence.

D. A law enforcement officer may not conduct a search of a building or a vehicle for the presence of weapons that are not observed by the officer during the response to the domestic violence, unless otherwise allowed by law or with the consent of the owner(s).

E. If a firearm is removed from a domestic violence scene, the law enforcement officer should promptly provide to the owner(s) an itemized list of the firearms, identifying them by make, model and serial number. The list should contain the name of the police agency, the officer's name and ID number, and date and location of the seizure.

F. The owner(s) of the firearm must be provided with written information concerning the process for retaking possession of the firearms, including the name, address and telephone of the Department.

G. To accomplish E and F above, officers are directed to complete form R-03 on the scene, and provide the firearms owner with the pink copy. The remaining copies are to be submitted via the normal report routing system.

H. It is unlawful for any individual convicted of a misdemeanor crime of domestic violence to ship, transport, possess or receive firearms or ammunition.

J. It is unlawful for any individual to sell or other wise dispose of a firearm or ammunition to any person the individual knows or believes has been convicted of such a misdemeanor. This prohibition also applies to all law enforcement officers.

K. This is true whether or not the state statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.

VIII. DOMESTIC STANDBY

A. It is important that persons requesting domestic stand by services be afforded these services as guaranteed by law. It is important that officers ensure that they are not assisting an individual in violating the "vacate or stay away" portion of a protective order. Conditions of most existing protective orders can be verified through MILES.

B. The officer shall ensure that assistance is limited to removing essential items, such as a change of clothing, personal effects or medicines for themselves or their children.

VII. STALKING REPORTS

A. Officers shall complete an Incident Report and Commanders Incident Report (CIR) for all stalking complaints, or any situation where stalking appears to have occurred. Officers taking reports shall:

1. Notify the Department supervisor and the Prince George's County District Investigative Section if the officer determines that there is an imminent threat to the victim as evaluated under this Section.

2. Transport the victim to the District Investigative Section or stand by with the victim pending the arrival of the investigator.

3. Classify the type of incident as Stalking

4. Write "33" in the SPECIAL STUDIES block of the Incident Report;

5. Note the name of the investigator notified, if applicable;

6. Broadcast a look out for the suspect

B. A warrantless arrest is authorized if (1) the officer has probable cause to believe the person has engaged in stalking under § 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.

C. Imminent Threat Criteria

A. When a supervisor or officer is notified of a stalking incident, the supervisor shall determine whether an imminent threat to the victim's safety exists. Factors to be considered include, but are not limited to the suspect's:

1. Past behavior;
2. Criminal record;
3. Psychological ability;
4. Ability to harm the victim;
5. Access to the victim;
6. Use or access to weapons;

B. If an imminent threat to the victim exists, the supervisor or officer shall notify the District Investigative Section immediately. The supervisor or officer shall document this on a CIR

C. If an investigator is not immediately available the supervisor shall notify the Shift Commander.

VIII. HARASSMENT REORTS

When an individual complains of harassment, the officer shall write an Incident Report to document the nature of the harassment and specify that no threats to personal safety were made. The officer shall instruct the victim to contact a commissioner to obtain a warrant if the complainant desires criminal prosecution. Harassment reports do not require follow-up.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
VICTIM/WITNESS ASSISTANCE PROGRAMS			**UPPD423.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **33, 45, 55**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to provide a basic understanding of the victim/witness assistance programs within the community.

II. POLICY

Crime victims/witnesses have certain rights that should be protected. These include the right to be treated with fairness, compassion and dignity. The patrol officer is typically the first person who has contact with a crime victim/witness and it is their responsibility to ensure that the needs of the victim/witness are addressed and satisfied with the resources available in the community.

III. RIGHTS OF THE CRIME VICTIMS/WITNESSES

Victims and witnesses shall:

A. Be treated with dignity, respect, courtesy and sensitivity;

B. Receive crisis intervention help, if needed, or be told by the appropriate criminal justice unit where crisis intervention help, emergency medical treatment, creditor intercession services, or other social services and counseling may be obtained;

C. Be given a crime victims and witnesses pamphlet that details rights of victims throughout the criminal process.

IV. VICTIM ASSISTANCE FUNCTIONS

The officers of this Department will ensure that the following tasks are performed as designated:

A. Ensure the confidentiality of victims/witnesses and their role in case development to the extent consistent with applicable Maryland law.

B. Maintain liaison with other criminal justice agencies, governmental and non-governmental agencies and organizations concerned with victim needs and rights.

C. Ensure that all non-sworn employees, when they are hired, are informed about existing agency and community victim assistance programs serving the public as well as agency personnel.

D. Ensure that the Department provides training to its sworn personnel in victim/witness rights and needs, and the Department's role in meeting those rights and needs, during both the classroom and field training portion of recruit training.

E. Maintain appropriate materials regarding victim/witness assistance and referral information efforts.

F. Coordinate efforts to periodically inform the public and the media about the agency's victim/witness assistance services.

V. OFFICER GUIDELINES

A. Officers shall maintain crime victim/witness referral information (Governmental and Private sector) at their disposal to address needs of medical attention, counseling, and emergency financial assistance or any other referral assistance as possible on a 24-hour basis to provide continuity of service to those in need.

B. Officers shall inform the victim/witness, by handing out either a personalized name card and/or in the case of domestic violence case a "Domestic Violence Information and Referral" (P.G.C. Form #3246), in regard to victim/witnesses rights, information on referral agencies, agency telephone numbers, officers name or investigating officers name and the CCN. The officer shall then write in his/her narrative that he/she has informed the victim/witness of the above information.

C. Officers should consider coordinating with the victim's clergy, a relative, or a close friend when informing the victim's family or next-of-kin that the victim was seriously injured or deceased as a result of a serious crime. This tactic would be useful and compassionate in the notification process.

VI. PRELIMINARY INVESTIGATION GUIDELINES

During the preliminary investigation of any criminal incident, the investigating officer will ensure that the following services are provided to the victim, at a minimum:

A. Advise the victim to contact the Department for a follow- up report about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him/her;

1. Threats to victims will be documented on an Incident Report and forwarded to the supervisor. Appropriate assistance and resources provided will be commensurate with the danger faced by the victim/witness.
2. When appropriate, the State's Attorney's office will be notified of threats received by victims/witnesses. Notification will be made verbally and confirmed in writing.

3. Inform victims/witnesses about the incidents case number and subsequent steps in the processing of the case.

4. Provide the investigator's phone number in the event the victim wishes to report additional information about the case or wishes to receive information about the status of the case.

VII. FOLLOW-UP INVESTIGATION GUIDELINES

A. During the follow-up portion of the investigation of a serious crime, and as dictated by the investigating officer's supervisor, the following services shall be provided, at a minimum:

1. Contact the victim/witness periodically to determine whether the victim/witness needs additional assistance;

2. Explain to victims/witnesses the procedures involved in the prosecution of the case and their role in those proceedings;

3. If feasible, schedule line-ups, interviews and other required appearances at the convenience of the victim/witness and, at the option of the investigating officer, provide transportation;

4. If feasible, return promptly victim's 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;

5. If indicated and feasible, assign a victim/witness advocate to the victims/ witnesses during the follow-up investigation.

IX. ARREST / POST-ARREST PROCEDURES

Upon the arrest and post-arrest processing of a suspect, the investigating officer will advise the victim of the arrest and the post-arrest proceedings of the suspect including the

criminal charges placed against the suspect (exception: un-waived juvenile defendants) and the arrestee's custody status.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
COMMUNITY POLICING PROJECTS			**UPPD424.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **15, 45**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish procedural guidelines for the use and administration of Community Policing.

II. POLICY

The Department has established this system so that problem solving becomes a routine part of the police function. This approach involves police personnel and community members working together to provide an unsurpassed level of police services.

The Department shall encourage and support officers in their use of the problem solving process to eliminate or reduce problems throughout the Town. This ideology is consistent with the values of our agency.

III. PROBLEM ORIENTED POLICING

A. **Problem Solving Process -** The process involves four distinct stages: Scanning, Analysis, Response, and Assessment. These stages are referred to as S.A.R.A.:

1. **Scanning -** Identifying problems and bringing them to the attention of a supervisor.

2. **Analysis**- is learning and understanding a problem's causes and effects.

3. Response- Developing and implementing solutions that can reduce or eliminate the problem.

4. **Assessment -** Determining whether the response was implemented correctly and whether it had a positive effect on the problem.

B. **Problem Analysis Guidelines -** Prior to choosing a response to a problem an officer must have a thorough understanding of the problem itself. The following three areas should be considered when analyzing a problem.

1. **Actors -** It is important to know something about the people involved in an incident. These people can be referred to as "actors". Actors can include victims, offenders, and others who may in one way or another be involved in the incident (i.e., witnesses, etc.).

2. **Incidents -** When analyzing a problem an officer should consider the physical and social environment that a problem occurs within. He/she should consider what occurred prior to, during, and after an incident. Finally, an officer should note how the actions of those involved (actors) affected the incident.

3. **Responses -** An officer should be aware that problems affect different groups in different ways. The groups affected may include community members, other government agencies, and the media. Understanding how these groups are affected, an officer can determine how serious a problem is perceived to be. A group's response to a problem can affect the officer's determination of a response.

IV. PROCEDURES

A. Administration

1. Chief or a designee shall approve all Community Policing Projects developed by officers and ensure that any needed support services are appropriate and available.

2. The Chief or a designee will supervise all Community Policing Projects to ensure they follow procedures. They may also make suggestions to enhance the project and its implementation.
3. The Chief or a designee may also assign projects to officers

B. Officer's Responsibilities:

1. All officers are expected to utilize problem-solving methods to identify, analyze, and respond to problems encountered within the community. After a problem has been identified an officer shall discuss the problem with their supervisor. If appropriate, the officer may develop a Community Policing Project to address the problem.

2. While working a project an officer shall maintain written documentation of its progress. This documentation shall include any activities performed in relation to the project. Upon completion a final report shall be submitted via Chain-of-Command.

3. If an officer, not assigned to a project, performs a duty or takes an action which influences or involves an ongoing S.A.R.A. project, the officer shall prepare a written summary of those actions for inclusion in the Community Policing Project report.

C. Supervisor's Responsibilities:

1. The supervisor shall be responsible for reviewing an officer's Community Policing Project and forward a copy to the Chief or a designee.

2. The supervisor shall provide support for an officer working a project and will allow a reasonable amount of time to handle a project. Supervisors shall ensure that officers coordinate with and inform other officers of the progress of their project.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **RIDE-ALONG PROGRAM**			PROCEDURE NUMBER **UPPD424.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS **DATE:**	CALEA CHAPTERS **45**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To provide procedures for the ride-along program.

II. POLICY

This program is a valuable asset to the Department and the Town as it enables individuals to know, understand and accept police operations and policies. It can generate solid resident support for the Department.

III. PROCEDURES

A. Individuals requesting to ride with an officer must complete a Ride-Along Application and Waiver Form. Juveniles must have a parent or guardian sign these forms, and may be required to be accompanied by an adult. Participation is limited to two sessions per year except:

1. Student Interns

2. Police Chaplains

3. Visiting law enforcement personnel

4. A relative of an active or retired UPPD Employee

5. An individual who is currently being considered for employment

6. Others authorized by the Chief of Police.

B. Ride- Along Program participants:

1. May not be permitted to accompany officers during response to some calls or incidents that are inherently dangerous.

2. Must provide their own transportation to and from the Station.

3. Shall never accompany a field training officer with a new recruit officer.

4. Must be hygienically acceptable and cannot wear jeans, shorts sweat shirts, t-shirts, tennis shoes or scandals.

5. Shall wear their seat belts and shoulder harness at all times while the police vehicle is in operation.

C. SUPERVISOR'S DUTIES

The on-duty supervisor shall:

1. Review applications for approval (CHRI or objectionable demeanor may justify rejection)

2. Transmit a memorandum to the Chief for those participants that are rejected.

3. Ensure that the participant is properly attired and hygienically acceptable.

4. The on-duty supervisor selects an officer to conduct the ride along and gives the officer a copy of the ride-along guidelines, follow-up form, and return envelope pre-addressed to the Chief.

5. The application and waivers are retained at the station until the ride along is complete.

6. When completed, all ride-along documents are forwarded to the records section for filing.

D. OFFICERS'S RESPONSIBILITIES

When possible, officers shall not engage a participant in any dangerous situations.

1. An officer who does not permit a Ride Along Program participant to accompany the officer to a dangerous call or incident shall drop the participant off at a safe location so that another officer can pick up the Ride Along participant while the host officer responds to scene.

2. Shall not allow ride-along participants (including media representatives) to enter the home or residence of a suspect, complainant, or reporting person unless invited by the person authorized to do so.

3. Should encourage the Ride Along participant to ask questions about the law enforcement profession and police work in general.

4. Should advise the participant that they may be required to appear in court at a later date in the event that he or she observes an event during the ride along and his or her testimony is deemed necessary.

5. May end the ride-along for objectionable behavior or interference and shall return the participant to the location where the officer picked up the participant, documenting the officer's decision by memorandum to the Chief.

IV. DEPARTMENTAL FORMS

The following forms accompany this general order:

a. Ride-Along Program General Release Form 45.10.

b. Ride-Along Program Guidelines 45.11

c. Ride-Along Program Application Form 45.12

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
EVENT PLANNING			**UPPD425.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA STANDARDS	AUTHORITY	
	45, 46	**Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish the procedures for use of the Operational Plan and the After Action Plan.

II. POLICY

It shall be the policy of the Department to implement Operational Plans for unusual or special event occurrences. This procedure formalizes the planning process and requires that work details/assignments be planned and approved prior to implementation. The After Action Plan summarizes and supports the outcome of the special assignment, event or occurrence.

III. PROCEDURES

A. Planning may be initiated at various levels throughout the Department. A primary planner or team of planners will be assigned in devising the plan. The event coordinator will be responsible for directing and coordinating planning and review of all plans for unusual or sensitive occurrences. After review, plans will be forwarded to the Chief or a designee for final approval.

B. The Operational Plan ("Plan") shall include the following:

1. Event Name - Assign name to the event utilizing information available, i.e., Azalea Run, May Fair, etc.

2. Date - Insert the date of the activity or detail.

3. Location/Ward - Insert the location & ward.

4. **Contact Person/Primary Planner** - Insert name and ID number of officer planning and coordinating the activity or detail.

5. Event Officer in Charge - Insert the name and ID number of the officer who will be responsible for supervising the activity or detail.

6. County Radio Channel/Town Radio Channel - Insert radio channels to be used on assignment.

7. Officers Assigned - Insert the number of officers (units) assigned to the activity or detail and approximate hours and area assigned.

8. **Required Gear** - Insert what officers are required to wear (uniform of the day) and equipment needed for detail.

9. Other Agencies - Insert other agencies assisting with detail, use number of officers, call numbers, contact person and phone number.

10. Plan of Action - This will include instructions to the officers assigned, the need for special details, rotation and break schedules, comments on expected problems and/or violations, event specific policies, i.e., mandatory cover, zero tolerance, etc., event alcohol policy, and contingency plans to obtain more personnel, if needed. Also specific General Orders will be noted and reviewed prior to the

event and time and location of supervisor pre-event briefing.

11. Intelligence - All available resources should be used to develop reliable information on the event, group and security issues. Items that may contribute to a problem, such as: opposing factions, amplified music or permitted alcohol, should be included in the Operational Plan. Other resources available to the OIC should be included in the Plan, such as: Volunteers working as parking attendants or in a security capacity or any additional information that does not fit into another category may be included here.

12. Event/Group History - As many events are repetitive, a past history of the group and/or event can be used. This information can be retrieved from past after-action reports. Note any problems, issues or comments from past events.

13. **Special Resources -** Note any additional resources, to include officers working in a part-time or programmed overtime capacity and deployment of volunteers.

14. Attachments - A complete roster of officer's working the event and site map are mandatory. Any other document deemed relevant by the event planner will be attached as noted below:

15. Nearest - Hospital, Firehouse, Prisoner Processing Facility, and Prince George's County Police District I Station will be noted in this section.

16. Mass Arrest Plan - An emergency contingency plan for mass arrest will be included for: arrest team, arrest transport team, and arrest processing team. General Orders regarding this matter will be adhered to and included in the package.

17. Crowd Control Duties - This will include the supervisor's response to the scene and containment of the situation. Assignments will be made for foot, bicycle, and patrol officers, as available. This plan will also show how to handle a peaceful protest.

C. After Action Plan

A self-explanatory report to be filled out by the OIC after the assignment is concluded. This report should be completed within one week after the event. Important information to be included in the After Action Plan is:

1. **Enforcement Actions** - Citations, arrests, etc.

2. **Resources -** Number of officers, hours worked, overtime, equipment used and costs.

3. **Detailed Assessment** - Goals met, unexpected outcomes, suggestions for improvement, etc.

4. Event Review - To be utilized by the Chief or designee when evaluating the event or detail.

D. V.I.P. Situations

1. Information or notification that a V.I.P. is attending an event in Town will be included in the operations plan. Information will include the status of the V.I.P., location of the event, travel routes, intelligence information (to include threat level), and expected attendance. Also needed is the name of the contact person, if the V.I.P. has a security detail. This plan will include at a minimum:

a. Designation of a single person or position as supervisor and coordinator of any given security detail;

b. Equipment requirements, to include consideration of vehicles, body armor for V.I.P. and security officers;

c. Instructions for planning and reconnoitering travel routes and alternatives;

d. Advance inspection for gathering intelligence information;

e. Coordination of operations within the agency and with outside agencies;

f. Identification of emergency first-aid, ambulance, and medical facilities;

g. Communications; and

h. Identification by designation, for example, specific uniforms or lapel pins.

2. Whenever another governmental agency is in charge of the V.I.P. security, the Chief or a designee will be immediately notified so that a liaison can be designated to coordinate police services with the contact person.

End of Document

ATTACHMENT I

UNIVERSITY PARK POLICE

OPERATIONAL PLAN AFTER ACTION PLAN

Event Name: Date:

Location/Ward:

Primary Planner:

Event OIC:

Radio Channel:

Officers Assigned:

Name	ID #	Approx. Hours	Area Assigned

Required Gear: Uniform of the Day – Short Sleeve Shirt

Duty Hat		Traffic Vest		Flashlight	
Traffic Wand		Flares			
Other:		Bike Gear/Helmet		Cones/Barricades	

Other Agencies:

Agency Name	# of Officers	Contact	Phone #

Others Assigned:

Plan of Action:

Attachments:

After Action Date:

Enforcement Actions:

Resources:

Detailed Assessment:

Cc:

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE **HOUSE/AREA CHECKS AND UNSECURED FACILITIES**			PROCEDURE NUMBER **UPPD426.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALES CHAPTER **41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order provides detailed procedures to be followed when initiating a house/area check; procedures upon the detection of a unsecured house and the reporting and follow-up responsibilities of Department personnel.

II. POLICY

The policy of this Department is for officers to conduct house/area checks when required and to monitor closely those instances when a house/area check is needed within the Town limits.

III. REPORTING RESPONSIBILITIES / PROCEDURES

A. Initiating a House/Area Check

1. Officers will fill out the UPPD "Signal 18 Request" form for a house/area check when a citizen calls and requests that their house be checked while they are away on vacation or other reasons, such as, prowler complaints, vandalism, etc. The officer will fill out the form and make the other officers aware that the checks are needed.

2. Officers will include in the house/area check form: date request received, type of check (house or area), address, residents name and phone number, start and stop date and time, whether house is alarmed, whether timers and the radio or TV are in operation; number of cars in the driveway and description, cars used on the trip, who has keys, presence of firearms in the house and where are they located, any additional information needed, and that residents were advised to notify police upon return.

3. When conducting the house/area checks officers will document the shift, date, time of check, officer's name and any remarks about the checks made by the officer.

4. Shift I officers will check one-half the current house checks at random and record those checks, by number, on the ODR;

Shift II officers will check the remaining houses and record those checks, by number, on the ODR. This does not preclude all officers on either shift from checking all houses whenever possible during their tour of duty. When more than one officer works a shift the officers may evenly divide the house checks to be performed.

5. While conducting the checks if an officer finds a house door/ window left open the officer will make sure that no forced entry was gained. The officer will call for a backup and possibly a PGPD K-9 unit, if needed and/or available, to check the interior of the house. If there is no contact person to call and no one is inside the house the officer will secure the house as best as possible before going back into service. This will be documented on the house check report and an "Incident Report" titled "Miscellaneous-House Check Open Door/Window".

6. If forced entry has been gained the house will be secured as a crime scene and a PGPD District I investigator will be notified to respond to the scene and an "Incident Report", with the proper classification described, will be completed. A contact person for the house, if available, will be notified.

7. Officers shall carry the house checkbook in the cruiser during their tour of duty. They shall ensure that no one other than Department officers observe the book and that the book is secured out of view when the cruiser is left unattended. Officers shall personally hand over the book to their relief at the end of watch.

8. After the completion of the house/area check the form will be placed in the report in box.

B. Supervisor's Responsibilities

Supervisors will ensure that the house/area check forms are being initiated and completed when required; that the house/area check form is properly completed and filled out by all officers; and that each watch performs the checks required by this general order.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
BICYCLE PATROL			**UPPD430.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **22, 41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of the Department's Bicycle Patrol program is to provide direction for the Bicycle Patrol, deter criminal activity by increased visibility and enforcement. Bicycle patrols will provide officers the opportunity to be more interactive with the community.

II. POLICY

The policy of the Department's Bicycle Patrol program is to provide for high visibility patrol and crime prevention and to allow officers the opportunity to be more interactive with the community. Bicycles are extremely effective in patrolling areas such as alleys, hiker-biker trails, paths and remote areas inaccessible to motorized patrol vehicles.

III. DEFINITIONS

1. Bicycle Patrol Officer – a police officer that has been certified to operate an issued police bicycle owned and maintained by the Department.

2. Police Bicycle – is a bicycle owned by the Department and its assigned equipment.

3. Secured Bicycle – is a bicycle that is locked to a rack or other immovable object.

4. Standard Uniform – is the issued uniform worn by police officers of the Department. See UPPD 1400.0

5. Bicycle Uniform – is the designated uniform for BPO's. See UPPD 1400.0

6. Inclement Weather - heavy rain; thunderstorms, lightening; snow, ice, extreme temperatures; or high winds (20+mph or more).

V. OPERATIONAL PROCEDURES

1. Officers will give the Captain or a designee 24 hours advance notice when they schedule a bicycle patrol. This will allow for proper staffing levels.

2. While patrolling on the bicycle BPOs will diligently patrol those areas where known criminal activities have occurred in the past. Such places include breaking and entering; theft. Alley ways and park trails will be included in the patrols.

3. The BPO will adhere to the rules governing the operation of bicycles according to the Transportation Article, including but not limited to subsection 21 subtitle 12 of that Article. Bicycles will not be operated in a knowingly unsafe manner.

4. BPO's will not discharge their firearms while operating a bicycle unless it is absolutely necessary in the defense of themselves or others.

5. BPO's will exercise caution when operating portable radios and cell phones while the bicycle is in motion. If needed, the bicycle should be stopped prior to utilizing a radio or cell phone.

6. When Department bicycles are transported by a patrol vehicle, they will be attached to the bicycle rack.

7. When on assignment, the patrol car will be parked near the center of the assigned bicycle patrol area. When it is necessary to respond to a call while on bike patrol, the BPO will use the car if use of the bike is not practical.

8. Bicycles will not be operated during periods of inclement weather.

9. BPO's will log the results of their bicycle patrols on their officer's daily report (ODR).

V. EQUIPMENT

1. Officers assigned to bicycle patrol will use a Department issued bicycle equipped with a mounted headlight, authority device, locking device, luggage rack and bag. Additional issued equipment to be carried by each officer includes:

*Reflective vest,
*Extra tire tube,
*Leavers with patch kit,

2. The following items are mandatory safety equipment items, to be worn by bicycle patrol officers when operating a police bicycle:

*ANSI or Snell certified bicycle helmet,
*Shatter proof eye protection,
*Biking gloves, and
*Body armor.

3. BPO's will wear their issued bicycle patrol uniform when operating bicycles.

4. Unattended bicycles will be secured at all times. When not in use, they will be stored in the appropriate storage shed.

5. Add-on accessories or equipment will not be permitted unless approved by Chief or a designee.

VI. MAINTENANCE

1. It is the responsibility of the officer assigned to a specific police bicycle to ensure that all the required equipment is on the patrol bicycle and is in a condition that would not interfere with, or jeopardize, the safe operation of the police bicycle.

2. BPO's are responsible for the appearance and condition of their bicycles and equipment. Other than minor adjustments or repairs, maintenance will be performed by an approved contracted repair facility.

VII. INSPECTIONS

1. Bicycles and equipment will be considered a line item inspection. They should be inspected before each use for safety considerations. The Chief or a designee will conduct monthly inspections of bicycles and equipment. All recorded inspections will be secured and subject to review.

VIII. TRAINING

1. The supervisor or designee will ensure that prior to being assigned to bicycle patrol officers receive MPTC approved bicycle training from a certified instructor. Recertification or refresher training will be scheduled as required.

2. The Chief or a designee will maintain a list of all personnel that are certified to operate a police bicycle.

End of Document

UNIVERSITY PARK POLICE		GENERAL ORDER	
TITLE **MISSING PERSONS**			PROCEDURE NUMBER **UPPD432.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA STANDARDS **41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to provide specific guidelines for the investigation of all missing persons, and to define the proper reporting requirements.

II. POLICY

The policy of this Department is to diligently investigate all reports of missing persons, whether they are adults or children. Every person reported as missing will be considered "at risk" until significant information to the contrary is confirmed.

III. DEFINITIONS

A. A missing adult is any person:

1. Eighteen years of age or older;

2. Missing from their home or geographical location;

3. Whose whereabouts are unknown; and

4. The reason(s) for, and /or cause(s) of the absence is unknown.

B. A missing emancipated person is an individual who :

1. Is under the age of eighteen (18) years;

2. Is legally declared emancipated (released from paternal care) by the laws of the state of residence;

3. Is an individual for whom the agency has signed documentation in its possession supporting the stated conditions under which the person is released from parental control.

4. Whose whereabouts are unknown; and

5. Is the he subject of a missing persons report filed with a law enforcement agency in this State.

C. Critical missing adult means an adult who is missing and believed to be at risk as described in the following categories:

1. Is missing under circumstances inconsistent with established patterns of behavior.

2. Persons with developmental, emotional or other disabilities which may not allow them to communicate their needs, identity or address.

3. A potential victim of foul play or sexual exploitation.

4. Believed to be with persons who could endanger their welfare.

5. In a life threatening situation due to association, location or the environment.

6. Absent from home for more than 24 hours before being reported to law enforcement.

IV. REPORTING PERSONS

A. The following information (as required for a NCIC entry) will be included on the Prince George's County Police Special Report for adults or children:

* Case number & any linked case number
* Date and time occurred,
* Date & time reported,
* Location of incident,
* Summary of incident,
* Non-critical, critical missing,
* Full name and any AKA's,
* Race, sex, date of birth
* Home phone number,
* Place of employment/school
* Height, weight, eye and hair color,
* Other obvious features, such as missing body parts, glasses, contacts,
* Reporting person's information,
* Name and address of person who last saw the missing person,
* Place and time the missing person was seen,
* Possible cause of absence,
* Probable destination,
* Is the missing person under a doctors care, doctors name, reason for care,
* Prior missing or attempts, date & reason,
* Disposition for prior missing
* Clothing description
* Vehicle involved, make, model, style, color, license number, state, and expiration
* Social Security number
* Place of Birth,
* Dental Records, Fingerprints, Photograph,
* Body x-rays,
* Description of any jewelry type,
* Blood type,
* Circumcision,
* FBI Number,
* Scars and tattoos,
* Skin tone
* Investigative action taken, and
* Any other information deemed relevant.

The information will be forwarded to Prince George's County teletype for entry into the MILES/NCIC computer. The officer will attach a copy of the MILES/NCIC entry sheet to the report for supervisory approval.

V. MISSING ADULT PROCEDURES

A. An officer taking a report for missing adult will:

1. Conduct a thorough preliminary investigation;

2. Request a teletype be sent to other jurisdictions if appropriate, by contacting Prince George's County teletype.

3. If the call is for a critical missing adult advise PSC the lookout for police units in the immediate area and in adjacent municipalities.

4. Consult with their supervisor to determine if immediate follow-up will be required. If a Department Supervisor is not available contact a Prince George's County Police Supervisor.

B. The officer's supervisor will:

1. Consider all relevant factors, including, but not limited to:

a. Has the subject been missing less than 24 hours and no foul play is suspected; and/or

b. If the subject is believed to be in danger, or it is determined that unusual circumstances are involved the person will be considered at risk. An expanded investigation will be immediately commenced including the use of all appropriate and available resources.

2. Ensure that a copy of the report is forwarded to the Prince Georges County Criminal Investigations Division for a follow-up investigation for critical missing persons.

3. Ensure that a 12 hour follow-up is conducted by a member of this Department for non-critical missing person.

VI. MISSING CHILD PROCEDURES

Refer to General Order 900.3 Missing Juveniles

VII. RECOVERY AND FOLLOW-UP

Whenever a missing person has been located it is the responsibility of the officer receiving such information to:

A. Ensure that recovery is confirmed and that the circumstances of the return and the condition of the individual are documented.

B. Whenever possible, arrange an interview with the missing person and the investigating officer to determine circumstances surrounding the disappearance. The follow-up interview should include, but not limited to:

* Nature of closure, i.e., returned home voluntarily, etc.
* Condition of missing person, i.e. physically abused, unharmed, etc.
* Reasons for disappearances, i.e. family argument, abuse, no reason given, etc.
* Activities while missing, food, shelter, associates etc.
* Indication or abuse, exploitation, involvement in criminal activity

C. Assign the appropriate case closure.

D. Immediately ensure that the missing person is removed from MILES/NCIC by contacting Prince George's County teletype.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
KIDNAPPING & ABDUCTIONS			**UPPD432.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **41, 42, 81**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

A. This general order will describe the procedures for handling of, and notifications necessary for, kidnapping and abductions.

II. POLICY

A. The Department recognizes that Kidnappings and Abductions are serious crimes that the Department will commit its available resources to solving, to include the AMBER Alert System.

For any incident of a kidnapping or abduction that will exceed the response capability of the Department, the PGPD will be notified to assist or handle the investigation. In those incidences, Department Officers will assume a supporting role if requested to do so.

III. DEFINITIONS

Abduction of a Child: The kidnapping of a minor under the age of sixteen for reasons of prostitution or sexual abuse or rape.

Kidnapping of a Child:
A person may not forcibly abduct, take, or carry away a child under the age of 12 years from:

1. the home or usual place of abode of the child; or

2. the custody and control of the child's parent or legal guardian;

(ii) without the consent of the child's parent or legal guardian, persuade or entice a child under the age of 12 years from:

1. the child's home or usual place of abode; or

2. the custody and control of the child's parent or legal guardian; or (iii) with the intent of depriving the child's parent or legal guardian, or any person lawfully possessing the child, of the custody, care, and control of the child, knowingly secrete or harbor a child under the age of 12 years.

(2) In addition to the prohibitions provided under paragraph (1) of this subsection, a person may not, by force or fraud, kidnap, steal, take, or carry away a child under the age of 16 years.

Kidnapping: The taking away of a person by force or fraud, usually to hold the person for ransom or in furtherance of another crime

V. PROCEDURES

A. Kidnapping - The employee receiving a kidnapping complaint shall attempt to obtain the following:

1. Name, address, and telephone number of the complainant.

2. Name, address, and description of the victim.

3. Location of the kidnapping.

4. Relationship of complainant to the victim.

5. Suspect information.

6. The availability of photographs.

7. Place the date and time on the recorded notes and sign the same and retain as evidence.

8. Once this information is obtained, the employee receiving the complaint will notify PSC.

9. Department officers will not respond to the scene of a kidnapping unless specifically directed to do so by PSC. Prior to dispatching a uniformed officer, PSC will have a District Investigator or plainclothes officer respond to the scene to verify the kidnapping.

10. If verified, the Department shall be notified. Patrol units shall remain clear of the location to keep marked cruisers out of the area. However, officers in marked cruisers may be dispatched to unrelated calls in the area.

11. Department Officers in marked cruisers may be dispatched to a kidnapping in-progress call by PSC. Terminology such as "kidnapping," "hostage," and "extortion" will not be broadcast over the radio. If the kidnapping is confirmed, the Department officer will do the following:

a. Provide PSC with a description of the victim, kidnapper, vehicles, weapons and witnesses

b. Request the assistance of the County.

c. Remain available for directions from the investigator

12. When responding to a child kidnapping or abduction, officers shall obtain the same information required for a report of kidnapping and:

1. Verify custody of the victim

2. Consider broadcasting an AMBER Alert if the victim is a juvenile

VI. AMBER ALERT SYSTEM

All of the following criteria must exist in order for the AMBER Alert system to be activated:

A. A verified child kidnapping or abduction.

B. Circumstances that indicate the child is in imminent danger of bodily harm or death.

C. A description of the child.

D. A description of the suspect or vehicle involved.

E. Likelihood that the child or suspect is in the broadcast area.

F. A child kidnapping by a non-custodial parent does not usually meet the criteria for an AMBER alert to be issued. There must be reasonable suspicion that the parent intends to harm the child. Also see **UPPD 900.3 Missing Children/Amber Alert Plan.**

VII. INITIATING AN AMBER ALERT

The supervisor handling the incident shall:

A. Verify that the circumstances meet the criteria for an AMBER Alert

B. Request that an AMBER alert be issued through the MSP duty officer in Pikesville. Document name and ID number of MSP duty officer.

C. If PSC makes the request, the supervisor shall note the name and ID number of the PSC employee.

D. Notify the on-duty shift commander, and

E. A Department official as soon as practical.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
EXTRA JURISDICTIONAL AUTHORITY			**UPPD433.0**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **5**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE**:	CALEA STANDARDS **2**	AUTHORIDTY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes the legally mandated authority of police officers to make arrests within the State of Maryland.

II. POLICY

Pursuant to §2-102 of the Criminal Procedure Article, Annotated Code of Maryland, which grants limited statewide jurisdiction to state, local and federal law enforcement officers, the following procedure is adopted, allowing Department police officers to exercise the authority granted by the statute.

III. GRANT OF AUTHORITY

Officers of this Department may make arrests, conduct investigations, and other wise enforce the laws of the State throughout the State without limitations as to jurisdiction as follows:

A. A police officer may exercise the powers granted by this section when:

1. The police officer is participating in a joint investigation with other officials from another State, federal or local enforcement Unit, at least one of which has local jurisdiction;

2. The officer is rendering assistance to another police officer;

3. The officer is acting at the request of a police officer or a State Police officer; or

4. An emergency exists and the police officer is acting in accordance with the regulations adopted by the police officer's employing unit to carry out this action. An emergency is defined as a sudden or unexpected happening or an unforeseen combination of circumstances that calls for immediate action to protect life, health, safety, welfare or property of an individual from actual or threatened harm, or from an unlawful act;.

IV. REQUIRED NOTIFICATION

A. A police officer who acts under this authority shall notify the following persons of an investigation or enforcement action:

1. The Chief of Police, if any, or chief's designee, when in a municipal corporation;

2. The Chief of Police or a designee, when in a county with a county police department, except Baltimore city;

3. The sheriff, or sheriff's designee, when in a county without a county police department;

4. The Secretary of Natural Resources or Secretary's designee, when property is owned leased operated by or under the control of the Department of Natural Resources;

5. The respective chief or chief's designee when on property owned, leased, operated by, or under the control of the Maryland Transportation Authority, Maryland Aviation Administration, or Maryland Port Authority;

6. The Department of State Police barrack commander or commander's designee, unless there is an agreement otherwise with the Department of the State Police;

7. The Police Commissioner or designee, when in Baltimore City;

8. The Chief of Police of the Maryland-National Capital Park and Planning Commission for Prince George's County, when on property owned, leased or operated by or under control of the Maryland-National Capital Park and Planning Commission;

9. The Chief of Police of the Department of General Services or designee, when on property owned, leased or operated by or under the control of the Department of General Services.

V. PROHIBITIONS

A. Officers acting pursuant to this grant may not enforce the provisions of the Maryland Motor Vehicle Law beyond the boundaries of the Town.

B. Officers will not serve arrest warrants outside the Town unless:

1. The officer is participating in a joint operation created by an agreement between the primary law enforcement officers;

2. The arrest occurs within one of the participating jurisdictions in accordance with the agreement; and

3. The officer is acting in accordance with Town regulations adopted to carry out this section.

C. Officers will not use authority granted by this procedure to facilitate or solicit secondary employment activities that would require or place the officer in a position to make arrests for a prospective employer.

D. Officers may not use a personal vehicle or unauthorized equipment.

E. Officers may not use this authority while working within the scope of a security type secondary employment (outside the Town), except if acting at the request of, or rendering assistance to, another officer.

VI. REQUIREMENTS

A. Officers acting pursuant to this General Order must act according to law.

B. Officers must act in a professional manner so as not to bring discredit upon themselves or the Department.

C. Officers must abide by the rules and regulations of this Department.

VII. PROCEDURE

A. General Guidelines: Officers acting under this authority:

1. Must be serving in full duty capacity, without restrictions or limitations. Officers assigned to light duty, disability leave or with suspended police powers, are prohibited from exercising police authority, except in the gravest of circumstances,

2. Are, at all time and for all purposes, employees of this Department. As such, there is a duty on this Department to receive and investigate allegations of misconduct on the part of any officer acting pursuant to this General Order,

3. Must be properly equipped and in possession of the Department badge, identification card and authorized weapon

whenever exercising authority granted by this General Order,

4. Are at all times responsible for the performance of their assigned duties.

B. When an officer exercises the authority granted by this procedure, the following is required:

1. First, consideration must be given to notifying on-duty officers in order to have them take necessary enforcement action,

2. Officers must assess the situation and determine the possible consequences of their actions, to include:

* injury to themselves,
* injury to the suspect(s),
* injury to a third party, and
* sufficient probable cause for arrest.

3. Identify themselves to the suspect as a police officer by displaying their badge and/or identification card. Announce their intent to arrest. Identify themselves to citizens in the immediate area and to responding police officers,

4. Arrest the individual in a lawful manner by securing the suspect in a safe, efficient way that ensures the arrestee's safety and security,

5. Seize and protect any evidence,

6. Notify, or cause the notification of, the local law enforcement agency having primary jurisdiction wherein the arrest has occurred. Request assistance in securing and transporting the arrestee,

7. Except in extreme circumstances, not attempt to transport the arrestee. Officers must wait for assistance from the local jurisdiction, if possible. Officers will transport without assistance only as far as necessary to obtain assistance,

8. Obey lawful direction from on scene local police officials exercising supervisory control over the incident,

9. As soon as possible, notify, or cause notification to be made to, this Department,

10. Prepare charging/court required documents.

11. Cooperate with the local jurisdiction in preparing all of the necessary reports, and

12. Obtain copies of all associated reports and other pertinent documentation, and submit the copies to this Department. Attach an Incident Report titled "EXTRA JURISDICTIONAL ARREST". Complete all other required reports.

C. Notification Requirements: All notifications required by law, as enumerated in Section IV of this General Order, will be made. In addition, the arresting officer will, as soon as possible, notify this Department's on-duty shift supervisor.

D. Joint investigations:

1. The statute requires that when joint investigations are initiated in another jurisdiction, the designated person of that jurisdiction will be notified a reasonable time in advance.

2. Where advance notice would endanger the life and safety of officers, or seriously compromise the effectiveness of the investigation, a reasonable time in advance may be abbreviated. In such cases, the delay in notification must be approved by this Department's Chief or designee.
Notice should then be made at the first reasonable opportunity, as determined by the Chief or designee.

3. Notice must be given to each jurisdiction wherein an investigation may occur. In the event that an investigation occurs unexpectedly, notice must be given to the affected jurisdiction at the first reasonable opportunity.

E. Specific Situations:

1. Before participating in a joint investigation with another agency, officers must obtain permission from the Chief or designee.

2. The investigative team will include an officer from the affected jurisdiction.

3. Officers assigned to joint investigations must observe the regulations of this Department.

4. If practical, the officer from the affected jurisdiction will take the enforcement actions required.

5. Officers will notify their immediate supervisor when the investigation is terminated. Officers will submit a final report.

6. An officer called to testify regarding a joint investigation will follow the procedures of this Department.

VIII. RESPONSIBILITIES OF RESPONDING OFFICERS

A. Generally, an officer who takes action outside their sworn jurisdiction has the same responsibilities as if they were in their own jurisdiction. If an officer from another jurisdiction/agency makes an arrest in the Town, the responding officer will follow usual arrest procedures, including:

1. Respond promptly to the scene and assume control of the situation,

2. Render assistance to injured parties,

3. Secure the scene,

4. Act to preserve evidence,

5. Take physical control of the prisoner(s),

6. Follow the guidelines contained in General Order 400.0 Use of Force. Officers will only use force that is necessary to effect the arrest or to accomplish a lawful objective.

7. Arrange for transport, medical attention and processing of the prisoner(s),

8. Direct the arresting officer to accompany the responding officer to the processing location,

9. Obtain all information necessary for completing reports. Submit reports in the usual course,

10. Instruct the arresting officer to complete a detailed report on a Supplement report to be attached to the responding officer's Incident Report.

11. Provide the arresting officer with copies of the entire report and all supplements.

NOTE: This procedure does not apply to the following officers:

* Maryland State Police officers,
* Prince George's County officers,
* Maryland National Capital Park & Planning Commission police officers on Park property,
* Prince George's County Sheriff's Department

When officers stipulated above make an arrest within the Town, they will transport and process as they would in any arrest made within their jurisdiction. University Park police officers will attempt to obtain all pertinent information to include on their ODR (Officers Daily Report.)

B. Booking procedures:
Process the prisoner according to established procedure at Central Processing at the District I Station of the Prince George's County Police Department

C. Accepting notifications:

1. The Chief will accept notifications of joint investigations within the Town.

2. The on-duty supervisor is designated to accept notification of enforcement actions taken within this jurisdiction pursuant to statute.

3. The on-duty supervisor accepting notification will send a copy of the crime/arrest report to the Chief, via the chain of command, within 72 hours of the arrest.

IX. IMMUNITIES AND EXPEMPTIONS – EMPLOYEE STATUS

A. A police officer who acts under the authority granted by this section:

1. Has all the immunities from liability and exemptions as a State Police officer in addition to any other immunities and exemptions to which the police officer is otherwise entitled; and

2. Remains at all times and for these purposes an employee of the employing unit.

B. Damage to, or loss of equipment, will be handled in accordance with existing procedures.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE **JURISDICTION & MUTUAL AID**			PROCEDURE NUMBR **UPPD433.1**
SECTION **OPERATIONAL PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA STANDARDS **2, 12**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this directive is to identify this agency's geographical boundaries and its jurisdictional responsibilities as it pertains to existing mutual aid agreements.

II POLICY

The Town's jurisdictional boundaries exist completely within Prince George's County Maryland. It will be the policy of this Department to ensure that all personnel are trained to be aware of the Town's jurisdictional boundaries.

A. It is also the policy of this Department to enter into and maintain mutual aid agreements to better enhance the police services to the residents of the respective jurisdictions that have agreed to participate in mutual aid agreements.

B. Mutual aid agreements are not designed to function in regards to requests for responses to routine calls for service.

III. JURISDICTIONAL RESPONSIBILTIES

Sworn personnel of this Department are responsible for the detection and enforcement of violations of all local, county, state and federal laws within the corporate limits of the Town.

A. Generally, calls for service can be received via the Department's main telephone number. The calls can also be forwarded to the on-duty officer on the Department's cellular phone system. Calls received via the Prince George's County Police Department's Emergency 911System, are dispatched directly to the on-duty officer for response. The Department is the primary law enforcement agency within the corporate limits of the Town.

VI. EXISTING MUTUAL AID AND CONDITIONS

A. Prince George's County Police Department: The jurisdictional boundaries of the Town are within Prince George's County. Based upon the jurisdictional authority granted to the Prince George's County Police Department, by the Prince George's County Code Subtitle 18, Section 18-142, PGCPD has full police authority on all land, water and air within the territorial limits of the county. While no agreement of mutual aid is necessary for granting jurisdiction to the PGCPD, the Town does have a Mutual Aid Agreement. See Section V of this General Order. Requests for assistance of routine, short and medium duration are mutually shared.

B. Maryland State Police: Public Safety Article 2-412 (2) (c) (4) the Annotated Code of Maryland, permits the Chief of Police of any incorporated municipality to

request the assistance of the Maryland State Police.

C. State of Maryland Criminal Laws, Criminal Procedures Title 2, Section 102, and Extra Jurisdictional Arrest Powers: A police officer may make arrests, conduct investigations, and other wise enforce the laws of the State throughout the State without limitations as to jurisdiction, with the exception of the enforcement of Motor Vehicle Laws.

1. This Department adopted General Order 433.0 - Extra Jurisdictional Arrest Powers, which provides stringent guidelines for the use of these powers. Paragraph III (A) 1 - 4 grants the authority of arrest to a police officer is rendering assistance to another police officer.

V. MUTUAL AID AGREEMENTS

A. The Town currently has signed mutual aid agreements with the following jurisdictions:

1. Cities of Greenbelt, Hyattsville, Laurel and Mount Rainier, and Towns of Bladensburg, Edmonston, and Riverdale Park;

2. Prince George's County Police Department

B. The specifics of the Mutual Aid Agreements are a part of this General Order. Every employee will become familiar with the terms and procedures of the agreements.

C. Mutual aid may be requested from, or provided to, the jurisdictions having Mutual Aid Agreements with the Town at the direction of the on-duty supervisor, who shall seek the approval from the Chief as soon as practicable. The response to all requests for mutual aid assistance outside the Town will be governed by state laws and existing agreements between the jurisdictions.

VI. SUPERVISOR RESPONSIBILITIES

Supervisory personnel will be responsible for maintaining minimum manpower requirements within the jurisdiction of the Town.

Pursuant to the agreement, for a emergency and/or a non-emergency situation, requests for mutual aid may be requested or provided by a supervisor with notification to the Chief as soon as practical.

VII. LEVELS OF MUTUAL AID

There are generally (3) levels of mutual aid assistance:

A. Short Term Assistance - are requests, which are anticipated to exist for a period of time not to exceed one (1) hour. Examples of this level of assistance are a need for traffic control, assist with a prisoner or a short term transport, back-up requests etc. This would not require Chief's approval.

B. Medium Term Assistance - are requests which are anticipated to exist for one (1) to four (4) hours. Examples of this level of assistance are additional personnel to report to maintain service and coverage levels. Other examples would be for a show of force, continuous prisoner control and transport, or traffic control and direction that would be on going. This should require the Chief's approval. Requests of this nature should be made in advance if possible. Supervisory and personnel and the Chief are to ensure the minimum staffing levels are maintained within the Town prior to the deployment of personnel and equipment.

C. Long Term Assistance - are requests which are anticipated to exist for four (4) hours or longer. Full scale assistance must be authorized the Chief, who will be responsible for planning and coordinating the assistance requested.
This type of mutual aid is normally requested in writing through the respective Chiefs of Police.

VIII. FIELD COMMAND

The agency having primary jurisdiction shall have field command of officers who have responded to the request of mutual aid.

A. An officer who has responded before an officer from the primary jurisdiction has arrived, shall assume authority and control until an officer or supervisor with primary jurisdiction arrives.

B. Once the officer that has primary jurisdiction has arrived, the responding officer will return to their jurisdiction unless requested to stay or it is necessary to remain on the scene until control has been restored.

IX. INTER-AGENCY COMMUNICATIONS

Where the technology exists officers will communicate directly to the requesting agency having primary jurisdiction.

A. In all other instances, communications will be through PGCPD PSC.

X. RESPONSE PLAN

Current Mutual Aid Agreements are the general response plan for the Department. Department Officers will refer to the Department's Emergency Response Manual, which adopts the Town's Emergency Preparedness and Operations Plan, when responding to unusual occurrences or incidents arising from a request for mutual aid.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
BIAS BASED TRAFFIC STOPS			**UPPD434.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA STANDARD **1**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of the following policy is to establish guidelines for conducting constitutionally valid investigative stops and traffic stops.

II. POLICY

It is the policy of the Department to prohibit the practice of using an individual's race, ethnicity, age, gender or economic level as the sole justification to initiate a traffic stop ("Bias Based Stops") all investigative and traffic stops will be based upon reasonable articulable and constitutionally valid suspicions.

A. Biased Based Profiling as it relates to asset seizure and forfeiture procedures is prohibited**.**

B. All sworn members will receive periodic training to reinforce previous training and/or to develop new skills to enhance police-citizen contacts.

C. Corrective measures shall be taken if Biased Based Profiling occurs.

D. A record system will be established to track all traffic stops within the meaning of Section 25-113 of the Maryland Transportation Article.

III. DEFINITIONS

A. Traffic Stop- Includes 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 Laws.

Traffic stop does not include:

1. A checkpoint or roadblock stop;

2. A stop of multiple vehicles due to a traffic accident or emergency situation requiring the stopping of vehicles for public safety purposes; or

3. A stop based on the use of radar, laser, or vascar technology.

4. A stop based on the use of license plate reader technology.

5. A stop initiated as a result of an observed violation of any Criminal Laws under the Maryland Annotated Code.

6. A stop based on reasonable articulable suspicion or knowledge of criminal activity under any Criminal Laws of the Maryland Annotated Code. (Such information may originate with another officer or by independent investigation).

B. Reasonable Articulable Suspicion - Actions taken by the officer must be reasonable under the existing circumstances and must be 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 them to take action in connection with the traffic stop.

C. *Whren* or Pretext Stop – The US Supreme Court has determined that a law enforcement officer who observes a traffic violation may stop the violator, even through the true reason for the stop is the officer's interest in investigating whether the motorist is involved in criminal activity. The constitutional reasonableness of a traffic stop does not depend on the actual motive of the individual officer. These types of stops are known as *Whren* or pretext stops.

D. **Search & Seizure** – in the context of traffic stops, a seizure takes place when an officer makes an investigative or enforcement stop. Seizures during all traffic stops are subject to Constitutional constraints.

E. Subsequent Search & Seizure – occurs when the original reason for the stop has been satisfied and the officers continue to detain the motorist and passenger(s). Once the underlying basis for the initial stop has concluded, police – driver or police – passenger encounter is constitutionally permissible only if: the driver or passenger consents to the continuing search or intrusion; or the officer has, at a minimum, a reasonably articulable suspicion that criminal activity is occurring.

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 does not include pursuing hunches or stereotyping, but is limited to reasonably 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, or other unlawful basis of discrimination in law enforcement actions, including traffic stops, is absolutely prohibited. The only exception to this standard would occur if one or more characteristics were part of a specific lookout for a specific suspect, as part of an ongoing, detailed investigation. This lookout exception applies to passengers as well as drivers.

1. Asking an operator their race or ethnic group may only enflame or prolong an already intense situation. Officers are encouraged to use their personal judgment in assessing race and ethnicity.

C. The recording and evaluating of statistical data is a management tool to be used, where appropriate, as a basis for counseling and training, and if deemed necessary further administrative inquiry. Management will review and evaluate data periodically to determine if patterns of prohibited activity exist. **(**

D. Officers may receive periodic training to enhance their ability to articulate and document their actions.

E. Training should include a review of the Constitution and relevant case law affecting police – citizen contacts.

F. Training will stress the importance of communication, particularly active listening and non-verbal cues.

G. An officer who demonstrates a pattern of negative behavior will receive remedial training to correct the behavioral deficiency and may be subject to disciplinary action.

H. Nothing in this policy should be construed to alter the authority of a law enforcement officer to make an arrest, conduct searches, or otherwise fulfill the officer's law enforcement obligation.

I. Police – citizens encounters, when conducted professionally, have the potential to be positive community relation tools. It is a method to halt adverse or anecdotal information.

J. There is an advantage in issuing the driver and/or passenger(s) a receipt documenting the circumstances of the stop and subsequent actions taken thereafter.

V. TRAFFIC STOP PROCEDURES

A. A police officer must document every vehicle stopped for a traffic violation. If the stop is based on traffic violation, the following information required will be recorded on the traffic citation, equipment repair order or a written warning:

1. Date, time, and specific location of the stop;

2. Approximate duration of the stop;

3. Specific traffic violation or violations alleged to have been committed that led to the stop;

4. Whether a search was conducted as a result of the stop, and, if so, whether the search was consensual or nonconsensual, and whether the search was one of the individual's person, property or both;

5. Whether any contraband or other property was seized as a result of the search;

6. Whether a warning, safety equipment repair order ("SERO"), or citation was issued as a result of the stop, and, if so, the basis for such being given;

7. Whether an arrest was made as a result of either the stop or the search;

8. If an arrest was made, the crime charged;

9. The state in which the stopped vehicle is registered;

10. The gender and date of birth of the driver;

11. The race or ethnicity of the driver as:

a. Asian;
b. Black;
c. Hispanic;
d. White; or
e. Other

12. The state, and, if available on the driver's license, the county of residence of the driver.

VI. OFFICER RESPONSIBILIIITIES

A. All traffic stops that apply to the law will be documented on the Data Supplement Sticker. Written and Verbal Warnings will be written on a UPPD Warning Citation form.

B. The Data Supplement Sticker will be attached to the station copy of all citations issued and warning issued (or not issued if a verbal warning was given).

C. All data will be entered into Traffic Stop Data Program at the end of each tour of duty, or as soon as practical**.**

D. Indicate on the Officer's Daily Report (ODR) that the task has been completed. If not completed, a written explanation is required.

E. Shifts supervisors will assure that the data has been entered.

F. The information entered will be complete and accurate. Guidelines for information entered are included in the electronic program.

VII. MANAGEMENT RESPONSIBILITIES

A. The Chief or a designee shall compile the data as described in
Section V above for the calendar year as a report, and submit said report to the Maryland Statistical Analysis Center no later than March 1 of the following calendar year.

B. Police supervisors shall review and evaluate traffic stop data described in Section V above on a regular or periodic basis for patterns of prohibited activity.

C. The Chief or a designee will conduct an annual review of agency practices to include citizen concerns.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
CRIMINAL INVESTIGATION/CALL-OUT PROCEDURES			**UPPD500.0**
SECTION **INVESTIGATIVE PROCEDURES**	NUMBER OF PAGES **8**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **41, 42, 52**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures for the notification to the Prince George's County Police Department's ("PGPD") Criminal Investigation Section and defines the duties and responsibilities of all officers initially assigned to calls for services where a crime has been committed.

II. POLICY

The Department does not employ criminal investigators. In certain cases requiring criminal investigations, officers shall request the assistance of the PGPD.

III. INVESTIGATIONS

By way of Memorandum of Understanding, original and follow-up investigations of all crimes and incidents occurring within the area under Town jurisdiction shall be handled by the Department, except the following listed crimes and incidents, and attempts and conspiracies to commit them, which shall be handled by the County Police.

A. Homicide
B. Rape in the First or Second Degree
C. Sex Offense in the First or Second Degree
D. Child Abuse, Physical or Sexual
E. Extortion
F. Hostage and Kidnapping
G. Commercial Armed Robbery
H. Contact Shooting- All discharge of firearms by PGPD Police and any criminal investigations of shootings by Department officers in which an individual is struck by a projectile.
I. Any allegation of misconduct by a PGPD Officer.

IV. OFFICERS DUTIES AND RESPONSIBILITIES ON CRIME SCENES

A. The primary responsibility of the patrol officer upon receiving notice of a crime or incident is to proceed to the scene promptly and safely. The first officer to arrive at the scene is responsible for the following actions as applicable, according to their importance:

1. Arrest suspect(s);

2. Secure the crime scene to preserve evidence;

3. Request assistance and proper notification of supervisor; and

4. Collect necessary information and complete appropriate reports.

B. The patrol officer will conduct preliminary investigations at all incident scenes unless otherwise directed. The preliminary investigation consists of the following:

1. Locate and identify all principals;

2. Interview the reporting person and witnesses to verify the crime and classify it correctly; observe all conditions, events and remarks, making no assumptions; note factual discrepancies and unusual behavior;

3. Conduct suspect searches as necessary;

4. Secure the scene to protect evidence, including points of entry and departure;

5. Obtain concise information for a lookout, if applicable. The officer will not leave the incident scene unattended unless emergency circumstances exist. In such cases, the dispatcher will be notified;

6. Interview suspects;

7. Collect evidence or arrange for its collection and processing;

8. Report the incident fully and accurately on the proper Departmental forms, providing complete descriptions of suspects, MO and property;

9. If necessary, notify the investigative unit of PGPD for the type of crime; and

10. Yield the responsibility for follow-up to the investigator, if applicable.

C. The preliminary investigator shall protect the scene from tampering and shall prohibit entry to unauthorized citizens or employees, regardless of rank or stature. Only those assigned to the investigation shall be allowed to enter. A list of all persons entering the scene shall be maintained. The officer shall remain at the crime scene until relieved. This procedure shall be followed and the authority to preserve a crime scene shall be used to safeguard the crime scene in its original condition.

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

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

3. In all cases, the officer shall, where necessary, explain Departmental operational considerations applicable to their case. Principals shall be informed that notification of case status may be via court subpoena.

D. Officers will perform the following duties and responsibilities and make the proper notifications when responding to crime scenes. These duties, responsibilities and notifications include, but are not limited to:

1. **Death Scenes** (Suspicious/Natural and Fire Deaths)

a. Suspicious deaths include accidental deaths, suicides, and deaths involving unusual or unexplained circumstances. The procedures for officers responding to these cases are:

1) Detain any suspects or possible suspects;
2) Secure the crime scene and protect physical evidence;
3) Secure and separate the witnesses;
4) Request a PGPD Homicide Investigator;
5) Request a PGPD Evidence Unit; and
6) Complete the initial report to include actions taken and exclamatory or other statements by witnesses or suspects.

b. Natural deaths once determined will be handled as follows:

1) Contact the Deputy Medical Examiner;
2) Arrange for transportation of deceased;
3) Ensure proper disposition of the deceased's property;
4) Contact next-of-kin; and
5) Complete a Special Report, and if necessary a Property Report.

c. Fire Deaths occurring by an act of arson are investigated by the PGPD Homicide Investigative Section. Fire injuries by arson and non-arson fire deaths are investigated by the Fire Department. Officers on fire death scenes shall complete a Special Report.

2. **Sexual Offenses**

Sexual assault victims will be transported to the Sexual Assault Center at Prince George's Hospital Center in Cheverly, Maryland. Officers when responding to sexual assault cases, either at the crime scene or at the hospital will:

a. Care for injuries (except at hospital);
b. Obtain and place look-out (if just occurred);
c. Obtain basic information required to confirm or determine the incident unfounded, place a comprehensive lookout and complete the initial report using basic report information (narrative need not be comprehensive); and d. Contact the PGPD Sexual Assault Section or in their absence other PGPD CID Investigator as soon as possible.

3. Robbery (Commercial, Residential and Messenger Armed Robberies)

a. PGPD Robbery Investigators normally respond to residential and messenger robberies as well as automobile robberies (car-jackings). Officers arriving on the scene of these robberies will perform the following:

1) Secure the scene;
2) Immediately broadcast a flash lookout and proceed through the following actions. When these tasks have been completed a comprehensive look-out should be obtained and dispatched;
3) Lock the doors and prohibit movement of persons in or out of the crime scene;
4) Keep victims and witnesses inside the establishment and segregate them from each other;
5) Preserve evidence;
6) Notify the PGPD Robbery Investigative Section;
7) Interview principals; and
8) Complete a detailed report with specific attention to the suspect's facial features, weapons, clothing, jewelry and specific comments and/or statements made by the suspects during the robbery.
b. Within a reasonable period of time following a robbery an officer may take a suspect to the scene for a one-on-one identification by a principal. Reasonableness is a time lapse not exceeding one hour following the robbery, assuming that other circumstances are favorable, e.g., description of suspect, proximity to scene. If an officer has doubt regarding the reasonableness of returning a suspect to the crime scene, the officer should obtain a Polaroid photo of the suspect for photo line-up identification.

4. **Kidnapping/Abduction**

a. Kidnapping is defined as: by force or fraud, carry or cause a person to be carried away in or outside the State (§3-502, Criminal Law Article). Child Kidnapping is defined as forcibly abducting, taking, or carrying away a child, or enticing or persuading a child, under the age of 12 years, from the home or usual place of abode of the child or from the custody and control of the child's parent or legal guardian without the consent of the child's parent or legal guardian, or, with the intent of depriving the child's parent or legal guardian, or any person lawfully possessing the child, of the custody, care, and control of the child, knowingly secreting or harboring a child under the age of 12 years. In addition, a person may not, by force or fraud, kidnap, steal, take, or carry away a child under the age of 16 years. §3-503, Criminal Law Article. Child abduction is the kidnapping of a minor under the age of sixteen for reasons of prostitution or sexual abuse or rape. §11-305, Criminal Law Article. Refer to General Order 432.1.

An officer receiving a complaint via telephone must attempt to obtain the following information:

1) Name, address, home and business telephone numbers of the caller;
2) Relationship of caller to the alleged victim;
3) Name, address, business and home telephone numbers of the party responsible for meeting the kidnappers' demands and their relationship to the alleged victim;
4) Name, address and description of the alleged victim;
5) Specific locations involved in the case;

6) Location of contact point where the kidnappers will or did make their demands;
7) Location where ransom to be paid;
8) Location where the actual kidnapping took place; and

b. All electronic evidence - Place the date and time on the notes of the above information and sign it. Retain these notes for evidence.

c. Report the incident to PSC and follow instructions.

d. If a kidnapping is not determined until after the Department officer has responded, the officer will do the following:

1) Obtain description of victims, kidnappers, vehicles, weapons, and witnesses. This information will be given to the PGPD Criminal Investigator as soon as possible;

2) Advise the dispatcher via radio that he/she has a verified a Kidnapping;

3) Request the assistance of a Robbery Investigator (or other CID Investigator in his/her absence); and

4) Remain available for directions from the PGPD CID Investigator.

5. Officers when receiving a kidnapping or abduction call will:

1) Respond to the crime scene if directed by PSC to obtain essential information and initiate a lookout.

2) Investigative assignment depends on the circumstances surrounding the kidnapping or abduction and is determined by PGPD.

5. **Check and Fraud** - the criminal or civil status of bad checks, forgery, and embezzlement or fraud cases must often be established by the PGPD Financial Crimes Unit (FCU). Reporting must be by appointment in person at the FCU. When a suspect is unavailable the officer shall advise the complainant to telephone the FCU for an appointment. If the complainant is unable to do so the officer shall complete an Incident Report.

a. **Bad checks** - this occurs when the check is passed, but no prosecution of the person who wrote the check will commence before he/she is given at least ten days to make the check good. A notification must be sent to the drawer by certified letter, with return receipt requested, and the letter, or postal receipt, returned to the complainant. If restitution is not received within the 10-day notification period the complainant will be directed to contact the FCU for a screening appointment. No case is assigned until these requirements have been met.

b. Prior to making an arrest for a bad check offense the following provisions must be met:

1) The complainant must be able to identify the suspect and provide the suspect's full name, date of birth, race and sex;
2) The suspect must have received goods or services at the time that the check was presented and be able to describe the goods received or services rendered. Additionally:

a) The check cannot be a two-party check;
b) The check must not have been post-dated when accepted;
c) The check must have been received in Prince George's County, Maryland;
d) A certified letter must have been sent and either returned unclaimed or postal receipt received;
e) Complainant must have accepted no partial or full payment for the check;
f) The check must have been personally received (not via mail);
g) The suspect must have been given ten days to make good on the check;
h) The suspect did not indicate that the check was worthless when presented;
i) The check was presented for payment not more than 30-days following the check date; and
j) The writer of the check had insufficient funds on deposit at time the check was presented.

c. Suspect on the scene - If an officer has verified the complaint and the notification, the suspect will only be arrested if:

1) He/she cannot be identified;
2) He/she has no fixed address; and
3) The provisions of Section IV.D.5.b.1) and2) of this general order are met.

d. Suspect not on the scene - When an officer responds to a bad check incident the officer will verify:

1) That the check was returned by the bank and marked "Insufficient Funds, Closed Account or Stop Payment".
2) That the certified letter or postal receipt was returned to the complainant.
3) The officer will direct the complainant to telephone the FCU for a screening appointment. The officer shall tell the complainant that no statement of charges can be authorized without completion of the screening at FCU.
4) If the complainant is unable or unwilling to screen the case the officer will complete an Incident Report and advise the complainant that the FCU will contact them, the officer will not take custody of evidence in this instance.

e. Reporting bad checks - the officer will ensure that the provisions of this general order in Section IV.D.5.b.1) and2) have been complied with. If a suspect is present, he/she will be advised of the ten-day provision. An Incident Report will be completed and officers will include the following:

1) Identity of the person who received the check and statement as to whether he/she can identify the suspect;
2) Type of merchandise or service received by the suspect;
3) A complete description of the suspect; and
4) A summary of any conversation between the complainant and suspect.

The reporting officer will indicate FCU in the COPY TO block of the report and tell the complainant that FCU will contact him/her. The officer will not take custody of evidence.

f. **Stolen checks** - FCU does not investigate stolen check cases, but maintains files regarding those thefts. Officers conducting preliminary investigations of stolen checks will in the COPY TO block indicate Copy to FCU. The report will include the following information:

1) Name of bank that check is drawn on;
2) Account number;
3) Quantity of checks stolen; and
4) Printed number on checks if known.

6. **Forgery and Uttering** - An officer will respond to the scene of a forgery and verify the forgery, determine how the complainant knows the check is a forgery, e.g., bank has marked the check 'Refer to Maker' or 'Forgery'. When the officer verifies a forgery and the suspect is on the scene the officer will make an arrest and handle the incident. If the suspect is not on the scene the officer will complete an Incident Report and advise the complainant that the FCU will make contact with them, the officer will not take custody of evidence. The officer's report will include:

a. The name, address and phone number of the person who accepted the check and whether that person can identify the suspect;

b. A complete description of the suspect; and

c. Documentation of contacts that the complainant has had with the suspect and what the suspect said.

7. **Theft by Deception:** Home Improvement Frauds, and Embezzlement's - The officer will verify the theft by determining how the complainant knows an offense has occurred. When verified by the officer and the suspect is on the scene the officer may make an arrest and handle the incident as long as the provisions of Criminal Procedure Article § 2-203 are met. If the suspect is not on the scene, the officer will complete an Incident Report and advise the complainant that the FCU will contact them. The officer will not take custody of the evidence.

The Incident Report will include the following information:

a. Name, address and phone numbers of the person who conducted the transactions and whether that person can identify the suspect;
b. A complete description of the suspect; and
c. A description of any personal conversation between the suspect and complainant.

8. **Credit Card Offenses** - An officer will handle these crimes as outlined in Section IVD.7.a-c of this general order.

IV. DEADLY FORCE INVESTIGATIONS

A. Where an officer uses force resulting in the serious injury and/or death of a person in Prince George's County, the Chief will request that PGPD CID investigate the incident. As ordered, involved officers shall remain on the scene pending release by CID personnel. They shall cooperate with PGPD Homicide and IAD Investigators. Such actions may include responding to CID or other locations.

1. In cases of firearms discharges resulting in death, the officer(s) will not transport themselves away from the scene. Investigators shall arrange transportation.

2. Investigators may direct officers to respond to other locations for follow-up investigations.

3. The Chief will request that PGPD IAD conduct the internal investigation in these cases. Based on IAD findings the Chief may:

a. Conduct interviews in accordance with General Order UPPD 1200.0 - Law Enforcement Officers' Bill of Rights (LEOBR).

b. Determine the work status of involved officers and serve them documents, placing them on that status pending IAD disposition.

4. **Officers Responsibility**:

a. Request medical assistance; render first aid;

b. Secure the scene for processing;

c. Secure the firearm when incident is stabilized;

d. Detain witnesses;

e. Complete a "Discharge of Firearms Report (P.G.C. Form #2930); and
f. Complete initial report. If the officer is unable to fulfill these responsibilities, the supervisor shall ensure compliance. If outside the Town, the officer shall comply with procedures of the investigating agency, and shall contact the Chief as soon as practicable.

B. Injury or Death to Persons in Departmental Custody

1. Whenever a person in Departmental custody suffers a critical or fatal injury or illness, or is admitted to a medical care facility, the custody officer shall immediately notify the Chief.

2. The Chief examines the circumstances of the incident. If it is probable that the patient will not survive, the Chief will notify the PGPD Homicide Section and PGPD IAD. The Chief or PGPD IAD shall determine:

a. Compliance with or violation of written general orders; and

b. Compliance with uniform equipment and equipment use regulations.

3. The Chief shall place the involved officer(s) in an appropriate duty status pending an investigation by the investigating agency.

4. The PGPD Homicide Section shall examine the circumstances of the incident and determine likelihood of the patient's death.

a. The case will be handled in a similar manner to investigations not involving an officer.

b. If the incident is determined by PGPD Homicide Section not to be a homicide then the investigation will be turned over to PGPD District I Investigative Section for further investigation.

V. VULNERABLE ADULT ABUSE

A. Vulnerable adults are adults who lack the physical or mental capacity to provide for their basic daily living needs.

B. Officers will promptly investigate all vulnerable adult allegations. They shall document initial actions in an Incident Report and notify PGPD Domestic Investigations Unit (DIU).

C. Types of Abuse

1. **Physical Abuse** - the sustaining of any physical injuries by vulnerable adults as a result of cruel or inhumane treatment or as a result of a malicious act by any person.

2. **Exploitation** - any action that involves the misuse of a vulnerable adult's funds, property or person.
3. **Neglect** - willful deprivation of a vulnerable adult of adequate food, clothing, essential medical treatment or rehabilitative therapy, shelter or supervision.

4. **Self-Neglect** - the inability of vulnerable adults to provide for their physical and mental health, the absence of which impairs or threatens their well-being.

D. Reporting Procedures

1. The officer shall complete an Incident Report when made aware of a Vulnerable Adult Abuse case he/she will be responsible for the completion of a written report. The Department of Social Services, Adult Protective Services Division, will be immediately notified by phone.

2. If the abuse does not constitute a criminal violation, an Incident Report will be completed, i.e., neglect, self-neglect).

3. If the abuse involves a criminal violation the appropriate crime report will be completed, i.e., assault, theft-fraud).

4. The PGPD Communications Division maintains current phone numbers for notifications to the Department of Social Services.

5. The following information will be included in the report:

a. The name, age and home address of the alleged vulnerable adult;

b. The name, age and home address of the person responsible for the care of the alleged vulnerable adult;

c. The whereabouts of the alleged vulnerable adult;

d. The nature of the alleged vulnerable adult's incapacity;

e. Extent and type of abuse, neglect, self-neglect or exploitation;

f. Other information that would help to determine the identity of any person responsible for the abuse, neglect or exploitation; and

g. The name of the Adult Protective Services worker notified and the date and time of the notification.

E. Officer Responsibility

1. The officer shall determine if an emergency exists requiring the immediate removal of the vulnerable adult, including, any condition where there is a substantial risk of death or immediate and serious physical harm to anyone.

2. If removal is necessary, contact the Department of Social Services, Adult Protective Services Division, for assistance in the placement of the vulnerable adult.

3. Contact the PGPD DIU, in the event one is not available, the officer will contact a PGPD Homicide/Sex Section for direction.

F. Assisting Protective Services - Removal of Vulnerable Adults

If in the course of an investigation, a representative of Adult Protective Services believes that an emergency situation exists, the representative may request that a police officer respond to the scene. The police officer shall:

1. Accompany the representative to the scene;

2. If the officer agrees that an emergency situation exists, the officer shall notify the Chief. Upon the concurrence of the Chief, the officer shall ensure that the vulnerable adult is transported to an appropriate health care facility.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
FINANCIAL CRIME INVESTIGATION			**UPPD 501.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
INVESTIGATIVE PROCEDURES	**5**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **42, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To clearly identify the different categories of cases of theft and embezzlement and the procedures for reporting and submitting the cases for processing.

II. POLICY

A. The University Park Police Department will respond to those reported cases identified in this general order. Officer will have the responsibility to take the initial report; arrest suspect(s) and collect evidence, if applicable.

By way of Memorandum of Understanding with the Prince George's County Police Department, any incident or offense that exceeds the response capability of our department, the Prince George's County Police may be notified to assist or handle the investigation. In those incidences, University Park Police Officers will assume a supporting role if requested to do so.

B. The Financial Crimes Unit (FCU) of the Prince George's County Police Department will determine the criminal or civil status of cases and will conduct investigations into the passing of bad checks, the theft of money orders, forgery and uttering, credit card offenses, embezzlement, theft from deception, identity theft, and home improvement fraud.

Cases investigated by FCU must be reported in person, by appointment only.

III. PROCEDURES

A. Bad Check Cases - Bad check cases can be resolved through the Prince George's County State's Attorney Bad Check Restitution Program or through the FCU.

1. Bad Check Restitution Program
When an officer responds to a report of a bad check, he shall determine if:

The amount is $2000 or less, or there are multiple checks written by the same person not exceeding $2000.

The check is written on a closed account or written on an account with insufficient funds.

The check was received in Prince George's County in exchange for goods or services. If all three criteria are met, the officer shall inform the complainant the following:

A certified letter demanding payment must be sent through the United States Postal Service (return receipt requested) to the writer of the check allowing 10 days to make the check good.

If payment is not received following 10 days from the post marked date on the return receipt, contact the Prince George's County State's Attorney Bad Check Restitution Program for a crime Report.

The Bad Check Restitution Program must receive the crime report within 90 days from the date on the check.

B. Financial Crimes Unit - If an officer responds to a report of a bad check, and it is determined that:

1. The amount is over $2000, there are multiple checks written by the same person that exceeds $2000, or the check is written on a closed account or an account with insufficient funds totaling over $2,000 and the check was received in Prince George's County in exchange for goods or services the officer shall inform the complainant of the following:

a. A certified letter demanding payment must be sent through the United States Postal Service, return receipt requested, to the writer of the check allowing 10 days to make the check good.

b. If payment is not received following 10 days from the post marked date on the return receipt, contact the FCU during normal business hours for a screening appointment.

2. Officers will not make on-scene arrests, nor will they take custody of any evidence such as checks or postal receipts.

3. Normally, officers will not complete an Incident Report. However, if the suspect is present, the officer shall:

a. Complete an Incident Report

b. Write "FIELD OBSERVATION" in the TYPE OF INCIDENT block and "FCU" in the COPY TO block.

C. Stolen Checks, Credit Cards, ATM & Bank Card Cases - FCU does not investigate or write Incident Reports for the theft of checks, credit cards, ATM cards, or bank cards. In all cases of stolen checks, credit cards, ATM and bank cards, the reporting officer shall:

Conduct a preliminary investigation

Complete an Incident Report

Write "THEFT" in the TYPE OF INCIDENT block and "FCU" in the COPY TO block before the end of watch.

Include in the Incident Report the account number and name of the bank the check, credit card, ATM or bank card is drawn on, printed number on checks (if known) and the quantity of checks stolen. The reporting officer shall also advise the complainant to contact their respective bank or financial institution.

D. Stolen Money Orders - In cases involving stolen money orders, the reporting officer shall advise the complainant to:

Contact the money order company and request a trace.

After the trace has been completed, and if the money order was cashed in Prince George's County, contact the FCU during normal business hours.

Officers will not complete an Incident Report, nor will they take custody of any evidence.

E. Forgery & Uttering Cases - In cases involving check forgery and uttering the reporting officer shall:

1. Determine from what jurisdiction the check was stolen.

2. Determine in which jurisdiction the check was forged and uttered. If the check was stolen within the County, but was forged and uttered in another jurisdiction, the reporting officer shall:

a. Complete an Incident Report and place "FCU" in the COPY TO block before the end of the watch.

b. Write "Theft" in the TYPE OF INCIDENT block.

c. The officer will not take custody of the evidence but will advise the citizen to place the check in an envelope, handling the check as little as possible.

d. Advise the complainant to contact their bank.

e. Provide the complainant with the CCN of the theft report.

F. If the suspect is on the scene and the responding officer verifies the theft, they may make an arrest, seize evidence, and handle the incident.

3. If the check was stolen or lost in another jurisdiction, but was forged and uttered within the County, the officer shall:

a. Complete an Incident Report and place "FCU" in the COPY TO block before the end of the watch.

b.Write "THEFT," and in parenthesis "Forgery," in the TYPE OF INCIDENT block.

c.Advise the complainant to notify their bank of the incident.

d.If the complainant has further questions, advise them to contact FCU during normal business hours. The officer will not take custody of any evidence.

e.If the suspect is on the scene and the responding officer verifies the forgery and uttering, the officer may make an arrest, seize evidence, and handle the incident.

4. In cases regarding the forgery and uttering of other documents, the officer shall direct the citizen to contact FCU during normal business hours.

F. Credit Card Offenses –

1.Officers responding to this type of call shall:

Complete an Incident Report and write "THEFT" in the TYPE OF INCIDENT block, and place "FCU" in the COPY TO block.

Detail the theft of the credit card in the report.

Advise the complainant to contact their credit card company to report the incident and provide them with the CCN.

2. If the credit card company does not reimburse the complainant, advise the complainant to contact FCU.

3. FCU does not investigate the theft of credit cards. In most cases, the credit card company will reimburse the victim's account. The credit card company will then pursue criminal charges through FCU.

4. If the suspect is on the scene and the responding officer verifies the credit card theft; the officer may make an arrest, seize evidence, and handle the incident.

G. Counterfeit Currency - In cases involving counterfeit currency, the responding officer shall:

Complete an Incident Report and place "FCU" and "USSS" in the COPY TO block before the end of watch

Write "COUNTERFEIT CURRENCY" in the TYPE OF INCIDENT block.

Contact the U.S. Secret Service via telephone (Washington Field Office) and document the name of the agent in the narrative section of the Incident Report.

Take custody of the evidence and place "to be released to the U.S. Secret Service only"

on the Property Record after the “Last Item” notation.

If the suspect is on the scene and the responding officer verifies the theft, the officer may make an arrest. If an arrest is made, the officer shall notify the USSS and document the name of the agent in the narrative section of the Incident Report.

H. Counterfeit Checks - In cases involving counterfeit checks, the responding officer shall determine if it is a personal check or a business check.

1. Personal Check(s) - If it is a counterfeit personal check, the Financial Crimes Unit shall handle the incident. The responding officer shall:

Complete an Incident Report and place “FCU” in the COPY TO block before the end of watch.

Write “THEFT-COUNTERFEIT PERSONAL CHECK” in the TYPE OF INCIDENT block.

Advise the victim to contact FCU by phone during normal business hours to make an appointment.

Take custody of the evidence, if the suspect is on the scene and the responding officer verifies the theft, the officer may make an arrest.

2. Business Check(s) - For a counterfeit business check, the United States Secret Service (USSS) shall handle the incident. The responding officer shall:

Complete an Incident Report and place “FCU” and “USSS” in the COPY TO block before the end of watch.

Write "THEFT-COUNTERFEIT BUSINESS CHECK” in the TYPE OF INCIDENT block.

Contact the U.S. Secret Service via phone (Washington Field Office) and document the name of the agent in the narrative section of the Incident Report

Take custody of the evidence and place “to be released to the U.S. Secret Service only” on the Property Record after the “Last Item” notation.

If the suspect is on the scene and the responding officer verifies the theft, the officer may make an arrest. If an arrest is made, the officer shall notify the USSS and document the name of the agent in the narrative section of the Incident Report.

I. Theft by Deception, Home Improvement Fraud - In all theft by deception and home improvement fraud cases, the responding officer shall:

Conduct a preliminary investigation to determine how the complainant knows an offense has occurred.

Complete an Incident Report and place “FCU” in the COPY TO block before the end of watch with the following information:

Name, address and phone number of the person who conducted the transactions and whether the complainant can identify the suspect.

A complete description of the suspect.

A description of any conversation between the suspect and complainant.

Advise the complainant to contact FCU. The officer will not take custody of the evidence. If the suspect is on the scene and the responding officer verifies the theft, the officer may make an arrest and seize evidence.

J. Embezzlement - In cases when an officer responds for embezzlement, the officer shall:

Complete an Incident Report and place "FCU" in the COPY TO block before the end of watch.

Write "THEFT-EMBEZZLEMENT" in the TYPE OF INCIDENT block.

Advise the complainant to contact FCU by phone during normal business hours for an appointment. No on-scene arrest will be made, nor will the officer take custody of any evidence.

K. Identity Fraud –

1. A person may not knowingly and willfully assume the identity of another, including a fictitious person:

a. to avoid identification, apprehension, or prosecution for a crime; or

b. with fraudulent intent to:

i. get a benefit, credit, good, service, or other thing of value;

ii. access health information or health care; or

iii. avoid the payment of debt or other legal obligation.

2. In all identity theft cases, the reporting officer shall:

Complete an Incident Report and place "FCU" in the COPY TO block and "IDENTITY THEFT" in the TYPE OF INCIDENT block before the end of Watch.

Not take custody of any evidence.

If the suspect is on the scene and the responding officer verifies that one or more elements of the offense has occurred, the officer may make an arrest and seize evidence.

VI. REPORTING REQUIREMENTS

Officers may refer to the Report Writing Manual for additional assistance or information.

END OF DOCUMENT

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
EXTORTION			**UPPD501.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
INVESTIGATIVE PROCEDURES	**1**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **41, 42, 81, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To clearly define the procedure for responding to a report of extortion.

II. POLICY

A. The Department will respond to those reported cases identified in this general order.

Extortion investigations shall be coordinated through the Commander of the Robbery Section of PGPD.

III. DEFINITIONS

Extortion:
To obtain money, property, labor, services, or anything of value from another person with the person's consent, if the consent is induced by wrongful use of actual or threatened force or violence; economic injury; or destruction, concealment, removal, confiscation, or possession of any immigration or government identification document with intent to harm the immigration status of another person.

IV. PROCEDURES

A. Receiving Extortion Complaints

1. The employee receiving a complaint shall attempt to obtain the following:

a. Name, address, and telephone number of the complainant.

b. Name, address, and description of the victim.

c. Location of incident.

2. Once the above information is obtained, the employee receiving the complaint will notify PSC.

B. Officer's Responsibilities

1. If an officer receives a complaint of extortion, they shall obtain the information required in IV-A, and notify PSC and wait for additional instruction.

2. Officers shall remain away from the incident scene unless specifically directed to respond by PSC or a supervisor.

C. INVESTIGATIVE RESPONSIBILITIES

After confirming an extortion, an PGPD investigator will respond to the scene and assume responsibility for the investigation.

V. REPORTING REQUIREMENTS

If requested to do so officers will submit an incident report and may refer to the Report Writing Manual for assistance or additional information.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
RESPONDING TO SEX OFFENSES			**UPPD 501.2**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
INVESTIGATIVE PROCEDURES	**2**	**10/22/2014**	
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **42, 55, 83**	AUTHORITY **Chief Michael Wynnyk**	

I PURPOSE: To establish the guidelines for the response to a sexual assault and the necessary notification required.

II POLICY: Officers shall respond to all reported sex offense incidents to deal with the victims while balancing the need to secure evidence against the distress the victim may be experiencing.

I. PROCEDURES:

A. Officer's Responsibility

1. Officers responding to these incidents shall:

a. Verify the incident
b. Provide medical aid to injured persons
c. Broadcast a look out, if appropriate
d. Secure the crime scene
e. Notify the PGPD Sexual Assault Unit (SAU) for crimes enumerated in the current MOU between the department and PGPD for jurisdictional police service.
f. Complete an Incident Report. The narrative need not be comprehensive.

2. Officers shall not take investigative action, such as responding to the suspect's home, without prior authorization from the Sexual Assault Unit investigator.

3. Unless the victim sustains physical injuries requiring immediate medical attention, the victim will not be transported to the Sexual Assault Center, Prince George's Hospital Center until authorized by SAU. The victim may, at their own discretion, report to the Prince George's Hospital Center for a sexual assault examination without prior approval of SAU or involvement of this department or the PGPD.

4. In no case shall the officer instruct the victim to contact the SAU to report the assault.

B. Victim at Hospital

1. The reporting officer shall notify the SAU. If no investigator is available, the officer will have PSC contact an investigator via pager.

2. An investigator will respond to the hospital. The investigator shall not request removal of the victim to another location for the purpose of interviewing.

3. The officer shall complete an Incident Report and document the notifications made.

C. Police Authorization Not Mandatory For Sexual Assault Examine

1. A sexual assault victim is not required to participate in the criminal justice system or cooperate with law enforcement in order to be provided a sexual assault examination.

2. The victim of a sexual assault may request that a sexual assault exam performed by the Sexual Assault Center, Prince

George's Hospital Center, with either this departments or the PGPD authorization.

3. The victim is not required to provide their personal information and may remain anonymous. When the victim remains anonymous, his or her sexual assault exam will be referenced by a hospital case number, and a CCN.

4. An SAU investigator will provide the hospital with a CCN and take the initial report by telephone or in person.

5. Evidence collected from anonymous sexual examination will be sent to the PGPD DNA Laboratory and stored for one year for potential forensic analysis in the future forensic analysis.

6. The victim can request an investigation pursued at any later date, even if the one year time frame has passed and evidence collected during the sexual assault examination has been destroyed.

D. Required Notifications

1. As soon as practical the responding officer shall notify the Chief or his designee.

End of Document

Sexual Offenses Matrix

Annotated Code of MD. Criminal Law Articles Sec. 3-303-308

ELEMENTS OF RAPE	1. Vaginal intercourse 2. With another person 3. By force or threat of force 4. Against the will 5. Without the consent of the other person
ELEMENTS OF SEXUAL ACT	Cunnilingus, fellatio, analingus, or anal intercourse. Also include placing of any object into the genital or anal opening of another person's body if the penetration can be constructed as being for the purpose of sexual arousal or gratifications. (EXCLUDES DIGITAL PENETRATION)
ELEMENTS OF SEXUAL CONTACT	The intention touching of an part of the victim's or actor's anal, genital or other intimate areas for the purpose of sexual arousal or gratification, or for the abuse of either party, or the insertion of any body part other than the penis, mouth or tongue into the vaginal or anal opening.
RAPE – 1st Degree FELONY – LIFE CR 3-303 Investigated by CID	Vaginal intercourse with another person by force or threat of force against the will and without the consent of the other person and ONE OF THE FOLLOWING: 1. Employs or displays a dangerous and deadly weapon or an item that the victim reasonably believes to be such a weapon; 2. Inflicts suffocation, strangulation, disfigurement or serious physical injury upon the victim or upon other person in the course of committing the offense. 3. Threatens or places the victim in fear that the victim or any person known to the victim will be imminently subjected to death, suffocation, strangulation, disfigurement, serious physical injury or kidnapping; 4. Is assed and abetted by one of more other persons; 5. Commits the offense in connection with a burglary in the first, second or third degree.
RAPE – 2nd Degree FELONY – Life CR 3-305 Investigated by CID	Vaginal intercourse with another person. ONE OF THE FOLLOWING: 1. By force or threat against the will and without the consent of the other person; 2. Who is mentally defective or mentally incapacitated or physically helpless, and the suspect knows or should reasonably know the victim is mentally defective of mentally incapacitated or physically helpless; 3. Who is under 14 years of age and the defendant is 4 or more years older than the victim.
SEX OFFENSE – 1st Degree FELONY – Life CR 3-306 Investigated by CID	Sexual act with another person by force or threat of force against the will and without the consent of the other. ONE OF THE FOLLOWING: 1. Employs or displays a dangerous and deadly weapon or an item that the victim reasonably believes to be such a weapon; 2. Inflicts suffocation, strangulation, disfigurement, or serious physical injury upon the victim or upon an other persons in the course of committing the offense; 3. Threatens or places the victim in fear that the victim or any person known to the victim will be imminently subjected to death, suffocation, strangulation, disfigurement, serious physical injury or kidnapping; 4. Is aided and abetted by one or more other persons; 5. Commits the offense in connection with a burglary in the first, second or third degree.

SEX OFFENSE – 2nd Degree FELONY – 20 years CR 3-306 Investigated by CID	Sexual act with another person. ONE OF THE FOLLOWING: 1. By force of threat of force against the will and without the consent of the other person; 2. Who is mentally defective or mentally incapacitated or physically helpless, and the suspect know or should reasonably know the victim is mentally defective or mentally incapacitated or physically helpless; 3. Who is under 14 years of age and the defendant is 4 or more years older than the victim.
SEX OFFENSE – 3rd Degree FELONY – 10 years CR 3-307 Investigated by Special Response Team (SRT)	Sexual contact with another person; and, ONE OF THE FOLLOWING: 1. Against the will and without the consent of the other person, and ONE OF THE FOLLOWING: a. Employs or displays a dangerous and deadly weapon or an item that the victim reasonably believes to be such a weapon; b. Inflicts suffocation, strangulation, disfigurement, or serious physical injury upon the victim or upon any other person in the course of committing the offense; c. Threatens or places the victim in fear that the victim or any person known to the victim will be imminently subjected to death, suffocation, strangulation, disfigurement, serious physical injury or kidnapping; d. Is aided and abetted by one or more other person; 2. Who is mentally defective or mentally incapacitated or physically helpless, and the suspect knows or should reasonably know the victim is mentally defective of mentally incapacitated or physically helpless; 3. Who is under 14 years of age and the defendant is 4 or more years older than the victim. 4. Sexual act or vaginal intercourse with another person who is 14 or 15 years of age and the actor is at least 21 years of age.
SEX OFFENSE – 4th Degree MISDEMEANOR – 1 year CR 3-308 Investigated by SRT	1. Sexual contact with another person against the will and without the consent of the other person; OR 2. Sexual act or vaginal intercourse with a person who is 14 or 15 years of age and the actor is 4 or more year older (but not 21 years of age or older) than the victim.

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
COLLECTION AND PRESERVATION OF EVIDENCE			**UPPD502.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
INVESTIGATIVE PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	42, 83, 84	**Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to designate and govern the responsibilities for securing; protecting; processing of physical evidence in the field.

II. POLICY

It is the policy of this Department to identify, collect, properly preserve physical evidence in the field. The circumstances under which evidence or property comes into the Department's possession shall be documented on an Incident Report and itemized on a Property Record.

Whenever available, materials and substances will be collected from a known source for submission to a laboratory for comparison with physical evidence collected.

When a crime scene exceeds the response capability of the Department the Prince George's County Police Department will be requested to respond to handle the crime scene investigation. Officers from this Department will act in support role if requested to do so.

III. DEFINITIONS

A. Chain of Custody – The documented continuity of custody of materials and items collected as physical evidence. To minimize court challenges, the item introduced as evidence must be proven to be the same item recovered during the investigation.

B. Evidence – Any type of proof that has the potential to be introduced in a legal proceeding that is intended to convince a judge and/or a jury of alleged facts material to the case. It can include records; documents; substances; materials; objects; photographs; fluids, etc.

C. Property – Any item taken into custody by an officer for an official purpose that has no apparent evidentiary value.

D. Secured Facility – The Property Room of this department or property submitted to any facility of the Prince George's County Police Department.

IV. GENERAL RESPONSIBILITIES

A. Evidence collection is conducted in accordance with practices taught during the Entrance Level Training Academy; or at annual In-Service Training.

B. In most cases involving the collection and preservation of evidence, the Department will utilize the reports and forms of the Prince George's County Police Department.

C. The Department will maintain a basic evidence collection kit to recover fingerprints and photographs.

V. OFFICERS RESPONSIBILITIES

Non-Critical Crime Scene

Certain crimes scenes are less serious in nature and require routine processing that is normally conducted by the responding officer.

Critical Crime Scenes

Certain crimes scenes require mandatory response by specially trained personnel. Officers may request the 24 hour assistance of the Prince George's County Police Department to respond.

A. In both instances officers will ensure that their methods of preserving the condition, preventing contamination of evidence from a known source and maintaining the crime scene will be in accordance with department policy. Officers will:

Respond and protect the crime scene;
Prevent the destruction or contamination of evidence;
Initiate a Crime Scene Log (Critical Scenes);
Locate items of evidence;
Identify known sources of evidence;
Locate victims/witnesses;
Photograph or sketch the crime scene;
Collect evidence by proper preservation, packaging, maintain a chain of custody,
Complete an inventoried list of evidence recovered,
Prepare evidence for submission to the specified laboratory for analysis; prepare a written request for the results.

B. Officers will prepare and submit an Incident Report and a Property Report to record recovered evidence to include:

1. Make and Model
2. Serial number
3. The source and person responsible for the recovery.

C. The transfer of evidence while in the field will be documented in the Incident Report and Property Report to ensure proper chain of custody.

D. Questions concerning the preservation and submission of property or evidence can be directed to an on-duty supervisor, the District I Evidence Technician, or the Forensic Services Division of the Prince Georges' County Police Department.

VI. PHOTOGRAPHY

A. The department has a digital camera issued to each officer for professional use.

B. If a crime scene is photographed by a member of this Department the photographs will be downloaded on the Department computer system identified by the assigned case number; officer name with identification number.

C. Photographs can be printed and placed with the original report for transmittal to PGPD Records.

D. Officers may retain a copy for their file for court presentation.

E. All crime scenes photographed by specially trained personnel will remain in their case file. Officers may request copies if appropriate.

VII. LATENT FINGERPRINTS

A. All completed Fingerprint Latent Lift Cards (P.G.C. Form #24) shall be placed into a Latent Evidence Envelope (P.G.C. Form #2619) and transmitted with the original report to PG Records Division.

B. Submissions to PGPD/Montgomery County Police Regional Automated Fingerprint Identification System (RAFIS):

1. All requests for examinations must be accompanied with a Request for Latent Fingerprint Examination Form (P.G.C. Form #2643).

2. To request a comparison of prints on file with an outside agency, the requesting officer must obtain a copy of the fingerprints from that agency and submit them with the request for Latent Fingerprint Examination Form.

VIII. CRIME SCENE SKETCH

A. A Crime Scene Sketch can be completed, if appropriate, when evidence is recovered from a crime scene.

B. When doing so, the officer will ensure that all significant items are included so that an accurate detailed drawing can be done. Factors to be included are:

All pertinent dimensions,

Orientation of the crime scene to north,

Relationship to buildings, roads or geographical features,

Exact location of incident including street address where appropriate,

Locations of evidence and/or victim(s), date and time of sketch, names of all persons involved in making the sketch.

IX. REPORT PREPARATION

1. All officers when processing incident/crime scenes will record all events that transpire at the scene in connection with the investigation. The report shall include, but not limited to:

Date and time of arrival at the scene;

Location of the crime;

Name of the victim(s), if known;

Name of suspect(s), if known;

Action taken at the scene,

Including the number of photographs taken;

Whether measurements were made (yes/no);

List of physical evidence recovered; and

Case file reference number or CCN.

2. Other information should be included when a crime scene specialist processor is involved, such as:

a. Date and time of request for service was received;

b. Name of the investigating officer;

c. Disposition of physical evidence collected at the scene;

d. Number of photographs taken at the scene; and

e. Crime scene measurement information.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
EVIDENCE FOR FORENSIC ANALYSIS			**UPPD 502.1**
SECTION **INVESTIGATIVE PROCEDURES**	NUMBER OF PAGES **10**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTERS **83**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes guidelines for the submission, and request for forensic analysis, of evidence.

II. POLICY

The Department does not have the resources to conduct forensic analysis of evidence. The Department will rely on the specialized training and resources of the Prince George's County Police Department ("PGCPD") for the collection; submission and requests for forensic evidence analysis.

If either required or requested to process evidence, a Department officer shall follow established evidence procedures.

Officers will refer to this directive and the PGPD General Order -Volume II, Chapter 41 Property and Evidence; and the Evidence Handbook when appropriate.

III. FORENSIC EXAMINATIONS

A. The PGPD's Evidence Unit is the point of contact regarding the submission of evidence for forensic examinations.

IV. RETENTION BY OFFICER

A. In the event of a Department officer is responsible for retaining certain recovered property when the component responsible for processing or analyzing it, such as the DNA Laboratory, Computer Forensics Unit (CFU), or the Firearms Examination Unit (FEU), is not open, employees shall obtain supervisory approval to retain the property until proper submission can be completed.

B. Employees shall complete a Property Report and write "HELD FOR ANALYSIS" below the description of the property. A supervisor shall place the initials next to the "held" notation and ensure that the Property Record is attached to the report in box before the end of the officer's scheduled tour of duty.

V. SURGICALLY RECOVERED EVIDENCE

A. When investigating an incident that has resulted in the hospitalization of a victim or suspect, and items of evidence will be surgically removed, the Officer will wait at the hospital to recover the evidence.

B. When possible, the Officer shall speak to the member of the surgical team before the operation, explaining the Department's interest in recovering the evidence as undamaged as possible.

C. If surgery will not occur immediately, the officer shall request to be notified when surgery is scheduled. The officer will either leave their own contact information or that of the County Investigator, if one has been assigned, and the contact number of the Public Safety Communications for notification.

D. If the hospital staff makes notification of the pending procedure the reporting officer shall ensure that the assigned investigator is notified. If requested by the investigator the officer shall request that an Evidence Technician be present to take custody of the evidence. In the absence of an evidence technician, the officer, of requested, will respond to the hospital.

E. The recovering officer will protect the item to ensure its evidentiary value. The officer will describe the item on the Property Record, noting the following:

1. Name, age, race and sex of the patient.

2. Date, time, and location of recovery.

3. The anatomic location from which the object was removed.

F. The removing physician's printed name and signature shall be noted on the container in which the item was placed. This step is taken to preserve the chain if custody. The officer may provide a receipt of transfer for the evidence to the medical staff if one is requested.

G. If a patient is transferred to a medical facility outside the County, the officer shall notify the assigned PGPD investigator and shall request the receiving police agency to respond to the medical facility.

VI. Computer Forensic Unit (CFU)

A. The CFU has primary responsibility for seizing any devices capable of capturing and/or storing data electronically. Officers who target computer systems and any other devices capable of capturing and/or storing data electronically in a search and seizure warrant shall notify the CFU at least 48 hours prior to the execution of the warrant.

When available, a CFU investigator will respond to the scene and assist by safely shutting down the computer system and collecting items to be analyzed. The CFU investigator will take custody of seized computer items and transport them to the Laboratory.

B. Officers who request analysis of electronic media shall transport the items directly to the CFU. Officers are cautioned regarding the properties of electronic storage devices and shall take steps to prevent their exposure to harsh conditions and magnetic fields. Officers intending to transport items to the CFU shall first contact the unit by telephone to ensure that a CFU investigator is available to accept custody of the evidence.

When circumstances prevent a timely response to the CFU, a supervisor may authorize placing the items in temporary storage. Officers shall submit the property as they would under normal circumstances, noting "FOR CFU ANALYSIS" on the Property Record after "LAST ITEM." This transfer will be recorded on the Property Record.

C. The hours of operation for CFU are:

1. Monday to Friday
2. 0700 hours to 1500 hours

VII. Serology & DNA Laboratory

A. The chemists in the Serology and DNA Laboratory analyze submitted property for the presence of biological evidence, develop DNA profiles, and when possible, determine the source of the evidence. Biological evidence may include blood, semen, saliva, sweat, hair, bones, tissue, etc.

B. Handling & Collection Procedures

1. Proper handling and submission of biological evidence is vital for reliable examination. Officers having questions regarding biological evidence may request guidance from the Forensic Services Division, the DNA Laboratory, or refer to the Evidence Handbook.

C. Employees shall follow these guidelines when recovering biological evidence:

1. Always assume the evidence is a biohazard and handle accordingly

2. Always handle the evidence with gloves and/or protective clothing

3. Package each item separately in paper or cardboard, not in plastic bags

4. Seal each item with evidence tape and sign over the seal

5. Label each evidence container with the case and item numbers, and affix a biohazard label

6. Items of evidence should not be stored in extreme heat or placed in direct sunlight.

D. Submitting Items for DNA Analysis

1. All submissions require a Property Record. More than one item may be listed on the Property Record. Each individual item must have an Evidence Tag/Chain of Custody attached.

E. The hours of operation for DNA Laboratory are:

1. Monday to Friday
2.0800 hours to 1600 hours
3. DNA Laboratory is closed on holidays

F. **Crime Scene Clean-up**

1. Officers investigating incidents where biohazards such as bodily fluids exist and require removal will refer the property owner to the Evidence Unit.
Evidence personnel will provide the resident with the names and telephone numbers of the companies who provide crime scene clean-up services.

VIII. Firearm & Tool Mark Examination Unit (FEU)

A. PGPD officers and those from other agencies submit firearms and related items to the FEU. The FEU examines these items as well as tool mark related evidence such as pry marks made by burglary tools.

B. Firearms

1. The proper handling and submission of firearms allows for reliable examination by FEU and other investigative entities. Whenever possible, investigators or evidence technicians shall recover firearms. FEU shall be contacted whenever a firearm needs to be recovered from water.

2. Officers having questions regarding the proper handling of firearms may request guidance from the Evidence Unit or FEU. Loaded firearms shall not be submitted to FEU.

C. Collection & Packaging

Officers shall never:

1. Assume a weapon is unloaded and safe

2. Attempt to test fire a firearm

3. Clean the barrel, chamber, or cylinder of a firearm

4. Disassemble a firearm.

5. Insert pens, pencils, or foreign objects into the barrel or chamber of a firearm

6. Point a weapon at others employees.

D. Firearms Examiner

The Officer shall provide the following to the firearms examiner:

1. Whether a fired or unfired round was in the chamber or cylinder

2. Hammer position (down, half-cocked, cocked)

3. Make, model, serial number, barrel length, and finish of the firearm.

4. Position of the safety

5. Position of the slide

6. Clips or magazines shall not be stored in a weapon. Ammunition shall not be stored in a clip or magazine.

7. Firearms and ammunition shall be packaged separately and submitted as different items. Any questions shall be directed to FEU or the Evidence Unit.

E. NCIC Checks

When a firearm is taken into custody that is not listed as stolen in NCIC or cannot be checked through NCIC, the recovering Officer shall contact the Telecommunications Unit and provide the:

1. Make

2. Model name and number

3. Serial number or unique identifying number

4. Physical description of the firearm including size, type, and color

F. Submitting Items to FEU

1. Employees shall submit all firearms or firearms related items that they seize or recover to FEU, and shall itemize all appropriate items submitted for analysis on a Request for Analysis Form when a complete analysis is required. A copy of the Incident Report and Property Record shall be attached to the Request for Analysis Form.

2. A separate Property Record is required for each firearm submitted. Associated ballistic evidence or leather goods shall be packaged separately and submitted on a separate Property Record. Employees shall document the exact address, beat, and District for all firearm seizures and recoveries.

3. Items that have blood or body fluids on any surface should be submitted after the item has dried. Biohazard labels shall be attached to the packaging for the safety of the examiner.

4. Officers shall transport all recovered firearms and firearms-related evidence to FEU within 96 hours of recovery or seizure. Chain of custody information and a receipt stamp will be placed on the Property Record by FEU and the officer's copy returned to them.

Submission hours:

- Monday to Friday
- 0730 hours to 1700 hours

FEU is closed on holidays.

G. FEU Open

1. Officers who request analysis of a firearm or tool are responsible for transporting such items directly to FEU. Employees intending to transport such evidence to FEU shall first contact the unit by telephone to ensure that an FEU analyst is available to accept the item.

2. When circumstances prevent a timely response to FEU, a supervisor may authorize the requesting officer to place the items in temporary storage as indicated below.

H. FEU Closed

1. Officers shall submit the items as they would under normal circumstances, except they shall indicate "FOR FEU ANALYSIS" on the Property Record after the "LAST ITEM" notation.

2. The supervisor authorizing the temporary storage shall notify the property supply clerk who shall then ensure such property is held. In both cases, the authorizing supervisor shall ensure that items to be analyzed are not held at a temporary storage facility for more than 96 hours.

3. Requests for assistance after normal business hours shall be made through the PSC supervisor to the Commander, Forensic Services Division. FEU shall send an analysis report to the requesting employee through the chain of command when the analysis is complete.

4. FEU shall notify the outside agency when the analysis is complete. This information shall be noted in the last paragraph of the analysis report.

I. Submission of Handguns Involving Criminal Charges

1. Officers seizing handguns when criminal charges are filed shall:

a. Process the firearm and/or ammunition for latent prints prior to submission

b. Complete a Property Record, describing the handgun by make, model and serial number

c. If the owner is different from the possessor, include the owner's name and address, if known

d. Transport the weapon to FEU or place in UPPD Property prior to the end of watch.

J. Criminal Law Article 4-203 – Wearing, Carrying, or Transporting a Handgun

1. Handguns seized pursuant to the provisions of Maryland Criminal Law Article 4-203 are subject to forfeiture.

2. When an officer seizes a handgun pursuant to the aforementioned statute, he or she shall print the words "FOR FORFEITURE" in bold letters in the description section of the Property Record. This applies even if the possessor is not charged with a violation of the aforementioned statute, though he or she may be charged with another crime, such as armed robbery. The Property Custodian shall notify the owners of these handguns regarding the forfeiture appeal process.

3. Officers seizing handguns under this law can help expedite the return of a gun to its owner if the gun has been reported stolen. In these cases, "HOLD FOR OWNER" shall be printed in bold letters beneath "FOR FORFEITURE" and the owner will be advised to apply to the Chief Police for the return of the gun. If the handgun has not been reported stolen, the owner shall be referred to the Property Custodian for retrieval procedures.

K. Submission of Handguns Not Involving Criminal Charges

1. Handguns seized, found, or recovered shall be submitted to FEU using the same procedures detailed above. Officers seizing such handguns shall notify the registered owner, if known, and advise him or her to contact the Property Custodian within 90 days of the notification for retrieval of the weapon.

L. Submission of Long Guns Involving Criminal Charges

1. When a rifle or shotgun is seized and charges are filed, officers shall immediately:

a. Complete a Property Record including the name and address of the owner if different from the possessor

b. Notify the owner

c. Submit the firearm to FEU using the same procedures detailed above.

M. Test Firing

1. Test firing of recovered or seized firearms is done by FEU. Seizing or recovering Officers shall witness test firings. The witnessing employee will be given a letter for use in court certifying that the firearm functions.

N. Other Weapons

1. Police employees that seize weapons other than firearms shall handle the weapon in the same manner as other property.

IX. Drug Laboratory

A. Employees seizing Controlled Dangerous Substances (CDS) or suspected CDS shall maintain strict control and supervision over the property until submission. Other employees shall be brought into the chain of custody only as necessary, and every transfer shall be documented on the Chain of Custody Log/Request For Analysis/Analysis Report Form.

B. On-duty or off-duty officers shall submit seized or recovered CDS immediately, unless custody is transferred to another officer. If the CDS is transferred, the accepting officer shall be responsible for its submission.

C. Submission Procedures & Reporting

1. All submissions of CDS require:

a. A Chain of Custody Log

b. Adhesive Evidence Label

c. Incident Report

d. A biohazard label if the CDS was recovered from a body cavity or is contaminated by body fluids

2. In addition to these documents, the District I Station CDS logbook, which is maintained next to the narcotics mailbox, must be completed by the submitting Department officer and initialed by the witnessing supervisor.

3. Department Officers shall follow PGPD procedures with respect to forms and subsequent handling of evidence.

D. Weighing CDS

1. All CDS materials shall be weighed before being packaged for submission. Whenever practical, to ensure the most accurate weight, officers should attempt to remove the CDS from the container or wrapping in which it was seized. The weight of the CDS shall be listed in the DETAILED DESCRIPTION block of the Chain of Custody Log. Property items suspected of containing minimal residue or trace amounts of CDS shall be counted and not weighed.

2. A supervisor shall witness the weighing or counting of the CDS and place his or her signature in the COUNTING/WEIGHING WITNESSED BY block on the Chain of Custody Log. The supervisor's signature indicates only that he or she witnessed the weighing or counting and submission.

3. The supervisor shall not become part of the chain of custody unless absolutely necessary. The supervisor shall also place their ID number, the drop location, and the logbook number in the appropriate spaces on the form.

E. Packaging CDS

1. All CDS shall be submitted in clear 9½" x 16" heat-sealable, plastic pouches. Different types of CDS shall be submitted in separate pouches. Items found in different locations or recovered from different defendants shall be packaged separately.

2. If seized items are too large to be placed in a pouch, they should be placed in a box or other suitable container. The container should then be sealed with evidence tape, initialed, and dated by the submitting officer. A specific description of the contents of the box shall be placed on the outside for the safety of the drug laboratory chemists.

3. Recovered packaging, such as glass vials, film canisters, and envelopes, shall be placed within the pouch. Glass and fragile containers shall be wrapped with sufficient clear plastic padding to prevent breakage. All containers shall be securely taped to prevent leakage or spillage. Sharp edges that might appear on pipes or broken items shall be wrapped or boxed to prevent injury. Syringes shall be packaged as described in the section of this directive titled: **Paraphernalia**.

4. After packaging, the employee shall affix the completed adhesive Evidence Label to the extreme lower right corner of the pouch, and a biohazard label, if required. The pouch shall then be placed in the heat sealer and sealed approximately one inch from the top.

5. The employee shall place his or her initials over the heat seal. Employees shall not fill the pouch to the extent that it would prevent laboratory personnel from opening and resealing it.

6. After weighing and packaging, the employee shall attach the Chain of Custody Log to the pouch above the heat seal. A maximum of three separately bagged items can be listed on one Chain of Custody Log.
7. The employee shall then drop the CDS in the narcotics mailbox.

8. The supervisor who witnessed the weighing shall:

a. Review the paperwork

b. Observe the dropping of the CDS

c. Place his or her initials next to the submitting employee's logbook entry the submitting employee shall fill out the necessary blocks on the District CDS Property Log.

8. If the amount of CDS is too large to fit in the narcotics mailbox, the employee shall personally deliver the CDS to the Drug Laboratory. If the Drug Laboratory is closed, the employee shall transfer custody to a Narcotics Enforcement Division (NED) investigator, who shall arrange storage at the NED facility until the CDS can be delivered to the Drug Laboratory.

F. CDS to be Destroyed

1. The employee shall write "TO BE DESTROYED" at the top of the Chain of Custody Log. The employee shall also check the TO BE DESTROYED block and sign and date the form.

G. Paraphernalia

Hypodermic syringes and needles shall be packaged in leak proof, puncture-resistant, plastic Biohazard Tube. The sealed tubes shall be placed in a heat-sealed pouch. Syringes and needles will be inserted sharp end first into the plastic tube and the cap firmly tightened.

H. Plants

1. Whole plants greater than one foot in length shall not be submitted for analysis. Employees shall weigh and photograph the plant in its natural form. They shall cut or break the plant apart and then submit leaves, flowering tops, stems, and seeds for analysis. The remainder of the plant, including mature stalks and roots, shall be submitted on a separate Chain of Custody Log and marked for destruction.

2. Wet vegetable matter shall not be placed in a pouch. If the material does not dry naturally within the seizing employee's tour of duty, custody shall be transferred to a Narcotic Enforcement Division (NED) employee. If the material does not dry during the NED employee's tour of duty, he or she shall photograph the material and arrange for its secure storage until the material dries.

3. The NED employee shall submit a temporary, partially completed Chain of Custody Log to his or her supervisor. The NED employee shall weigh and package the material and submit final paperwork when the material has dried. Only trained NED personnel or evidence technicians may use hair dryers or other devices to dry wet CDS.

I. Liquid CDS

1. Officers handling seized suspected liquid CDS shall exercise extreme caution, considering the potentially carcinogenic, toxic, flammable, and explosive properties. If the container is leaking, employees shall not touch it and shall contact either the Drug Laboratory or NED for assistance. They shall wear gloves when handling the containers of suspected CDS and shall not open the container.

2. The seizing officer shall immediately submit liquid CDS seizures to the Drug Laboratory. If the Drug Laboratory is closed, the CDS shall be packaged in compliance with the taping and padding procedures described above in **Packaging CDS**. For assistance in packaging, officers may consult the Drug Laboratory during normal business hours or NED after hours.

3. Seizures of one pint or more of liquid CDS require notification to NED. A NED investigator shall respond to the officer's location and take custody of the material.

4. Employees encountering unknown substances, unmarked CDS containers, raw CDS manufacturing chemicals, or other possible evidence of clandestine laboratories shall immediately notify NED and obtain specific guidance. Employees shall wear protective gloves and handle such items as little as possible.

J. Pills, Tablets, & Capsules

Pills, tablets, and capsules shall be counted individually and weighed as a group, provided all items within the group are the same. Different pill types, such as tablets and capsules, require separate groupings.

K. Pick-up of CDS by Drug Vault Custodian

1. Drug vault custodians make scheduled visits to Prince George's County facilities that have narcotics mailboxes. In the presence of the property supply clerk, custodians remove CDS submissions from the mailbox. The drug vault custodian shall sign the Chain of Custody Log. He or she shall return the appropriate receipt copies to the property supply clerk. The property supply clerk shall return the employee's copy of the signed Chain of Custody Log to the employee.

2. The drug vault custodian shall document receipt of the CDS by signing all appropriate entries in the station logbook next to the mailbox. The Property Supply Clerk shall initial each entry, showing that he or she witnessed the transfer of custody.

3. Only the drug vault custodian and the property supply clerk shall possess keys to the narcotics mailbox. Other personnel, including the submitting employee and witnessing supervisor, are prohibited from opening the mailbox or attempting to remove CDS from it.

L. Obtaining CDS Evidence for Court

1. Officers needing CDS evidence from PGPD for court shall obtain that evidence

from the Drug Laboratory on the court date. It shall be returned to the Drug Laboratory immediately following the conclusion of that day's court proceedings. The Drug Laboratory Vault will be open for pick up and return from 0800 to 1600 each day the courts are open. Officer requiring CDS evident in the control of the Department shall contact the designated property custodian.

2. If the Drug Laboratory is closed when court proceedings end, the employee shall resubmit the evidence using the narcotics mailbox at any District Station. A supervisor shall witness the resubmission. The Chain of Custody Log and the station logbook for that mailbox shall be signed according to normal procedures. Employees shall never possess checked-out CDS evidence overnight.

3. There is no need to weigh the evidence prior to its resubmission unless the court opened the evidence pouch. If the court opened the evidence pouch, Drug Laboratory personnel will weigh the pouch upon its receipt.

4. If the court retains possession of the evidence, the Officer shall obtain documentation attesting to that fact from the court and immediately deliver that documentation to the Drug Laboratory or the narcotics mailbox at District III or to the Department Property file.

5. When returning CDS property to the Drug Laboratory or the Department Property File that is no longer needed as evidence, the employee shall write "TO BE DESTROYED" on the top of the Chain of Custody Log and record his or her signature and the date. The Drug Laboratory shall then prepare the CDS for the next destruction date. See Section XII (H) for Department procedure.

6. If forfeitures of money or property are involved in a civil proceeding, the employee shall verify with the County Attorney's Office that the drugs are not needed.

XI. Narcotic Enforcement Division (NED) Notification

A. If circumstances require a notification to be made to NED, the employee handling the incident shall make the notification. If no NED employees are working, the employee shall request PSC to call one out.

XII. DESTRUCTION OF CDS

A. The Drug Laboratory will obtain permission to destroy the CDS from the reporting Officer. Subsequently, all CDS will be inventoried to ensure that the documented drugs are present. This inventory shall be conducted by any two of the following witnesses:

1. Employee assigned to the Drug Laboratory

2. Professional Compliance Division employee

3. Any commissioned officer

B. After the drugs have been inventoried and sealed in boxes for destruction, the witnesses will initial the seal. An employee assigned to the Drug Laboratory shall transport those drugs to the destruction facility, accompanied by a witness as described above. A team from the Special Operations Division shall escort the transport.

C. The sealed boxes containing the drugs will be placed in an incinerator for destruction. The assigned employee and witness shall remain until all narcotics have been destroyed, checking the incinerator's contents before leaving to ensure destruction.

D. The Chain of Custody Log shall be stamped "DESTROYED," the disposition documented at the Drug Laboratory, and the Chain of Custody Log forwarded to the Records Section for closure.

E. Disposition sheets will be signed and a file maintained at the Drug Laboratory.

F. All paraphernalia contained in a heat-sealed bag will be removed and inventoried in preparation for destruction.

G. An employee of the Property Warehouse Unit will transport paraphernalia such as bongs, pipes, or scales to the County landfill in Upper Marlboro. The items will be placed on the ground and a bulldozer used to crush the items. All paraphernalia will then be pushed into a hole and covered. The transporting employee will witness the entire destruction process.

H. CDS or paraphernalia held by the Department marked for destruction will follow the above procedures and will be destroyed at the direction of the Chief in a manner deemed appropriate.

XIII. SUBMISSION OF FINGERPRINTS TO REGIONAL AREA FINGERPRINT IDENTIFICATION SYSTEM ("RAFIS")

A. All completed latent fingerprint evidence shall be placed in a Latent Evidence Envelope and sealed with red and white evidence tape to maintain the chain of custody. All latent fingerprint evidence shall be submitted to a supervisor prior to the end of the submitting officer's tour of duty. The supervisor shall ensure that the Latent Evidence Envelopes are properly secured with evidence tape and place them in a secure storage container specifically designated for Latent Evidence Envelopes in the District's/Division's property room.

B. A case requiring immediate or "rushed" analysis by a fingerprint examiner shall be individually hand-carried to RAFIS by an employee of the submitting unit. Prior to responding to RAFIS, the employee shall notify the RAFIS Supervisor or the Commander, Forensic Services Division of the need for immediate analysis. The RAFIS Supervisor or the Commander, Forensic Services Division shall confirm the availability of a fingerprint examiner and shall also determine the priority level of the case.

C. All requests for examination must be accompanied by a Request for Latent Fingerprint Examination Form.

D. Only incoming latent fingerprints of sufficient quality to be submitted to the Automated Fingerprint System (AFS) will be entered into AFS and noted on the envelope.

E. When an officer makes an arrest in a case where latent fingerprints were previously submitted for analysis, the submitting officer shall notify the RAFIS Unit using the Request for Latent Fingerprint Examination Form.

XIV. Fingerprint Comparison Cases

A. Whenever a suspect is identified by latent fingerprints, RAFIS will provide the following information to the submitting officer:

1. Name and ID number of the employee who lifted the latent fingerprint

2. Name of employee who compared the fingerprints and made the identification

3. Name and ID number of the employee who fingerprinted the suspect on the card used to make the identification.

B. When an examination is made and the results are negative, this information will be noted on the report and a copy returned to the requesting officer.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
EVIDENCE RECOVERED FROM DECEDENTS ROUTINE DEATH			**UPPD 502.2**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
INVESTIGATIVE PROCEDURES	**2**	**10/22/2014**	
NEW ☐ AMENDS ☐ RESCINDS DATE:	CALEA CHAPTER **83**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes guidelines for the disposition of property of deceased persons during the course of a routine death investigation.

II. POLICY

The Department will make every effort to protect the personal property during routine death investigation.

Officer will refer to this directive and the Prince Georges County Police Department General Order -Volume II, Chapter 41 Property and Evidence; and the Evidence Handbook and the Report Writing Manual when appropriate.

III. REPORTING REQUIREMENTS

A. Prepare a Special Report to record the information pertaining to a death investigation.

B. Prepare a Property Record if property is recovered from the decedent.

C. Document all notifications regarding the incident and property recovered or released.

D. Attach any supporting documentation that is required.

IV. PROCEDURES

A. Release of Property

1. Officers will confer with the Medical Examiner; Homicide Investigators and Evidence Personnel that are on scene before the release of property.

2. If there are no next of kin, follow the procedures in Section IV, paragraph B, 2 and Section V paragraph A, 1.

B. Release of Property to Next of Kin

1. Provided that an immediate family member's identity and relationship to the deceased is established to the officer's satisfaction, property belonging to the deceased may be released by the officer at the scene.

2. In cases involving persons that are not immediate family, authorization must be obtained from the Office of Register of Wills to release the deceased's property.

3. Immediate family includes:

Parent

Spouse

Child

V. NOTIFICATION TO THE OSPG

A. No Relative or Next of Kin

1. When an officer determines that the deceased has no living next of kin or relatives or cannot locate any, they shall:

Contact the Office of the Sheriff (OSPG) to arrange for a court order securing the deceased's property
Request that a deputy respond to the scene and take custody of the property

2. The following information will be supplied to the OSPG:

Name of the deceased

Address and description of the property that will be safeguarded

The reason for the request

Materials needed to properly safeguard the property

Telephone number where the officer can be contacted

3. After the OSPG has been contacted, await the arrival of a deputy with a court order that legally authorizes the safeguarding of the deceased's property.

4. The requesting officer will note in the Property Record the name and ID number of the deputy who receives custody of the property.

C. Removing Property from the Deceased

1. If the deceased is removed from the scene before the arrival of a deputy, the officer handling the case shall:

Inspect the deceased for articles of value

Remove those articles from the body and inventory them on a Property Record

2. Upon arrival of the deputy, the officer will have the deputy sign the Property Record and take custody of the items.

3. If the removal of property from the body would result in damage to the item, destruction of evidence, or desecration of the body, the officer shall:

Note the item on the report documenting why it was not removed

Photograph the items before the body is removed.

4. All photographs will be forwarded to the Records Section for processing. When photographs are taken, it shall be noted on the Special Report.

5. The individual accepting custody of the body will be requested to sign for any property that accompanies the deceased.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **ORGANIZED CRIME AND VICE INVESTIGATIONS**			PROCEDURE NUMBER **UPPD504.0**
SECTION **INVESTIGATIVE PROCEDURES**	NUMBER OF PAGES **5**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **43**	AUTHORITY **Chief Michael Wynnyk**	

I. POLICY

It is the policy of the Department to use all available legitimate means to investigate and apprehend individuals or groups of individuals engaged in organized crime and vice/narcotic activities.

II. PURPOSE

The purpose of this general order is to outline the responsibilities of the members of the Department in the area of organized crime and vice/narcotic activities.

III. DEFINITIONS

A. **Organized crime -** Activities which involve violating criminal laws in the pursuit of illegal profits and power by a group or groups of individuals who operate in a hierarchal order based on authority or skills, fear, force, or corruption in an effort to supply illegal goods and services or supply goods or services illegally.

B. **Vice -** Criminal activities relating to immoral conduct, narcotics, gambling, and liquor law violations.

IV. GENERAL PROCEDURES

A. The Department is committed to the suppression of organized crime and vice/ narcotics. It will be the policy of this Department to enforce vice and narcotics laws consistent with federal, state, and local statutes.

B. Through a combination of enforcement and public education, the Department will seek to prevent and deter the use of, possession of, and trafficking in, all controlled substances.

C. Although the Department does not have full-time organized crime or vice/narcotic personnel, it is the responsibility of every officer to be aware of such activities.

D. Investigations or inquiries will be handled consistent with established criminal investigative policies. Cases or involvement requiring resources beyond the capabilities of the Department will be referred to and jointly investigated with the Prince George's County Police Vice and Intelligence Section of the Special Investigative Division, or other appropriate agencies having jurisdiction.

V. ORGANIZED CRIME AND VICE CONTROL RESPONSIBILITIES

Organized crime, vice/narcotic activities and areas of police intelligence interest may include any of the following:

A. Corruption, extortion, bribery
B. Illegal sale and distribution of liquor, tobacco, firearms, or controlled substances
C. Prostitution or pornography
D. Gambling
E. Credit card fraud
F. Forgery
G. Theft/fencing rings
H. Loan sharking or labor racketeering.
I. Terrorism, subversive activities, civil disorders.

VI. COMPLAINTS REGARDING ORGANIZED CRIME AND VICE ACTIVITIES

A. All information concerning possible violations of organized crime and vice/narcotic laws, no matter how insignificant they seem, will be examined and brought to a logical conclusion or referred to the PGPD. Evaluation of the accuracy and credibility of initial information will be used to determine what information or which offenses are to be investigated or referred to PGPD.

B. Police officers may receive information on, or complaints regarding, organized crime, vice/narcotic crime or matters of police intelligence demanding investigation. Police officers receiving such information, or taking a citizen complaint that references such information, will prepare a police information report which should include the following minimum information:

1. Type of illegal/suspected activity.
2. Location.
3. Names and addresses of suspects involved.
4. Information concerning the activities that may be a threat to the community.
5. Complainant's name, address, and telephone number, unless anonymity is requested.

C. Any officer who receives information concerning vice or narcotic law violations shall submit it to the Chief, using the "REPORT OF NARCOTIC AND VICE LAW VIOLATIONS" form (P.G.C. Form #4100). If the information received is sensitive in nature then both copies of the form may be forwarded directly to the PGPD Narcotics Enforcement Division Commander by the Chief. This does not include "street level" gambling or "use of narcotics" calls when in progress. Officers will handle these calls as usual.

1. Officers may inquire about the status of any information that they have supplied through the Chief.

2. Officers who view a vice/narcotic violation shall take the appropriate police action. The Department does not restrict officers from enforcing vice/narcotic laws when violations are committed in the officer's presence. However, the necessary knowledge, experience and expertise must be considered in determining the appropriate enforcement effort needed to fully and successfully prosecute these vice/narcotic laws.

3. When an officer conducts a vice/narcotic related investigation he/she will contact an officer of the PGPD Major Narcotic Section immediately, taking personal safety into consideration.

a. During non-working hours, the officer will contact the stand-by PGPD NED officer. This is required to prevent duplication of effort.

b. This notification will be made regardless of the officer's duty status.

c. In the event an officer has prior knowledge of possible vice/narcotic violations he/she will contact the PGPD NED Major Narcotic Section for guidance.

D. The officer will contact the Prince George's County Police Vice and Intelligence Section to determine whether the reported information relates to an ongoing investigation by their agency and, if so, provide the new information.

E. Based on the following criteria, the Chief will determine if this Department will conduct an investigation:

1. Is the information valid?
2. What is the criminal nature of the problem?
3. How important is the problem?
4. What lead information exists?
5. What investigative techniques might be used?
6. Does this Department have sufficient resources?
7. What possible operational problems exist?

F. A separate record of all substantiated complaints made by citizens will be maintained by the Chief, these records will be stored and maintained separately from other Departmental records and information. Officer's notes are not to be construed as part of official Department records.

1. Access to the files will be restricted, maintained and monitored by the Chief.

2. Intelligence files will be maintained in a locked file cabinet.

a. An inquiry log will be maintained to chart and log information requested and disseminated.

b. If the intelligence request impacts upon classified information, it will be forwarded to the Chief, for final approval or revision before release.

VII. INFORMANTS

A. It is the policy of this Department to encourage the proper development and use of informants by all officers. The proper legal use of an informant can greatly help the efforts of the police officer in obtaining vital information that may be used in the furtherance of an investigation.

B. For the security of the police officer and the informant, a system that provides confidentiality to the informant, identifies transactions, and provides for lawful accountability, is essential and must be maintained.

C. Each officer who develops an informant will contact the Chief to begin a file on the informant.

1. Upon receiving a request from an officer, the Chief will document the informant. These files are maintained by the Chief.

2. Informants will be managed by the officer who develops the informant contact. The officer will contact PGPD Vice and Intelligence Section to find out how best to proceed with an informant and his/her information.

D. Investigative Funds
The Department does not allocate special funds toward Criminal Intelligence purposes for informant payments.

VIII. SHARING OF INFORMATION

A. The Chief and/or designee will maintain a file for all intelligence and relevant correspondence supplied by and to other agencies pertaining to organized crime and vice activities.

B. The file will be used as a resource when evaluating the Department's efforts in the suppression of organized crime and vice activities within the Department's jurisdiction.

C. The Chief and/or designee may share or exchange information concerning organized crime and vice activity cases. Intelligence information and operational activities may be shared on an informal basis, such as at watch briefings, or disseminated on a restricted basis in formal Intelligence Reports.

IX. COVERT OPERATIONS

A. The Department's capacity to conduct covert operations for the control of vice and/or organized crime, or to conduct intelligence operations is limited due to staffing and other constraints. However, through cooperative relationships with federal, state, and other local law enforcement agencies or through utilization of local citizens, such covert operations as decoy, undercover, and surveillance activity can usually be effectively planned and accomplished.

B. The Chief or a designee are responsible for coordinating these activities.

X. SURVEILLANCE OPERATIONS

A. Conducting surveillance operations and gathering of technical data is essential for organized crime, vice and narcotics enforcement activities.

B. In addition, the following general guidelines will be utilized before, during, and after a surveillance operation:

1. Determine, if possible, the magnitude of the operation prior to actual commencement.

2. Analyze the crime, elements, and suspects involved.

3. Identify all persons encountered; victims or suspects, their habits, associates, vehicles, methods of operations, and all other pertinent information for relevance in the investigation.

4. Inform officers selected to work a detail of all known elements, locations and vehicles encountered in the targeted area.

5. Officers will be equipped with a means of routine communications, advised of emergency communications procedures, and furnished with various forms of transportation to accomplish a covert mission.

6. Procedural steps will be established concerning observation, arrest and surveillance. Back-up security should be provided for officers. Most importantly, a contingency plan should be established, should one of the above steps fail.

7. Plans for relief and weather considerations will be established.

8. Legal ramifications will be considered concerning code, statutes or policy.

9. All operations will be closely supervised.

10. Maintain a surveillance log to include target/location, day/times, and officers' observations.

C. The Chief or a designee will be responsible for the coordination and deployment of all the above requirements to include necessary coordination with other investigative agencies. Information conveyed to, or received from, outside agencies in relation to organized crime, vice and narcotics will be maintained by the Chief or a designee. This involves copies of all correspondence and whatever assistance was requested or provided. This information will improve the development of present and future strategies.

D. This Department has limited use and resources available for surveillance equipment. Therefore, beyond our present capabilities, the Chief or a designee will coordinate with other local law enforcement agencies on a case-by-case basis to determine the need for additional equipment.

XI. RAIDS

A. Raids will be authorized by the Chief and/or designee and assistance regarding raids and special task forces is available through PGPD Special Operations Division (SOD).

1. Ballistic vests must be worn by all personnel that are participating in raid/ high risk situations**.**

B. Raids will be planned and coordinated by the PGPD SOD in accordance with their Standard Operating Procedures and general orders.

C. The need for PGPD Emergency Services Team (EST) personnel should be considered.

1. When it is anticipated that the suspects may be armed and resist entry, EST personnel should be used as the entry team.

2. When EST personnel are making entry, the EST officer in charge will be in command.
3. Once entry has been gained and the scene stabilized, EST personnel will relinquish responsibility to the raid supervisor.

D. All planning considerations assessed prior to the raid will be documented in writing and a pre-raid checklist will be completed, and all raid participants will acknowledge either verbally or in writing that they understand the mission, their specific responsibilities, and that they are physically capable of participating in the raid.

XII. DECOY OPERATIONS

A. When decoy operations are to be conducted officers shall contact the Chief for approval. The Chief may contact PGPD SOD for advice and possibly assistance.

B. During a decoy operation plain clothed officers may be contacted by and unrecognized by another officer. In these cases the following procedures will be followed:

1. Upon being confronted by any officer, the plainclothes officer shall instantly comply with the officer's directions, making no attempt to identify him/herself. He/she shall straighten his/her arms over his/her head and then cross them at the wrists with palms forward and fingers widespread.

2. The officer observing this signal shall regard it only as an indication that he/she may by dealing with a fellow officer. The officer shall cautiously proceed, pending positive identification of the confronted plain clothed officer. The challenged officer shall follow instructions exactly until recognition is acknowledged. This procedure is also recognized and utilized by PGPD and MPDC officers.

3. In certain situations confronting officers may choose to ignore an officer's status order to preserve his/her covert role in an assignment. Officers must use sound judgment in determining whether to protect the role of the plainclothes officer by treating him/her as a suspect in the presence of other persons.

4. Generally in public, officers shall not approach nor acknowledge plainclothes officers. They shall avoid actions that could compromise the plainclothes officer or his/her assignment if he/she is associated with the police or identified as an officer. This section does not apply to contacts with officers in normal business attire conducting overt follow-up investigations.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
LEGAL PROCESS PROCEDURES			**UPPD506.0**
SECTION **INVESTIGATIVE PROCEDURES**	NUMBER OF PAGES **4**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **74, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures for the reception, documentation and service of legal process.

II. POLICY

To serve and accurately record legal documents assigned by other agencies for service or execution, to review Court decisions that add to the laws of arrest or search and seizure and update procedures in a timely fashion. Accessibility to documents, maintenance of records and accountability are strived for.

III. DEFINITIONS

A. **Criminal Process -** Any writ, summons, body attachment order, warrant or other judicially issued document compelling a person to appear before a criminal proceeding and includes documents issued to aid in criminal investigations, such as a search warrant. Criminal process is executed/served through the Department only by sworn law enforcement officers.

B. **Civil Process -** Any writ, summons, or other judicially issued document pertaining to a cause of action of a civil nature. Civil process will be executed/served through the Department only by sworn law enforcement officers.

IV. LEGAL PROCESS PROCEDURES

A. Prince George's County Sheriff's Warrant System (OSPG)

1. The OSPG Central Warrant System is the central repository for warrant and suspect information. OSPG maintains all records of the criminal process. The following information is continuously available from the files of MILES, OSPG and PGPD:

a. Suspect's identity or alias;
b. Existence of outstanding warrants; and
c. Identification of the initiator of the warrant.

2. For warrants generated by the Department, officers will ensure that the CCN is recorded in the upper right section of each charging and supporting document prior to forwarding to the OSPG.

3. Unless authorized by the Chief, all warrants will be immediately forwarded to the OSPG. A completed "Suspect Identification Sheet" (P.G.C. Form #3019) will be attached to each warrant, then both will be placed in the OSPG mailbox at PGPD District I Station.

4. The Chief may authorize retention of warrants within the Department for a maximum of five days, allowing a thorough examination of all aspects of the case.

a. Warrants alleging serious bodily harm or circumstances where serious bodily harm is

likely to result or naming a suspect with a history of violence shall never be held.

b. When the examination reveals that the suspect is not a likely threat to personal safety, retention may be granted.

c. When retained, the original warrant and one copy will be maintained in the OSPG mailbox at the PGPD District 1 station. MILES/NCIC entries are not made until the original warrant has been received by OSPG.

5. When the OSPG arrests on a warrant initiated by UPPD, the PGPD Records Section receives a copy of the Arrest Report. The PGPD Records Section forwards a copy of the Arrest Report to the Chief, who ensures proper close out of the case. Closing reports shall include date of the arrest, original CCN and complete description of the suspect arrested.

B. **Criminal Warrant Service -** Officers may serve any warrant within the Town's limits, but shall be accompanied by a PGPD County officer if serving the warrant alone.

1. For warrant service, officers will carry copies of the warrant, if available (original warrant remains in file or is forwarded to OSPG). If the warrant service is executed/attempted/ unsuccessful the officer shall document the following on a Suspect Identification Sheet:

a. Date and time service was executed/attempted;

b. Name of officer(s) executing/ attempting service;

c. Name of person on whom legal process was served/executed;

d. Method of service/reason for non-service; and

e. Address of service/attempt.

2. If warrant service is successful this information will be placed on the Arrest Report (if warrant is in PGPD custody) or Incident Report (if warrant is in OSPG custody).

3. When the arrestee is processed, the custody officer will serve the original warrant and destroy the copy.

4. When a warrant service is made pursuant to telex or information provided by another public safety agency, the officer shall place this information in an Miscellaneous Police Services Report.

5. Officers of this Department shall not serve warrants or juvenile writs outside Prince George's County.

6. When an officer serves a warrant outside the Town they shall notify the law enforcement agency serving the geographical area and request that they serve the warrant. UPPD officers may accompany other Maryland officers but shall not take physical part in the warrant service.

7. The officer will comply with requests by the other agency to process the arrestee prior to release to PGPD.

8. Other warrant service operations by officers in foreign Maryland jurisdictions will be conducted in accordance with District Court rules and applicable provisions of the Courts and Judicial Proceedings Article.

9. Officers will not serve criminal processes outside of this State.

C. **Civil Process Service -** Civil process service is the responsibility of the OSPG. Officers may assist the OSPG in keeping the peace or enforcing criminal laws at locations where civil process is executed.

IV. INVALIDATION (QUASHING) PROCEDURES

Requests to invalidate (quash) warrants must go through the State's Attorney's Office to be presented in court. This requires that the initiating officer write a detailed Supplement Report providing the following:

A. Explain the reason(s) a warrant is to be invalidated.

1. Misidentification of the suspect due to false identification cards.

2. False statements by complainant/ victim.

3. Any other available information.

B. Details of actions taken.

1. New warrant issued under correct name for suspect.

2. Charges brought against individual that made false statements.

3. Any other actions.

V. ARRESTS BY WARRANT

A. When an officer receives a warrant hit on an arrest warrant sworn by other agencies officer, UPPD or PGPD officer, other than PGPD CID investigator, the arrestee will be processed and an Arrest Report completed in accordance with General Order UPPD805.0 - "Adult Arrest Procedures/Holding Facilities".

1. In the charges section the officer will record the District Court Docket number and charge.

2. In the narrative the officer will indicate 'Warrant Service Only'.

3. The arresting officer will notify the officer who swore out the warrant and document the notification on the Arrest Report. This notification may be via PGPD courier system unless the severity of the charge warrants immediate notification.

B. When an officer receives a warrant hit on a PGPD CID warrant, CID will be notified. CID personnel will respond to detention location, take custody of the arrestee and complete the paperwork. The arresting officer will coordinate with PGPD CID in cases where he/she is bringing unrelated instant charges against the arrestee.

C. When an officer makes an arrest based on an OSPG warrant hit, the officer shall transport the arrestee to PGPD District I Station and will turn over the arrestee to the P.G. Department of Corrections. The arrestee need not be processed, but the officer will complete an Incident Report.

If this procedure is not available, the officer shall transport the arrestee to the OSPG Processing Intake Terminal, in Upper Marlboro. There a Sheriff's Deputy will complete processing.

1. The name/rank/ID number of the Deputy Sheriff accepting custody will be placed in the narrative of the Incident Report.

2. The Sheriff's Department will initiate required notifications to originating agencies.

D. When an officer makes an arrest on an out of county Maryland warrant, the OSPG will not except nor assume custody of a prisoner from another agency pursuant to a MILES computer hit without the following documents:

1. A copy of the warrant, or

2. A copy of a telex confirmation from an originating Maryland agency verifying that the warrant is open. The telex should state that the originating agency is en-route to pick up the prisoner and provide an estimated time of arrival.

E. Maryland Division of Parole and Probation retake warrants are entered into MILES and NCIC by Maryland State Police (MSP), entries bear the MSP ORI number. The Division of Parole and Probation is responsible for entering cancellations and revisions into those systems by MSP.

1. On confirming a retake warrant hit the officer will make the arrest and transfer custody of the prisoner to the OSPG in accord with Section V(C) of this general order.

2. The OSPG will initiate required notifications to originating agency.

F. When an officer contacts a person for whom an extraditable warrant or writ from a non-Maryland agency exists, the person will be taken into custody.

1. The fugitive will be transported to a police facility and the OSPG notified.

2. The arresting officer must obtain a telex confirmation from the originating agency verifying that the warrant is open.

3. When the telex confirmation has been received the fugitive will be turned over to the OSPG in accordance with Section V.(C) of this general order.

4. The OSPG will handle all processing of fugitives from other jurisdictions.

5. If an arrestee charged with an offense by an officer is determined to be a fugitive, the arresting officer will immediately notify the OSPG. The officer will complete the arrest processing and present the arrestee before a District Court Commissioner. Following presentment the officer will deliver the fugitive to the OSPG in accordance with Section V(C) of this general order.

G. If an officer outside the Department presents a warrant, charging document or telex for a person in Town and requests Departmental assistance in apprehending that fugitive, officers will assist.

1. Arrests will be handled in accordance with Section V.(C) of this general order.

2. No fugitive will be surrendered to the custody of a non-Maryland jurisdiction. It is unlawful to release a prisoner to an officer not having jurisdiction within the State without completing the extradition process.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
SERIOUS INJURIES, ILLNESS, OR DEATH OF OFFICER/FAMILY MEMBER			**UPPD600.0**
SECTION **ADMISTRATIVE PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **22**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To provide guidelines and establish procedures for notifications in the event of a serious injury, illness, or death of an officer of this Department or member(s) of their immediate family.

II. POLICY

Coordination of events following the line-of-duty death or serious injury of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the member's survivors and to the law enforcement community.

In the event of a serious injury or death to an employee's family member the Department will provide the same services and support for the member's family.

III. RESPONSIBILITY

A. The Chief is responsible for making all notifications required by this general order, but may delegate this responsibility when the situation dictates.

B. The name of the deceased member will not be released before the immediate family is notified.

C. The Chief shall notify the Mayor as soon as practicable.

D. In cases where the injuries are not of a severe nature, require no hospitalization, or do not cause an unusual delay in the officer's arrival at their residence, notification is not required.

IV. PROCEDURE

SWORN PERSONNEL
The Department will conduct notifications for fallen or injured police officers as follows:

A. Notifications will be made in a timely and compassionate manner.

B. If there is knowledge that an immediate survivor has a medical problem, medical personnel should be available at the residence at the time of notification.

C. Family members will be assisted at the hospital.

D. Family members will be assisted, if requested, with the funeral and burial services.

E. Assistance will be given with legal and benefit matters.

F. Support will be given during subsequent legal proceedings, if any.

G. If requested, the Chief or a designee may act as a spokesperson for the family regarding the press.

H. If immediate survivors live beyond the Washington, D.C. Metropolitan area, the Chief or a designee will request that the PSC Division notify the appropriate jurisdiction, requesting a personal notification. The Chief of Police or

designee may choose to call the other jurisdiction by telephone in addition to the teletype message. Arrangements should be made to permit simultaneous telephone contact between the survivors and the Department.

IMMEDIATE FAMILY

A. Whenever a member of an employee's or Officer's immediate family is seriously injured, hospitalized, or dies while the employee is on duty, the same procedure as for sworn personnel will apply.

B. Appropriate assistance will be provided to the Officer or employee and immediate family members.

C. In all such cases consideration should be given to not leaving the Officer/employee alone to cope with the situation. Any and all request for assistance will be afforded, if practical.

V. ASSISTANCE FOR AFFECTED EMPLOYEES

A. Members who were on the scene or who arrived moments after an employee was critically injured or killed should be relieved as quickly as possible.

B. Police witnesses and other employees will attend a debriefing held by a trained mental health professional as soon as practicable.

C. The Chief or a designee may request the services of the Prince George's County Police Department's Psychological Service Division for related services.

VI. EMPLOYEE ASSISTANCE PROGRAM

A. Employees and family members are encouraged to contact the Department's service provider for assistance.

B. The Chief or a designee may act on the family's request for these services.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDERS

TITLE			PROCEDURE NUMBER
DEPARTMENTAL AWARDS			**UPPD601.0**
SECTION **ADMISTRATIVE PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **26**	AUTHORITY **Chief Michael Wynnyk**	

I. POLICY

The policy of this Department is to recognize outstanding achievement by members of this agency.

II. PROCEDURES

A. Award Nominations

1. Any Department administrator, officer and/or employee and Town employee may nominate a member of the Department for an award.

2. Any citizen may send a letter of commendation to the Department in regard to an officer or employee of the Department. Once received this letter may be used by the Chief or designee to nominate the employee receiving the commendation for an award. In this case a memorandum will be completed detailing the actions taken by the Officer/employee and will be accompanied with the actual letter of commendation by the citizen.

a. A letter of acknowledgment shall be sent to the correspondent from the employee who received the commendation letter at the direction of the Chief.

b. If the letter is not directed to an individual Officer/employee the Chief shall acknowledge the correspondence.

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

1) Officer/Employee
2) Mayor

3. When nominating another officer or employee for an award, a memorandum will be written to the Chief fully detailing the actions taken by the individual being nominated.

B. Awards Selection

1. The Chief and the Mayor will determine, based solely on the memorandum nominations, letters of commendations and/or Officer/ employee performance throughout the year whether or not an Officer/employee will be awarded for those actions documented.

2. The ceremonial presentation of awards will take place annually, *[between May 05-25 to coincide with recognition of National Law Enforcement Officer's Memorial Day (May 15) or in December at the Department's Holiday dinner]*.

III. DEPARTMENT AWARDS

A. The **Medal of Valor** is the highest Department award presented to an individual in recognition of an act involving exposure to extreme danger to one's self.

B. The Officer of the Year is the second highest Department award presented to an officer. To be considered for the Officer of the Year the officer must:

1. Received a Commendable Service Award; or

2. Received a Meritorious Award; or

3. Exhibited outstanding achievement or service which reflects credit on the individual and/or the Department; or

4. Exhibited consistent exemplary performance throughout the year.

C. The Meritorious Achievement Award is the third highest award presented to an individual or group (two or more officers) with the following criteria:

1. Achievement or service well above and beyond the call of duty; or

2. Achievement or service that prevents the loss of life or serious bodily injury.

D. The Commendable Service Award is the fourth highest award presented to an individual or group (two or more officers) with the following criteria:

1. Achievement or service which reflects favorably on the individual and/or the Department; or

2. Achievement, service or performance outside of routine duties.

E. The Certificate of Recognition is the final award presented to an individual or group (two or more officers) in recognition of achievement or service that reflects favorably on the individual and/or the Department.

F. **Performance Awards**

1. The Department may recognize an officer or group for highest annual performance based and judged on a composite of quality and quantity in each of the following categories:

a. Problem Oriented Policing projects conducted and completed throughout the year by an Officer with a favorable outcome.

b. Enforcement activities including criminal arrests (to include CDS, handgun and total arrests), traffic citations, parking citations, civil citations.

c. Any other performance deemed by the Chief as deserving recognition.

IV. DISPLAY OF AWARDS

A. Awards will be denoted by a medal and/or a corresponding ribbon and a citation.

B. Wearing of Service Ribbons and Pins

1. A single ribbon will be worn ¼" above and centered over the nameplate over the right side pocket.

2. Additional awards will be worn side by side with a maximum of three across ¼" above and centered over the nameplate.

3. Ribbons are to be worn by rank, from top to bottom and left to right, in the ranking as they appear in Section V of this general order.

V. DELINEATION OF AWARDS

A. Description and ranking of ribbons and medals.

1. **Medal of Valor -** Cloth ribbon, three equal sections of red, white and red.

2. **Officer of the Year -** Cloth ribbon, three equal sections of blue, yellow and blue.

3. **Meritorious Service Award -** Cloth ribbon, three equal sections of red, yellow and red.

4. **Commendable Service Award -** Cloth ribbon, three equal sections of yellow, white and yellow.

5. **Certificate of Recognition -** Certificate of particular action of the officer no ribbon awarded.

6. **Performance Award -** Certificate of particular performance awarded, i.e., most arrests, citations, problem oriented policing projects, etc.

B. Appurtenances used to designate additional awards in the same award category will be added to the original ribbon as follows:

1. Gold stars for second and subsequent awards.

2. First appurtenance is centered two or three appurtenances are worn at intervals across the ribbon.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **POLICE OFFICER HIRING AND RECRUITMENT**			PROCEDURE NUMBER **UPPD602.0**
SECTION **ADMINISTRATIVE PROCEDURES**	NUMBER OF PAGES **7**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **31, 32**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes the policy, procedures and process for the recruitment and selection of police officer candidates.

II. POLICY

The Department seeks to identify and employ the best potential police officers available.

The Chief is responsible for managing this officer hiring and recruitment. The Chief or a designee is responsible for the internal processing of all employment applications within the University Park Police Department.

This program accepts Candidates and specifically seeks diversity in the recruitment and hiring of officers. Recruitment goals are established in an effort to reflect the demographics of the communities that we serve. The design provides a personal approach to the application and hiring process by establishing a direct contact between the Department and the Candidate, which is maintained throughout the pre-employment screening process.

The Department will use an efficient, effective and fair selection process. Each component of the process will be valid, useful and non-discriminatory.

III. PROCEDURES

It is the responsibility of all Department personnel to assist in the recruitment effort by providing information to possible Candidates upon request and assisting as necessary with recruiting efforts. Whenever possible, personnel fluent in the community's languages and aware of the cultural environment will be actively included in recruitment activities.

1. All employees assigned hiring and recruitment duties will be knowledgeable in personnel matters, i.e. Equal Employment Opportunity, as it relates to and affects the management and operations of the agency and Candidate investigation procedures.

2. Upon receipt of formal applications, all Candidates will be informed in writing about the selection procedure, the expected duration of the process and a copy of the Town's policy and procedure regarding re-application, and reevaluation of candidates not hired. The Chief and/or a designee will review all applications for eligibility. They will notify Candidates about corrective actions and rejections, and maintain all eligible applications for the next available hiring date.

3. Officers assigned to process Candidates will be available to Candidates throughout the pre-employment screening process to answer any questions that they may have regarding their status, and the process, and will maintain contact from the time of initial application to final employment dispositions.

B. The Chief is responsible for the coordination of the recruitment and selection process. The Chief or designee will be responsible for the advertising of all position vacancies. The Department's job announcements will be

advertised through electronic, print or other mass media. Recruitment notices for sworn personnel will include:

1. Description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or physical requirements;

2. The statement that the Department is an equal opportunity employer on all employment applications and recruitment advertisements; and

3. Official application filing deadlines.

IV. SELECTION

A. All elements of the announcement, interview and selection process will be administered, scored, evaluated and interpreted in a uniform manner within the classification.

B. At the time of their formal application, candidates for sworn positions are informed, in writing, of:

1. All elements of the selection process;
2. the expected duration of the selection process; and
3. the Department's policy on reapplication.

C. Any Candidate not eligible for hire will be notified in writing. Any Candidate not hired or eligible for hire on the basis of an interview or background investigation will be informed in writing.

D. Under the supervision of the Chief, officers trained in the collecting of required information will be assigned to conduct background investigations of eligible Candidates.

E. Prior to a polygraph test being offered, the Candidate will be provided with a list of areas from which polygraph questions will be drawn. Polygraph examination results will not be the single determinant of employment status.

V. APPLICATION AND EMPLOYMENT PROCESS

Announcements concerning police officer openings will include a description of duties and responsibilities, job prerequisites, including those mandated by the state, and physical requirements. Those seeking employment will be given an application packet, consisting of the Town Application for Employment, a description of the employment process, disclosure authorizations, and a job description. The process description will describe the following two-phase process.

A. **Phase I:**

1. The application is received by the Department. Only original supporting documents will be accepted for review. The receiving employee will review the same for authenticity. The original documents, except transcripts, will then be photocopied, and the originals will be returned immediately to the Candidate.

2. Within 10-working days from receipt, the application is reviewed by the officer assigned to conduct the background check ("Background Investigator"). The Candidate is notified in writing of any missing documents or failure to provide original documents. The documents must be submitted to the Department prior to the Candidates taking the oral board.

3. The Background Investigator will cause a preliminary background check to be done, including:

a. Criminal history

b. "Wanted" status

c. Driver history and valid license.

d. A Statement of Employability (UPPD Form)

A Candidate who fails to meet initial qualifications will be notified in writing within 30-days. The Candidate cannot reapply until the

qualifications are met. A Candidate not currently licensed to drive, will be notified of the need to possess a valid driver's license to proceed with the employment application.

4. Qualified Candidates will be notified in writing 2-weeks prior to their scheduled interview. Candidates will be instructed to arrive 1-hour prior to the scheduled interview. During the 1-hour period, Candidates will be instructed to write a 1-page paper discussing why they want to be a law enforcement officer. This paper will be provided to the orals board, who will also evaluate the Candidate's writing skills. All Candidates will be notified in writing of the results of their oral interview. Candidates who fail the oral board may reapply after 30-days.

5. Those Candidates who pass the oral board will be scheduled for a ride-along. The Chief or designee shall arrange a date and time with a Host Officer and notify the Candidate. The Lieutenant shall brief the Host Officer identifying specific areas of concern.

6. Host Officers shall expose the Candidate to realistic working conditions within the Department to enable them to determine if they want to be employed here. Those Candidates who fail to appear for their scheduled ride-along will be disqualified from the process. The Host Officers shall submit a memo to the Chief or designee stating their observations of the maturity and moral responsibility of the Candidate, their acceptance of diversity, and any hostile or overly aggressive behavior or attitude.

7. The Chief will conduct an executive review of the entire Candidate package, and determine how many, and which, applications will be selected for a full background investigations. This determination depends on the number of available, funded vacancies.

8. Candidates selected for further processing will be notified in writing by the Chief or a designee. The Candidates will have 1-week from notification to meet with the designated investigator. At that meeting, Candidates will be fingerprinted, photographed, and provided with the Phase I Personal History Booklet. This booklet must be completed within 2-weeks of receipt, and returned to the investigator.

9. The Background Investigator will perform full background investigations. Both failing and passing Candidates will be notified of results in writing, by the Recruitment Coordinator. The packets of those Candidates who have passed the full background investigation will be sent to the Chief for decision.

a. A full background investigation is conducted to determine an Candidate's character, psychological profile and suitability for employment. Parts of the background may begin immediately upon application, and be conducted simultaneously with other phases of the process. However, an investigator will not be assigned until the Candidate has passed the oral interview phase of the process.

b. Background investigations are the responsibility of the assigned Background Investigator. Training will be offered in background investigations as budget conditions allow.

c. Whenever possible, the investigation will be conducted in person, but mail and/or telephone inquiries may be substituted when long distances are involved. The Recruitment Coordinator may request assistance from out-of-state agencies in conducting investigations.

d. After reviewing all submitted forms and applications, the assigned background investigator will schedule an appointment with the Candidate, to go over all questions, and clear up any misinformation.

e. At a minimum, every background investigation will include:

1) Local, State and Federal criminal records check
2) Driver's license and registration check
3) Credit bureau report
4) Verification of at least 3-personal references

5) Interviews with past and current employers to include review of any personnel files or other written documentation
6) Home visit with the Candidate family
7) Neighborhood check
8) Weapons qualification scores (certified officers only)
9) ASP Baton training records (certified officers only)
10) OC Spray training records (certified officers only)
11) All other training records (certified officers only)

f. Materials to be specifically excluded from the background investigation are:

1) In the area of residence and neighborhood checks, any general statement not supported by specific detail
2) In the area of employment, general statements not supported by specific details or documents
3) In the area of education, I.Q. and other aptitude test scores
4) In the area of credit, information relating to legitimate debts, except information leading to a pattern of gross indebtedness will not be excluded
5) In all areas, medical history or questions relating to any disability.

B. Phase II

Upon successful completion of Phase I a conditional job offer will be made by to the Candidate that is the best qualified, contingent upon:

1. Availability of a funded position.

2. Successful completion of a medical background, physical agility, and physical examination to include drug screening free of cost to the Candidate. Candidates who fail the medical exam may reapply via a request to reconsider with the Chief with evidence that they now meet the standard;

3. Successful completion of the a polygraph examination, or by an approved truth verification device, by a fully trained and licensed operator; and

4. Results of the psychological testing.

C. At no time will any police employee make any inquiry into whether an Candidate is a disabled person or as to the nature of a disability.

D. Polygraph Examinations

1. If a conditional job offer is made by the Chief the Background Investigator will schedule the Candidate for a polygraph examination, after receiving the Candidate's permission and advising the Candidate of pertinent questions which will be asked. Polygraph examinations will be administered and interpreted by a trained examiner only as a supplement to the investigatory process, and only when approved by the Chief. Candidates will be informed in advance, in writing, of the questions having a bearing on the selection process. The polygraph, as well as any other means of detection of deception, will not be the single determinant of eligibility for appointment to probationary status.

E. Psychological Testing

1. Since law enforcement work is highly stressful, a psychological assessment that is valid, useful and non-discriminatory is needed to screen out Candidates who might not carry out heavy police responsibilities or be able to endure the stress of the working conditions. Only a qualified psychiatrist or psychologist will interpret the results of a written psychological test administered to the Candidate. The background investigator will ensure that results of the test are kept with other Candidate paper work for a minimum of 5-years, under strict security.

2. Psychological tests will be scheduled by the Recruitment Coordinator once a favorable recommendation has been given by the background investigator and a conditional job

offer has been made and accepted. The psychological test consists of:

a. Minnesota Multiphasic Personality Inventory (MMPI);

b. California Psychological Inventory (CPI); and

c. Interview with the psychologist.

Parts a and b above will be administered by the Coordinator at police headquarter. The Coordinator will forward all test data to the psychologist for review and interpretation.

3. The Department's psychologist will contact the Candidate and arrange a suitable time for the interview, after which he/she will prepare and submit a written psychological profile report. This report will be kept in strictest confidence, becoming part of the Candidate's background investigation.

F. Medical Examination

Licensed physicians from a provider chosen by the Department will be used to certify the general health of candidates who have been given a conditional job offer, and the Town will bear the cost of required blood or other laboratory work. Included in the physician's evaluation of an Candidate will be a physical fitness examination, using valid, useful and non-discriminatory procedures. Physical fitness is a candidate's body conditioning as measured by examination results evaluated according to the person's age, weight and height. This process includes a drug screening.

VI. ADVANCED ENTRY

A. Advanced (lateral) entry is permitted. Persons who have successfully completed any Maryland Police Training Commission (MPTC) certified entrance level training course would be eligible for consideration at this level.

B. The entrance requirements will be identical to those in the current class specifications for Police Officer.

C. The recruitment/selection process is amended for this level as follows:

1. Eligible candidates will not be required to take any written examination,.

2. Advanced (lateral) entry Candidates who are subsequently hired will start at the level deemed appropriate by the Chief.

VII. ORAL INTERVIEW

Oral interviews will be conducted with every Candidate who successfully completes Phase II of the process. The purpose of the interview is to evaluate a Candidate's over-all suitability for policing, including evaluation of communication skills, interest in policing, and over-all competence and bearing.

A. Interviews will be conducted by the Chief or designee and two other designated panel members.

B. Interviews will be scheduled by the Coordinator who will ensure that Candidates have 2-weeks' notice of the date, time and place of their interview.

C. Each Candidate will be asked identical questions from a sheet of prepared questions. Responses will be rated independently by panel members.

D. An Candidate who fails to appear for a scheduled oral interview without acceptable justification, and does not notify the Department, will be disqualified from further participation.

E. Candidates will be advised in writing within 5-working days of their oral board score.

VIII. GROUNDS FOR REJECTION

A. Grounds for rejection of a Candidate include, but are not limited to, the following:

1. Six or more current points against the Candidate's operator's license prior to appointment.

2. Participation as a plaintiff or defendant in three or more civil court actions reflecting litigiousness and an inability to interact reasonably with other persons.

3. Misleading and/or false information supplied by the Candidate to background investigators or administration.

4. Patterns of violence towards other persons as evidenced in two or more areas of background investigation (military check, arrest for crime of violence, resident checks, etc.).

5. A high incidence of accidents due to negligence, as evidenced by two or more vehicular collisions in which the Candidate admitted to his/her negligence or negligence established in a court of law, civil or criminal, or a similar history of accidents involving other equipment as determined by the background investigation.

6. Personal history form not completed or accurately filled out.

7. Untruthfulness.

8. Evidence of repeated violent behavior.

9. Evidence of repeated drug usage. Evidence of any drug abuse within 1-year of the application date.

10. Continued commission of misdemeanors.

11. A credit history that shows an irresponsible pattern of being financially overextended and making payments late or not at all.

12. An employment history that shows a pattern of tardiness and/or sick leave abuse, an inability to work well with others, unfavorable counseling and documentation, substantiated complaints of harassment or violence, unsatisfactory work performance, or unsatisfactory evaluations.

13. A background investigation of neighbors, friends, co-workers, and relatives that reveals personality traits attitudes, beliefs, and ethics that makes the Candidate unsuited for police work.

14. A composite of unsuitable characteristics. Occasionally a candidate exhibits a number of characteristics, when reliability documented and taken in combination, produce a pattern judged clearly to be inappropriate for law enforcement.

B. Disqualification – Failure to complete any phase of the testing procedure, including failure to submit completed forms, will result in disqualification. An Candidate found ineligible for appointment to a position will be informed in writing, within 30-days of the decision.

IX. RECORDS CONTROL

A. The Department complies with all Federal, State and local requirements on privacy, security and Freedom of Information, pertaining to candidate records. Candidate records will be maintained under lock and key, for which the Candidate Coordinator has primary responsibility. At the conclusion of the 5-year retention period, the Coordinator will ensure that ineligible Candidate files are destroyed by burning or shredding, and that an Candidate file destruction log is maintained within the Department. Candidate files for persons who are employed with the Department will be retained in a separate locked filing cabinet until employment is terminated. When employment is terminated; the Candidate file will be joined with the personnel file.

B. Selection materials will be acquired by the Chief's designee and maintained locked in a room/filing cabinet by the Candidate Coordinator..

X. RE-EVALUATION OF CANDIDATES NOT APPOINTED

A candidate who fails should not necessarily be excluded from further consideration, since no selection component is perfectly reliable.
A. Candidates who have been deemed ineligible for appointment based on other than the oral interview may appeal the decision by submitting in writing, within 15-calendar days of the date of notification of ineligibility, a written request for re-consideration by the Chief. In the appeal the Candidate may include additional relevant information. The Chief will inform the Candidate of his/her final decision within 30-calendar days of receipt of the appeal.

B. Candidates who have been deemed ineligible for appointment to probationary status on the basis of the oral interview may request one re-test. Requests for re-testing must be submitted in writing to the Chief of Police, within 15-calendar days of the date of notification of ineligibility. The re-testing session will be held within 30-days of receipt of the request, and results of the re-test will be final.

C. Candidates may be required to complete an updated medical examination, psychological examination or background investigation if more than 120-calendar days have elapsed between the initial examination and the date of appointment.

D. A candidate who does not appeal the process may re-apply after 1-year from the date of notification of the unsuccessful application or test or oral interview. If the candidate subsequently qualifies, he/she will be placed on the Department's Eligibility List. Candidates will be hired only when an authorized vacancy exists.

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UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **TRAINING**			PROCEDURE NUMBER **UPPD603.0**
SECTION **ADMINISTRATIVE PROCEDURES**	NUMBER OF PAGES **5**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **26, 33**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order specifies the functions and responsibilities of the Department in regards to the training of all employees in the areas of recruit training, in-service training, shift briefing/training, advanced training, specialized training and civilian training.

II. POLICY

It is the policy of this Department to provide training fairly and equitably to all personnel.

Training is considered the foundation of all Department activities. Well-trained personnel are better prepared to act decisively and correctly in a broad spectrum of situations. Training also results in greater productivity and effectiveness.

All training will be in accordance with the rules and regulations of the Maryland Police and Correctional Training Commission.

The Department does not maintain a police training academy and will maintain mutual relationships with training academies in our region which include but are not limited to:

Prince George's County Police Department
P.G. Chiefs Municipal Academy
Anne Arundel Police Department
Howard County Police Department
Southern Maryland Training Academy
Police and Correctional Training Commission

III. ORGANIZATION AND ADMINISTRATION

A. Training Goals
The Department's training goals will include the following:

1. Improve service to the community.

2. Enhance interaction between the police officer and the criminal justice system.

3. Educate the police officer in his/her role of exercising authority and discretion.

4. Improve productivity and effectiveness through knowledge.

5. Utilize the expertise of personnel within the Department and the criminal justice system to provide quality instruction.

6. Provide unity of purpose through common training.

B. The Chief or a designee will be responsible for coordinating the primary training needs of the Department, to include:

1. Planning, developing, implementing, revising and evaluating training programs.

2. Coordinate the notification to all employees of mandatory training sessions and available training opportunities.

3. Maintaining and updating training records to include: members in attendance, testing results, and certificate copies, if available. Training records will not be released to anyone outside of the Department without written approval of the Chief.

4. Ensuring that designated training sessions are attended.

5. Maintaining an active liaison with the local community college and/or any other institutions of higher learning to create and foster a cooperative educational partnership.

IV. ENTRY-LEVEL RECRUIT TRAINING

A. All newly appointed entry-level officer candidates must successfully complete an approved recruit academy training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest. (Entry of new recruits into academies may be based on a verbal agreement, followed by a letter of confirmation sent to the respective training academy.) This does not include the Field Training Program.

B. Entry-level candidates and advanced-entry (lateral) officers who have successfully completed all entry level training requirements, will be required to successfully complete the Field Training Program as outlined in General Order UPPD603.1-"Field Training and Evaluation".

C. All advanced-entry (lateral) officers must either have current MPTC certification or be eligible for certification with completion of comparative compliance training. (Entry into the training facility may be based on a verbal agreement, followed by a letter of confirmation sent to the respective training facility.) Advanced-entry (lateral) officers will be assigned to the Field Training Program, pending comparative compliance training, provided they have met the minimum firearms training standards.

D. The Chief's designee will ensure that all new recruits are provided with an orientation handbook at the time the academy training begins by the agency running the academy. This orientation handbook should include:

1. A statement of the academy's goals and responsibilities;

2. Organization and staffing;

3. Administrative procedures; and

4. Operating procedures.

D. The recruit training program will at a minimum include:

1. A curriculum based on job-relatedness to the patrol officer function.

2. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities expected of a patrol officer.

3. Minimum standards of the MPTC.

E. All recruits will be expected to comply with all regulations and orders issued by academy staff members.

F. All recruits will have access to the Town's Employee Assistance Program for confidential counseling services.

G. All employees receiving training in an outside training academy will receive training regarding Departmental policies, procedures, rules, regulations, and Town Ordinances.

V. IN-SERVICE TRAINING

A. All sworn personnel will annually complete a minimum of 18-hours of in-service training as mandated by the MPTC. This training will incorporate the minimum Firearms Qualification mandate set by MPTC, as well as any other state mandated programs.

B. In-service training topics will include topics which have been identified by the agency delivering the in-service training curriculum and approved by MPTC as pertinent to the maintenance of job assignment proficiency.

Lesson plans for the training courses that officers receive should include:

1. A statement of performance and job-related objectives;

2. The content of the training and specification of the appropriate instructional techniques;

3. A process for approval of lesson plans; and

4. Identification of any tests used in the training program.

C. All employees scheduled to attend in-service training sessions will report to the designated location on the date and time scheduled. Employees will report to each in-service training session in appropriate attire for that session, as determined by the agency giving the training. If an officer is scheduled for or is issued a court summons for the day of in-service training they will contact their supervisor and schedule a make up date.

D. The Department will update records of employees following their participation in training programs to include date of training, types of training received, any certificates received, attendance, and test scores.

VI. SHIFT BRIEFING/TRAINING

A. Shift briefing/training is designed to be brief in nature. These briefings will be held at a time and place to be determined by the supervisor and/or Chief when they deem it appropriate to hold the training. Shift briefing/training may include, but are not limited to, the following topics:

1. Review of General Orders
2. Criminal Law Updates
3. Officer Safety Topics
4. Investigative Techniques
5. Traffic Enforcement Techniques
6. Local, State, and Federal Law Changes
7. Uses of Discretion
8. Review of policies of other criminal justice agencies.
9. Major Incident Critique
10. Contingency Plans
11. Crime Prevention Programs
12. Crime Scene Processing
13. Report Writing Techniques
14. Other topics approved by the Chief or his/her designee,

B. Shift briefing/training will be conducted by a supervisor or a designee if the subject matter is supported by written documentation such as revision of General Orders, standard operating procedures, or any other authorized written documents.

C. The development of shift briefing/ training will include, but is not limited to, the following:

1. Appropriate planning and scheduling for efficient and effective use of time and material coverage;

2. Identification of the techniques and methods used;

3. Documentation of personnel in attendance; and

4. Evaluation of the training.

D. All personnel attending shift briefing/training will utilize and be responsible for information received in the performance of their duties.

E. Supervisors will ensure that written documentation of shift briefing/training, indicating attendance, is completed and forwarded to the Chief.

VII. ACCREDITATION TRAINING

A. Familiarization with the accreditation process is to be provided to employees as follows:

1. To all newly hired employees within a reasonable time after they begin employment.

2. To all employees during the self-assessment phase associated with achieving initial accreditation and each re-accreditation.

3. To all employees just prior to an on-site assessment associated with initial accreditation and each re-accreditation.

VIII. ADVANCED TRAINING

A. Advanced training is provided by the FBI National Academy, the Southern Police Institute, the Northwestern University Traffic Institute or other comparable institutions. This training is designed to improve the professional competence of officers who have demonstrated leadership abilities.

B. The Chief will approve the selection of any member who is chosen to attend any advanced training. The criteria used will be:

1. Meets the requirements of the advanced training institution.

2. Is in a supervisory, command or specialty assignment.

3. Demonstrates leadership abilities.

C. The Chief will make the determination whether an advanced training graduate maintains their current assignment upon graduation or is placed in another assignment.

D. The advanced training is designed to supplement and complement MPTC requirements for supervisory and administrative personnel. Advanced training may include, but is not limited to:

1. Management Theory;
2. Resource Utilization;
3. Conflict Management;
4. Organizational Models;
5. Supervisory Techniques;
6. Problem Solving Techniques;
7. Program Evaluation; or
8. Other topics approved by the Chief.

IX. SPECIALIZED TRAINING

A. Specialized training provides the necessary skills, knowledge and abilities in addition to those received through basic entry-level recruit training or other in-service training programs. Specialized training may include, but is not limited to:

1. Management Training;
2. Supervisory Skills and Techniques;
3. Executive Development Training; or
4. Technical and specific training pertinent to a particular assignment (e.g., criminal investigations, background investigations, and so on).

B. Specialized training will be provided to members in the following areas prior to assignment:

1. Radar Operator
2. PBT Operator

C. When specialized training is required, specialized training will include the following:

1. Development or enhancement of the skills, knowledge and abilities particular to the area of specialization;

2. Management, administration, supervision, personnel policies and support services of the function or component; and

3. Supervised on-the-job training.

D. All outside training will require a written critique. Said critique shall be submitted to the Chief, via the chain of command, no later than ten calendar days upon the completion of the training. At a minimum, the following information will be included:

1. Type of training received;

2. Strength/weaknesses of the training as perceived by the attending employee;

3. Job relatedness of the training; and

4. Recommendations and/or disapproval of the training. Should the Department send other employees? Any relevant materials received during the training that may facilitate future training programs may be included with the critique.

E. Nothing will prohibit the specialized training of members by supervisors or other qualified

persons on a case-by-case basis to increase job assignment proficiency.

F. An officer who is promoted to a supervisory position will receive job related training such as supervisors training, management training and the like either prior to the promotion or within one year of being promoted.

X. REMEDIAL TRAINING

A. The need for remedial training may be identified by supervisors in the field or when an officer is attending other training such as firearms qualifications, defensive tactics training, etc. If remedial training can be provided informally, it should be done. Persistent deficiencies as well as deficiencies in the areas of weapons use, driving techniques and officer safety will be brought to the attention of the Chief. The Performance Evaluation System will be used to document performance of officers requiring formal remedial training.

XI. CIVILIAN TRAINING

A. Newly appointed civilian personnel shall receive the following Department information regarding:

1. The agency's role, purpose, goals, policies, and procedures;

2. Working conditions and regulations; and

3. Responsibilities and rights of employees.

B. Individuals employed in civilian positions for which pre-service and in-service training is required will be afforded the training whenever possible.

XII. REQUESTS FOR TRAINING

A. The Chief or a designee shall post, to all employees, any training program which is MPTC approved that may benefit the Department. This will be done in writing and will be forwarded with the training course name, date of training, and brief overview of the training. All officers may apply for the training by submitting a memorandum, via chain of command, requesting the training.

1. The Chief or a designee shall notify approved officer(s) of their selection to attend the training.

2. The officer's schedule will be adjusted by the Lieutenant to attend the training.

3. Upon completion of said training the officer will provide a written critique of the training as outlined in Section IX.D.1-4 of this general order.

B. If an officer/employee finds training and submits the training through their chain of command for approval/disapproval to attend, the Chief will approve or disapprove the request based on the following criteria:

1. Approval will be based on one or more of the following:

a. Value of training session;
b. Relevance of training to the needs of the Department;
c. Cost of training/travel; and
d. Follow-up training requirements; and

2. Disapproval will be based on one or more of the following:

a. Lack of funds;
b. Same or similar session offered at a lesser expense, i.e., local versus non-local;
c. Training identified as inadequate; and
d. Lack of substantive endorsement by supervisor.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
FIELD TRAINING PROGRAM			**UPPD603.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
ADMINISTRATIVE PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER	AUTHORITY	
	33	**Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish guidelines to serve as standards for newly sworn officers and experienced police officers during their field training.

II. POLICY

It is the policy of this Department to ensure that every officer selected will participate in the Field Training Program. The Department will continually strive to maintain the highest level of training standards for newly appointed police officers.

This remains a fundamental goal of this Department.

The Field Training Program will be in compliance with the regulations of the Maryland Police Training Commission.

III. OBJECTIVES

A. To produce a highly trained and positively motivated police officer capable of meeting or exceeding the standards of performance required by this Department.

B. To provide equal and standardized training to all newly hired police officers, and to provide remedial training in those areas where deficiencies are identified.

C. To build on the foundation of knowledge received in the police academy, thereby creating an environment in which the trainee may develop new skills, and increase proficiency in those acquired in the academic setting.

D. To provide on-the-job observation of each trainee's performance.

E. To establish an appraisal system that is valid and job-related, utilizing a standard approach to the documented measurement of probationary officer performance.

F. To establish career paths within the Department by providing qualified officers with additional training and opportunities to develop leadership skills.

G. To ultimately increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

IV. PROCEDURES

A. Newly Sworn Officers:

1. The field training program curriculum, for all newly sworn officers will be based on tasks of the most frequent assignments with provisions for the following:

a. Field training for at least 240 hours for trainees, during and/or after the required classroom training;

b. Training and in-service training of field training officers;

c. Rotation of recruit field assignments;

d. Guidelines for the evaluation of recruits by field training officers;

e. Reporting responsibilities of field training officers.

2. Field Training Officer's and trainees are considered one unit until the end of the program.

3. A minimum of 20-Daily Observation Reports will be submitted before the recruit is released from the Field Training Program for officers with no previous MPTC certification, experience or approved training.

B. Experienced Police Officers:

1. Maryland Certified Officers will proceed through the Field Training Program at a self-pace.

2. The Field Training Officer will evaluate the trainee every working day on a Daily Observation Report.

3. The Daily Observation Report will be turned in at the end of each shift to a Command Level supervisor for review.

C. **Field Training Coordinator**

1. The Field Training Coordinator will monitor the progress of the trainee throughout the program.

2. At the end of the training period, the Field Training Officer and trainee will meet with the Field Training Coordinator and Chief for an oral interview.

D. Request for Remedial Training

1. The Field Training Officer will complete a memorandum and request an extension of training and forward it through the Field Training Coordinator to the Office of the Chief of Police for approval. The trainee will be held over for a specific period of remedial training to allow for improvement in the identified areas needing improvement at the Chief's discretion.

E. Termination

1. If a trainee is not progressing in the program, and it has been determined that the progress to satisfactory level is not possible, termination is the only logical step. The Chief will make the final determination on whether to terminate or extend the officer for more remedial training.

2. Responsibility of individuals in the termination process:

a. Each Field Training Officer to whom the trainee was assigned completes a memorandum stating:

* Recruits strengths and weaknesses.
* Remedial efforts provided.
* The Field Training Officer's recommendations.

b. The Field Training Coordinator will prepare a memorandum summarizing the reports that were forwarded by the Field Training Officer and will make recommendations for termination also.

3. After all information has been gathered the recruit is afforded the opportunity to meet with the Chief .The recruit is presented with the facts concerning the termination and given an opportunity to respond to them.

4. The Chief of Police will then make a determination regarding the status of the trainee.

5. Once the decision has been made to terminate, the recruit should be reassigned from the patrol assignment and not be allowed to perform normal police duties, or will be placed on Administrative leave, pending the completion of the termination process and the ultimate separation of the trainee from the Department.

V. FIELD TRAINING SELECTION/ CRITERIA

Field Training Officer Selection

1. Selections will be done based on an interview conducted by the Chief or a designee.

2. The Chief will select a field-training officer based on the following criteria:

a. Recent evaluation must show a good or better rating.

b. Successful completion of a field training officer program.

c. Good driving record.

d. Good communications skills.

e. No disciplinary action within the prior year or disciplinary action in regard to the use of force within the prior three years.

3. Field training officers will be required to attend an in-service training program at a later time after completing the initial training.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE **USE OF COMPUTERS AND INFORMATION SYSTEMS**			PROCEDURE NUMBER **UPPD607.0**
SECTION **ADMINISTRATIVE PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **41, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order defines the proper use of computer and information systems, including desk top computers, laptop computers, mobile computers, PDA's servers, electronic messaging (E-mail), data, software and internet services, owned and maintained by the Town.

II. POLICY

The Department is committed to providing an environment that encourages the use of computers and electronic information to support the Department's activities. It is the responsibility of each employee to ensure that this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary, protected, restricted or other sensitive information.

The integrity of the system is paramount to ensure compliance with all local, State and Federal laws or regulations. This policy applies in addition to the general computer, email and social media policies that apply to all Town employees including the Town's Personnel Manual.

III. SYSTEM SECURITY

A. Employees shall not share any passwords or logon ID's used on any computer systems with other employees or persons.

B. Employees shall not post, display, or make easily available any access information including, but not limited to, passwords.

C. Employees shall utilize security measures such as screensaver password protection when leaving sensitive programs and/or files open on systems that are in unsecured areas.

D. Systems shall only be used by the employee that are currently logged in, or signed on to it.

E. All employees shall record their passwords and any changes in passwords, in a sealed envelope which will be placed in their personnel file. At least annually, the Chief or a designee may conduct an audit of all passwords.

F. All employees shall comply with the security requirements of related law enforcement information systems, including but not limited to CJIS/NCIC, MVA, Delta Plus, Dashboard, E-TIX, LPR data, Prince George's County CAD, the Prince George's I-Net, the Sheriff's Department Warrant Data Base and any records management system

IV. GENERAL SYSTEM USAGE

All computer systems, data, and software owned, maintained or used by the Town is for official use only. No employee shall use or cause to be used any computer system for personal gain or benefit of any sort.

V. ELECTRONIC MESSAGING PROCEDURES

A. The term "Electronic messages" will include E-mail, as well as any instant messages that are transmitted or received on any Department owned software systems and hardware.

B. All electronic messaging correspondence is the property of the Town.

C. Employee electronic messages and communications are not considered private despite any such designation by sender or the recipient.

D. Messages sent to recipients outside the Department, if sent over the Internet and not encrypted, are not secure.

E. The Town reserves the right to monitor its electronic messaging, including an employee's mailbox, at its discretion in the ordinary course of business. In certain situations, the Department may be compelled to access and disclose messages sent over its electronic messaging systems.

F. Employees shall not access another users E-mail box without authorization. When this is necessary this should be accomplished by using tools incorporated in the software application not by sharing passwords. This provision does not preclude or prohibit the computer systems administrator(s) from accessing E-mail boxes as part of the regular monitoring of these communications.

G. Broadcast-type messages sent to all E-mail users outside the Department require prior approval by the Chief.

VI. INTERNET PROCEDURES

A. The Department's connections to the Internet are to be used for business-related purposes. Any unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to: connecting to, posting, or downloading pornographic material; engaging in computer - "hacking" and other related activities; attempting to disable or compromise the security of information contained on Department computers.

B. Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way, unless messages are encrypted.

C. Postings placed on the Internet may display the Department's address or other identifying information. Information posted on the Internet shall reflect the standards and policies of the Department. Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.

D. Subscriptions to news groups and mailing lists are permitted when the subscription is for a work-related purpose. Any other subscriptions are prohibited.

E. Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of posted information or otherwise available information on the Internet may be done only by express permission from the author or copyright holder.

F. Unless prior approval of the Chief has been obtained, users may not establish Internet or other external network connections that could allow unauthorized persons to gain access to the Department's computer systems or related information. These connections include the establishment of hosts with public dial-in modems, World Wide Web (www) home pages and File Transfer Protocol (FTP).

G. All files downloaded from the Internet must be checked for possible computer viruses. Before downloading, do not forget

to store the downloaded files in a temporary directory and run a virus check.

H. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Department's "Equal Employment Opportunity" and "Sexual Harassment" policies.

VII. COMPUTER MANAGEMENT AND MAINTENANCE

A. All computer hardware and software is part of the Department inventory. New equipment will be delivered to the Chief or a designee who will ensure it is properly located and installed.

B. The Chief or a designee shall maintain a current list of all hardware's serial number, description and location within the Department.

C. Under no circumstances will any computer user make any adjustments, changes or repairs to any hardware or software components of a computer except at the instruction or with permission of the Chief.

D. Computer users will be responsible for keeping hardware safe from destructive sources such as liquid damage (beverages) and physical damage. Storage media (magnetic disk/tape and CD's) should be stored in protective cases and secured from theft.

E. The authorized contracted vendor is responsible for system maintenance and scheduled data back-up of the Town's computer systems.

F. All media, tapes, disks, or drives are maintained by the Town's Administrative Office.

VIII. MOBILE DATA TERMINALS

A. Mobile Data Terminal users will be subject to all preceding policies.

B. Officers assigned mobile-data computers (MDT) shall always be logged onto the mobile data system while on-duty, including overtime as long as the hardware/system is functional.

C. Officers shall not engage in computer transactions while operating their vehicle.

D. Officers shall disable/dim or close the screen when they are out of the vehicle for more then a few minutes. Officers who will be away from the vehicle for an extended period of time (i.e. - over two hours) shall log off the system and turn the computer off.

E. It is the responsibility of the officer receiving possible hit information (stolen, wanted records) to review it in an expeditious manner. All potential confirmed hits must be given to the dispatcher by radio for confirmation.

F. All stop information, requests for assistance, etc. associated with a mobile computer hit must be broadcast via radio.

G. If an automatic hit notification is broadcast by the mobile data system and is not a good hit the officer making the initial inquiry must send an announcement message to all other MDT users in a timely manner.

H. The Public Safety Communications Division of the Department of Public Safety for Prince George's County Maryland is the system administrator for all MDT's owned and operated by this department.

I. All MDT's are owned and maintained by the Town Department.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
DEPARTMENT WRITTEN COMMUNICATION SYSTEM			**UPPD700.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
REPORTING PROCEDURES	**3**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS	AUTHORITY	
	11, 12	**Chief Michael Wynnyk**	

I. PURPOSE

To explain the written directive system and its components.

II. POLICY

The department will provide clear, specific Rules and Orders so that employees may perform their duties in a consistent, efficient way. Normally, any proposed Rule or General Order is circulated to all employees for review and comment before it is promulgated and suggestions are careful attention. Final Rules and General Orders will be provided to all employees.

III. AUTHORITY

Town Code, Article 2, Section 2-107 grants authority to the Chief of Police approve issue and/or modify any written Rule or , Order,. (See General Order 301). The Chief may specifically authorize such actions on the part of a designee when he is unavailable.

IV. THE DIRECTIVE SYSTEM

A written directive is any written document used to guide or affect the performance or conduct of Department employees. This includes but is no limited to Policies, General Orders, Rules and Regulations, Special Orders, Personnel Orders and instructional materials. General Order Manuals, which include rules, are issued to all sworn and non-sworn employees. In addition, the Department maintains a separate Manual for general reference, in the office. It is kept up to date, and is not to be removed under any circumstances. All employees are expected to know and abide by the provisions of the Manual. The format for the Manual is as follows.

A. General Orders are organized under the headings listed below. While some measure of discretion may apply in carrying out General Orders, normally employees are to follow them closely and check with a supervisor when in doubt. General Orders are intended to make it easier for employees to perform in a professional, consistent way, and normally contain a policy statement.

Section 100 - Mission and Policy
Section 200 - Department Organization
Section 300 - Duties and Responsibilities
Section 400 - Operational Procedures
Section 500 - Investigative Procedures
Section 600 - Administrative Procedures
Section 700 - Reporting Procedures
Section 800 - Adult Arrest Procedures
Section 900 - Juvenile Procedures
Section 1000 - Property Procedures
Section 1100 - Communications Procedures
Section 1200 - Disciplinary Procedures
Section 1300 - Employee Benefits
Section 1400 - Uniforms and Equipment
Section 1500 –Special and Personnel Orders

V. SPECIAL ORDERS & PERSONNEL ORDERS

A. Special Orders and Personnel Orders affect only a segment of the organization or a statement of policy and procedure regarding a specific circumstance or event

which is of a temporary (but not mainly personnel) nature. They are kept in the Manual in the last section. Upon instruction, Special Orders will be removed from the Manual, at the conclusion of the special event, circumstance or time period.

B. Personnel Orders are used to announce changes in the status of employees such as a work assignments or a promotion. They need not be kept in the Manual.

VI. MANAGEMENT OF DIRECTIVES

A. Every effort will be made to keep the directives current. When it is necessary employees may be given a new page or a completely new General Order. Indexes will be updated and circulated.

B. At least biannually, the Chief or a designee will be responsible for reviewing all Department directives with a goal toward revising, updating or canceling, as warranted.

VII. STAFF REVIEW OF PROPOSED DIRECTIVES

Draft rules of the Department are circulated to every employee for suggestions, comments and proposed revision. As they are written, draft General Orders are circulated for review and comment, which are strongly encouraged at all times. Adequate time is allowed for the review and feedback process.

VII. MANUALS

Several Manuals are kept current for issuing to new recruits. The Manual is the property of the Department and is considered an item of issued equipment. It will be returned when the employee is separated from the Department. No employee will give, lend or display the Manual or any of its parts to any person not employed by the Department without authorization from the Chief. Giving all or part of the Manual to Town officials, is allowed without specific authorization.

VIII. SUPERVISOR AND EMPLOYEE RESPONSIBILITY

Supervisors will be thoroughly familiar with the content of the Manual and prepared to answer the questions of subordinates. Supervisors are accountable for compliance with Rules and Orders by subordinates. Supervisors will encourage subordinates to submit comments and suggestions on draft General Orders. Employees will acknowledge receipt and understanding of new directives by signing a roster as directed.

At least once a year, supervisors will inspect subordinate's Manuals. In addition, the Chief or designee may at any time announce a written examination and/or inspection of some or all portions of the Manual.

A. All employees will be familiar and comply with all Rules, General Orders and Special Orders issued by the Department. Each employee has personal responsibility for suggesting changes or revisions and for seeking clarification from a supervisor, of any material which is not understood.

B. New employees will be assumed to have knowledge of Manual material and be bound by it within five working days after the Manual is issued to them.

C. All employees will be bound by the contents of new General Orders, Rules or Special Orders within one tour of duty after receipt. Every employee will sign for a copy.

D. The Chief or designee will ensure that a complete up-to-date Manual is issued in advance to every new employee of the police department.

E. All Manuals will be subject to inspection. Failure to maintain the Manual in an

updated condition may result in disciplinary action.

X. PRECEDENCE OF LAW

Whenever a Rule, General Order or Special Order conflicts with Federal, State or Town Law, the law of the higher jurisdiction shall prevail.

XI. EMPLOYEE SUGGESTIONS

Employee suggestions may be made through the chain of command in a written memorandum.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **DEPARTMENT REPORTING AND RECORDS RETENTION SYSTEM**			PROCEDURE NUMBER **UPPD702.0**
SECTION **REPORTING PROCEDURES**	NUMBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish a Department reporting and retention system within the Department.

II. POLICY

A. Police reports are of major importance to a modern police department. Information contained therein is the basis of the daily activity of a police department. Crimes, and subsequent events relating to them, must be promptly noted and reported. Numerous non-criminal activities of concern to the police department must also be reported.

Members of the department should bear in mind that their reports are likely to be seen by numerous public and private agencies. As a result, the professional image of both the department and the individual officer is reflected in the quality of reports submitted.

B. Some of the more important uses of police reports are as follows:

1. They create a permanent record of the subject matter reported.

2. They are used in compiling statistics relative to crime.

3. They are used in investigating and prosecuting crime.

4. They are used as references in civil matters by attorneys, adjusters or other litigants, and may become a matter of public record or publication.

C. The PGPD Records Section disseminates Criminal History Record Information (CHRI) and Juvenile Criminal History Record Information (JHRI) and is the custodian of UPPD reports submitted to PGPD.

1. UPPD shall maintain copies of all reports for the record retention period. They may then be destroyed unless the subject of official need or litigation.

a. Original UPPD Station Reports are maintained by this agency and may be destroyed after three (3) years.

2. All police related communications and data are to be treated by officers as confidential, subject to privacy and security laws.

3. Officers shall not engage in secondary dissemination of police related records, except for accident reports. All other disseminations will originate from the PGPD Records Section. Officers may provide proof of loss verification to interested parties.

4. The PGPD Records Section information is continuously available through telex terminals at PGPD District Stations throughout the County.

5. Requests for copies of accident reports or incident reports for incident verification purposes are made to the PGPD Records Section using the Report/Photograph Request Form (P.G.C. Form #3864). The form may be mailed or taken to PGPD Records Section. These records are also available from the Town.

6. Officers handling accidents and property crimes likely to trigger insurance claims shall provide Report/Photograph Request Forms to the appropriate principals and provide the CCN.

7. Officers shall refer inquiries regarding release of JHRI to the PGPD Records Section.

8. The Director, PGPD Records Section notifies the Department of court ordered expungements. Assigned personal receiving Expungement Notices shall place them with the files subject to the expungement. No officer shall disclose the contents of expunged records.

9. Officers may release accident report information to the following:

a. Drivers;
b. Parents or guardians of juvenile principals;
c. Owners of vehicles or damaged property;
d. Persons or agencies who may incur civil liability;
e. Attorneys or authorized representatives of any of the above; and
f. Insurance companies.

10. PGPD Records Section maintains all reports and related items, e.g. photographs and citations for traffic related records. These records are also available from the Town.

11. UPPD maintains records, through the use of the UCR Part I offenses and Part II principal offenses, to include at a minimum:

a. Service calls and crimes by type;
b. Service calls and crimes by location; and
c. Stolen, found, recovered and evidentiary property files.

III. REPORTING DEFINITIONS

A. **Victim** - Any person who suffers death, physical injury or mental anguish, or loss of property as a result of an act or actual or attempted offense committed by another. A T/A shall not be recorded as a victim.

B. **Principals** - Reporting persons, victims, witnesses or other persons who have any direct involvement with a crime or event.

C. **T/A** - Public or private establishment involved in an incident.

D. **Reporting Person** - A person who reports an incident to the police.

E. **Witness** - A person having knowledge of circumstances of an incident.

F. **Field Observation** - The recording of an investigation of a suspicious activity, person or vehicle.

G. **Suspect** - A person believed to have committed an offense or who is believed to be involved in a suspicious activity but has not been arrested or charged.

IV. REPORT PROCEDURES

A. In preparing reports, officers shall complete detailed reports on prescribed forms for all incidents, unless accepted by written General Order. All reports shall be prepared in conformance with General Orders and the PGPD Report Writing Instruction Manual. This Manual also contains a listing of incident types and titles.

B. All reports and charging documents require a Central Complaint Number (CCN). Original CCN is obtained from a PGPD CAD computer or PGPD Police database.

C. When completing reports officers are required to:

1. If written, complete all reports in black ink or may be typed;

2. For all reports:

a. Complete all applicable blocks on report forms, citations and court documents neatly and legibly;

b. Fully spell out proper names and business names, capitalize last names, followed by the first and middle names;

c. Provide all addresses; and

d. Use military time for all reports and Departmental communications.

C. A report will be generated for every incident in one or more of the following categories if the incident is alleged to have occurred in the Town's jurisdiction:

1. Citizen reports of crimes;

2. Citizen complaints;

3. Incidents resulting in an employee being dispatched or assigned;

4. Criminal and non-criminal cases initiated by law enforcement employees; and

5. Incidents involving arrests, citations, or summonses.

D. All reports will be submitted prior to end of watch/shift. If unable to complete report submit with note Incomplete attached to it.

1. The Supervisor will record the report and return to the officer for completion.

2. Supervisor will review and approve (by signature) all paperwork prepared by subordinates, including citations and other forms not submitted under a promise of confidentiality. The Supervisor will:

a. Place approved reports in a designated location within the station to be transported to PGPD District I (for courier transmission to PGPD Records Section);

b. Transmit rejected reports to the original writer for correction.

3. Supervisors shall have their reports approved by another supervisor.

4. A day watch officer will hand carry all approved and signed reports to the PGPD District I station to be delivered to PGPD Records Section.

F. Telephone Reporting

1. PGPD Telephone Reporting Unit (TRU) handles certain calls for service by telephone. Officers becoming aware of any call for service within the Town shall provide for physical response by an officer unless no Town officer is immediately available to respond or unless authorized by a supervisor.

2. At the direction of a supervisor, any report call not requiring the on-scene response of an officer may be handled by an officer receiving the information by telephone. Types of reports that may be handled in this manner are:

a. Reports providing supplemental information that do not involve physical evidence, i.e., credit card information, serial numbers for stolen items, additional suspect descriptors, etc.

b. Reports of property crimes that occurred at another location, with no suspect information, where the delay in reporting has eliminated the possibility of physical evidence collection, i.e., theft from auto reported the next day or from the victim's residence outside the Town's jurisdiction.

c. Reports of hit and run parking lot accidents and property damage, with no suspect information, where the damage is reported after leaving the area or reported a day or days later after the incident.

V. REPORT FORMS

A. **Initial Reports -** Incidents for which an initial report is prepared shall be documented on one of the following reports:

1. Alcohol Influence Report (P.G.C. Form #3881)
2. Animal Bite Report
3. Incident Report

4. Motor Vehicle Accident Report (MSP Form #1)
5. Special Report (P.G.C. Form#3530)
6. Youth Field Report (Form #J-2)
7. Missing Person Report

B. **Supporting Reports -** will be used when appropriate. An initial report may be used as a supporting form, e.g., Alcohol Influence Report used to support a Motor Vehicle Accident Report (MAARS). Use Continuation Reports (P.G.C. Form #3529A) to document additional information.

C. **Station Reports -** are used to document minor incidents which are non-recurring and do not require follow-up investigation. These reports do not require a CCN.

D. **Officers Daily Report (ODR) -** shall be completed as the officer completes an activity. Any activity is to be recorded on the ODR. Additionally:

1. Report CCN is to be recorded on the ODR;

2. Each citation shall be listed as a separate entry, except that multiple citations written at one site, e.g., radar operation, DUI checkpoint, seat belt and child safety seat checkpoint, etc., may be listed as one entry with a total number of citations listed for the entry;

3. Vehicle checks are documented on the ODR.

E. **Condition Reports** (P.G.C. Form #2003) **-** shall be utilized to report obvious littering violations and related conditions. The completed report shall be forwarded to the appropriate agency for maintenance or correction of the violation. The condition report does not require a CCN and is transmitted in the same manner as other initial reports. Examples of when this report would be used are as follows:

1. DER Property Standards Division for littered lots, debris on residential/commercial property, and junked or unlicensed automobiles on private property.

2. DER Construction Standards Division for grading without a permit and failure to follow permit requirements.

3. Department of Public-Works & Transportation (DPW&T) for littered roadside; and mud and debris on road (non-construction related).

4. Washington Suburban Sanitary Commission (WSSC) for clogged storm drains.

5. Maryland-National Capital Park & Planning Commission (MNCPPC) for littered park, if the condition is one for which the Town Public Works Department is responsible the officer shall make a notation in the ODR in lieu of completing a Condition Report.

VI. CLEARING CALLS FOR SERVICE

A. Whenever an officer clears a call indicating that a report has been written, the dispatcher enters the officer's report code into the CAD system. Calls, which would normally be cleared with a report code, include the following:

1. Accident Report

2. Animal Bite Report

3. Arrest Report

4. Continuation Report

5. Incident Report

6. Maryland Uniform Criminal/Civil Citation

7. Property Record

8. Special Report

9. Traffic citations for DUI cases

10. Vehicle Release & Show Cause Hearing Notification

11. J-2

B. Calls not requiring a report may be cleared with the appropriate CAD code indicating no written report needed. The following do not require a report:

1. Unfounded complaints

2. Misdemeanors that occurred outside of Town jurisdiction

3. Dispatched complaints cancelled by the dispatcher

4. Complaints not verified, unable to locate, or gone on arrival

5. Assignments where police response is necessary, but for which a report would simply duplicate data on the CAD entry, e.g., loud radio, civil matters, routine disorderly conduct incidents. Officers will note the details of these incidents in the Officers Duty Report (ODR).

6. Dispatched assignment, classifications may be changed by the investigating officer and/or supervisor if in their view they believe a report would be appropriate.

7. An initial dispatch to a miscellaneous incident without known complainants which subsequently results in complaint identification will require a report if it would normally require one.

C. Crimes Occurring Outside Town Jurisdiction

1. Persons reporting misdemeanors shall be referred to the appropriate jurisdiction.

2. If a felony occurs, the officer will request that the PGPD Communications Division notify the appropriate jurisdiction. An Incident Report shall be submitted by the officer detailing the event and notification. The officer shall provide the CCN to the reporting person and tell him/her:

a. The report is for information purposes only; and

b. The reporting person should report the crime to the agency with jurisdiction as soon as possible.

D. Multiple Incidents/Victims - If it can be established that multiple incidents occurred at the same time and location and involved the same persons, the incident will be recorded on one report, with one CCN.

1. Additional victims and their losses shall be listed in the report narrative, e.g., numerous autos are vandalized at one time in a parking lot.

2. Exception: multiple stolen, attempted stolen or recovered autos require one CCN. However, list each vehicle on a separate form, using the same CCN, with only the T-Section (Top Section), vehicle section and reporting officer sections completed.

E. Multiple Victims/Suspects on Arrest Records - When persons have been arrested for multiple incident events, the following apply for arrest reports:

1. **Multiple Victims/One Offender** - Complete one Arrest Report with additional victims listed in the narrative.

2. **Multiple Offenders/One Victim** - Complete a separate Arrest Report for each defendant. Use the same CCN for each report. Use separate arrest number and I.D. number for each defendant.

F. Classifying Multiple Offenses

1. When a combination of offenses occurs in the same incident, the most serious offenses would be listed first. More than one offense may be listed on the report, e.g., Homicide/Robbery, Breaking & Entering/Auto Theft, etc. The classification of Part I Offenses in descending order of severity is as follows:

a. Homicide
b. Rape
c. Robbery
d. Assault
e. Breaking & Entering
f. Theft
g. Auto Theft
h. Arson

2. **Purse snatch** - The theft of a billfold, purse or similar item from a person shall be classified as a Theft (PBS) if the victim offers no resistance. If there is resistance and physical force is used or threatened the incident is a Robbery.

3. **Theft From Auto** - Personal articles stolen from a vehicle shall be classified as Theft (From Auto Non-Accessory), i.e., cameras, suitcases, apparel, packages, etc. A vehicle's parts taken from anywhere on or in the vehicle is classified as Theft (From Auto-Accessory), i.e., motors, transmission, hub caps, radio, tape players, license plates, radio antennas, side view mirrors, gasoline, etc.

4. **License Plate Thefts** - If one license plate is missing from a vehicle the officer shall examine the circumstances and classify the incident as Lost Property, or Theft (From Auto-Accessory). Two missing plates shall be classified as Theft (From Auto-Accessory).

a. The officer will tell the reporting person that it is necessary for the owner to respond to the DMVA (or appropriate vehicle licensing authority for vehicle registered in another state) and obtain replacement plates.

b. The reporting person will be given the CCN.

c. This information will be noted in the report narrative.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TICKET BOOK ISSUANCE			**UPPD704.0**
SECTION **REPORTING PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to facilitate the issuance of ticket books to officers in compliance with State rules and regulations and to provide a mechanism for strict accountability of each numbered ticket.

II. POLICY

The policy of the Department is to establish procedures to insure accountability of each State issued citation book in accordance with the laws in the State of Maryland. Accurate logs and tracking systems will be maintained for each issued and/or un-issued citation.

III. PROCEDURES

A. Officers will be issued the Maryland State Citation ticket book.

B. The above listed ticket book will be placed in the secure metal locker located in the stations report writing room. Officers will be expected to retrieve the above ticket books from that locker when needed.

C. The officer must complete the State Citation Log located on the locker. Officers' must print their name, I.D. number and date checked out beside the numbered State Citation taken.

D. Unless one of the following exceptions apply, an officer may possess only one ticket book at a time from each category:

1. Radar assignments;
2. Long holiday weekends;
3. Special assignments/events; and/or
4. Ten or less tickets remaining in the ticket book.

E. ACCOUNTABILITY

1. Lost tickets and/or ticket books must be reported to the Chief and/or designee immediately. Depending upon the type of citation, procedures for notification of loss may vary.

2. It is preferred that tickets be written in numerical sequence and that an officer finishes one ticket book prior to writing in a new book.

3. The State Judicial Information System (SJIS) requires this Agency's full cooperation in the accountability and disposition of each Maryland State Citation. If an officer has lost or misplaced a citation, he/she must write a letter of explanation. The letter must be addressed to the Chief and/or designee who will then forward it to the appropriate State Agency and/or District Court if the ticket has been transmitted to court. Always include the series numbers from the lost ticket book. The Chief and/or designee will prepare the appropriate District Court transmittal form and make notification to the appropriate authorities.

4. Maryland State Citation ticket books are NOT interchangeable between officers. Each officer is held accountable for his/her own supply of ticket books. Upon departure from this Department, each officer is responsible for returning all remaining ticket books to the Department. Return all un-used tickets to the Chief and/or designee and obtain a new ticket book

5. Voiding Citations

a. An officer voiding a citation must follow the below listed procedures:

1. Submission of all copies of each citation/ticket is mandatory for the voiding process.

2. Each officer must write his/her signature, I.D. number, the date and the word "VOID" across all copies in large letters.

b. In accordance with State regulations, when an officer must void a state citation that he/she has already written and issued to a defendant, the citation must be disposed of in open court via regular procedures.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE **CRIMINAL HISTORY RECORD INFORMATION**			PROCEDURE NUMBER **UPPD706.0**
SECTION **REPORTING PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMMENDS ☐ RECINDS **DATE:**	CALEA CHAPTERS **82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and procedures relating to the dissemination of criminal history information in compliance with Annotated Code of Maryland, Criminal Procedure Article, Section 10-219, and Title 28, Code of Federal Regulations, Part 20, Criminal Justice Information Systems (CJIS).

II. POLICY

In every instance except those involving criminal investigations Department personnel will obtain advance written consent from the subject of a criminal history check.

III. DEFINITIONS

A. **Criminal History Record Information (CHRI**) is data that includes the individual identifiers preceding and describes a person's arrests (for both felonies and misdemeanors) and subsequent disposition. State criminal history records do not include intelligence or investigative data or sociological data such as drug use history. They also do not include traffic offenses or information about juveniles, except for juveniles tried as an adult in criminal court. CHRI data are backed by fingerprints of the subjects to provide positive identification. The Maryland State Police are the repository for criminal history records.

B. Master Name Index is a subject identification index maintained in the computerized system of the State of Maryland which includes names and arrest identifiers for all persons about whom a record is held.

Identifiers include address, date of birth, social security number, place of employment, automobile registration, sex, race, and physical characteristics such as hair and eye color, height, and any distinguishing scars, marks or tattoos.

C. National Crime Information Center (NCIC) is an automated database of criminal justice and justice related records maintained by the FBI. The data base includes wanted and missing persons, stolen vehicles and identifiable stolen property, including firearms. Officers routinely learn of wanted persons in these files.

D. Interstate Identification Index (III) are records provided by the FBI and participating state agencies. The FBI provides the criminal history records for persons arrested by a federal agency, arrest data from states not currently participating in the III Program, and arrest data that III participants are unable to provide. A State referred to as an III participant provides records from its file upon receipt of notification from III.

E. Disseminate means to transmit criminal history record information in any form (Annotated Code of Maryland Criminal Procedure Article, §10-201*g*).

F. Expungement means to remove police record and court record from public inspection.

IV. ACCESS TO CRIMINAL HISTORY WITHIN THE POLICE DEPARTMENT

A. All police officers and the police administrative assistant have access to the computer terminal for criminal history. They receive initial certification training from the State of Maryland and after training must be re-certified every two years in order to retain their passwords.

B. When a request for CCH or III from the MILES/NCIC terminal is made the employee must complete a Criminal History Dissemination Log. The log will be placed in the file folder located to the rear of the current year report files.

C. If an employee releases or give the CCH or III information to anyone else (secondary dissemination), he/she must complete the dissemination form with the information required.

V. CHRI DISSEMINATION CRITERIA

A. CHRI is disseminated to criminal justice agencies for:

1. Criminal Justice investigations;

2. Criminal Justice Agency employment investigations.

B. Law enforcement-related requests for CHRI may be honored if the requester is identified by name, agency and date of birth. The following may be disseminated to authorized recipients for law enforcement purposes only:

1. Arrest Reports with or without disposition information;

2. Court disposition information;

3. Criminal photographs (mug shots);

4. Fingerprints;

5. Latent fingerprints.

VI. CRIMINAL JUSTICE AGENCIES AUTHORIZED TO RECEIVE CHRI

The following agencies may receive CHRI for law enforcement activities:

A. Criminal justice agencies for justice activities and employment;

B. Federal criminal justice agencies for law enforcement activities;

C. Local Police Departments for law enforcement activities.

D. Other criminal justice agencies outside Maryland for law enforcement activities.

E. State criminal justice agencies for law enforcement activities.

VII. NON-CRIMINAL JUSTICE AGENCIES AUTHORIZED TO RECEIVE CHRI

A. The following may receive CHRI from the Maryland Department of Public Safety and Correctional Services:

1. Landlords;

2. Criminal offenders and authorized Attorneys;

3. Membership associations;

4. Non-governmental employers;

5. Other non-criminal justice agencies/persons;

6. Public housing authorities;

VIII. JUVENILE RECORDS

A. Unless charged as an adult, juvenile criminal records shall be maintained in a separate location from adult criminal records.

B. Juvenile related records/information may be accessible to law enforcement and prosecution agencies for:

1. Criminal Investigation
2. Criminal Procedure
3. Juvenile Cases

IX. PENALTIES & SANCTIONS FOR UNAUTHORIZED USE DISCLOSURE

A. Prince George's County Police Records Division receives and maintains the original reports from the Department. The Department maintains a copy of each report. In compliance with Prince George's County Police General Order Volume I, Chapter 33 any employee disseminating criminal history record information to unauthorized recipients is subject to:

1. A maximum federal fine of $10,000 for each infraction;

2. State imposed additional sanctions.

X. EXPUNGEMENTS

A. The expungement of all police records shall be done in accordance with Criminal Procedure Article Title 10, Subtitle 1, Section (s) 10-101 through 10-109 of the Annotated Code of Maryland.

B. When a court order for an expungement of a person's police record is received, all information about the petitioning person (including reports or information the arresting officer may have) is collected and retained according to law, in locked files under the supervision of the Chief or designee.

C. The form that notifies the sender that the expungement has been completed is forwarded to the court.

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **TRANSPORTING PRISONERS**			PROCEDURE NUMBER **UPPD800.0**
SECTION **ADULT ARREST PROCEDURES**	NUMBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 41, 70, 72**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish both procedures and general principles for the safe and secure transport of arrested persons in police vehicles.

II. POLICY

In order to protect the officer, prisoner and public, it shall be the policy of this Department to consider all prisoners as dangerous.

The Department does not maintain or have a Temporary Detention or Holding Facility capabilities.

Generally all prisoners will be transported to the Regional Processing Center located at the District I Station of the Prince George's County Police Department.

Officers will adhere to the established procedures of a detention or holding facility to which a prisoner is transported.

Extradition is the responsibility of the Office of the Sheriff for Prince George's County

III. NON-INVASIVE SEARCHES & TRANSPORT OF ARRESTEE BY ARRESTING OFFICER

A. Absent a threat of imminent serious bodily injury to the officer or others, the custody officer shall handcuff and search an arrestee before transport. If the search reveals any weapons, evidence, contraband, or items that could injure an individual or aid in their escape, the officer shall secure them.

B. If the items are transported in the same vehicle as the arrestee, they shall be secured in the trunk. Exigent circumstances, such as an unruly crowd, may interrupt the search.

C. If an individual must be transported from an arrest location without being searched, the transporting officer shall transport the arrestee to the nearest safe location where a search can be conducted.

D. The officer shall then search the arrestee and the immediate area of the transport vehicle where the arrestee is seated. The arrestee shall then be immediately transported to a processing facility.

E. Upon arrival at the processing facility, each officer who accepts custody of an arrestee will search that arrestee again. For these types of searches, arrestees are generally searched by officers of the same sex. If possible, an officer will have a witness present when searching an arrestee of the opposite sex.

IV. PRISONER SEARCHES AND TRANSPORT

A. Transporting officers shall search arrestees coming into their custody, regardless of whether they had been previously searched.

B. If possible, transporting officers will be the same sex as the arrestees. For female arrests,

male officers will determine if a female officer is available to respond to the scene to make the transport. The reverse is true for male arrests by female officers.

C. Officers shall not delay transport solely to provide this arrangement. Supervisors shall balance the propriety of such arrangements against staffing considerations and workload at time of transport.

V. INSPECTIONS OF TRANSPORT VEHICLES

A. For officer and arrestee safety and security, the transporting officer shall inspect the seating areas of the transport vehicle. This shall be done at the beginning of each tour of duty, and before and after the transport of an arrestee or civilian passenger.

B. If off-duty, the vehicle shall be inspected before and after the transport.

VI. HANDCUFFING ARRESTEES

A. All persons taken into custody shall be handcuffed, except as noted. The arrestee shall be secured with his or her hands behind his or her back or in front with the handcuff chain passed through the belt. Handcuffs shall always be double-locked unless circumstances require immediate transport of the arrestee.

B. The handcuffing of disabled or injured persons is discretionary, based on mobility of the individual and apparent escape potential.

C. Whenever officers elect not to employ a restraining device, they may enlist the assistance of other officers for added safety. Uncertainty surrounding particular situations shall be resolved by the use of a restraining device.

D. Restraining devices/handcuffs shall be used in accordance with General Order UPPD801.0 - "Use of Restraining Devices".

VII. HANDCUFFING INJURED OR ILL PERSONS

A. When transporting sick or injured arrestees, the decision to handcuff shall be based on the type of injury, demeanor of arrestee, and safety considerations. When restraining devices could aggravate an injury, officers may forego the use of handcuffs.

B. When transporting a suspected mentally ill individual, an appropriate restraining device shall be used. Violent arrestees may be handled and secured in the safest and most expeditious manner possible.

VIII. CERTAIN TYPES OF RESTRAINT PROHIBITED

A. To minimize the chances of positional restraint asphyxia, arrestees will not be "hog-tied" or restrained in a manner that increases the possibility of positional restraint asphyxia. The chances of positional restraint asphyxia increase when:

1. The restrained individual's normal breathing is affected, such as when the subject is restrained face up or face down with pressure on the back or chest

2. The restrained individual violently struggles against officers' restraint attempts, thus tiring the respiratory muscles.

3. The restrained individual is intoxicated by CDS or alcohol.

4. Chemical agents such as OC Spray are deployed and affect normal breathing.

IX. TRANSPORT VEHICLES

A. The primary transport vehicle for use during normal operations is the cruiser. One officer may transport one arrestee, who will occupy the right rear seat.

B. Transport vehicles without barriers will have the rear doors and windows controls deactivated to minimize unauthorized exit from the vehicle.

C. For vehicles equipped with transport partitions, arrestees will occupy the right rear seat.

D. With two officers aboard, the passenger officer shall sit behind the driver and the arrestee will occupy the right rear seat. If transporting two arrestees, one arrestee will be placed in the right rear seat; a second arrestee shall occupy the right front seat.

E. For vehicles equipped with transport partitions, both officers shall sit in the front compartment. If there are two arrestees, both will sit behind the partition.

F. Disorderly or violent arrestees shall be transported by two officers when possible.

G. A special transport vehicle may be requested, if available, through Public Safety Communications when circumstances of the arrest warrant the need or for multiple or/ mass arrest or a violent arrestee.

X. TRANSPORTING SICK OR INJURED ARRESTEES BY OFFICERS

A. Arrestees shall be transported to a hospital without delay and prior to being taken to a processing facility for processing when the arrestee:

1. Exhibits erratic behavior
2. Has an alleged or obvious injury
3. Has ingested any non-food or non-prescribed substance immediately before arrest.

B. Officers shall transport or shall ensure transportation of arrestees to the closest Prince George's County hospital to avoid custody issues. These hospitals include:

1. Doctor's Community Hospital
2. Greater Laurel/Beltsville Regional Hospital
3. Prince George's Hospital Center
4. Southern Maryland Hospital Center

C. An arrestee who has been evaluated on the scene of an incident by an Emergency Medical Technician (EMT) or Paramedic, and it is determined that no other medical treatment is required may be transported.

D. The arrestee must be accompanied by a Detainee Medical Release Form completed by the attending EMT or paramedic.

E. The Detainee Medical Release Form shall be given to the Regional Processing Officer upon arrival at the facility.

XI. TRANSPORT OF ARRESTEE BY AMBULANCE

A. When arrestees are transported to a hospital by ambulance, an officer shall either follow the ambulance or accompany the arrestee in the ambulance. A decision to accompany arrestees in the ambulance may be based on the following considerations:

1. Arrestee's temperament
2. Whether the arrestee is ambulatory
3. Arrestee's escape risk
4. Desire of ambulance personnel

B. Arresting officers may request that arrestees be transported to a specific hospital; however Fire/EMS personnel have the final authority to determine the hospital.

XII. SPECIAL TRANSPORT SITUATIONS

A. Physically and mentally disabled arrestees may require special care and attention concerning transport.

B. Nonambulatory arrestee’s requiring wheel chairs, crutches or prosthetics may require assistance from EMS personnel for specialized transport.

C. Officers shall ensure the safety and due care during the transport notifying hospital staff or detention personnel of any and all safety or escape risk.

XIII. NOTIFICATION TO PSC OF TRANSPORT

A. An officer beginning an arrestee transport shall transmit the following information to PSC:

1. Identify officer by car or I.D. number.
2. Give location transporting from.
3. Odometer reading (mileage).
4. Number of prisoner(s) and brief description
5. Destination.

B. Upon arrival at the destination, the officer shall transmit "ARRIVAL," followed by the odometer reading. The dispatcher will acknowledge the officer with a time check.

C. Officers will advise the dispatcher whenever a transport is interrupted and again when it is resumed, giving destination and mileage each time.

XIII. SECURITY DURING TRANSPORT

A. Officers are responsible for the security and safety of arrestees in their custody. As such, they shall maintain visual contact with arrestees during transport.

B. Officers shall not routinely divert or delay the transport of an arrestee.

C. Officers may take emergency police action when arrestees are aboard. Such circumstances include those in which the safety of police officers or citizens is jeopardized.

D. When emergency police action is taken, the transporting officer must ensure arrestee safety and minimize escape opportunity.

E. During transport all communications from the arrestee to family members, attorneys, media etc. are prohibited.

F. Officers of this Department shall not transport prisoners to situations such as visitations, funerals, etc., or directly to courts or correctional facilities other than the Prince George's County Detention Center.

G. If an officer is involved in a transport outside of University Park and the duration of such a transport warrants a meal stop, the officer shall select the meal site at random and shall not leave the arrestee unattended.

XIV. ESSENTIAL MEDICATIONS FOR ARRESTEE

A. Essential medications are those that prevent life-threatening conditions and are required to maintain an arrestee's functional stability.

B. Officers shall comply with an arrestee's request to transport essential medications

XV. SECURITY CONSIDERATIONS AT HOSPITALS

A. At any hospital the custody officer may seek the assistance of the facility's security personnel. For safety and security, they may secure firearms and weapons, and will comply with security procedures unique to the facility.

B. When conflicts exist between such procedures and Departmental regulations, a police supervisor should be consulted.

C. When in a hospital outside the County or on a military reservation, the officer will contact security personnel to ensure that lawful custody is maintained.

D. In all cases, the custody officer in a hospital is responsible for security of the arrestee until formally transferred to another authority. The officer shall, at all times, remain with the arrestee, ensuring the arrestee's security until the transfer of custody to another officer or security personnel.

XIII. ARRESTEES REQUIRING ADMISSION

A. The custody officer will accompany an arrestee requiring immediate surgery to the surgical suite and remain there until evidence has been removed and placed in the officer's custody.

B. When an arrestee is admitted to a hospital, the custody officer will notify the Chief or a designee.

C. Security of the arrestee shall be maintained by the custody officer or by officers summoned by the Chief or a designee.

D. Individuals arrested for violent or serious crimes will not be released from custody or left unattended at a hospital before a District Court Commissioner conducts an initial appearance hearing.

E. An officer requiring the services of a District Court Commissioner away from the commissioner's duty assignment shall comply with procedures of the District Court Administrative Judge.

F. When commitments are issued for arrestees at a hospital, the custody officer will notify the Prince George's County Department of Corrections (DOC) to arrange for transfer of custody.

XIV. HOSPITAL RECORDS

A. Whenever an arrestee is taken to a hospital for treatment, the transporting officer will:

1. Provide the admitting authority the officer's name, ID number, agency name, CCN
2. Request that the CCN be placed on their forms
3. Provide the arrestee description and address information
4. Provide notification that responsibility for payment of incurred expenses lies with the arrestee, not the Department.

B. When the hospital's records are prepared for the arrestee, the officer shall request the patient instruction copy. This paper will accompany the arrestee when transferred to another authority or given to them when released from custody.

XV. PRISONER ESCAPES WHILE IN TRANSPORT

A. In the event of a prisoner escape, the transporting officer shall immediately notify the Public Safety Communications of the location, description and any other pertinent information.

1. Following the escape the officer will immediately broadcast a comprehensive lookout with the following information:

a. Exact location of escape and last known direction of travel;
b. Full physical and clothing description with name of prisoner;
c. Purported dangerousness of prisoner;
d. Nature of the instant criminal charge; and
e. Possible destination information.

2. PSC personnel shall notify any other appropriate jurisdiction(s). Control of the area search shall be the responsibility of the agency with primary jurisdiction.

3. PSC responsibilities include the following:

a. Re-broadcast the lookout;
b. Dispatch a PGPD supervisor to the scene;
c. Dispatch a canine team to the scene;
d. Determine if air support is warranted; and
e. Transmit a lookout to officers working the area of possible prisoner destination, to the communications facility of the appropriate jurisdiction in which the possible prisoner

4. The officer will assist in the search effort. Regardless of the outcome they shall notify the Chief or a designee immediately or as soon as practical of the incident.

5. The officer will complete a report containing details of the escape. If the prisoner was arrested for an offense an Incident Report will be prepared. If the prisoner was arrested as a result of follow-up action a Continuation Report will be prepared.

6. Supervisory responsibilities:

a. Define the scope of and coordinate any search effort;

b. Ensure that the transporting officer's

responsibilities have been carried out; and

c. Notify PSC at termination of search or of an apprehension.

7. The Chief of Police or a designee shall review the circumstances of the escape and determine what if any investigation shall be made of the incident.

XVI. DETENTION FACILITIES

A. Upon arrival at any specified detention or processing facility the following procedure will be adhered to:

1. All weapons will be secured at the designated area of the facility.

2. Restraints will be removed for the purposes of temporary detention or when releasing the arrestee to receiving personnel.

3. All necessary forms shall be completed and any documentation that accompanies the arrestee to receiving personnel shall be submitted.

4. Advise receiving personnel of any potential medical, security or escape concerns.

5. Document any and all transfer of the arrestee.

XVII. DOCUMENTATION

1. It is the responsibility of each transporting officer to verify the positive identification of all prisoners being transported. This shall be done by checking the prisoner's documents against the transporting documents, writ, commitment, etc., and by comparing a photograph, when available, to the prisoner being transported.

2. All prisoners being transported between facilities or locations shall be accompanied by the appropriate documentation/ reports/ items:

a. **To Court Commissioner -** Charging documents, photograph, personal property and the initial report, if available.

b. **To Detention Center -** Commitment papers, any medical records and personal property.

c. **To other agency/facility -** Commitment papers or retainer or other holding document, any medical records and personal property.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
USE OF RESTRAINING DEVICES			**UPPD801.0**
SECTION **ADULT ARREST PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 70, 72**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish policy and guidelines for the use, carrying and availability of restraining devices for officers of this Department.

II. POLICY

It is the policy of this Department that all persons under arrest, or otherwise taken into custody by its officers, are restrained by handcuffs, leg shackles or other suitable and appropriate restraining devices during such times as they are being transported or are in unsecured areas, to ensure the protection of the public, the officer(s) and the arrested person, unless in the officer's judgment, circumstances preclude the use of restraining devices.

III. PROCEDURES

A. Handcuffs/Flex-cuffs will be of the type approved or issued by this Department. Flex-cuffs are to be used only when other restraining devices are either unavailable or inappropriate. Officers are reminded of the effectiveness of restraining devices in maintaining control of an individual and minimizing the possibility of a situation escalating to a point requiring the use of a higher degree of force. Therefore, it is a standard Department procedure to use these restraining devices to provide security with a minimum degree of force.

1. Handcuffs or flex-cuffs are to be used on all arrested persons, persons taken into custody by order of a court of competent jurisdiction or by order of a competent medical authority.

2. Officers are responsible for the efficient operation of their handcuffs. They should be checked frequently, and cleaned and lubricated to prevent malfunctions.

3. The handcuff key will be kept on the officer's person at all times while the officer is on duty.

B. Before being transported, all prisoners will be handcuffed with their hands behind their back.

1. A prisoner who has a deformity or other disability, handicap, sickness, or injury, may be handcuffed with their hands in front. In this situation, it is advisable to place the handcuff chain through a belt, if available (preferably after reversing the belt) and buckling it from the rear. In some rare cases, at the officer's discretion, it may be advisable to refrain from using restraining devices. Any decision not to utilize restraining devices is to be approved by a supervisor (if available), or by the officer in an emergency or exigent circumstances.

2. Leg shackles may be used for added security, or as directed by competent authority. Leg shackles may be used at any time the officer, or a supervisor, deems them necessary to ensure the safety of the prisoner, the arresting or transporting officer(s) or the public. Flex-cuffs may also be used to secure a person's feet when leg shackles are unavailable and when the situation warrants their use.

a. Leg shackles will be double locked unless an emergency situation dictates otherwise. Leg

shackle keyholes should face toward the floor both to discourage tampering and to facilitate proper removal.

b. When removing leg shackles, it is safer to have the prisoner, from a seated position, raise both legs at the same time. By having both feet simultaneously off the floor, the prisoner is deprived of the leverage needed to deliver a kicking blow to the attending officer.

c. When transporting a prisoner under the influence of narcotics or other dangerous or hallucinogenic drugs, or when a prisoner is acting in such a violent manner as to lead the transporting officer to believe that the prisoner is so affected, the prisoner will be restrained with leg shackles. When exigent circumstances exist necessitating immediate removal of an individual so affected, application of leg shackles will be accomplished as soon as practicable. Leg shackles will remain on the prisoner as long as he/she is in the custody and control of the Department.

3. When standard restraints are not adequate to subdue an arrestee, fire/rescue may be utilized to transport subject for medical attention. At no time will prisoners be hog-tied (hands cuffed-legs shackled-then hands and feet tied together).

4. In some instances, restraining devices may not be used in connection with the non-criminal mentally ill except for the protection of the subject or others. If used, the selected restraining device(s) should restrain the prisoner securely without causing injury.

5. A female prisoner will not be handcuffed to a male prisoner unless an exigent circumstance exists.

6. A juvenile will not be handcuffed to an adult unless an exigent circumstance exists.

7. Officers will neither handcuff themselves to prisoners, nor use a single cuff as a “come-along”.

8. Prisoners will remain handcuffed until delivery inside the jail or holding facility, or until the official assuming custody requires otherwise.

9. The removing, transferring, switching or changing of restraints will be made within secure areas.

10. Prisoners will not be physically secured to the interior of a vehicle while in transit, except when, in the judgment of the transporting officer, the prisoner represents a danger to him/herself or others. This decision is to be approved by a supervisor except in emergency or exigent circumstances.

11. Two prisoners will not be handcuffed with one pair of handcuffs, except under exigent circumstances.

12. Restraints will be applied and checked to ensure that they are sufficiently secure, but not so tight as to cause physical harm.

a. Handcuffs will be double-locked once they have been applied.

b. Flex-cuffs will be removed immediately upon arrival at a detention/holding facility and replaced with handcuffs, leg shackles or other suitable restraining device(s).

C. Prisoners at Hospitals - When a prisoner in the custody of this Department is taken to a hospital for treatment, he/she will be restrained with the appropriate restraining device. Restraints may be removed for treatment only at the request of attending medical personnel. When handcuffs must be removed, leg shackles should be left on, if appropriate, so that the prisoner is not totally unrestrained. If, because of required treatment, neither of these devices can be used, an officer of the same sex as the prisoner will be present to guard the prisoner during the treatment.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE **PRISONERS REQUIRING MEDICAL TREATMENT**			PROCEDURE NUMBER **UPPD802.0**
SECTION **ADULT ARREST PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 70, 72**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish procedures for the security and control of prisoners transported to medical facilities for examination, treatment or admission.

II. POLICY

It is the policy of this Department to provide prompt medical treatment to all prisoners. All prisoners in our custody who are sick or injured shall be provided with prompt medical treatment.

III. PROCEDURES

A. Prisoner's shall be secured in accordance with General Order UPPD801.0 - "Use of Restraining Devices" and transported in accordance with General Order UPPD800.0 - "Transporting Prisoners".

1. In the following cases the custody officer will have the prisoner transported to a medical care facility for treatment:

a. Prisoner exhibits bizarre behavior;
b. Prisoner complains of illness;
c. Prisoner has an obvious injury; or
d. When the officer determines or observes that the prisoner introduced any non-food or non-prescribed substance into their body immediately prior to their arrest.

B. Officers may transport prisoners to the closest hospital within Prince George's County to avoid custody related problems.

C. When prisoners are transported to a medical care facility by ambulance an officer shall either follow the ambulance or accompany the prisoner in the ambulance. The decision to accompany prisoners in the ambulance may be based on the following considerations:

1. Temperament of the prisoner;

2. Propensity for escape; or

3. Desires of the ambulance attendants.

D. When an ambulance transports the prisoner, EMS personnel have the final authority for determination of medical care facility destination.

E. Whenever a prisoner in Departmental custody is taken to a medical care facility for treatment or is administered any pharmaceutical the custody officer will obtain case numbers from PSC and submit an Incident Report, capturing the following information:

1. A cursory summary of how prisoner injuries were sustained;

2. A summary of events leading to the injuries;

3. Type of medical treatment given (in general terms); and

4. Disposition of the prisoner.

F. Where officers injure a prisoner or the prisoner alleges injury by police, the officers will photograph the prisoner following medical

treatment and cleaning of the injuries. A Use of Force Report will be submitted.

G. **Medical Treatment of Prisoners**

1. Whenever a person in Departmental custody suffers a critical or fatal injury or illness, or is admitted to a medical care facility, the officer shall ensure that the Chief is immediately notified.

2. The Chief or a designee shall review the circumstances of the incident and severity of the injuries. If the patient's condition is such that the probability exists they will not survive, the Chief or designee may notify PGPD Homicide Section and the Special Investigative Response Team(SIRT)/PGPD Internal Affairs Division. The officer shall include details of the incident on an Incident Report.

3. Where the person dies or suffers injury where death is imminent, the PGPD Homicide Section investigates the incident and determines likelihood of patient death. The SIRT shall:

a. Review the circumstances of the incident to determine compliance with or violation of written general orders or directives; and

b. Make recommendations to the Chief regarding appropriate duty status pending the investigation.

4. Officers shall not administer any medication to a prisoner. In emergencies, where the prisoner exhibits abnormal behavior or physical signs that could be related to the deprivation of a medication, the officer shall immediately request an ambulance.

a. If a prisoner has a supply of prescribed medication for specific life threatening conditions, e.g., chest pains, asthma, the officer may allow them to take a dose of that medication while awaiting the ambulance's arrival.

b. The officer will first read the medication dose instructions to ensure that the prisoner takes the correct dose. The remaining medication shall be turned over to ambulance personnel.

5. Whenever a prisoner is taken to a medical care facility for treatment the transporting officer will provide the following information to the admitting authority:

a. Officer name, I.D. number, agency name and CCN;

b. Prisoner name and address information; and

c. Notification that the responsibility for payment of incurred expenses belongs to the prisoner not the Department.

d. Show the case number on the top of any and all medical documentation or reports that are released to the officer or the prisoner.

H. **Arrestee Admitted to Health Facility**

1. **General:** Whenever a person who has been arrested on criminal charges is admitted to a health facility, the arrestee will be granted an initial hearing by a district court commissioner prior to any member of the department releasing or authorizing release of an arrestee. Manpower and overtime concerns are not justifications for relinquishing custody of an arrestee.

2. **Conscious Arrestee Admitted to a Health Facility:** Whenever an arrestee is admitted to a health facility prior to appearing before a district Court Commissioner, the commissioner will be contacted at 301-952-3145 to arrange for a Commissioner to be transported to the health facility to conduct the initial hearing.

a. After the hearing the Commissioner will be returned to their original office. If a committal is issued by the Commissioner, the Prince George's County Sheriff's Department or the Department of Corrections will be contacted to assume custody.

b. If the Commissioner releases the arrestee on personal recognizance, the officer may leave. Under no circumstances will an officer discontinue guarding a prisoner who is awaiting

an initial hearing or has been committed to the Department of Corrections until relieved by another officer of this agency or another jurisdiction.

3. **Unconscious Arrestee Admitted to a Health Facility:** In cases where an arrestee is admitted to a health facility and is unconscious, custody of the arrestee will be maintained by a member of this Department while the arresting officer applies to a District Court for an arrest warrant.

a. Once the arrest warrant is issued, the Prince George's Sheriff's Department will be contacted and requested to assume custody of the arrestee as the arrestee at that point is wanted on charges in Prince George's County. The officer guarding the prisoner will relinquish custody to the Sheriff's Department or Department of Correction upon their arrival to assume custody of the prisoner.

b. In the event of any dispute involving custody, the Department officer will contact the Chief or designee immediately.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE **ARRESTEES ACCOMPANIED BY MINOR CHILDREN**			PROCEDURE NUMBER **UPPD803.0**
SECTION **ADULT ARREST PROCEDURES**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
↑ **NEW** ↑ **AMENDS** ↑ **RESCINDS** **DATE:**	CALEA CHAPTER **44**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures for the control of minor children in the company of persons arrested by officers of the Department.

II. POLICY

It must be recognized by all officers of this Department that any time a person is arrested, regardless of the offense, and a minor child is with them, the arresting officer becomes the person primarily responsible for the safety and well being of the child.

III. PROCEDURES

A. Officers will, when appropriate, attempt to locate a person to take custody of a minor child in the company of an arrestee prior to transporting either from the scene of the arrest. Persons accepting custody of the minor child will meet at least one of the criteria listed below.

1. An "Authorization For Release of Minor Child" form (appendix 'A') will be completed prior to the release of a child to anyone other than the arrestee. Children may only be released to the following:

a. A parent or legal guardian of the child after proof of identity has been verified.

b. Person or persons designated by the arrestee, if the arrestee is a parent or guardian of the minor child.

c. An authorized representative of the Juvenile Services Administration.

d. An authorized representative of the Prince George's County Child Protective Services (PGCPS).

e. A representative of another law enforcement agency when he/she assumes custody of the arrestee and the child.

2. If the arrestee is not the parent or guardian of the minor child, PGCPS will be notified to assume custody.

B. The Department of Corrections Processing Center ("PC") prohibits minor children from accompanying arrestees. Minor children who accompany arrested persons will be separated from the arrestee prior to being transported to a PC, or as deemed necessary by the arresting officer.

IV. OFFICER'S RESPONSIBILITY

A. The officer will be responsible for the safety and well-being of the child and will locate a responsible person to accept custody of the child.

2. Employees assigned to children will attend to the needs of the child to the extent necessary to ensure the safety and comfort of the child.

3. A minor child will not be placed in a holding cell unless the child has been charged with the commission of a crime.

D. Minor children will be transported in accordance with Maryland Annotated Code, Transportation Article on "Child Safety Seats."

End of Document

UNIVERSITY PARK POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF MINOR CHILD

General Order UPPD803.0, ARRESTEES ACCOMPANIED BY MINOR CHILDREN

The arrestee, _____ being the legal parent or guardian of the minor child, _____ , does hereby release temporary custody of said minor child to _____ .

Said arrestee, _____ , hereinafter releases the University Park Police Department from any further responsibility for his/her minor child once the minor child has been placed in the custody of the person or County agency designated below.

Arrestee's Name (printed)_____ Date _____

Arrestee's Signature _____

Arrestee's Address: _____

City: _____ State: _____ Zip Code _____

_____ CCN:_____

Witness

TEMPORARY CUSTODIAL INFORMATION

I hereby accept temporary custody of and responsibility for _____,

a minor child of _____.

Name (print) _____ Relationship:_____

Signature_____ Date_____

Address: _____ City:_____ Zip:_____

Location of Release: _____ Date & Time:_____

Officer Signature:_____ Date & Time:_____

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
ADULT ARREST PROCEDURES/HOLDING FACILITIES			**UPPD805.0**
SECTION **ADULT ARREST PROCEDURES**	NUMBER OF PAGES **7**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 44, 71, 72, 82, 84**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes procedures regarding the detention of prisoners, provides guidelines for prisoner searches, and explains the processing procedures at the Prince George's County Central Processing Unit (CPU).

II. POLICY

The Department does not have the capabilities to maintain a Temporary Detention Room or a Holding Facility**.** Officers making arrests will transport the arrestee to the CPU at the District I Station unless otherwise directed by Public Safety Communications.

Department Officers will adhere to the existing Standard Operating Procedures of each facility and of the Department of Corrections concerning the processing of those arrested.

III. DEFINITIONS

A. **Holding Facility -** designated area used for temporary confinement within a district facility.

B. **CPU** – Central Processing Unit located at District Stations of the Prince George's County Police Department.

C. Processing Areas - designated areas used for fingerprinting, photographing, and completion of arrest documents within a district facility.

D. OSPG – Office of the Sheriff for Prince George's County Maryland.

E. DOC – Department of Corrections for Prince George's County Maryland.

IV. PRISONER ACCOUNTABILITY

A. When available, prisoners shall be transported to CPU District I Station. All prisoners will be searched prior to entering a holding facility. An itemized inventory will be made of property taken from a prisoner. The property will be placed in a secured prisoner property storage receptacle.

B. Receiving officers will acknowledge transfer of prisoner custody from the transporting officers to them by completing a Prisoner Log Sheet entry (P.G.C. Form #3596) for each prisoner. They will receive prisoner property and any documentation (such as medical release forms) from transporting officers, or proceed in accordance with local standard operating procedures.

C. Upon release or transfer to another agency of a prisoner from a holding facility all non-evidentiary or seized property will be returned to the prisoner or given to the transporting officer and its release or transfer documented on the Prisoner Property Form (P.G.C. Form #3379).

D. Desk officers, where on-duty, are responsible for completion of the Prisoner Log Sheet entries.

E. Supervision of prisoners is the responsibility of the arresting officer. Supervision of a prisoner may be transferred to another officer upon

request to and acknowledgment by that officer accepting custody.

F. An officer may supervise prisoners of the opposite sex subject to the following limitations:

1. The officer shall not search a prisoner of the opposite sex unless the officer has reason to believe that the prisoner is armed or may destroy evidence prior to a search by an officer of the same sex.

2. The officer shall respect the sexual privacy of prisoners utilizing toilet facilities or attending to other personal needs.

3. If an officer is unavailable for same-sex searching or same-sex supervision, officers may enlist the assistance of officers from other law enforcement agencies, if available.

IV. PRISONER LOG SHEET

A. The arresting officer completing the log interviews the prisoner and completes the log entry. Officers shall assist in providing the following information:

1. Prisoner's apparent health;

2. Medications currently taken by the prisoner; and

3. Behavior, including state of consciousness and apparent mental condition;

4. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

B. Whenever prisoners are transported between facilities all attendant paperwork will accompany them, including medical treatment releases, District Court Commitment orders and charging documents

C. After completion of the Prisoner Log Sheet, the custody officer will search the prisoner's property for photographic identification, which is kept available with the prisoner's personal property to identify him/her upon release or transfer to another authority. If no photographic identification is located the officer shall photograph the prisoner using an instamatic camera.

D. The prisoner's name, date of birth, CCN, and arrest number will be placed on the back of the photo, the Polaroid photo may be retained by the arresting officer for court purposes.

V. SECURITY/CONTROL IN PGPD HOLDING FACILITIES

A. Adult and juvenile prisoners are not detained in holding cells for more than two hours following processing and commitment. Prior to the 2-hour limit the custody officer may contact the UPPD officer, who shall assist, if necessary, in effecting transport to the Department of Corrections (DOC) or other receiving agency.

B. Juvenile offenders shall not be held in secure custody for longer than 5-hours. The time period begins when the juvenile enters a secure facility and ends with the youth's release or transfer to another authority.

VI. TELEPHONE ACCESS BY PRISONERS

A. PGCPD procedures apply to telephone access by prisoners. Telephone use by prisoners shall be at the discretion of the custody officer. The prisoner shall be allowed to call a family member, attorney, or bail bondsman, normally in private.

B. Efforts shall be made to ensure privacy in contacts between prisoners and their attorneys. A detainee's opportunity to make bail is not to be impeded.

C. Any items that in the opinion of the custody officer are determined to be a safety threat will be seized.

VII. TRANSFER OF PRISONERS

A. When prisoner custody is accepted from another authority the accepting officer shall:

1. Positively identify the transporting officer;

2. Obtain the name, ID number and unit;

3. Search the prisoner;

4. Verify the authority to detain the prisoner by telex, court commitment, official documentation, or confirmation by a county officer familiar with the circumstances of the transfer; and

5. Notify OSPG for transport.

B. When an officer has occasion to deliver a prisoner to any court they will notify a court official if the prisoner is considered to be a security hazard.

VIII. BOOKING PROCEDURES AT CPU FACILITIES

A. **Adult Arrest** - any arrestee aged 18-years or older, and any juvenile charged as an adult.

1. A juvenile arrested for one of the following offenses will be processed in the same manner as an adult arrest. When a juvenile is charged as an adult, all charges stemming from the same incident are tried in the adult court. Juveniles claim to have committed the following will be charged as adults:

a. Juveniles 14-years or older charged with any offense for which the maximum penalty is either death or life imprisonment.

b. Juveniles 16-years or older charged with robbery with a deadly weapon, or attempt thereof.

c. Juveniles 16-years or older charged with a violation of Criminal Law Article Title 4, Subtitle 2, Section 4-203.

2. When a juvenile is charged as an adult, the adult block of the Arrest Report will be checked. Shaded juvenile areas of the Arrest Report will be left blank.

3. Juvenile cases waived to adult court must be charged immediately by the arresting officer and taken before the Commissioner. No more than 24-hours may pass without the charges being made. Arresting officers must appear at all waiver hearings.

B. The District Court utilizes the following documentation completed by the arresting officer to track adult arrest information: Completed by Charging Officer:

1. Application For Statement Of Charges (Form DC/Cr 1);

2. Continuation Sheet- Application For Statement Of Charges/Statement Of Probable Cause (Form DC/Cr 1a);

3. Statement of Charges (Form DC/Cr 2);

4. Statement of Charges Continued (Form DC/Cr 3a);

5. Statement of Probable Cause- Arrest On Traffic/ Natural Resources Citations (Form DC/Cr 4); And

6. Request For Witness Summons (Form DC/CR 92)

Completed by District Court Commissioner:

1. Arrest Warrant On Charging Document (Form DC/Cr 6);

2. Criminal Summons on Charging Document (form DC/CR 5); and

3. A manila criminal file folder (Form DC/CR 1F) is used to store charging documents and is maintained by the District Court.

C. Completing the Statement of Charges

1. Transferable labels are affixed to the Statement of Charges form. The labels contain six tracking number's, three may be used by the Department. The tracking number is synonymous with the District Court Docket Number.

2. The top left number, affixed to the thin label that includes the defendant's name, primary charge, and related cases, is removed and affixed

to the top front of the MSP Fingerprint Card. If the label is unavailable because the warrant is in the possession of the OSPG, the processing officer will print Warrant at Sheriff's Department at the top of the Prisoner Processing Report.

3. When an arrestee is charged on several different Statements of Charges for other violations the processing officer shall use one of the remaining tracking number labels (from an unmarked box), located at the bottom of the sticky label. He/she shall affix the number in the Additional Information block on the reverse of the MSP Fingerprint Card. The remaining tracking labels are removed by the District Court Commissioner only.

4. Most blocks of the Statement of Charges are self - explanatory. Following are instructions for particular blocks:

a. In the block below the words DISTRICT COURT OF MARYLAND FOR place the words "Prince George's County, Upper Marlboro or Hyattsville, Maryland"

b. Place the CCN at the top right, above the DEFENDANT'S NAME block.

c. Complainant Section - must be an officer or SPO

1) AGENCY - Insert the PGPD ORI: MD0172100;

2) SUB-AGENCY - Leave blank.

d. Defendant Section

1) I.D. NO. - Leave blank;

2) OCA block - Insert the PGID number.

e. Statement of Charges Section - In the top five lines provide the probable cause for the arrest. Including the following:

1) Complete names of all persons involved;

2) Date, time and address of crime;

f. In the bottom eight lines provide the actual charging wording, as found in the District Court Commissioner's Warrant Book, indicate the most serious charge first.

1) MDCCS block - Enter the number found on the left margin of the criminal charge in the Commissioner's Manual under the heading Code. The numerical format is - X-XXXX.

2) Under AR - Insert the Departmental arrest number.

D. The Request for Witness Summons Form is used to provide the Commissioner with witness information for adult arrests. The Court will notify witnesses of the court date.

E. When an officer makes an arrest in connection with an assigned radio call, the CCN will be obtained from a CAD terminal. For on-view arrests, the officer will notify the PGPD dispatcher and obtain the CCN through a CAD terminal. If a terminal is unavailable, the officer will contact the Complaint Room.

F. Arrest numbers are issued for all arrestees charged as adults. They are obtained from the Criminal Arrest Unit. When closed officers will use a PGPD Fingerprint Card with a pre-numbered arrest number, the same number shall be placed on the Arrest Report. Record the arrest number:

1. Arrest Report - Directly above the CCN block;

2. Statement of Charges form - Under AR.

G. A PGID number will be assigned to all prisoners for whom an Arrest Report is completed. Officers shall obtain the number from the Criminal Arrest Unit during business hours. When closed officers will initiate a PGID number check through the Arrest System and Sheriff's Warrant System.

H. Obtaining Criminal History Information

1. **Misdemeanor Cases** - County criminal history information shall be obtained from the

PGPD Records Section. A written summary of the record will be prepared and made available to the Office of the State's Attorney (OSA).

2. **Felony Cases** - For all felony arrests copies of available Arrest Reports and dispositions will be obtained and made available to the OSA.

I. **FBI Records** - FBI "Rap Sheets" may be obtained through MILES system files via CJIS terminals. Officers will not telephone the FBI directly.

J. **Metropolitan Police Department Records Check** - Information may be obtained by calling the Criminal History Section, Identification and Records Division, MPDC. The requester must provide necessary identification information on the suspect and provide callback telephone number.

K. **NCIC Check for Commissioner** -Arresting officers will ensure that the following checks are performed following all full custody criminal arrests:

1. NCIC check for wanted status;

2. NCIC check for criminal history via MILES query CCH summary; and a

3. MILES check.

a. For NCIC and MILES checks the full name, DOB, race and sex is required. A MILES check automatically searches NCIC files.

b. A paper copy of these checks will be provided to the Commissioner at time of presentment.

c. Arresting officers will initiate computer checks on arrival at the processing site to avoid delays caused by slow system response.

d. If NCIC checks are unavailable at time of presentment the officer will provide the Commissioner with a completed Report of Unavailability of NCIC Record Check form and will be placed in the Criminal File Folder by the Commissioner.

L. **OSPG Wanted Check** - For each arrestee the officer shall perform an OSPG wanted check through a CJIS terminal. If the system is out of service, the officer will contact the OSPG directly.

IX. REFUSAL OR INABILITY TO PROVIDE BOOKING INFORMATION

A. When an arrestee refuses or is unable to provide information for the Arrest Report, the officer will note refused or unable to answer in the appropriate blocks.
B. Officers will attempt to positively establish an arrestee's identity as Commissioners will not incarcerate a defendant charged with a non-jailable offense.

C. When the arrestee's identity cannot be established, he/she will be identified by an alias if possible. The terms 'John or Jane Doe' should be avoided, unless no alternative exists. In the probable cause section of the Statement of Charges the officer shall state the reasons why the identity of the arrestee cannot be positively established.

1. If additional information is developed in the future, additional Continuation Reports shall be submitted as necessary.

2. Identification data may be available to the officer as the defendant is further processed by other agencies within the criminal justice system.

E. When a prisoner refuses to be processed, this shall be noted on all reports, and the Commissioner notified, however, Commissioners are prohibited from making completion of processing a condition for release. If an officer believes a refusal to be processed is based on an attempt to avoid identification the officer may contact the duty Assistant State's Attorney. The Assistant State's Attorney may make a recommendation to the Commissioner and determine whether to seek a court order requiring the prisoner to submit to processing.

F. When an officer cannot establish the arrestee's age, he/she will be booked as an adult,

unless the officer can reasonably assume by observation that the arrestee is a juvenile. When a juvenile charged as an adult is later discovered to be a juvenile, the reporting officer will submit a Continuation Report.

X. PROCESSING ADULTS

Adult arrests are processed by PGPD District I.

A. Adult arrest forms - the following forms may be used to process adult arrests:

1. **Arrest Report** - Completed for each arrestee. For arrests involving multiple victims/suspects refer to General Order UPPD702.0- "Department Reporting and Records Retention System", Section VI.D and E.

2. **Prisoner Property Record** - Prisoner property.

3. **Property Record** - For evidence and held property.

4. **Fingerprint Cards** - FBI, PGPD, MSP.

5. **Processing Information Sheet** - (P.G.C. Form #519).

6. **Report of Investigation** - Felony arrests (optional).

B. All adult criminal custody arrests are fingerprinted and photographed according to PGPD District I processing except for the following charges which are processed at the officer's discretion:

1. Disorderly Conduct;
2. Disorderly Intoxication;
3. Trespassing; and
4. Drinking in Public.

C. Adults arrested for traffic charges are processed through District I at the officer's discretion. Fingerprints are submitted only on the PGPD Fingerprint Card without an ID number. Mug cameras may not be used to photograph adults arrested for traffic offenses unless an ID number has been assigned. Polaroid photos may be taken and retained by the officer.

XI. INTERROGATION

A. It is the State's responsibility to prove in court that each person was properly and fully advised of all constitutional rights, that he/she understood those rights and was afforded an opportunity to exercise them.

B. A person in custody shall be advised of his/her constitutional rights prior to any interrogation. Until such rights are given, no evidence obtained as a result of a custodial interrogation can be used against the person.

C. When a person waives those rights, it is necessary that such waiver constitute a knowing, intelligent, and voluntary waiver.
D. It is necessary to give the Miranda Rights only when there is custody and interrogation.

E. In many cases, it is not necessary for an officer to advise a suspect of his/her Miranda Rights immediately on the scene of the apprehension. Therefore, when a suspect is taken into custody and is turned over to an investigator for follow-up investigation, the apprehending officer will not advise the suspect of his/her Miranda Rights unless the circumstances of the case necessitate immediate interrogation of the suspect.

1. The officer who turns the suspect over to the investigator will, in all cases, advise the investigator whether the suspect has been advised of his/her Miranda Rights. If these rights have not already been given, it will become the investigator's responsibility to ensure that the suspect is so advised.

2. Juveniles will be handled in accordance with General Order UPPD900.0 -"Juvenile Procedures".

F. When an officer seeks to interview a suspect or prisoner, other than in field interrogation situations, the Waiver of Rights and Statements

(P.G.C. Form #2628) will be used. Distribution of the form is:

1. Original Copy - Maintained by officer;
2. Canary Copy - Forwarded to PGPD Records Section; and
3. Pink Copy - Provided to the interviewee.

XII. CHARGING ADULTS ON JUVENILE PETITION

A. Adults to be charged with contributing to the delinquency of a minor, or contributing to a child in need of supervision, must be charged by the State's Attorney on a Juvenile Petition.

1. To constitute contributing to the delinquency of a minor, the adult must be contributing to the commission of an act by a minor, which would be unlawful even if the minor were an adult.

2. To constitute the offense of contributing to a child in need of supervision, the adult must be contributing to the commission of an act by a minor, which is unlawful for juveniles only, e.g., possession of alcoholic beverages, loitering, etc.

B. When a positive identification can be determined for the offending adult, he/she will not be arrested unless other violations mandate an arrest. When the information is obtained, the officer will respond to the OSA Juvenile Division, during normal business hours. The officer will complete an affidavit documenting the incident and the OSA Office will complete a petition. The adult will then be served.

C. If, however, the suspect cannot be positively identified so that a petition can be completed and served, he/she will be arrested. The officer will complete an Arrest Report and Statement of Charges and present the suspect before a Commissioner. The officer will respond to the OSA to complete an affidavit. The OSA completes a petition and the adult will be served.

XIII. MISCELLANEOUS COURT PROCEDURES

A. **Case Screening** - The officer shall contact the OSA within 72-hours following adult arrests prosecuted in the Circuit Court to schedule a screening appointment. The appointment shall take place within 14-days following the arrest. For other cases the officer may contact the OSA to determine whether screening is required.

B. **Bond Review** - Bond Review Hearings are held for prisoners unable to make bond and who would otherwise be incarcerated until the trial date. The hearings are usually held at the Correctional Center on the day following the arrest. Officers do not need to attend bond review hearings.

End of Document

UNIVERSITY PARK POLICE		GENERAL ORDER	
TITLE **JUVENILE PROCEDURES**			PROCEDURE NUMBER **UPPD900.0**
SECTION **OPERATIONS PROCEDURES**	NUMBER OF PAGES **7**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS **DATE:**	CALEA CHAPTER **44**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To provide specific procedures and guidelines in handling incidents involving juveniles.

II. POLICY

The Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. All personnel share responsibility for participating in supporting the Department's juvenile operations function and delinquency prevention efforts.

Officers dealing with juvenile offenders shall use the least coercive action when reasonable alternatives are available.

III. DEFINITIONS

Child: A person 17 years of age or younger who has not been emancipated: For purposes of enforcing curfew violations, a person 16 years of age or under who has not been emancipated.

CINA: Child in need of assistance

CINS: Child in need of supervision

Custody: Legal or physical control of an individual in an area or facility or while in transit.

Delinquent Offenders: Juveniles who commit violations of criminal law.

Juvenile: As used in this directive, a child. The terms are interchangeable.

Legal Guardian: Any adult person having temporary or permanent care, custody, or control of a juvenile.

Non-Offender: A juvenile who is not charged with any offense, usually a child in need of assistance or supervision (CINA or CINS).

Operator: Individual or corporation operating a business open to the public.

Place Open to the Public: Any privately owned place of business operated for profit to which the public is invited.

Public Place: Any place to which the public has access including, but not limited to streets, shopping centers and parking lots.

Secure Custody: When an individual is physically detained or confined in a locked area or cell for the purpose of processing, questioning, or testing.

Status Offenders: Any juvenile who has committed an offense for which an adult cannot be charged. Examples include runaways, truants and curfew violators.

IV. PROCEDURES

A. Taking Juveniles Into Custody

(§3-814, Courts and Judicial Proceedings Article)

1. Child in Need of Assistance (CINA)

A child may be taken into custody if:

In accordance with an order of the court.

An officer has reasonable grounds to believe that the child is in immediate danger and that removal is necessary for that child's protection.

In accordance with §5-709, Family Law Article, regarding the temporary removal of a child from a home without court approval when an officer accompanies a representative from the County's Department of Social Services (DDS) to a home and the representatives believe that the child is in serious, immediate danger.

2. Whenever an officer takes a child into custody in accordance with this section, the officer shall:

Immediately notify the child's legal guardian.

Immediately notify the DSS.

Maintain custody of the child until the DSS either takes custody of the child or authorizes the child's release unless the officer determines it is safe to return the child to the legal guardian.

3. Children other than CINA

Pursuant to the provisions of § 3-8A-14, Courts and Judicial Proceedings Article, a child may be taken into custody when:

Pursuant to an order of the court.

By a law enforcement officer pursuant to the law of arrest or in accordance with.

By a law enforcement officer or other person authorized by the court if either has reasonable grounds to believe that the child is in immediate danger and removal is necessary for that child's protection.

By a law enforcement officer or other person authorized by the court if there are reasonable grounds to believe that the child has run away from a legal guardian.

By a law enforcement officer after an intake officer has filed with the court an application for an arrest warrant prepared by a law enforcement officer (§ 3-8A-14.1 of the Courts and Judicial Proceedings Article.)

4. If an officer takes a child into custody in accordance to this section, the officer shall:

Immediately notify, or cause to be notified, the child's legal guardian.

Release the child to the legal guardian, or to any other person designated by the court, upon their written promise to bring the child to court when notified to do so.

Deliver the child to the court or place of detention or shelter care designated by the court.

B. Arrest & Processing Juveniles

When arresting a juvenile, the same laws of arrest apply to juveniles as adults. On-view and hot pursuit criteria are also the same regardless of the age of the offender.

1. Arrestee Transport

a. Transporting officers shall search juveniles regardless of whether they had been previously searched. When possible, transporting officers will be the same sex as the juvenile. Officers shall not delay transport solely to comply with this provision.

b. Supervisors shall balance the propriety of the above against staffing and workload considerations at the time of the transport.

c. Juveniles shall be segregated from public contact. They shall be removed without unnecessary delay from the scene**,** and transported directly to the appropriate police, detention center, or hospital. Officer shall

examine their vehicles before and after the transport has been completed.

d. Partially or fully disrobed juveniles shall be immediately removed from the public's view and covered before transport. Under no circumstances will disrobed juveniles be transported with the opposite sex.

e. Officers shall not transport adults with juveniles or juveniles of the opposite sex unless:

No other transport vehicle is available.

The arrest stems from the same incident.

f. Officers shall transport juvenile's status offenders and non-status offenders separately from juvenile delinquent offenders and adult arrestees.

3. Charging Juveniles

a. Officers shall complete an Arrest Report when a juvenile is arrested. An officer will request charges against a juvenile by checking "YES" in the shaded petition block of the Arrest Report in the following instances:

Felonies

Delinquent acts that involve weapons, are gang-related, or involve serious assaults.

b. Officers shall also request charges when the juvenile:

- Is a repeat offender
- Is on parole or probation
- Has cases pending

c. In other instances, officers may seek guidance from their supervisors if they feel that charges are warranted.

d. The Arrest Report narrative must establish probable cause for each offense for which a charge is requested. An Arrest Report Supplement shall be used as necessary.

4. Arrestee's Age Is Undetermined

a. When the officer cannot establish the arrestee's age, the arrestee shall be processed as an adult. If a juvenile is charged as an adult, and later determined to be a juvenile, the reporting officer will document this on a Continuation Report.

b. Once the offender's age has been determined, the regional processing facility is responsible for ensuring compliance with the core protections of the Juvenile Justice and Delinquency Prevention Act (JJDP).

5. Screening Requirements

a. The Juvenile Section of the Office of the State's Attorney (OSA) screens felony cases, serious misdemeanor cases and minor misdemeanor cases involving multiple offenses.

b. The arresting officer shall contact the Juvenile Section, OSA within 72 hours of arrest for a screening appointment. The officer must provide copies of all reports and written statements at the time of screening.

c. For cases that are not screened, officers must forward a packet containing copies of all reports and written statements to the Victim/Witness Coordinator for the Juvenile Section, OSA, within 72 hours of arrest.

d. When a juvenile is arrested for multiple crimes involving multiple complainants, the officer must screen the charges with the Juvenile Division of the OSA. All case numbers will be cross-referenced on the Arrest Report.

6. Identification Numbers

a. A PGID number shall be assigned to all juveniles for whom an Arrest Report is completed. Officers will initiate a PGID number check through the "Arrest by Name Index System" in the CJIS terminal (PIX3). If the juvenile already has a PGID number, officers shall use that number. If no PGID number has previously been assigned, officers shall obtain a number from the Criminal Records Unit of the Records Section. When the Records Section is

closed, officers shall obtain a PGID number from a pre-numbered PGPD juvenile fingerprint card.

b. If the juvenile is charged as an adult, the officer shall ensure that an adult PGID number is assigned.

7. Obtaining Arrest Numbers

a. Arrest numbers are issued for all arrestees charged as adults. They are obtained from the Criminal Records Unit of the Records Section. When the Records Section is closed, officers shall obtain an arrest number from a pre-numbered PGPD fingerprint card. Arrestees charged as juveniles are not assigned arrest numbers.

8. Juveniles Charged As Adults
(Criminal Law Article 4-203)
(Criminal Law Article 4-204)

a. When a juvenile is charged as an adult, the juvenile shall be processed in the same manner as an adult. All charges will be heard in adult court.

b. Juveniles shall be charged as adults if any one of the following criteria is met:

14 years or older charged with any offense for which the maximum penalty is either death or life imprisonment.

16 years or older charged with robbery with a deadly weapon, or an attempt.

16 years or older charged with wearing, carrying, or transporting a handgun; or, unlawful use of a handgun in commission of a crime.

c. When a juvenile is charged as an adult, the adult block of the Arrest Report will be checked. Shaded juvenile areas of the Arrest Report will be left blank.

d. In certain circumstances, officers may petition to have a juvenile case waived to be heard in adult court. Officers shall contact the OSA for assistance in these cases, and must appear at all waiver hearings. Juveniles whose cases have been waived to adult court must be charged and taken before the Commissioner within 24 hours of the court granting the waiver. A copy of the waiver must be presented to the Commissioner.

e. The core protections of the JJDP continue to apply until a juvenile offender is officially waived to criminal adult court, unless the juvenile offender meets the listed criteria.

9. Juvenile Interviews

Juveniles have the same rights as adults regarding statements and confessions. Special efforts will be made to ensure that juveniles understand their rights, as well as PGPD and juvenile justice system procedures.

10. Arrest Reports

a. For juveniles charged with the above listed offenses, the portion of the Arrest Report titled "PETITION" should be marked "YES." The name, address, and telephone number of legal guardians, spouses, relatives, accomplices, associates, complainants, or witnesses must be placed in Box 24. If the witness is a juvenile, the juvenile's legal guardian shall also be summoned. In this case, W/P shall be placed in the code area of Box 24, followed by the legal guardian's name, address, and telephone number.
b. When an officer completes an Arrest Report but does not request charges, the portion of the Arrest Report titled petition should be marked No.

11. Restitution for Crimes

DJS and the courts handle restitution. If requested, what should be indicated on the Arrest Report. Inquiries by the complainant should be referred to DJS.

12. Disposition of Juveniles Taken Into Custody

a. Officers will process the juvenile and, without delay,:

Release the juvenile
Deliver the juvenile to a court
Deliver the juvenile to a detention or shelter care facility

b. Prior to the release of any juvenile, a records check shall be done for outstanding writs.

13. Release of Juvenile

a. Juveniles shall only be released to a legal guardian. The legal guardian accepting custody must present valid photo identification and must print their name and sign the Arrest Report in Box #28, JUVENILE RELEASED TO. The form of identification presented will be noted on the Arrest Report, and a photocopy attached.

b. If a legal guardian cannot provide valid photo identification, but is able to establish their identity to the officer's satisfaction, the juvenile may be released. If the officer is not satisfied with the identification, DJS shall be contacted and the procedures detailed in "Legal Guardian Unable To Be Located" below shall be followed.

c. The Juvenile Recognizance Form must be signed by a legal guardian when picking up a juvenile that has been charged with a crime. If a juvenile is not charged with a crime, the Juvenile Recognizance Form is not necessary.

d. Legal guardians that sign a Juvenile Recognizance Form will be given the goldenrod copy. The CCN shall be placed in the upper right corner of the form. The remaining copies of the Juvenile Recognizance Form shall be stapled to the Arrest Report.

e. Recognizance forms must be sent to Youth and Family Services Division (YFS) along with the arrest report, fingerprint cards, and the Processing Information slip.

14. Legal Guardian Unable to be Located

a. If the legal guardian cannot be located, DJS shall be contacted. The officer will deliver the juvenile to DJS at the courthouse in Upper Marlboro on weekdays between 0800-1500 hours. On weekends, State holidays, and between 1500 hours and 0800 hours on weekdays, the officer will telephone DJS night intake worker at the Cheltenham Youth Facility.

b. Approval for detention will be obtained from the night intake worker before transporting the juvenile. The officer shall print the name of the DJS official who accepted custody of the juvenile in Box #28 of the Arrest Report. Do we do this

c. Once a juvenile is placed with DJS, responsibility for locating a legal guardian rests with DJS. Copies of all reports will accompany the juvenile when custody is relinquished.

15. Detention of Juveniles

a. When seeking detention of a juvenile, the Arrest Report must contain sufficient probable cause for the arrest. The following statement, endorsed with the officer's signature, will be placed on the reverse side of the canary copy of the Arrest Report:

 "I do affirm under the penalty of perjury and upon personal knowledge that the contents of the attached complaint are true."

b. This eliminates the necessity to affirm the probable cause statement before a District Court Commissioner.

16. Criteria
Juveniles held for detention must meet one of the following criteria:

Currently on probation for the offense charged.

Non-Maryland resident 12 years of age or older charged with any offense.

Non-Maryland resident under 12 years of age charged with a felony.

Legal guardian refuses custody or cannot be located.

Reasonable belief that the juvenile will leave the court's jurisdiction.

17. Charging Juvenile Without Custodial Arrest

a. If an officer charges a juvenile with a misdemeanor crime and a custodial arrest is not warranted, the officer shall:

Complete an Incident Report noting, "For more information, see Arrest Report, same CCN," in the suspect Section.

Complete an Arrest Report noting, "JUVENILE CHARGES REQUESTED" across the top of the form in bold letters and forward the original to YFS along with a copy of the Incident Report.

b. The juvenile need not be contacted. Do not list the names of juvenile suspects. Recording the names of juvenile victims or witnesses is acceptable.

18. Juvenile Court-Ordered Writ of Attachment

A court-ordered writ must be obtained when:

Investigation identifies a juvenile to be the perpetrator of a crime.

A wanted juvenile has fled the area.

A legal guardian refuses to surrender a juvenile.

Removing a juvenile from a temporary detention facility to place additional criminal charges.

20. Obtaining Writ When Court Is In Session

Officers shall:

Complete an Incident Report.

Prepare an Immediate Apprehension Affidavit of Probable Cause and Statement of Need.

Prepare an Order for Immediate Apprehension, Writ of Attachment.

Respond to the Department of Juvenile Services' office at the Upper Marlboro Courthouse (0900-1530) with these documents for review and authorization.

State law gives DJS authority over cases brought before the Juvenile Court. If authorization for the writ is obtained, the officer shall respond to the OSA. The OSA shall provide the officer with a writ number obtained from the Office of the Clerk for the Circuit Court, Juvenile Division. The officer shall then take the approved documents to a sitting judge for signature.

21. Obtaining Writs After Hours (Emergencies)

a. The following procedures shall be used after hours or when court is closed and obtaining a writ cannot be delayed:

Complete an Incident Report.

Prepare an Immediate Apprehension Affidavit of Probable Cause and Statement of Need.

Prepare an Order for Immediate Apprehension, Writ of Attachment.

Contact the on-call intake counselor at the Cheltenham Youth Facility for authorization. If authorized, the intake counselor will contact the on-call Assistant State's Attorney for review and approval, and to obtain a writ number.

b. The intake worker will then contact the duty judge. The officer shall respond to the duty judge's location for signature.

22. Youth Field Report (J-2)

a. The Warning/Field Observation/J-2 Report is used to:

Document suspected juvenile involvement in unlawful activities when probable cause for an on-scene arrest is lacking.

Cite juveniles 15 years of age and younger for minor traffic violations such as bicycle or mini-bike offenses.

Document a transport of a juvenile.
Document juvenile curfew violations ("Curfew Violation") shall be written across the top of the narrative section.

23. Taking Juveniles Into Custody Without Formal Charges

a. Juveniles may be taken into custody without formal charges for any violation of the law specifically applicable to children. Non-offenses are:

Child in Need of Supervision (CINS)

Curfew violations

Runaways

Truancy

Underage possession and/or consumption of tobacco products

Underage alcohol offenses

Incorrigibles

b. In CINA cases (for example, child abuse and neglect), notification shall be made to the DSS. In CINS cases, notification shall be made to the DJS. Officers with questions about these types of cases may contact either DSS or DJS for assistance.

24. Request for Juvenile Traffic Charges

a. Arrest Reports will be used to charge juveniles 15 years of age or younger with committing serious (*driving without a license*) and jailable traffic offenses.

b. A Warning/Field Observation/J-2 Report may be used to document minor traffic violations, such as bicycle or mini-bike offenses, for juveniles 15 years of age or younger. The J-2 should contain the specific charge and the youth's signature in the narrative section.

c. The juvenile will be given the appropriate copy and two copies will be forwarded to the Records Section.

25. Confidential Source

a. Juveniles may only be used as confidential sources with approval of a legal guardian documented on an Approval to Use Juvenile as Informant Form.

b. No promise of prosecutorial consideration for cooperation is permitted without OSA approval.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
JUVENILE CITATION-ALCOHOL BEVERAGE AND TOBACCO			**UPPD900.1**
SECTION **JUVENILE PROCEDURES**	NUMBER OF PAGES **1**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 44**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order sets forth guidelines and procedures for issuing a citation for violation of the alcohol beverage and tobacco products laws pursuant to Courts and Judicial Proceedings Article, §3-8A-33.

II. POLICY

Officers will actively enforce the provisions of the Criminal Law and Education Articles for juveniles that are in violation of alcoholic beverage and tobacco offenses.

III. PROCEDURES

A. When completing the Alcoholic Beverage and Tobacco Citation, officers will remember to:

1. Obtain correct information: full name, date of birth and address,

2. List the proper section of the Law being violated,

3. Print clearly, using a ball point pen and press firmly as 5 copies are being made, and

4. Sign your name and complete the blocks for Agency and ID number.

B. Officers will ensure that all relevant sections of the citation are completed.

1. Only one charge per citation will be issued.

2. Obtain full name, address and signature of parent's, it applicable.

C. Disposition of Citations:

1. The top three copies are to be submitted to the Department of Juvenile Justice after review procedures.

2. The pink copy will be given to the given juvenile defendant.

3. The officer will retain the gold copy until disposition is received from the Department of Juvenile Justice.

4. It should be noted that officers are not required to attend an intake hearing, and that officers do not have the right to appeal DJJ decisions.

5. The remaining copies of the citation will be forwarded to the Department of Juvenile Services for the State of Maryland.

6. All juvenile citations shall be maintained separately from adult records in accordance with Courts and Judicial Proceeding, Article §3-8A-27.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
CHILD ABUSE AND NEGLECT			**UPPD900.2**
SECTION **JUVENILE PROCEDURES**	NUMBER OF PAGES **3**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **1, 42, 44, 82**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish procedures pertaining to child abuse, sexual abuse, and child neglect.

II. POLICY

A patrol officer is usually the first to respond to reports of alleged child abuse or neglect. The primary consideration will be the child's welfare. Pursuant to § 3-814 of the Courts and Judicial Proceedings Article a police officer may take a child into custody if there is reason to believe that the child is in immediate danger from the child's surroundings and that the child's removal is necessary for the child's protection.

III. DEFINITIONS

A. Protective Services – Protective Services is an agency with the Department of Social Services, for Prince George's County Maryland. It provides assistance to families through consultation and referral to special services which treat the causes leading to conditions of neglect or abuse.

B. Child Abuse – is a felony in Maryland (see **Criminal Law Article 3-601**) and is defined as the sustaining of physical injury of cruel or inhumane treatment or as a result of a malicious act by any parent or other person who has permanent or temporary custody or responsibility for the supervision of a child under circumstances that indicate that the child's health or welfare is harmed or threatened thereby.

C. Sexual Abuse – as defined in §3-602, Criminal Law Article as an act by a parent or other person who has permanent or temporary care or custody or responsibility of a child that involves sexual molestation or exploitation of a minor, whether physical injuries are sustained or not and includes incest, rape, sodomy, a sexual offense in any degree and/or unnatural perverted sexual practices.

D. Child Neglect – is defined by Maryland law (§3-602.1, Criminal Law Article). The intentional failure by a parent, or other person who has permanent or temporary care or custody or responsibility for the supervision of a minor to provide necessary assistance and resources for the physical needs or mental health of a minor that creates a substantial risk of harm to the minor's physical health or a substantial risk of mental injury to the minor. Neglect does not include the failure to provide necessary assistance and resources for the physical needs or mental health of a minor when the failure is due solely to a lack of financial resources or homelessness.

E. Unattended Child – is defined by Maryland Law (§ 5-801-Family Law Article) as an unattended child under the age of 8 who has been locked or confined in a dwelling, building, enclosure or motor vehicle while the person charged with the care of the child is absent and the building, enclosure, or motor vehicle is out of the sight of the person charged, unless the person charged with the care provides a "reliable" person at least 13 years of age to remain with the child for protection.

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 is absent and the dwelling, building, enclosure, or motor vehicle is out of the sight of the person unless the person provides a reliable person at least 13 years old to remain with the child to protect the child.

IV. INVESTIGATION AND REPORT PROCEDURES

1. In all child abuse cases the officer making the initial contact with the victim will notify an investigator from the Prince George's County Police Child Abuse Unit at 301-772-4930. If no one is in the station the officer shall contact County Communications for an investigator. They are available 24 hours a day and handle all child abuse cases.

2. When it appears that immediate protection is necessary to ensure the physical safety of the child, the officer will take the child into custody and contact the Prince George's County Department of Social Services Child Protective Services, and an investigator from the PG County's County Child Abuse Unit.

3. When making the initial contact with the victim the officer should carefully observe the victim to look for obvious signs of injury. The officer or investigator will take the child to The Prince George's Hospital Center, Sexual Assault Center, to determine if medical treatment is required. Frequently, internal injuries or broken bones may be present that are not readily recognized by non-medical personnel.

4. Pursuant to Family Law Article, § 5-704 a written report will be made in all cases of suspected child abuse by the officer conducting the preliminary investigation, unless relieved of that responsibility by an investigator.

5. When a child abuse or neglect case requires investigation by other governmental agencies it is imperative that officers cooperate and coordinate with personnel from the Department of Social Services, Child Protective Services, or other appropriate agencies.

6. When the initial contact indicates a case of child neglect, the officer will notify a member of the Prince George's County Police Child Abuse Unit.

a. In many instances, child neglect cases could also involve child abuse and therefore officers will investigate and report all instances where child neglect is suspected.

b. A written report is necessary in all cases of suspected of child neglect, which must be received by Protective Services within 48 hours from the time it was written.

c. Officers are authorized to submit a copy of their report that has not been signed by a supervisor if the appropriate agency/investigator needs a copy of the report immediately.

7. Officers submitting written reports of abuse or neglect cases will have the following information, at a minimum, in their reports:

a. The circumstances that led the officer to believe that neglect and/or abuse exists,

b. How the child was harmed or what conditions exist(ed) to constitute neglect,

c. The source of the information such as personal observation, statements made by the child, parent(s) or person(s) outside the immediate family having relevant information.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
MISSING CHILDREN AND AMBER ALERT PLAN			**UPPD900.3**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
JUVENILE PROCEDURES	**4**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to ensure prompt, thorough police action in response to any report of a missing child, in accordance with Family Law Article, § 9 - 402.

II. POLICY

The law creates a clearing house within Maryland State Police and mandates submission of certain reports and information. Officers of this Department will investigate all missing children in accordance with Maryland Law and procedures herein. Every child reported as missing will be considered "at risk" until significant information to the contrary is confirmed.

A. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides, or was last seen, in this jurisdiction, this agency will immediately initiate the required reporting process. If a missing child legally resides in a jurisdiction that chooses not to take a missing child report, this agency will assume reporting responsibility. As soon as practicable, this agency will notify the Maryland State Police, if appropriate, in a continuing attempt to locate the missing child.

B. Notwithstanding any provisions of law to the contrary, if a missing child has not been located within twenty four hours of the filing of the missing persons report and either the local law enforcement agency or the Maryland State Police have reason to believe that the missing child may be located in a jurisdiction other than the jurisdiction where the missing persons report was filed, the Maryland State Police shall enter the investigation and in cooperation with the appropriate local law enforcement agencies assist State and national efforts to locate the missing child.

III. DEFINITIONS

A. A Missing Child (un-emancipated) - is a child who is under the age of 18, and is the subject of a missing persons report filed with a law enforcement agency in this State and whose whereabouts are unknown to their parent, guardian or responsible party.

B. At Risk Missing Children – is a child who has not been the subject of a prior missing person report.

1. The child has a mental and / or physical disability or illness.

2. Disappearance of the child is of a suspicious or dangerous nature.

3. The person filing the report has reasons to believe that the child was abducted.

4. The missing child has never previously been the subject of child abuse report filed with the State or local law enforcement agency.

5. The missing child is under 14 years of age.

IV. INITIAL INVESTIGATIVE PROCEDURES

A. Non-Critically Missing Children – If the child is not critically missing the following procedures will be implemented:

1. Officers will immediately seek to determine circumstances surrounding the child's disappearance, including but not limited to:

* confirming that the child is actually missing,
* locating the scene where the child was last observed, and
* interviewing family members, friends, teachers or other sources of information.

2. Ensure that a description of the missing child is broadcast to local area law enforcement agencies. A copy of the report will be left with oncoming shift supervisor for follow-up.

3. Supervisory personnel will ensure that a follow-up contact with the complainant will be made no later than 12 hours after the initial report is filed. If the missing child has not been located after 12 hours, procedures under "Critically Missing Child" will be implemented.

4. No member of this Department will discourage the filing of a report, or the taking of any action on a report of a missing child. Unnecessary delay in beginning a missing child investigation is prohibited under Maryland Law.

B. Critically Missing / At Risk Children – When a child is determined to be "Critically Missing or At Risk" officers will:

1. Complete a Missing Persons Report (Prince George's County form 3530) in addition to an Incident Report, if a crime is suspected.

2. An expanded investigation will immediately commence including the use of all appropriate and available resources.

3. Institute appropriate intensive search procedures as established by Department Policy. The Prince George's County Criminal Investigations Section will be notified to respond to coordinate efforts with the Patrol Division.

4. Prince George's County teletype will be notified to send a MILES Message to area jurisdictions and Maryland State Police Headquarters, and NLETS message to out of state jurisdiction as applicable.

5. Ensure that all available information pertaining to the case is immediately entered into NCIC.

6. Notify the Maryland Center for Missing Children (MC-MC) via MILES message. The Supervisor will be responsible for forwarding the completed report the MC-MC.

7. Notify the Department of Social Services to determine if the child/family has or have a history of abuse and /or neglect. Obtain any information that may assist in locating the child.

C. Unidentified Child – An officer assigned to the report of an unidentified person, whether living or deceased who appears to be a child, shall be responsible for:

1. Obtaining a complete description,

2. Ensure the entry of the unidentified child's description into NCIC Unidentified Person File by contacting Prince George's County teletype.

3. Utilizing all available resources to aid in identification of the child, and

4. Ensure the cancellation all notifications after identification is confirmed.

V. EXTENDED MISSING CHILDREN INVESTIGATION

A. If a child has been missing for over 30 days, the Supervisor will ensure that an NCIC Missing packet is completed and forwarded to the MC-MC, no later than 10 days after the 30-day time is limit is reached.

B. The officer will ensure that all additional information is given to Prince George's County Teletype for entry into the MILES/NCIC, with the exception of dental records.

C. The Center will enter dental records into MILES/NCIC.

D. The Supervisor will ensure the complainant is contacted weekly during the initial stages of the investigation and periodically thereafter.

VI. RETURNED / FOUND MISSING CHILD

A. Confirming recovery and the circumstances of return, including condition of the child and nature of the case closure.

B. Immediately contact Prince George's County teletype to have the missing person removed from MILES/NCIC.

C. Whenever possible, arrange an interview with the missing child and the investigating officer, to determine circumstances surrounding the disappearance. The follow-up interview should include, but not be limited to:

* Nature of closure, i.e., returned home voluntary, parents contacted by child, etc.
* Condition of missing person, i.e., physically abused, unharmed, etc.
* Reasons for disappearance, i.e., family argument, abuse, no reason given, etc.
* Activities while missing, food, shelter, associates, etc.
* Indication or abuse, exploitation, involvement in criminal activity

VII. ASSISTANCE BY THE MARYLAND STATE POLICE

A. The Maryland State Police are required to enter an investigation whenever there is reason to believe (on their part) that a child missing for over 24 hours is in a jurisdiction other than from where originally reported missing.

B. Upon request, the Maryland State Police will assist with missing children investigations. Such assistance may be requested at the direction of a Supervisor.

VIII. ACTIVATION OF THE MARYLAND AMBER ALERT PLAN

The Maryland Amber Alert Plan will be activated when:

A. Law enforcement verifies that a child has been abducted;

B. Law enforcement believes that the circumstances surrounding the abduction indicate the child is in serious danger of bodily harm or death;

C. Sufficient descriptive information about the child, abductor, and suspect's vehicle exists to make an immediate broadcast alert would help in the search; and

D. The abductor and/or child are likely to still be in the broadcast area.

Note: Child abduction by a non-custodial parent is not a case which would routinely meet the Maryland Amber Alert Plan criteria, unless the investigating agency can articulate a reasonable suspicion that the parent intends to physically harm the child.

E. Upon confirmation of the above criteria, the Department will contact the Maryland State Police Headquarters Duty Officer and request that the Maryland Amber Plan be activated.

1. Contacts can be made through:

a. 410-486-3101 or 800-525-5555 (in state only)
b. Facsimile 410-653-4269
c. PG County teletype 301-499-8074 for a METERS/NCIC entry

F. The requesting agency will be immediately contacted by the designated Maryland Amber Alert Plan coordinator from either the Command Staff of the Criminal Enforcement Command or the MC-MC.
The coordinator will review all requests for alerts for existence of the above criteria.

G. After an abduction is confirmed and it meets all points for activation:

1. The Maryland State Police will enter the necessary information in to the designated website www.MDAMBERplan.mdsp.org.

2. The Maryland State Police will notify the five Maryland/DC EAS stations by telephone followed by a fax, of the activation of the Maryland Amber Alert Plan and provide the necessary information for broadcast.

3. The Maryland State Police will notify the Maryland Department of Transportation, State Highway Administration, and Statewide Operations Center (SOC), of the activation of the Maryland Amber Plan and provide the necessary information for display on the Dynamic Message Signs (DMS) and Highway Advisory Radios (HAR). The DMJS has three (3) lines which contains twenty two (22) characters each.

4. EAS station will broadcast a civil emergency/child abduction message to all media outlets. The participating media outlets then broadcast the lookout(s) to the public.

5. The SOC will display lookout information on the DMS signs under SOC control and contact the Maryland Department of Transportation Authority (MDTA) and provide them with information to be displayed on the DMS signs under MDTA control. The SOC will place the lookout information on the HAR.

IX. ACTIVATION REVIEW

As soon as practical after a Maryland Amber Alert, the coordinating Council Members will meet with the law enforcement agency that activated the Maryland Amber Alert to review the implementation of established procedures and address any deficiencies.

X. REQUIRED TRAINING

Department designated employees shall attend Amber Alert Training offered by Maryland State Police.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
JUVENILE CURFEW			**UPPD900.4**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
JUVENILE PROCEDURES	**4**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **44**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish guidelines to enforce the Juvenile Curfew Law.

II. POLICY

The Department will make every effort to promote juvenile safety throughout the Town. Section 14-101, *et seq*. of the Prince George's County Code and Volume II Chapter 33 of Prince Georges County General Orders are adopted herein by reference. The Department will encourage voluntary compliance through the use of public awareness and education. This can be accomplished by utilizing several avenues of information including:

Informational brochures
Town Newsletter
Community presentations
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III. DEFINITIONS

Child – For the purposes of enforcing curfew violations a person 16 years of age or under who has not been emancipated.

CINA – Child in need of assistance.

CINS – Child in need of supervision.

Custody – Legal or physical control of an individual in an area or facility or while in transit.

Delinquent Offenders – Juveniles who commit violations of criminal law.

Juvenile – As used in this directive, a child. The terms are interchangeable.

Legal Guardian – Is any adult person having temporary or permanent care**,** custody, or control of a juvenile.

Non-Offender - A juvenile who is not charged with any offense, usually a child in need of assistance or supervision (CINA or CINS).

Place open to public – Any privately owned place of business operated for profit to which the public is invited.

Public place – Any place to which the public has access, including, but not limited to streets, shopping centers and parking lots.

Secure Custody – When an individual is physically detained or confined in a locked area or cell for the purpose of processing, questioning, or testing.

Status Offenders – Any juvenile who has committed an offense for which an adult cannot be charged; examples include runaways, truants, and curfew violators.

IV. CURFEW LAW

A. It is unlawful for any juvenile to be in or upon a pubic place in the County:

1. Between the hours of 2200-0500 hours Sunday through Thursday; and

2. Between the hours of 2400-0500 hours Friday and Saturday nights.

B. When the officer believes a juvenile is violating the curfew law, the officer shall complete a Warning/Field Observation/J-2 Report and order the juvenile to go directly home. Completion of a J-2 is appropriate when:

1. The officer is unaware of a prior curfew violation;

2. The officer does not have reasonable grounds to believe the juvenile is engaged in delinquent conduct;

3. The juvenile's identity is satisfactorily proven to the officer;

4. The juvenile is not involved in another act requiring further investigation;

5. The juvenile signs the Warning/Field Observation/J-2 Report and receives a copy;

6. The juvenile has not caused injury to persons or damage to property;

7. The juvenile goes home as directed.

C. The officer shall inform the juvenile that subsequent violations will result in detention at a police facility, and a fine will be assessed against their legal guardian.

D. If the officer has probable cause to believe the juvenile has not provided a correct name and address, the officer may take the juvenile into custody and charge the juvenile with "Failing to obey the lawful order of a police officer."

V. EXCEPTIONS

A. Exceptions to the Curfew Law are when a juvenile is:

1. Legally employed;

2. Accompanied by a legal guardian or another adult who is authorized by the legal guardian to supervise the juvenile;

3. On an errand as directed by a legal guardian until 0030;

4. Returning home by a direct route within one (1) hour of the end of a school or religious activity or a place of public entertainment such as a movie or sporting event;

5. Exercising their First Amendment rights and a letter, signed by the juvenile and a legal guardian, has been received by the Chief of Police or designee, which includes the legal guardian's home address and telephone number, and the specific place, time, and purpose the juvenile will be in a public place during curfew hours;

6. Married or has been married.

7. Engaged in normal interstate travel with legal guardian consent.

8. On the property where the juvenile resides (Common areas such as parking lots or play areas of apartment complexes are not considered property where the juvenile resides, unless the area has been specifically posted by the property owner as a juvenile area and adult supervision is evident).

B. If a juvenile claims an exception to the curfew law, but the officer can not verify it, the officer shall proceed as though no exception exists.

VI. LEGAL GUARDIAN RESPONSIBILITY & LIABILITY

A. It is unlawful for a legal guardian having custody of a juvenile to knowingly permit, or by negligence allow the juvenile to remain in any public place under circumstances not constituting an exception to the curfew law.

B. In this section, the term "knowledge," as used above, includes knowledge a legal guardian would reasonably be expected to have concerning the whereabouts of a juvenile. This requirement of the law is intended to hold neglectful legal guardians to a reasonable standard of responsibility. It is no defense that a legal guardian did not know of the activities, conduct, or whereabouts of such juvenile.

C. The first violation of the curfew law will result in a warning being issued to the juvenile's legal guardian. County Code requires that the Department send letters to the legal guardians of the juveniles who have received written curfew violations warnings. A second violation by the juvenile shall be treated as a first offense by the legal guardian, and a citation shall be issued.

D. DC Form #28 shall be used by officers to charge guardians when:

1. The officer has firsthand knowledge that the juvenile has been detained for a prior curfew violation;

2. The juvenile's legal guardians have been warned;

3. The legal guardian is immediately available to take custody of the juvenile.

E. When a legal guardian responds to retrieve the juvenile, the custody officer shall issue the DC Form #28 and give the guardian goldenrod copy. Fines are assessed as follows:

1. First offense, $50.00
2. Second offense, $100.00
3. Third and subsequent offenses, $250.00

F. Curfew violations are civil offenses for which legal guardians are cited. Juveniles violating the curfew law are regarded as status offenders, and shall not be issued a DC Form #28.

VII. TAKING JUVENILES INTO CUSTODY FOR CURFEW VIOLATIONS

A. Officers shall take juveniles into custody and transport them to the District III Station of the Prince George's County Police Department when:

1. The officer has knowledge that the juvenile has previously violated the curfew law;

2. The officer has knowledge that a juvenile has received a written warning for a curfew violation;

3. The officer has reasonable grounds to believe the juvenile has engaged in delinquent conduct.

B. Officers shall handcuff juveniles during transport.

C. If the juvenile is also charged with a crime the officer shall complete an Arrest Report.

D. The officer shall ensure that the juvenile's guardian is notified and instructed to pick up the juvenile within one hour.

E. Juveniles cited for curfew violations will be released to their legal guardian upon completion of a Juvenile Recognizance Form. The custody officer shall stamp the reverse of the side and goldenrod copies of the DC Form #28 with a Parental Notification Stamp and give the legal guardian the goldenrod copy.

F. If the guardian cannot be contacted, or fails to take custody of the juvenile within one hour of notification, the officer shall regard the juvenile as being in need of supervision (CINS). The officers shall notify the Department of Social Services (DSS) for placement of the juvenile.

G. Juveniles charged with only a status offense such as a curfew violation shall not be held in secure detention.

XI. RECORDS MANAGEMENT

A. All information pertaining to juvenile curfew violations will be forwarded to Prince George's County Records. Copies that are retained at the Department will be filed separately from other reports and well identified as juvenile records.

B. Juvenile-related information may be accessible to law enforcement and prosecution agencies for:

1. Criminal investigations
2. Criminal proceedings
3. Juvenile cases

End of Document

UNIVERSITY PARK POLICE			GENERAL ORDER
TITLE **COLLECTION AND PRESERVATION OF EVIDENCE**			PROCEDURE NUMBER **UPPD1000.0**
SECTION **PROPERTY PROCEDURES**	NUMBER OF PAGES **11**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **53, 72, 74, 81, 82, 83, 84**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes formal procedures governing the operation of the evidence/ property function. The word "property" includes found property, recovered stolen property, evidence and contraband.

II. POLICY

It is this Department's policy to ensure that all property in its custody will be diligently protected and secured by strict adherence to this general order's procedures. The Chief shall designate the Property Custodian and one designee who will have the responsibility for the security and control of seized, recovered and evidentiary property as well as abandoned, lost or found property held by this Department.
If the property seized is the result of an arrest, the property may be submitted to the Prince George's County Police Department.

If a crime or incident occurs in the Town that exceeds Department service capabilities, the Prince George's County Police Department will be requested to respond. When this occurs, their procedures and guidelines will be followed. Officers of this Department will then act in a support function at County direction. (See PGCOPD Volume II, Chapter 41 Property & Evidence)

Whenever available, materials and substances will be collected from a known source for submission to a laboratory for comparison with physical evidence collected. Evidence collection shall be handled in accordance with practices taught in the training academy and written directives.

III. DESIGNATED STORAGE AREAS (DEFINITIONS)

To ensure the integrity of all items of evidentiary value, the Property Room will be used for the storage of evidence. The designated Property Custodian or a designee is authorized to access the property room.

B. **Money Safe** - money below $5000 shall be witnessed by a supervisor and stored in the Department safe until deposited in a general fund or returned to its rightful owner. The Chief and designee have access to this area. Monies over $5000 will be taken to PGPD District I Station and deposited in the narcotics drop box and witnessed by a PGPD supervisor.

C. **CDS Storage -** all controlled dangerous substances, i.e., marijuana, cocaine, crack, heroin, etc., will be taken to PGPD District I Station and deposited in the narcotics locker after being weighed and signed by a UPPD supervisor or PGPD supervisor. CDS paraphernalia, i.e., bongs, pipes, rolling papers, drug scales, containers, etc., may be stored in the UPPD property room storage facility.

D. **Outside Shed -** used for storing bicycles and found property that is too large to be stored in the property room.

E. **Gun Safe -** for the storage of guns (not BB or pellet), precious metals, jewelry, gemstones, and other items of value or an unusual nature.

F. In the event that any item(s) will not fit in any of the approved areas, or have special or unique storage requirements, a decision as to where the item(s) will be stored will be made by the Chief or a designee.

IV. PROPERTY PROCEDURES

A. No property records shall be submitted to PGPD unless the property is being turned over to PGPD. Any property taken into Departmental custody shall be accounted for in accordance with the provisions of this general order.

B. All property shall be protected from contamination, alteration, destruction and damage. Officers taking custody of property that they do not know how to preserve shall contact a PGPD BPO or Evidence Unit for assistance.

C. All items will be labeled with completed tags, either:

1. Recovered Property Tags (P.G.C. Form #2618) blue in color; or

2. Evidence Tags (P.G.C. Form #45) yellow in color.

D. Twine, string or wire will be used to attach tags securely to property. Tags may be stapled to non-evidentiary paper items. Rubber bands, paper clips and tape will not be used. Exposed cutting edges and blades will be taped.

E. No property item will be substituted for another property item, e.g., one piece of currency in place of another having the same face value.

F. Firearms - officers submitting firearms shall ensure that they are unloaded. If possible, the action will be opened. Clips or magazines shall not be stored in a weapon and ammunition shall not be stored in a clip or magazine.

G. Marking Evidence

1. When evidence is marked the mark shall be:

a. As small as practicable;
b. Distinctive; and
c. Placed in a location that will not reduce the item's value.

2. An evidence item shall not be marked when:

a. It bears a manufacturer's identification number; or

b. The marking would alter its evidentiary value; and

c. It is capable of being identified through distinctive markings and recorded information.

H. The Property Record (P.G.C. Form #126) is used for recording all property items taken into custody. All items shall be described in detail. Where any item bears the following, all information will be recorded: Manufacturer name; Model name or number; and unique identification number.

1. Property items with identification numbers will be checked for stolen through NCIC with the results of that check recorded on the Property Record.

2. For evidentiary items the officer will document the person or location from which the item was obtained on a report.

3. Property shall be released using the original Property Record when the property and Property Record form are available to the releaser. Distribution of this form is:

a. Canary copy - Forwarded to the Records Section when received by the Property Section;

b. **Pink copy** - Officer (except narcotics cases); and

c. **Goldenrod copy** - District I

4. If the original Property Record form is not available to the releaser, a Property Release form (P.G.C. Form #127) shall be used. Distribution of this form is:

a. **White and Pink copies -** sent to the Property Section;

b. **Blue copy -** retained by the releasing officer; and

c. **Yellow copy -** sent to District I property file.

I. The "Property Held by Court" form shall be completed whenever a court retains property. The form must be filled out in quadruplicate prior to reporting to the OSA or Clerk of the Court.

1. The officer shall include on the form only those items intended for use as evidence. The officer shall check with the prosecutor prior to court to verify which property items will be used as evidence.

2. If the officer has been excused from court after the property has been introduced as evidence the form must be signed by the Clerk of the Court acknowledging custody of the evidence. After signature, copies #3 and #4 will be returned to the officer.

a. Copy #3 will be retained by the officer; and

b. Copy#4 will be forwarded to the Property Section via courier.

3. The Clerk of the Court signs the evidence form for all circuit court cases.

4. For property items booked through PGPD the PGPD Property Section interacts with the courts to retrieve property.

V. SUBMITTING PROPERTY

A. All property not held for court purposes will be submitted to a property storage location prior to the officer's end of watch.

B. A supervisor will sign the property record, return the officer's copy and secure the property in a property storage area.

C. Off duty officers who recover property of minor value, e.g., license plates, may retain the property for a maximum of 72hours. All other property with intrinsic value, including firearms, CDS or valuables, shall be immediately submitted to a supervisor.

D. Unique Items - Firearms, CDS, Valuables and Other Items

Any officer, in on or off duty status, who takes possession of any firearms, CDS, monies or valuables or other evidence shall submit them to property prior to the end of watch.

E. Large Sums of Money or Valuables

1. Money or valuables less than $5000 shall be stored at UPPD station until properly deposited into a bank account or returned to the rightful owner.

2. Money or valuables worth $5000 or more will be transported directly to the PGPD Property Section when open. Supervisors determine whether an item should be transported to the PGPD Property Section when its value cannot be determined.

3. When the PGPD Property Section is closed all money or valuables, over $5000 of value, will be placed in a PGPD District I narcotics mailbox. Those items placed in the narcotics mailbox will be logged and the associated paperwork processed in the same manner as narcotic property.

F. Chain of Custody

1. For each item officers shall document the name of the person who collected the item.

2. A chain of custody will be maintained for all evidence items.

3. For non-narcotic property the chain of custody will be documented on reverse of the Evidence Tag.

4. Responsibility for documentation lies with the receiving officer.

5. When evidence is transmitted to outside agencies, officers will document chain of custody information on the appropriate report.

G. Property Storage Area - the Chief and commissioned officers are authorized access to Department property storage areas within the UPPD station.

H. UPPD Property Records Files - includes records of all property held at UPPD station.

1. **Bicycle File -** Contains records of all bicycles held at the station prior to disposition.

2. **Property Held by Officer File -** Includes records of property held by officers for court presentation. The Chief or a designee may monitor this file to ensure that Department is not holding property for more than 180 days.

3. **Property Released File -** Includes all records of property that have been released to the owner or to the PGPD Property Section.

I. Bicycle Procedures
1. **Stolen Bicycles -** the PGPD Telecommunications Section will be notified only if the make and serial or permanent identifying number are known. If entered into a computerized file, other identifying characteristics may also be included.

2. Recovered bicycles - Officers shall check stolen status of recovered bicycles by serial or other identifying number. If a bicycle registration sticker is attached, the issuing agency will be contacted to determine ownership. Results of the investigation will be placed on the Property Record and recovery information supplied to PGPD Telecommunications Section if applicable.

3. Releasing Bicycles - when a bicycle is recovered and cannot be returned to an owner during the tour, the officer shall book the bicycle into outside property shed. The officer shall attach his/her copy of the Property Record to the Incident Report.

a. When the owner of a recovered bicycle is a Town resident the officer shall transport the bicycle to the resident's address for release unless it must be held for evidence.

b. Resident's bicycles may be held for a maximum of 24hours in the police office pending pickup.

4. Bicycle Registration

An officer shall refer a resident to Prince George's County Police District 1 Station for registration of any bicycle.

VI. RELEASE OF PROPERTY

A. When property is recovered and the property owner is known, the officer shall immediately notify the owner and inform the owner that proof of positive identification of the property must be presented within 90days for the release of the property. This provision does not apply for items being held for court.
1. The notification and manner in which made will be noted on the Property Record.

2. Mail notifications are made via form letter (P.G.C. Form #2746).

3. In cases where the officer has submitted property to the PGPD Property Section,

notification responsibility rests with the Property Section.

B. Property that is not held for court or other law enforcement purposes, will be held by the PGPD Property Section for 3months (except seized handguns).

1. If not claimed or returned to its owner within that time the property will be submitted to the County Purchasing Agent for disposition in accordance with law.

2. The following property will not be released to owners:

a. Contraband;
b. Confiscated motor vehicles;
c. Money confiscated as a result of vice violations;
d. Property held as evidence.

C. Release To Finder - When an officer recovers found property from a finder and ownership cannot be established, the officer will advise the finder that the property may be released to them if:

1. The property is not claimed by the owner within 90days;

2. The finder lays claim to the property within 90days;

3. The property is not contraband nor a handgun; and

4. The finder provides proper identification.

VII. SEIZED FIREARMS

A. **Handgun Definition** – Criminal Law Article Section 4-201(c) (1) defines a handgun as "a pistol, revolver, or other firearm capable of being concealed on the person. Handgun includes a short-barreled shotgun (Section 4-201(g)(1-2) a shotgun that has one or more barrels less than 18-inches long; or a weapon that has an overall length of less than 26- inches long and was made from a shotgun, whether by alteration, modification, or otherwise) and a short-barreled rifle (Section 4-201(f)(1-2) a rifle that has one or more barrels less than 16-inches long; or a weapon that has an overall length of less than 26- inches and that was made from a rifle, whether by alteration, modification, or otherwise). Handgun does not include a shotgun, rifle, or antique firearm.

B. When any firearm is taken into Departmental custody and is not listed as stolen in NCIC or cannot be checked through NCIC, the officer shall cause a telex to be transmitted to the PGPD Telecommunications Section. The facsimile shall include:

1. Make;
2. Model name and number;
3. Serial number and other identifying numbers; and
4. Physical description of the firearm, including size, type and material.

C. The PGPD Telecommunications Section enters the information to the NCIC Recovered Gun File. The entries are maintained in NCIC for the year of entry plus two additional years. The officer shall indicate on the Property Record "No record stolen; placed in recovered gun file".

D. Handguns Involving Criminal Charges

1. When handguns are seized and criminal charges are brought against the person(s) who had possession of the handgun, the following procedures will be observed:

a. The officer will complete a Property Record, describing the handgun by make, model and serial number, or other identifying characteristics. The name and address of the owner will be included if different from the person charged.

b. The weapon will be submitted to a supervisor prior to the end of the officer's tour of duty.

c. Procedures for weapons retained for forensic analysis or ballistic testing will be in accordance with the PGPD General Order Manual Volume 2, Chapter 41.

d. Handguns seized pursuant to a violation of Criminal Law Article, Section 4-203 are subject to forfeiture to the State. The PGPD Property Section is responsible for notifying the owners of these handguns of the pending forfeiture and appeal procedures.

1) Officers will notify owners of handguns not subject to forfeiture pursuant to Criminal Law Article, Section 4-203.

2) Owners have 30days in which to apply for the return of the handgun.

e. The words "FOR FORFEITURE" will be printed in the description section of the Property Record, for handguns seized under Section 4-203. This will be done even when the possessor of the handgun is not charged with an actual violation of Section 4-203, though he/she may be charged with another crime such as armed robbery.

f. Officers seizing handguns under Section 4-203can help expedite the return of a gun to its owner only if the gun has been reported stolen. In these cases, "HOLD FOR OWNER" will be printed in bold letters beneath "FOR FORFEITURE" and the owner will be advised to apply to the PGPD Property Section for return of the weapon.

g. In other cases, owners must appear before a hearing board before the handgun will be returned. Accordingly, if the handgun is not listed as stolen the owner shall be told to apply to the PGPD Property Section for a hearing that will determine whether the owner could or should have known the gun was possessed in violation of Maryland law.

h. Only the PGPD Property Section may release handguns.

i. The Chief may convert handguns confiscated for a violation of the Criminal Law Article, Section 4-203 or 4-204 to Department use, or sell, exchange, or transfer the forfeited property as stated in Criminal Procedure Article, Section 13-206.

E. Handguns Not Involving Criminal Charges

1. All seized, found or recovered handguns will be submitted to a supervisor or PGPD District I property room prior to the end of the officer's tour of duty. Only the Chief (or PGPD Property Section for firearms turned in to PGPD) may release any seized handgun.

a. Officers seizing such handguns will notify the owner to contact the Chief (or, as appropriate, the PGPD Property Section) within 90days to apply for the release of the weapon.

2. If the seized handgun has not been reported stolen prior to its seizure, the owner attempting recovery must apply to the PGPD Property Section within 90days of notification by PGPD.

a. A hearing board may authorize return of the gun to the owner following an appropriate inquiry.

F. Long Guns Involving Criminal Charges

1. When a rifle or shotgun is seized and charges are filed, officers shall:

a. Complete a Property Record describing the weapon by make, model, serial number or other identifying characteristics. The name and address of the owner will be included if different from the person who had possession of the weapon. The officer seizing the weapon will notify the owner.

b. Submit the weapon to property prior to end of watch.

2. When an officer seizes a weapon (other than a handgun) and the person who had possession of the weapon is not criminally charged, the disposition of the weapon will be handled in the same manner as all other routine property.

G. Stolen Checks/ Canceling NCIC Entries

1. Found or recovered property with serial numbers or other identifying numbers will be checked through NCIC. The results of that check will be recorded on the Property Record.

2. Recovered stolen property that had been entered into NCIC will require a cancellation. This must be done by sending a fax to the PGPD Telecommunications Section. The telex will include all serial numbers, property descriptions and the CCN.

3. Stolen credit cards are not entered into NCIC.

VIII. CONFISCATED MONEY CASES

A. In cases involving property or proceeds from CDS or gambling cases the officer will note Confiscated Money in the lower left corner of the narrative section of the Arrest Report.

B. Proceeds and property seized pursuant to Criminal Procedure Article, Section 12-202 shall be photographed. The photographs may then be substituted for the actual items for court presentation. Officers seizing money in these cases shall photograph (not photocopy) the money. Seizures involving more than one bill shall be photographed as a whole (not each separately).

IX. NARCOTIC PROPERTY

A. Officers who seize CDS (Controlled Dangerous Substances) or suspected CDS property shall maintain strict control of such property until submission. Other officers shall be brought into the chain of custody only as necessary, with each transfer of control documented on the Chain of Custody Log (P.G.C. Form #3747).

B. Officer shall submit CDS property before the end of their tour of duty unless they transfer control of the property to another officer. If the property is transferred, the accepting officer shall submit it before completing his/her tour of duty, except as provided for in this section relating to wet vegetable matter.

C. Off-duty officers who recover CDS shall submit the CDS property before ending continuous involvement in the off-duty incident. In no situation shall an off-duty officer delay submission of CDS until regular work hours. Officers shall not possess CDS off-duty following normal duties associated with the evidence, regardless of whether the CDS was recovered on-duty, off-duty, or checked out for court.

D. CDS materials shall be submitted in separate packaging and on a separate Property Record from non-CDS property recovered under the same CCN.

E. CDS Packaging Procedures

1. All CDS shall be submitted in 91/2” X 16” heat-sealed, plastic pouches, except as noted. Seized material too large to be placed in a pouch should be placed in a box or other suitable container that is then sealed with evidence tape, initialed and dated.

2. Other types of packaging devices, such as glass vials, film canisters, and separate envelopes, may be placed within the pouch. In all cases, the pouch shall be the outer container.

3. Glass and other breakable containers shall be wrapped with sufficient plastic padding to prevent breakage. All containers shall be securely taped to prevent leakage or spillage. Sharp edges that might appear on pipes or broken items shall be wrapped

or boxed to prevent injury. Syringes shall be packaged as described in elsewhere in this section.

4. After packaging, the officer shall affix a completed adhesive Evidence Label (P.G.C. Form #3645) to the extreme lower right corner of the pouch. The pouch shall then be placed in the heat sealer to secure it across the top. The pouch shall be sealed approximately one inch from the top. The officer shall initial over the heat seal. Officers shall not overfill the pouch, thus allowing laboratory personnel to more easily open and reseal it.

5. Different types of CDS property shall be submitted in separate pouches.

6. Items found in different areas or from different defendants shall be packed separately.
7. After packing, officers shall drop all copies of the Chain of Custody Log in the narcotic mailbox. The form shall be attached to the evidence above the heat seal.

F. Packaging Procedures for Unusual or Dangerous Items

1. Syringes and Needles

a. Hypodermic syringes and needles shall be packaged in leak proof, puncture-resistant plastic tubes. The sealed tubes shall be placed in a heat sealed pouch. Syringes and needles will be inserted sharp end first into the plastic tube and the cap firmly tight.

b. Employees shall not attempt to make the needle safe or unusable by re-sheathing with protective cap, cutting, bending or removing the needle from the syringe. Syringes will be packaged separately from other evidence. Biohazard labels will be placed on the syringe tube and pouch.

2. Plants and Vegetable Matter

a. Whole plants greater than one foot in length shall not be submitted for analysis. In such instances, officers shall weigh and photograph the plant in its natural form. Officers shall cut or break it apart and then submit leaves, flowering tops, stems and seeds for analysis, using routine procedures. The remainder of the plant, including mature stalks and roots, shall be submitted on a separate Chain of Custody Log and marked for destruction.

b. Wet vegetable matter shall not be placed in a pouch. If the material does not dry naturally within the seizing officer's tour of duty, custody shall be transferred to a PGPD NED officer. If the material does not dry during the PGPD NED officer's tour of duty, he/she shall photograph the material and arrange for its secure storage until the material dries.

c. The PGPD NED officer shall submit a temporary, partially completed Chain of Custody Log to his/her supervisor. He/she shall subsequently weigh and package the material and submit final paperwork when the material dries.

d. Use of hair dryer's or other devices to dry wet CDS shall only be done by trained PGPD NED personnel of evidence technicians.

3. Liquid CDS (Phencyclidine)

a. Officers seizing liquid CDS shall exercise extreme caution in handling it, giving consideration to its carcinogenic, toxic, flammable and explosive properties. The seizing officer in compliance with taping and plastic padding procedures described in this section may submit liquid CDS seizures of less than one pint.

b. In seizures of any type of liquid CDS totaling one pint or greater, regardless of the number of containers involved, PGPD NED shall be requested to respond and take custody of the material.

c. Officers who encounter unknown CDS substances, unmarked CDS containers, raw CDS manufacturing chemicals, or other possible evidence of clandestine laboratories shall handle those materials to the least extent necessary. The officer shall immediately notify PGPD NED and obtain specific handling and packaging guidance if a PGPD NED officer does not respond and assume custody.

G. CDS Submission Process

1. All CDS materials shall be weighed with the least amount of wrapping material possible prior to final packaging. A supervisor shall witness the weighing and sign the Item/Quantity portion of the Property Inventory Record.

2. Pills, tablets, and capsules shall be individually counted and weighed as a group, provided that all items within the group are the same. Different pill types require separate groupings.

3. Property items suspected of containing minimal residue or trace amounts of CDS shall be counted and not weighed.

4. Following weighing and final packaging in the heat-sealed bag, the officer shall drop the CDS into the narcotics mailbox and note the submission in the log book located next to the mailbox. The supervisor who witnesses the weighing reviews (but does not sign) paperwork, observes the submission into the mailbox, and initials the logbook entry. The supervisor does not enter the chain of custody unless necessary.

H. All CDS Submission Forms shall be accompanied by the following forms:

1. **Property Inventory Record -** Staple all copies to the polyester evidence bag in the margin above the 1" heat-sealed strip. The officer's receipt copy is returned to him/her following pickup from the narcotics mailbox.

2. **Chain of Custody Log -** Staple to the evidence bag with the Property Inventory Record. This form is always typed and the District Court tracking number indicated directly above the CCN in the upper right corner.

3. **Adhesive Evidence Label -** Affix to the extreme lower right corner of the evidence bag.

a. The PGPD District I logbook by the narcotic mailbox must be completed by the officer and initialed by the witnessing supervisor.

b. When the submitted CDS is not to be analyzed for court purposes the officer shall indicate upon the Property Record either that the

CDS can be destroyed or that it must be stored without analysis pending further instructions.

c. Following pickup of property the signed copies of the Property Record are held at PGPD District I for pickup by UPPD officers.

I. Obtaining Evidence for Court

1. Officers who need CDS evidence for court presentation shall obtain that evidence from the Drug Analysis Laboratory on the actual court date, and shall return it to the Drug Analysis Laboratory immediately following court that day.

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a. If the Laboratory is closed when court ends, officers shall resubmit the evidence utilizing the PGPD District III mailbox.

b. Resubmission shall be witnessed by a supervisor in the same manner as if the CDS was being submitted for the first time, except that a new Property Record shall not be made.

2. The Chain of Custody Log and the station logbook for that mailbox shall be signed in the same manner as the original submission. No officer shall ever retain personal possession of CDS evidence overnight.

3. If the court retains possession of the evidence the officer shall obtain documentation from the court and immediately deliver that documentation to the Drug Laboratory or the narcotics drop box.

4. When returning CDS property that will no longer be needed as evidence the officer shall write "To Be Destroyed" on the Property Record and sign and date the Record. No officer shall destroy seized CDS all destruction of CDS is accomplished by the PGPD Property Section.

X. SEIZED COMPUTERS, COMPUTER RELATED EVIDENCE AND MAGNETIC MEDIA

A. The PGPD Computer Forensic Unit (CFU) collects and examines magnetic media found within computer systems and computer hardware. The recovered data is then analyzed for its evidentiary value.

B. The CFU is further tasked with conducting computer crime related investigations. The CFU is the point of contact for investigative sections, both within and for outside agencies when it is believed that a computer crime has been committed. All requests for examination must be directly related to a case. Examinations will not be performed for unrelated purposes.

C. Submitting Items To CFU For Analysis

1. Officers who request analysis of magnetic media, such as hard drives or diskettes shall transport such items directly to the CFU. Officers need to be aware of the magnetic component of the evidence and take steps to keep the evidence away from harsh conditions and magnetic fields.

2. Officers intending to transport such evidence to the CFU shall first contact the unit by telephone to ensure a CFU representative is available to accept custody of the evidence.

3. When circumstances prevent a timely response to the CFU, the officer will place the items in temporary storage at UPPD until the items can be transported to CFU at the earliest possible time. Items to be analyzed shall not be held at a temporary storage facility for more than 96hours.

4. Upon completion of analysis, CFU will send a Report of Findings (P.G.C. Form #4548) to the requesting officer.

5. Copies of the original evidence will be stored at CFU. If the Office of the State's Attorney requires any portion of the analyzed item, the request will be honored in all cases. CFU will submit all completed, analyzed evidence to the Property Section. This will be indicated in the last paragraph of the analysis report.

6. Seizure of Magnetic Media - The CFU has primary responsibility for seizing magnetic media. Officers who have computer systems as targets in their search and seizure warrants shall notify the CFU at least 48hours prior to the execution of the warrants. When available, a CFU investigator will respond to the scene and assist in the safe shutting down of the computer system and in the collection of items to be seized. The CFU investigator will transport the seized items to the CFU. **(83.2.5)**

XI. PROPERTY OF DECEASED PERSONS

A. Authorization must be obtained from the Register of Wills to release property to relatives of a deceased who are not immediate family and not living with the deceased at the time of death.

B. When an officer handling a routine death report determines that the deceased has no living next-of-kin or relatives who can be located, the officer shall:

1. Contact the OSPG to arrange court order securing the deceased's property;

2. Request that a deputy respond to the scene to take custody of the property; and

3. Supply the following to the OSPG:

a. Name of deceased;

b. Address and description of property to be safeguarded;

c. Reason for the request, e.g., next of kin unavailable;

d. Materials needed to properly safeguard the property, e.g., locks and hasps, plywood sheathing for doors and/or windows; and
e. Contact phone number for the officer.

C. After OSPG has been contacted a deputy will respond on the scene with a court order, legally authorizing the safeguarding of the deceased's property. The officer will note in the report the name and ID number of the deputy. If any property is thought to be of considerable value, e.g., money or jewelry and it is openly visible, the officer will request that a second officer respond to the scene to await the OSPG arrival.

D. If the deceased is removed from the scene prior to the OSPG arrival the officer handling the case shall:

1. Inspect the deceased for articles of value; and

2. Remove those articles from the body and inventory them on a Property Record.

E. If the removal of any articles from the body would result in damage to the article, destruction of evidence, or desecration of the body, the officer shall:

1. Enter the articles on the report with a notation as to why removal was not accomplished; also indicate the body's destination; and

2. Photograph the articles prior to the body being removed. When photographs are taken, it will be noted on the report.

XII. INVENTORY AND INSPECTIONS

A. The Chief of Police shall:

1. Appoint an officer to conduct an annual inventory and audit of procedures of evidence held by this Department. The officer named to conduct this inspection shall, under no circumstances, have the evidence function under their control. The purpose of this inventory is to ensure the integrity of the evidence system and to require an accounting for every item of evidence and property.

2. Conduct an inventory of property held by the Department when the Chief is replaced and a newly designated Chief of Police is hired.

3. Order unannounced inspections of evidence/property storage areas to be conducted at least semi-annually. The officer conducting the inspections shall be of supervisory rank. Evidence / Property accountability and security procedures shall receive primary attention during these spot inspections. A random comparison of records with physical evidence should consume most of the time allotted to the conduct of spot inspections. The same operations and procedures performed in the evidence / property storage areas need not be examined each time a spot inspection is conducted; rather, a different variety of activities should receive attention during successive spot inspections. These inspections are in addition to and in support of other regularly scheduled inspections.

4. Shall order an inspection to determine adherence to procedures used for the control of property is conducted semi-annually by the Chief or a designee.

B. Supervisors - shall conduct periodic inspections of the property procedures to ensure the aforementioned procedures in this general order are being followed.

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE **COMMUNICATIONS AND RADIO PROCEDURES**			PROCEDURE NUMBER **UPPD1100.0**
SECTION **COMMUNICATIONS PROCEDURES**	NUMBER OF PAGES **6**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
↑ **NEW** ↑ **AMENDS** ↑ **RESCINDS** **DATE:**	CALEA CHAPTERS **81, 41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish the radio communications procedures for the Department. The University Park Police will utilize Prince George's County Public Safety Communications (PSC) in accordance with the Memorandum of Understanding between Prince George's County and University Park Police.

II. POLICY

The Officers of this Department will adhere to the radio procedures set forth by Prince George's County Police Department *Volume II, Chapter 43* of their General Orders and those set forth in this General Order. Officers will adhere to the Federal Communications Commissions (FCC) regulations. False calls or distress signals; unidentified communications; obscene or profane language; or the transmission or unassigned radio unit numbers are prohibited.

III. DEFINITIONS

PSC – Prince George's County Public Safety Communications Unit.

A-Mode – The radio frequency that is repeater assisted and recorded by PSC; this is the primary means of communication for the Department.

B-Mode – An alternate radio frequency intended for car-to-car or tactical communications.

Priority Response – A response in which the use of emergency lights and sirens is authorized under the provisions of Section 21-106 & Section 21-405 of the Maryland Transportation Article.

Routine Response – A non-emergency response in which the operation of the police vehicle is in conformance with all traffic laws.

IV. RADIO PROCEDURES

PSC operates as a liaison between the public, the police officer and other service agencies to handle routine and emergency calls for service. They provide 24-hour continuous radio communications to officers on duty and to citizens by calling 911 for voice calls and 711 for TDD telephone access for persons that are hearing impaired.

A. The Department is assigned 10 radio identification numbers. The numbers are University Park 165 through University Park 174.

B. Each officer is assigned a radio call number. University Park Police numbers are University Park 165 through University Park 174.

C. Officer shall go in service by advising the channel 1 dispatcher of their assigned call number, that they are available and give the hours of their tour of duty and their identification number. At the end of the shift the dispatcher shall be advised that the officer is 10-7 (out of service).

D. Officers shall maintain their radios on A-mode and communication exchanges shall be verbally acknowledged. Squelch breaks do not constitute verbal acknowledgement**.**

E. When transmitting, officers shall:

1. Use Plain English

2. Be clear and concise;

3. Minimize background noise;

4. Use unit numbers or ID numbers instead of names

F. Transmissions shall be restricted to official departmental business.

G. Confidential or sensitive information shall not be transmitted unless immediate communications is essential for the successful resolution of a situation.

H. Officers will secure permission from the dispatcher to transmit on open or emergency channels in non-emergency situations.

I. Officers are permitted to use B-mode when:

1. Coordinating the tactics of an incident

2. Permission has been obtained to operate on B-mode for a specific assignment.

J. Rules for B-mode use are the same as for normal transmissions. Transmissions will be limited to those necessary to accomplish the assignment.

V. EMERGENCY PROCEDURE FOR RADIO FAILURE

In case of radio failure on the assigned channel, Officers will be directed to switch to an alternate channel. The primary channel for District 1 is channel 1. Alternate, backup and last resort channels are 8, 2, and 3.

Transmissions on channels other than the primary channel are limited to emergency use.

VI. TELEPHONE PROCEDURES

A. Officers shall answer Departmental telephones promptly and courteously. They will answer with "University Park Police" followed by rank and name.

Officers shall attempt to obtain sufficient information to facilitate an appropriate response. A caller's refusal to identify him/herself will not preclude an attempt to assist the person or inhibit police response to a call for service.

B. Departmental telephones may be used for official long distance calls. Personal long distance calls must be charged against the officer's home phone number or personal long distance company.

C. PSC answers all 911 and 711 calls for the Department. A resident that calls the Department number is advised by a recording to dial 911 if they have an emergency when no personnel are at the station. The numbers are posted in the monthly newsletter that each resident receives and on the University Park Police Web Page.

D. The officer on duty will carry a cellular phone issued by the department. A resident in need of non-emergency assistance is advised by the same recording to call the duty cell when no one is at the station to answer the phone.

E. On-duty officers shall monitor the Department duty cell telephone for incoming calls at all times. The cellular telephone shall be charged and will be given to the oncoming officer.

F. Officers shall have access to the home and cell telephone number of every member of the Department.

G. Procedures for Prince County Police personnel responding to victim/witness calls for information or services are provided by Prince George's County General Orders Volume II Chapter 20. University Park Personnel answering a phone for victim/witness

information or services will follow UPPD 423.0 Victim/Witness Assistance Programs**.**

H. In the event a University Park Police employee receives a call for service that should be directed to another police agency, or fire department, it should be decided first if the call is an emergency. If the call is an emergency all pertinent information is taken from the caller and given to the appropriate agency.

VII. CALLS FOR SERVICE

Officers shall drive with due care, exhibit exemplary driving behavior, and wear their seatbelts while operating Department vehicles. Officers shall respond to calls consistent with the provisions of this directive and in compliance with Prince George's County General Order Volume II, Chapter 8 and University Park General Order 406.0-Operation of Police Vehicles.

A. Responses to calls for service are classified as priority or routine. The first unit on the scene of an incident will notify the dispatcher if a change in response classification is appropriate. The dispatcher will determine which units will respond and their response classification.

B. Officers advised to cancel their response shall do so immediately. Any officer unable to immediately notify the dispatcher of his presence on an emergency scene shall do so as soon as practical.

C. When an on-scene officer advises that additional officers are not required, those officers shall not respond to the scene and will go in service.

D. Officers will respond quickly and safely to all calls for service given by the PSC dispatcher and:

1. Advise the dispatcher when on the scene;

2. Advise the dispatcher if backup units are needed and cancel backup if not needed;

3. Keep the dispatcher informed of their status at all times; and

4. Use Plain English or Prince George's County radio codes when relaying information to the dispatcher.

E. When a call for service requires a Patrol Supervisor, and a Department Supervisor is not on duty a Prince George's County Patrol Supervisor will be requested.

F. Incidents requiring a supervisor's presence are incidents of a serious nature. The supervisor should respond without delay when requested by a subordinate or to calls of major circumstance or of a serious nature. Upon arrival at the scene, they will take control. Examples of such calls may include, but are not limited to:

* Bomb threats.
* Hostage barricade situations,
* Serious injury/death notifications,
* Arrest situations,
* Panic alarms,
* Unattended residential death calls,
* Traffic accidents involving Town vehicles,
* RRE incidents,
* Those criminal and non-criminal incidents they deem necessary.

G. Once on the scene, their responsibilities may include, but are not limited to:

* Evaluating the call,
* Deployment of personnel,
* Identifying and segregating witnesses,
* Protecting the scene, and
* Establishing a perimeter and a command post, if necessary.

H. If a call is received by phone at University Park Police station the officer will advise the dispatcher and request backup if necessary.

I. The officer will advise the dispatcher of self initiated incidents such as traffic stops or a suspicious person, etc.

J. The PSC dispatcher will be able to provide:

1. Control number

2. Date and time of incident

3. Name and address of complainant

4. Type of incident reported

5. Location of incidents reported

6. Identification of officers assigned as backup

7. Time the call was dispatched

8. Time of officers arrival

9. Time officer returned to service

10. Disposition or status of reported incident

K For incidents requiring emergency medical services, fire service, the medical examiner/corner, street/highway department personnel, public utilities personnel, and news media, the request will be made by the PSC.

L. When an incident requires a response from Town Public Works the officer will handle the notification.

VIII. CLASSIFICATION & DISPATCH STATUS

A. All calls involving life threatening events will receive a priority response classification. The following shall receive a priority response:

1. Major incidents that are in-progress or that have just occurred;

2. Incidents when a suspect may be on the scene;

B. Employees receiving calls for service at the University Park Police Station will prioritize the call based on the conversation with the complainant. If the employee has any doubt concerning the exigent nature of the incident, the doubt will be resolved in favor of the higher priority.

C. Primary units are those officers assigned to the call. Their response shall be directed by the dispatcher. Other officers will respond as backup, unless directed otherwise.

D. Incidents Assigned a Priority Response:

1. Signal 7A (Armed Subject): When a subject is threatening people with a weapon;

2. Signal 9I (Traffic Accident with Injury): To render emergency care;

3. Signal 9F (Fatal Accident): To protect the scene and assist other victims;

4. **Signal 11I (Hit and Run Traffic Accident with Injury or Fatality);**

5. Signal 13 (Officer in Trouble): Two primary units and other nearby units within the sector, will be assigned;

6. Signal 15 (Fights): When weapons are involved;

7. Signal 22 (Unknown Trouble): When information indicates a life-threatening incident may be occurring;

8. Signal 64 (Homicide);

9. Signal 65 (Sex Offenses): When the incident is in progress or has recently occurred;

10. Signal 66 (Suicide or Attempt): When lifesaving techniques may be applied;

11. Signal 71 (Domestic Violence): When weapons are involved or the offender is attempting entry by breaking and entering;

12. Signal 78 (Burglar Alarms): When information indicates that a suspect is present;

13. Signal 78 (Robbery/Hold-up Alarms);

14. Signal 84 (Robbery): When the incident is in progress, or has recently occurred or when the suspects may be in the immediate vicinity;

15. Signal 85 (Kidnapping): When the incident is in progress or when directed by investigators;

16. Signal 86 (Breaking and Entering): When the incident is in progress, or has recently occurred, or when the suspects may be in the immediate vicinity;

17. Signal 90 (An individual possibly suffering from cocaine/drug-induced psychosis or excited delirium): A supervisor will respond to the scene of a Signal 90 to determine whether the WRAP will be deployed.

E. Priority Response – Although the Department does not place a speed restriction on officers when they are responding priority, it is vital that they arrive safely at the scene of an incident in order to render assistance. As a result officers shall exercise due care and operate the vehicle in a reasonable manner.

F. Employees responding priority to an incident shall activate their vehicle emergency lights and siren and consider the following when deciding whether or not certain police privileges allowed during response are applicable:

1. The urgency of the incident
2. Public and employee safety
3. Environmental factors

G. Officers shall not deviate from provisions of the vehicle law beyond the extent necessary to respond safely to an incident and are responsible for their actions.

IX. CLEARING CALLS FOR SERVICE

A. When an officer clears a call, they shall give the appropriate PSC (CAD) clearance code to the dispatcher, followed by the ID number of the officer responsible for writing the report.

B. Prince George's County Police Radio Codes are attached to this General Order. Each officer will be provided the radio and clearance codes.

X. CALL FOR SERVICE RECORDINGS

A. PSC records all calls for service, both radio and phone transmissions.

B. If the Department needs a copy of the recording of a call for a criminal or internal investigation, the request will be made by the Chief of Police or designee.

End of Document

Prince George's County Codes

Signal 1	Call your district station
Signal 1I	Call your station immediately
Signal 3	Go to your district
Signal 3I	Go to your district immediately
Signal 4	See complainant in person
Signal 5	Investigate vehicle (unoccupied)
Signal 6	Investigate vehicle (occupied)
Signal 6I	Drunk driver
Signal 7	Suspicious subject
Signal 7A	Suspicious subject (armed)
Signal 8	Registration information and stolen check on vehicle
Signal 9	Traffic accident
Signal 9A	Traffic accident, no report required
Signal 9I	Traffic accident, with injury
Signal 9F	Traffic accident, with fatality
Signal 11	Traffic accident, hit and run
Signal 11I	Traffic accident, hit and run with injury
Signal 11F	Traffic accident, hit and run with fatality
Signal 13	Officer-in-trouble
Signal 15	Fight
Signal 18	Premise check
Signal 20	Assist Fire Department
Signal 2	Unknown trouble
Signal 25	Animal complaint
Signal 25B	Animal Bite Report
Signal 25I	Injured animal
Signal 25F	Dead animal
Signal 26	Routine patrol suspended
Signal 44	Bomb scare
Signal 46	Motorcycles
Signal 50	Cross-burning
Signal 60	Assault report
Signal 61	Vandalism
Signal 62	Breaking and Entering
Signal 63	Theft
Signal 63A	Theft from auto
Signal 64	Homicide
Signal 65	Sex crime
Signal 66	Suicide
Signal 68	Disorderly persons
Signal 69	Loud party
Signal 70	Drunk
Signal 71	Domestic Violence
Signal 73	Disorderly juveniles
Signal 75	Camera
Signal 76	Traffic control
Signal 76M	Assist motorist
Signal 78	Burglar alarm
Signal 81	Death report
Signal 82	Meet officer
Signal 83	Notification
Signal 84	Hold-up (state if in progress)
Signal 84B	Bank Robbery in progress
Signal 85	Kidnapping
Signal 86	Breaking and Entering in progress
Signal 88	Departmental paperwork
Signal 89	Recovered property
Signal 91	Refueling vehicle
Signal 98	Out of patrol area
Signal 99	Out of service for meal
Signal 100	Mentally/Emotionally-Disturbed Person

Prince George's County Codes

10-1	Receiving poorly
10-2	Receiving well
10-3	Emergency transmissions only
10-4	Acknowledgement
10-5	Transport
10-6	Busy
10-7	Out of service or end of watch
10-8	Available
10-9	Repeat message
10-10	On assignment but available
10-11	Transmitting too rapidly
10-12	How many units available this sector?
10-13	Advise weather conditions
10-14	Escort
10-15	Prisoner aboard
10-20	What is your location
10-21	Do you have any messages or assignments for me?
10-22	Cancel request/response
10-27	Any response to my request**?**
10-29	Wanted check
10-30	Does not conform to regulations
10-34	Lookout information
10-35	Confidential information or warrant hit
10-36	Correct time
10-37	Identify personnel
10-40	Telephone number
10-41	There are no messages or assignments for you
10-42	Drivers license status
10-78	Request routine back-up unit
10-86	Call your home
10-97	How do you copy this unit?

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
COMPLAINTS / INTERNAL AFFAIRS			**UPPD1200.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
DISCIPLINARY PROCEDURES	**9**	**10/22/2014**	
☐ **NEW** **X** **AMEND** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **26, 52**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To describe the department's complaint/internal affairs function, officer's roles and responsibilities within the process.

II. POLICY

It is the policy of this Department to thoroughly and expeditiously investigate all complaints concerning police practices, thereby instilling public confidence in the Department.

The Department's ad-hoc Internal Affairs Function will operate at the direction of the Chief.

Investigations shall be conducted by assigned personnel involving minor complaints of misconduct and serious allegations of misconduct by an officer. All findings will be reported directly to the Chief.

These procedures apply to allegations of misconduct occurring both on-duty and off-duty when the off-duty conduct would bring discredit to the Department.

These procedures are designed as a guide and failure by the Department to strictly follow the procedures set forth does not affect the validity of any investigation or disciplinary action that is in compliance with the LEOBR.

II. DEFINITIONS

A. **Administratively Closed**: A disposition used when the complainant has withdrawn the complaint; the complainant could not be contacted; respondent officer is no longer employed by the Department; or when the complainant misunderstood the law or procedure.

B. **Brutality**: Brutality is the use of excessive or unjustified physical force by an officer in the exercise of official duties.

C. Chief of Police: Chief of University Park Police Department.

D. Complaint: An allegation of misconduct made against an employee(s) of the Department from any source.

E. Complainant: An aggrieved person, a member of the aggrieved person's immediate family if the aggrieved is a minor child, any person with first hand knowledge obtained as a result of the presence at and observation of the alleged incident.

F. Counseling: The non-punitive, non-disciplinary criticism, guidance, training, or other action taken to assist a subordinate in correcting a performance deficiency.

G. Disciplinary Action: Punishment imposed by the Chief of Police that exceeds a $150 fine or 3 day's suspension.

H. Emergency Suspension: A non-punitive suspension with pay imposed upon a determination that the action is in the best interest of the public and the Department or a suspension without pay imposed by the Chief of Police when an officer has been charged with the commission of a felony.

I. Exonerated: The allegation in fact did occur, but the actions of the agency employee were legal, justified, proper, and in conformance with the agency policy and procedure.

J. Final Order: The decision of the Chief of Police, after review of the hearing board's findings, conclusions and recommendations, or the hearing board order, when the Chief is not the final decision maker, or in cases where the hearing board is waived, after a review of the investigative file.

K. Law Enforcement Officers Bill of Rights (L.E.O.B.R.) PS Title 3, Subtitle 1, of the Annotated Code of Maryland.

L. Letter of Reprimand: This is the least severe punishment that can be given to an employee. The letter documents the violation for inclusion into the employee's personnel file.

M. Minor Allegations of Misconduct: Minor complaints of misconduct include those allegations, which when sustained, would be disciplined through the imposition of summary punishment.

N. Non-Punitive Transfer: A non-punitive reassignment, where the Chief determines that action to be in the best interests of the internal management of the law enforcement agency. This is a non-disciplinary personnel action.

O. Non-Sustained: The investigation determined that the actions of the respondent were justified, lawful and proper and there was no basis for the allegation(s).

P. Respondent: The officer accused of misconduct and under investigation as a result of a complaint.

Q. Serious Allegations of Misconduct: Serious complaints of misconduct include those allegations, which when sustained, would be disciplined through the imposition of punishment more severe than summary punishment. Serious complaints include, among other acts, brutality, and racial prejudice, misappropriation of monies, untruthful statements, and conduct unbecoming an officer.

R. Summary Punishment: Disciplinary action imposed by the highest ranking officer of a unit or section, or officer acting in that capacity, when the facts constituting the offense are not in dispute. Summary punishment may not exceed 3 days suspension without pay, or a fine of $150.

S. Sustained: The investigation disclosed sufficient evidence to clearly prove allegations of improper conduct.

T. Unfounded: The investigation of the complaint indicates that the alleged acts did not occur or failed to involve officers of this command.

U. Unreported Misconduct: The investigation revealed the occurrence of sustained acts of misconduct not alleged in the complaint.

III. AUTHORITY IN DISCIPLNARY MEASURES

A. The Chief has authority for disciplinary action involving non-probationary police officers and probationary police officer candidates in complaints of brutality within the guidelines of the LEOBR. Except as required by the LEOBR, nothing herein shall limit the application of discipline with regard to probationary officers.

B. The Chief has authority to issue summary punishment not to exceed 3 days suspension or a fine in the amount of $150 dollars for minor acts of misconduct.

IV. RECEIVING COMPLAINTS

A. All complaints should be documented on UPPD Form 12-01 "Complaint Concerning Police Practices" and forwarded to the Office of the Chief of Police.

1. A citizen desiring to complain about an officer either in person or by telephone shall be referred during business hours to the appropriate supervisor or Chief and during non-business hours to a senior officer on-duty. This person shall attempt to resolve the matter. In the event that the matter cannot be resolved, the citizen shall be advised of the proper procedures to file a complaint. The supervisor who accepts the complaint shall place the form in a sealed envelope and forward it directly to the Office of the Chief of Police.

2. If the complainant refuses to document the complaint, and the allegation, if factual, would constitute misconduct, the receiving officer will document the complaint utilizing the "Complaint Concerning Police Practices" form and forward it to Chief.

B. Complaints Alleging Brutality

1. A complaint against a law enforcement officer, that alleges brutality in the execution of the law enforcement officer's duties may not be investigated unless the complaint is sworn to, before an official authorized to administer oaths, by the aggrieved individual; a member of the aggrieved individual's immediate family; an individual with firsthand knowledge obtained because the individual was present at and observed the alleged incident; or the parent or guardian of the minor child, if the alleged incident involves a minor child. Unless a complaint is filed within 90 days after the alleged brutality, an investigation that may lead to disciplinary action under this subtitle for brutality may not be initiated and an action may not be taken.

NOTE: At the option of the Department, any allegation of excessive force may be investigated regardless of whether or not the time limitations as imposed have expired.

C. Employee Initiated Complaints

1. An employee may file a complaint against an officer of the Department. The complaint will document the identical information prescribed above for a citizen's complaint, and be submitted directly to the Chief.

D. Anonymous Complaints

1. Anonymous complaints are not excluded from investigation. Efforts should be made to gain the cooperation of the complainant.

2. The person receiving an anonymous call will document the complaint on the "Complaint Concerning Police Practices" form and forward it directly to the Office of the Chief of Police.

3. The Chief may investigate allegations against officers from whatever source consistent with law when it is determined that such investigation is in the best interest of the Department.

4. Department employees shall not attempt to influence, harass, intimidate or otherwise interfere with the lawful actions of any participant in an internal investigation or administrative hearing board.

E. Complaint Concerning Police Practices Forms will be maintained in the lobby of the station for citizen access.

V. EMERGENCY SUSPENSION

A. The authority to suspend employees in emergency situations is delegated by the Chief of Police to supervisors at the rank of Lieutenant, when the acts are of such gravity and nature that such suspension is in the best interest of the public or the Town of University Park.

1. The supervisory officer conducting the suspension shall prepare and complete an UPPD 12-02 Emergency Suspension Notice Form specifically setting forth reasons for the suspension. This notice shall be given to the officer at the time of the emergency suspension, if circumstances allow.

2. The Office of the Chief of Police shall be notified immediately and a copy of the "Emergency Suspension Notice" will be forwarded immediately to the Chief for review and action.

3. The Chief shall conduct a hearing if requested by the suspended officer .The hearing will take

place within three (3) days after receiving the request.

4. Upon review, the Chief, may exercise sole discretion, may impose one of the following actions:

a. Continue the suspension.
b. Return to full duty.
c. Assign to temporary duties.

5. The Chief shall review any such action every twenty days for the purpose of continuing or terminating the action. Such action will be in writing and forwarded to the affected officer within 2 working days.

6. Emergency suspensions shall be with pay, unless the respondent has been charged with a felony, and does not prohibit the subsequent filing of a "Complaint Concerning Police Practices".

7. Personnel initiating an emergency suspension shall take custodial possession of a suspended officer's service weapon, police badge, police credentials, and vehicle keys on UPPD Form 12-03 Emergency Suspension Check List.

7. While on emergency suspension, pending an internal investigation, the employee will contact their supervisor daily at the beginning of their assigned tour of duty; additionally, the employee must provide information on how they may be contacted during normal business hours. Officers in an emergency suspension status must disclose trips that would prevent them from responding to their worksite within 90 minutes.

8. If the employee will be farther than 70 miles outside of the Town, the employee will also provide their location and/or destination.

VI. ADMINISTRATIVE PROCEDURES

A. A record of all complaints made against the Department and its employees shall be maintained. The Office of the Chief of Police shall secure a confidential log of the complaints for the required retention period.

B. The Chief shall determine whether a supervisor or an investigator from another agency will conduct an investigation. In addition, the following principles will serve as guidelines for the Chief when determining investigative responsibility:

1. Discipline is a command responsibility.

2. Complaints should be investigated at the lowest possible level.

C. At the direction of the Chief of Police, the Department will investigate the following types of complaints, which include, but are not limited to:

1. Allegations of Corruption,

2. Excessive Use of Force,

3. Breach of Civil Rights,

4. Criminal Misconduct,

5. Any other type of complaint or information that warrants an investigation.

D. All Category I & II complaints may be assigned by a supervisor or the Lieutenant and may not require an Internal Affairs investigation.

E. Investigations Assigned to an Investigator:

1. One or more investigators shall be responsible for investigating all complaints regarding serious allegations of misconduct.

2. Once assigned to or assisting with any internal investigation, the investigator shall report directly to the Chief.

3. Upon completion of the investigation the report and findings will be forwarded directly to the Office of the Chief of Police.

F. Investigations in General:

1. All personnel assigned to investigate complaints of police practices shall:

a. Confer with the Town Attorney when necessary.

b. In cases where the officer is under arrest or is likely to be placed under arrest as a result of the interrogation, establish and maintain liaison with the State's Attorney's Office for guidance.

c. Prepare a UPPD Form 12-06 for the signature of the Chief that provides the complainant with a written verification that their complaint has been received for processing.

d. Provide the Chief and the complainant with periodic status reports of the progress of the investigation.

e. When possible complete the investigation within sixty calendar days, unless the Chief grants an extension and after sixty calendar days provide status reports every 7 days. Failure to complete the investigation within sixty days, or any additional period granted by the Chief, shall not affect the validity of the investigation.

f. Maintain the complete file in a secure area and manner at all times.

g. Forward the completed investigative file to the Chief who may forward the folder after review to the Town Attorney for review of legal sufficiency.

2. All completed investigative files shall contain a UPPD Form 12-05 Report of Investigation that shall include:

a. The allegation(s).

b. A statement of facts arranged in chronological order.

c. A conclusion of facts(s) drawn by the investigator regarding each allegation.

G. Interrogation of Officers Under Investigation:

1. Investigation and Interrogation Notice Form:

a. In order to ensure due process, UPPD Form 12-06 Investigation and Interrogation Notice shall be initiated prior to any interrogation of an officer under investigation.

b. Before an interrogation, the law enforcement officer under investigation shall be informed in writing of the nature of the investigation. On completion of an investigation and at least 10 days before a hearing, the law enforcement officer under investigation shall be notified of the name of each witness and of each charge and specification against the law enforcement officer; and provided with a copy of the investigatory file and any exculpatory information, if the law enforcement officer and the law enforcement officer’s representative agree to.

2. Representative at Interrogation:

a. On request, the law enforcement officer under interrogation has the right to be represented by counsel or another responsible representative of the law enforcement officer’s choice who shall be present and available for consultation at all times during the interrogation, the law enforcement officer may waive the right described herein. The interrogation shall be suspended for a period not exceeding ten days until representation is obtained.

b. However within that ten day period, the Chief for good-cause shown may extend the period for obtaining representation.

c. Law enforcement officer does not include an officer who is in probationary status on initial entry into the law enforcement agency except if an allegation of brutality in the execution of the officer’s duties is made.

3. Record of Interrogation:

a. A complete record shall be kept of the entire interrogation, including all recess periods, of the law enforcement officer. The record may be written, taped or transcribed. On completion of the investigation, and on request of the law enforcement officer under investigation or the law enforcement officer’s counsel or representative, a copy of the record of the interrogation shall be made available at least 10 days before hearing.

4. Interrogation Rights & Waiver:

a. If the law enforcement officer under interrogation is under arrest, or is likely to be placed under arrest as a result of the interrogation, the law enforcement officer shall be informed completely of all of the law enforcement officer's rights before the interrogation begins.

5. Time, Place, and Manner of Interrogations:

a. The interrogation shall take place at the office of the command of the investigating officer or at the office of the local precinct or police unit in which the incident allegedly occurred, as designated by the investigating officer, or unless otherwise waived by the law enforcement officer, or any reasonable and appropriate place.

b. Unless the seriousness of the investigation is of a degree that an immediate interrogation is required, the interrogation shall be conducted at a reasonable hour, preferably when the law enforcement officer is on duty.

c. All questions directed to the law enforcement officer under interrogation shall be asked by and through one interrogating officer during any one session of interrogation consistent with paragraph (2) of this subsection. Each session of interrogation shall be for a reasonable period; and allow for personal necessities and rest periods as reasonably necessary

d. The law enforcement officer under interrogation may not be threatened with transfer, dismissal, or disciplinary action.

e. Disclosures to law enforcement officer under investigation: The law enforcement officer under investigation shall be informed of the name, rank, and command of the law enforcement officer in charge of the investigation; the interrogating officer; and each individual present during the interrogation. Before an interrogation, the law enforcement officer under investigation shall be informed in writing of the nature of the investigation.

H. Required Interrogations and Tests:

Officers may be required to submit to certain tests pursuant to an investigation as stated in **L.E.O.R.B..**

1. The law enforcement agency may order the law enforcement officer under investigation to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations or interrogations that specifically relate to the subject matter of the investigation.

a. If the law enforcement agency orders the law enforcement officer to submit to a test, examination, or interrogation described in paragraph (1) of this subsection and the law enforcement officer refuses to do so, the law enforcement agency may commence an action that may lead to a punitive measure as a result of the refusal.

b. If the law enforcement agency orders the law enforcement officer to submit to a test, examination, or interrogation described in paragraph (1) of this subsection, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the law enforcement officer.

c. The investigator shall utilize the Drug Screen Notice form when the officer has been ordered to submit to a urine test for controlled dangerous substance based upon a reasonable suspicion of drug abuse (see Forms 12-08, 12-09, 12-10)

d. An officer may be required to be photographed finger printed, and or participates in a line-up.

e. An officer may be required to submit a financial disclosure statement for any investigation involving allegations of conflict of interest or where required by law.

I. Required Statements:

1. During the investigation, any officer or employee of the Department may be ordered by the investigator to submit a statement and or answer all questions that specifically relate to the

subject matter of the investigation regardless of the relative rank of the persons involved.

VII. COMPLETED INTERNAL INVESTIGATIONS

A. The Department recognizes five possible findings closure categories to any internal investigation:

1. Unfounded
2. Exonerated
3. Non-sustained
4. Sustained
5. Administratively closed

All incidents of "misconduct", regardless of whether initially reported or not included in a complaint shall be listed in the findings with a closure category.

B. In all cases where the recommendation of finding is unfounded, administratively closed, exonerated or non-sustained, the report will be forwarded to the Chief for approval. In these cases, the Chief shall forward to the respondent notice that he or she has been exonerated of the allegations.

C. If it has been determined that a policy failure has occurred, the Chief will direct appropriate staff to review and modify policy as necessary.

D. In all cases where the recommendation of finding is sustained, the report will be forwarded to the Chief. If the Chief agrees with the finding, one of the following options shall be exercised:

1. Non-punitive sanctions, such as performance counseling or remedial training may be imposed.

2. Summary punishment may be imposed for minor violations of rules or regulations when; the facts of the case are not in dispute, the officer waives the hearing and the officer accepts the punishment imposed by the highest ranking officer of the unit to which the respondent is assigned. See Section IX, below, for a more complete explanation of summary punishment.

3. If practical, notify the complainant of the findings.

VIII. DISCIPLINARY ACTION.

A. The Chief of Police shall execute the "Disciplinary Action Notice" (Form 12-11) to the respondent specifying the charges on the allegations and notifying the respondent of the intent to take disciplinary action.

1. The Chief will present the respondent with the Disciplinary Action Notice containing a waiver to a hearing.

2. The respondent may, in writing, waive his/her right to a hearing board. If this occurs, the Chief, upon review of the investigative file, will issue a final order.

3. Should the respondent exercise the right to a hearing, the investigatory file will be forwarded to the Town Attorney whose responsibility shall be to prepare a list of witnesses. The Chief shall appoint no less than three (3) members to the hearing board consistent with the Law Enforcement Officers' Bill of Rights.

a. Within 5 days of the notification of the Hearing Board composition, the respondent may challenge for cause any member of the Board. Challenge of the Board Chairperson shall be made to the Chief. Challenge of other Board members shall be made to the Board Chairperson.

b. Any challenge for cause offered by the respondent will be considered. If it is determined that cause for removal has been established, the Chief shall remove the challenged Board member and within 2-days appoint another member.

B. Completed internal investigation reports are confidential and considered "personnel or employment matters" and shall be kept secured in the office of the Chief. The Chief can only grant authorization for access.

C. If employee misconduct results in dismissal of the employee the following information will be provided to the employee:

1. A written statement citing the reason for dismissal;

2. The effective date of the dismissal; and

3. A statement of the status of fringe and retirement benefits after dismissal.

VIII. SUMMARY PUNISHMENT

A. Authorized: does not prohibit summary punishment by higher-ranking law enforcement officers as designated by the Chief.

B. Imposition: summary punishment may be imposed for minor violations of law enforcement agency rules and regulations if the facts that constitute the minor violation are not in dispute; the law enforcement officer waives the hearing provided under this subtitle; and the law enforcement officer accepts the punishment imposed by the highest ranking law enforcement officer, or individual acting in that capacity.

C. Summary punishment imposed under this subsection may not exceed suspension of 3 days without pay or a fine of $150.

D. The "Disciplinary Action Notice" form (Form 12-11) shall be utilized when disciplinary measures are to be imposed on the law enforcement officer under investigation. The respondent must sign the form checking the appropriate block indicating one of the choices and return the appendix within seventy-two (72) hours of receipt.

E. Other Considerations: The above procedure does not preclude supervisory personnel from counseling a subordinate. Use of the counseling process can correct undesirable behavior while maintaining maximum harmony between a supervisor and subordinate.

F. Issuance: A supervisor may issue summary punishment.

IX. DISCIPLINARY RECOMMENDATION GUIDE (Form 12-12)

A. The disciplinary recommendation guide reflects the Department's philosophy that when disciplinary action is necessary, it is administered in a consistent manner. Application of discipline is to be guided by this schedule however it is only a guide and is not mandatory.

B. Supervisory personnel are encouraged to utilize progressive disciplinary or administrative measures such as remedial training or performance counseling prior to seeking disciplinary action provided that the use of progressive discipline fits the individual desired results.

C. The Department believes that any officer facing a disciplinary action should know what the consequences are when committing an infraction. Further, utilization of the guide will serve as a deterrent.

X. PROCESS FOR POLICE CANDIDATES AND PROBATIONARY POLICE OFFICERS

A. Police Candidates are not entitled to any rights afforded in this General Order or the LEOBR. Police Officers who are in their initial entry probationary status are not entitled to any rights (except for complaints of brutality) afforded in this General Order or the LEOBR. Complaints of brutality filed against a Probationary Police Officer will be investigated pursuant to the LEOBR.

XI. JUDICIAL REVIEW

A. By Circuit Court - An appeal from a decision made under Section 3-108 of the Law Enforcement Bill Of Rights shall be taken to the Circuit Court for the county in accordance with Maryland Rule 7-202.

B. By Court of Special Appeals - A party aggrieved by a decision of a court under this Subtitle may appeal to the Court of Special Appeals.

XII. REPORTING

A. The Office of the Chief of Police shall forward an annual report to the Mayor detailing any and all actions taken as a result of this general order.

XIII. REVISION

A. The procedural process as outlined in this general order may be amended based upon changes in state law and or the needs of the Office of the Chief of Police.

XIV. DIRECTORY OF FORMS

12-01: Complaint Form

12-02: -Emergency Suspension Notice

12-03: Suspension Checklist

12-04: Letter to Complainant

12-05: Report of Investigation Guidelines and Form

12-06: - Investigation and Interrogation Notice

12-07: Statement Format (written and transcribed)

12-08: Medical Examination Notice

12-09: Medical Release

12-10: Drug Screen Notice

12-11: Disciplinary Action Notice

12-12: Disciplinary Recommendation Guide

12-13: Board Procedure (Summary Appeal)

12-14: Board Procedure - Disciplinary Action

12-15: Witness Summons

12-16: Confidentiality Agreement

12-17: Counseling/Disciplinary Action Short Form Procedure

12-18: Administrative Hearing Board Manual

12-19 through 12-26 reserved

End of Document

UNIVERSITY PARK POLICE DEPARTMENT
6724 Baltimore Avenue
University Park, Maryland 20782
(301) 277-0050 FAX (301) 779-1905

POLICE COMPLAINT / COMMENDATION FORM

Purpose: [ ] Commendation of Employee Service [ ] Complaint of Agency Action

[ ] Commendation or Suggestion Regarding Agency Service [ ] Complaint of Employee Performance

---

CASE #: _____ Date: _____

Your name: _____
(Last) (First) (Middle)

Work address: _____
(Street) (City or Town) (State) (Zip Code) (Home Phone)

Best Location/Way to Contact You: _____
_____

Incident Occurred: _____
(Date) (Time) (Location)

Employee(s)/Officer(s) involved (if known):

Employee(s)/Officer(s) Name **ID#**

1. _____
2. _____
3. _____
4. _____

Witnesses to incident:

NAME **ADDRESS** **PHONE**

1. _____
2. _____
3. _____
4. _____

Best Way to Locate Witness(s): _____

FORM 12-01: LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS – UPPD1200.0

Please provide us with detailed information regarding this matter in your own words: (use extra paper if necessary and attach to this form).

_____
_____
_____
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_____

_____ _____
Your Signature Date Witness Signature Date

Received By: _____ How? In Person _____ Phone _____ Other _____
Name/I.D. /Date

THIS SECTION ONLY APPLIES TO COMPLAINTS OF POLICE BRUTALITY

STATE OF MARYLAND:

COUNTY OF _____:

I hereby certify that on this _____ day of _____, _____, before me, a DISTRICT COMMISSIONARY/NOTARY PUBLIC of said state and county aforesaid, personally appeared _____ and made oath in due form of law that the matters and facts as related above are true.

My commission expires:_____
DISTRICT COMMISSIONER/NOTARY PUBLIC

UNIVERSITY PARK POLICE DEPARTMENT
EMERGENCY SUSPENSION NOTICE

Form 12-02

Date: _____

To**:** _____

From: _____

Subject: _____

You are hereby notified that you have been suspended with pay/without pay along with your police powers as of _____ hours on _____, pending the outcome of an investigation presently being conducted with regard to an allegation of:

_____.

The order of suspension is by the authority of _____, Chief of Police as delegated. This action is being taken in accordance with General Order(s).

Received by: _____

Date: _____

Time: _____

Witnessed by: _____

Distribution:
Chief of Police
Mayor

UNIVERSITY PARK POLICE DEPARTMENT
EMERGENCY SUSPENSION CHECK LIST

Form 12-03

Complaint Case: _____

Officer=s Name: _____ ID#: _____

Supervisor: _____

Suspension Date: _____

MPTC Card: _____

Police ID: _____

Badges/Number: _____ Breast: _____ Breast: _____ Flat: _____

Police Radio: _____ Cell Phone: _____

Weapon: _____ Serial #: _____ Model: _____

Shotgun: _____

Vehicle Key: _____ Stoke Number: _____

O.C. Spray: _____ Asp Baton: _____

Handcuffs: _____

Received by: _____ ID#: _____

Date: _____ Time: _____

UNIVERSITY PARK POLICE DEPARTMENT

6724 Baltimore Avenue
University Park, Maryland 20782
(301) 277-0050 FAX (301) 779-1905

Form 12-04

Date:

Dear:

The Complaint Concerning Police Practices form that you filed on _____, against Officer _____has been received in my office. The complaint has been assigned for investigation to _____, who may be reached at (301) 277-0050 if you have any questions.

_____should be contacting you within the next several days to gather additional information concerning your complaint.

The Department takes the investigation of the allegation of misconduct seriously. These types of investigations do, however, take time to complete. You are encouraged to cooperate to the fullest extent possible to allow this matter to be resolved.

Sincerely,

_____

Colonel Michael Wynnyk
Chief of Police

UNIVERSITY PARK POLICE DEPARTMENT
GUIDELINES FOR USE OF ATTACHED INTERNAL INVESTIGATION REPORT FORM
Form 12-05

Date of Report (DATE SUBMITTED)	**REPORT OF INVESTIGATION**	**DCN:** (IF APPLICABLE) **ICN:** (INTERNAL CASE #)
Initial or Supplement (SPECIFY)	**Report Made By (TITLE, RANK, NAME, ID #)**	**Status of Investigation** (SUSTAINED; UNFOUNDED; NOT SUSTAINED FOR EACH CHARGE; EXONERATED)
Subject of Investigation (SPECIFIC CHARGES)		

Date, Time, & Place: **(WHEN AND WHERE ALLEGED MISCONDUCT OCCURRED)**

Complainant: **(FULL NAME (Last, First, Middle) RACE, SEX, DOB)**
(ADDRESS HOME PHONE)
(WORK PHONE)

Witness(es): **(SAME FORMAT AS COMPLAINANT)**

Respondent(s): **(RANK, NAME & ID NUMBER OF ACCUSED OFFICER(S))**

Investigator: **(TITLE, NAME & ID NUMBER OF INVESTIGATING OFFICER)**

Allegation(s): **(EXAMPLE (1) Conduct unbecoming an officer - Harassment**

To wit: Complainant alleges that on December 3, 4, 5, and 6, 2003, the respondent harassed him by making repeated and unnecessary traffic stops while he was operating his motorcycle at 6700 Baltimore Avenue located in University Park, Maryland.)

Findings: **(Allegation #1 - Unfounded, sustained, not sustained)**

Summary of Complaint: **(GIVE SPECIFICS OF ALLEGATION(S) MADE)**

Summary of Witness Statement(s):

(SUMMARIZE THE STATEMENT GIVEN BY EACH WITNESS, EVEN IF A WRITTEN STATEMENT IS ATTACHED)

APPENDIX E - LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS – UPPD1200.0

Report of Investigation: **(DESCRIBE, CHRONOLOGICALLY, AND IN FULL DETAIL, WHAT YOU DID AND WHAT HAPPENED SUBSEQUENT TO YOUR TAKING OVER THE INVESTIGATION. TRY NOT TO LEAVE ANY**

QUESTION UNANSWERED.)

Investigative Findings: **(EXAMPLE)**

<u>Allegation #1 - Conduct Unbecoming an Officer - Harassment</u>

General Order UPPD300.0 – Standards of Conduct: Officers shall at all times maintain decorum, command of temper, and exercise patience and discretion. They shall not use harsh, violent, profane or insolent language, and shall conduct themselves in a professional manner.@

<u>Unfounded</u>

Investigation reveals . . . STATE WHY ALLEGATION IS UNFOUNDED.)

(Signature)		**(Signature)**	
Submitted by	**Date**	**Approved by**	**Date**

UNIVERSITY PARK POLICE DEPARTMENT
INVESTIGATION AND INTERROGATION NOTICE

Form 12-06

Date:

TO:

FROM:

SUBJECT: Interrogation Notice ICN -

You are hereby ordered to submit to a statement and answer all questions that relate specifically, directly and narrowly to your performance, conduct or fitness for office.

This statement may not be used against you in any criminal proceeding. It is for the purpose of investigation pursuant to a complaint and may be used against you only in the administrative proceedings set forth in.

It is alleged that on _____until present at _____ hours, while at

You are hereby advised that the Chief of Police has delegated_____, as the Officer in charge of the investigation and will be conducting the investigation and interrogation.

Further, you are advised of the following additional rights afforded to you by, Public Safety Article-Title 3, Subtitle 1, Section 3-104 entitled LEOBR-Investigation or Interrogation.

1. The interrogation will be conducted at a reasonable hour, preferably while on duty unless the seriousness of the investigation is of such a degree that an immediate interrogation is required. The session shall be for a reasonable period and will allow for personal necessities and rest periods as are reasonably necessary.

2. The interrogation shall take place at the office of the investigator or at the location designated by the investigator located at the Station on August 26, 2009 at 1800 hours.

3. All questions asked during this session shall be through one interrogator.

4. You have the right to be represented by legal counsel or another person of your choosing at this interrogation. You may upon request, have this interrogation suspended for up to ten days to obtain representation.

5. You have a right to a copy of the entire transcript of this interrogation upon payment of reasonable fees for copying and transcription, and to have the list of all witnesses not less than ten days prior to any scheduled hearing.

6. Upon your request a copy of the Law Enforcement Officers' Bill of Rights and related General Order will be provided to you for review prior to commencement of this interrogation.

Do you understand your rights? _____

Are you willing to make a statement without the presence of counsel or other representative at the specified time? _____

Do you agree that this interrogation is at a reasonable hour and reasonable and appropriate place? _____

Name/signature of representative: _____
(if present)

Alternate interrogation date(s):

1. Date: _____Time: _____
2. Date: _____Time: _____

Received By: _____

Witness: _____

Date_____ Time:_____

UNIVERSITY PARK POLICE DEPARTMENT
RESPONDENTS STATEMENT FORM

Form 12-07

ICN - _____

DATE: _____TIME COMMENCED: _____ TIME CONCLUDED: _____

Name and address of all persons present during this interrogation:

_____
_____
_____
_____
_____
_____

Name of complainant: _____

Address of complainant: _____

Name(s) of witnesses (if any):_____
_____
_____
_____
_____

Q= question, A= answer

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ICN - _____

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Q. Is there anything that you would like to add or change in this statement?

A._____

This statement consisting of _____ pages was given after I was ordered to do so and was advised of my rights. The Investigator, _____, who has taken this statement from me has conducted this interrogation during a reasonable time period, and in no way threatened me with transfer, dismissal or other disciplinary measures.

The contents of this statement are true and correct.

Respondent: _____
Signature Printed Name

Witness: _____
Signature Printed Name

Witness:_____
Signature Printed Name

UNIVERSITY PARK POLICE DEPARTMENT
MEDICAL EXAMINATION NOTICE

Form 12-08

Date: _____

TO: _____

FROM: _____

SUBJECT: Medical Examination Notice - ICN # _____

In connection with the on going investigation concerning case _____ you are hereby ordered to appear at _____. The type of examination that will be conducted is _____ (if drug screen, fill out the Drug Screen Notice Form and attach to this notice).

If the appointment has not been scheduled you are responsible for scheduling it and must notify the investigator of the appointment date and time. If for some reason you cannot make the scheduled appointment you must contact the investigator. Failure to attend the scheduled appointment will be viewed as insubordination and will subject you to disciplinary or administrative action.

UNIVERSITY PARK POLICE DEPARTMENT
6724 Baltimore Avenue
University Park, Maryland 20782
(301) 277-0050

Form 12-09

MEDICAL RELEASE
(COMPLAINANT)

Date:

To Whom It May Concern:

Ref: ICN # _____

Please provide to _____ any and all information desired, including copies of records relevant to my accident and/or injury, my physical condition in general, past and present.

It is my understanding that this information will be used to assist in the current and on going investigation.

SIGNED: _____

Printed name: _____

Address: _____

_____

Phone: _____

Date: _____

UNIVERSITY PARK POLICE DEPARTMENT
DRUG SCREEN NOTICE FORM

Form 12-10

ICN#:_____

If you have taken any medications and/or drugs within the past five (5) days, indicate below by checking the appropriate space(s).

* Over the counter medications (i.e.- cough syrup, cold tablets, sinus medications, etc.)
List below:

_____
_____
_____
_____
_____

* Prescription medication (authorized by physician).

List below:

_____
_____
_____
_____
_____

Other substances: ____ Marijuana ____ Amphetamines ____ PCP

____ Barbiturates ____ Methaqualone ____ Propoxyphene

____ Cocaine ____ Heroin ____ Oxycodone

____ Benzodiazepine ____ Poppy seeds ____ Other (specify)

Other: _____
_____
_____
_____

Witness:_____ Date:

Officer:_____ Date:_____ Time:_____

FORM 12-11 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

UNIVERSITY PARK POLICE DEPARTMENT
6724 Baltimore Avenue
University Park, Maryland 20782
(301) 277-0050

Date: _____

TO: _____

FROM: _____

SUBJECT: Imposition of Disciplinary Action - ICN # _____

I have received and reviewed an investigative report prepared by _____concerning your actions of _____.

This report indicates a sustained finding. Therefore you are charged as follows:

Charge; _____

To Wit; _____

In light of the aforementioned, I intend to take the following disciplinary measures.

WAIVER OR ACCEPTANCE OF PUNISHMENT

____ I do not dispute the facts as stated above.

____ I do accept the punishment as offered.

____ I do waive my rights to a hearing board as provided for in the Law Enforcement Officers' Bill of Rights.

____ If summary punishment is a letter of reprimand, I understand and accept this document as the official letter of reprimand.

____ I do dispute the facts as stated and do not accept the punishment offered. I request a hearing board as provided in the Law Enforcement Officers' Bill of Rights.

____ I do not accept the punishment, agree with facts, and request hearing.

RESPONDENT OFFICER'S SIGNATURE: _____

SERVED BY: _____DATE: _____ TIME: _____

NOTICE TO RESPONDENT

You must sign this form and indicate one or more of the above options. This form must be returned to the office of the Chief of Police, within seventy-two (72) hours of receipt. If this form is a letter of reprimand, and you accept it, the form will be placed in your personnel file.

Should you request a hearing, you are hereby advised that you have the right to legal representation or representation by someone of your choosing, and a hearing on the disputed issue(s) before an administrative hearing board in accordance with Public Safety Article-Title 3, Subtitle 1, Section 3-104 (J) and Section 3-107 (A).

Return Received By: _____ **Date:** _____

UNIVERSITY PARK POLICE DEPARTMENT
DISCIPLINARY RECOMMENDATION GUIDE

Form 12-12

The guide generally promotes uniformity in the administration of certain disciplinary actions. It is however a guide and is not mandatory. This guide is not intended to prohibit summary punishment or disciplinary action for violations not listed in the guide. Two violations of a similar offense within a one- year period is an automatic cause for the recommended action to advance to the next highest category. Punishment may be advanced from one category to any higher category should the totality of the circumstances warrant more severe action. The Department does not intend, by placing any particular violation in a category, to limit punishment for that violation. Punishment for a particular violation remains in the discretion of the Department or Hearing Board, as appropriate.

CATEGORY I

Recommended summary punishment shall range from *a written reprimand up to a $100.00 fine or the loss of 1 to 10 hours of annual leave.*

* Town; leaving without supervisory or dispatch approval
* Court; failure to appear
* Felony screening; failure to schedule or appear
* Equipment; failure to control, failure to maintain or use of unauthorized
* Grooming regulations; violation of
* Medical; failure to make/keep appointment for physical or duty fitness evaluation
* Mishandling or improper preparation of criminal or traffic case resulting in a decline to prosecute, dismissal or *nolle proseque*
* Patrol; failure to patrol Town as assigned
* Parking; illegal parking of police vehicle
* Police Vehicle; failure to maintain
* Prisoners; failure to properly secure, search, seat belt or handcuff
* Radio; failure to acknowledge/using improperly
* Reports; failure to submit as required
* Response; unauthorized use of status; Code 3/Priority
* Ride-along; unauthorized passengers or violation of policy
* Secondary Employment; failure to notify or prohibited employment
* Sick leave; abuse of
* Sleeping on duty
* Tardiness
* Telephone procedures; violations of
* Traffic laws; violation(s) of minor laws
* Uniform regulations; violations of
* Unsatisfactory or marginal performance
* Vehicles; unauthorized use of

CATEGORY II

Recommended summary punishment shall range from a fine of *$101.00 to $150.00 or the loss of 10 to 30 hours of annual leave or suspension.*

* Abusive or demeaning language
* Absent Without Leave (AWOL)
* Calls for service; failure to respond to or properly clear
* Conduct unbecoming
* Discourtesy
* Firearms; unattended, unsecured or careless handling of
* Firearms: tardy or absent for scheduled firearms training
* Misconduct; to other officers or civilians/public
* Inappropriate language
* Police Vehicle; unauthorized use while at secondary employment or in violation of policy
* Police Vehicle Operation; flagrant violations that discredit the Department (i.e.- excessive speed, running red lights)
* Prisoners; failure to search or secure resulting in the discovery of a weapon or escape

CATEGORY III

These violations constitute major infractions that may result in a recommendation to the Chief of Police for punishment that *exceeds summary punishment up to and including termination*.

* Alcohol related offenses
* Criminal law violations
* Breech of Confidentiality
* Discrimination
* Drinking on duty
* Drug related offenses
* Firearms violations; careless handling resulting in injury or death
* Firearms; unreported discharges
* Force; excessive use of
* Harassment
* Hot pursuit; unauthorized
* Insubordination
* Loss of job requirements
* Medical disclosure; failure to notify of condition or medication that renders inability to perform assigned duties
* Operating a motor vehicle while suspended or revoked
* Police vehicle; operation of after consuming alcoholic beverages or drugs
* Reports/statements; falsifying

FORM 12-13 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

APPEALS TO SUMMARY PUNISHMENT
(ONE MEMBER BOARD)
ADMINISTRATIVE HEARING BOARD PROCEDURE

(Recording System Activated)

This Administrative Hearing Board is hereby convened and called to order. For the purposes of identification on the recording system, will the following parties identify themselves when called upon to do so:

A. I am Captain _____, Chairman of the Administrative Hearing Board.

B. Will the respondent's representative/attorney identify him/herself.

C. Will the respondent identify him/herself.

D. Will the prosecutor identify him/herself.

E. Will counsel to the Board identify him/herself.

I. INTRODUCTORY STATEMENT BY CHAIRMAN OF THE ADMINISTRATIVE HEARING BOARD:

Officer _____, on the _____day of _____, _____, you received a Disciplinary Action Recommendation that advised you that in accordance with Public Safety Article – Title 3, Subtitle 1, Section 3-107 (A), you have a right to a hearing before the Administrative Hearing Board on the charges that have been placed against you. That Imposition of Disciplinary Measures also stated that you could elect to accept the recommended disciplinary action and waive your right to a hearing before this Board, provided that your written acceptance and waiver was submitted to the Chief of Police within three (3) working days of your receipt of the Imposition of Disciplinary Measures.

Timely written acceptance and waiver not having been submitted by you, this Administrative Hearing Board is authorized by the authority of the Chief of Police and is convened this _____day of _____, _____, at _____hours to consider the charges that have been placed against you as a result of your conduct on _____. The purpose of this Administrative Hearing Board is to hear evidence and arguments concerning the charges that have been placed against you, to make a determination of facts, to recommend a course of disciplinary action and to submit a written report, including findings of fact and recommendation, to the Chief of Police who shall then determine the final action to be taken in this matter.

FORM 12-13 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

Under the authority granted to the Chief of Police and in accordance with the provisions of the Law Enforcement Officers' Bill of Rights, Public Safety Article – Title 3, Subtitle 1, Section 3-107 (A), you have been charged under (University Park Police General Order(s)),

CHARGES

Officer _____, you may elect to waive the reading of the charges. Do waive the reading of the charges?

(INSERT CHARGES HERE)

Officer _____, do you understand the nature of the charges that have been placed against you?

Officer _____, are you aware of your rights as stated in the Law Enforcement Officers' Bill of Rights?

Mr./ Mrs. _____, are you satisfied that your client understands the charges against him and his rights?

Officer _____, you will be asked to either admit or deny the charges against you. If you admit those charges, you have the right to present any evidence and argument to this Board that you wish to be considered prior to my recommendation of disciplinary action.

If you deny the charges against you, this Board will hear evidence and arguments and determine whether or not the Department has proven the charges against you. If I find that the charges have not been sustained, I shall so advise the Chief of Police. However, if I find that the charges are sustained, I will so advise the Chief of Police and make a recommendation of disciplinary action to be taken.

You may also waive your right to be present at this hearing or to present evidence and arguments in your own behalf, however, whether you choose to be present or not, or whether you choose to offer any evidence and arguments or not, the Board will consider the charges against you as presented by the Department and will recommend a course of action to the Chief of Police.

FORM 12-13 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

Do you understand what has just been explained to you?

Do you admit or deny the charges against you?

NOTE: If the person charged stands mute, he/she shall be advised that silence will be considered a denial of the charges.

II. PRELIMINARY MATTERS:

Does either the officer or the Department desire that witnesses be excluded until called to testify?

Does either the officer or the Department wish to raise any other matter of a preliminary nature prior to presentation of this case?

III. PRESENTATION OF EVIDENCE AND ARGUMENTS:

1. Opening Statement of Department Prosecutor (Town Attorney)
2. Opening Statement of Defense
3. Department presents its case, subject to cross-examination of officer and Board.
4. Officer presents his/her case, subject to cross-examination by Department or Board.
5. Rebuttal by Department, which may only address those matters raised by the officer or the Board.
6. Surrebuttal by officer, which may only address those matters raised by the Department or the Board during rebuttal.
7. Summation by Department
8. Summation by officer
9. Final comment and/or rebuttal by Department.

Board adjourned at _____ hours for purpose of deliberation.

IV. OATH TO WITNESS

DO YOU SOLEMNLY DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THE TESTIMONY YOU SHALL GIVE, SHALL BE THE TRUTH, THE WHOLE TRUTH AND NOTHING BUT THE TRUTH.

THREE MEMBER HEARING BOARD
ADMINISTRATIVE HEARING BOARD PROCEDURE

(Recording System Activated)

This Administrative Hearing Board is hereby convened for case _____ and called to order. For the purposes of identification on the recording system, will the following parties identify themselves when called upon:

A. I am _____, Chairman of the Administrative Hearing Board.

B. Will the Lieutenant serving as an Administrative Hearing Board member identify him/herself?

C. Will the officer of equal rank serving as an Administrative Hearing Board member identify him/herself?

D. Will the respondent's representative/attorney identify him/herself (if applicable)

E. Will the respondent identify him/herself?

F. Will the prosecutor identify him/herself?

G. Will the attorney to the Board identify him/herself?

I. INTRODUCTORY STATEMENT BY CHAIRMAN OF THE ADMINISTRATIVE HEARING BOARD:

Officer _____, on the _____ day of _____, _____, you received a Disciplinary Action Recommendation which advised you that in accordance with Public Safety Article- Title 3, Subtitle 1, Section 3-107, you have a right to a hearing before the Administrative Hearing Board on the charges which have been placed against you. In light thereof, this Administrative Hearing Board is authorized by the authority of the Chief of Police and is convened this _____ day of, _____, _____, at _____ hours to consider the charges that have been placed against you as a result of your conduct on _____.

The purpose of this Administrative Hearing Board is to hear evidence and arguments concerning the charges that have been placed against you, to make a determination of facts, to recommend a course of disciplinary action and to submit a written report, including findings of fact and recommendation, to the Chief of Police who shall then determine the final action to be taken in this matter.

FORM 12-14 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

Under the authority granted to the Chief of Police in accordance with the provisions of the Law Enforcement Officers' Bill of Rights, Public Safety Article-Title 3, Subtitle 1, Section 3-102 (C), you have been charged under (University Park Police General Order(s)).

CHARGES

Officer _____, you may elect to waive the reading of the charges. Do you waive the reading of the charges? _____

(INSERT CHARGES HERE)

Officer _____, do you understand the nature of the charges that have been placed against you?

Officer _____, are you aware of your rights as stated in the Law Enforcement Officers' Bill of Rights?

Mr./Mrs. _____, are you satisfied that your client understands the charges against him and his rights?

Officer _____, you will be asked to either admit or deny the charges against you. If you admit those charges, you have the right to present any evidence and argument to this Board that you wish to be considered prior to my recommendation of disciplinary action.

If you deny the charges against you, this Board will hear evidence and arguments and determine whether or not the Department has proven the charges against you. If we find that the charges have not been sustained, we shall so advise the Chief of Police. However, if we find that the charges are sustained, we will so advise the Chief of Police and make a recommendation of disciplinary action to be taken.

You may also waive your right to be present at this hearing or to present evidence and arguments in your own behalf, however, whether you choose to be present or not, or whether you choose to offer any evidence and arguments or not, the Board will consider the charges against you as presented by the Department and will recommend a course of action to the Chief of Police.

FORM 12-14 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

Do you understand what has just been explained to you?

Do you admit or deny the charges against you?

NOTE: If the person charged stands mute, he/she shall be advised that silence will be considered a denial of the charges.

II. PRELIMINARY MATTERS:

Does either the officer or the Department desire that witnesses be excluded until called to testify? _____

Does either the officer or the Department wish to raise any other matter of a preliminary nature prior to presentation of this case? _____

III. PRESENTATION OF EVIDENCE AND ARGUMENTS:

1. Opening Statement of Departments Prosecutor (Town Attorney)

2. Opening Statement of Defense

3. Department presents its case, subject to cross-examination of officer and Board.

4. Officer presents his/her case, subject to cross-examination by Department or Board.

5. Rebuttal by Department, which may only address those matters raised by the officer or the Board.

6. Surrebuttal by officer, which may only address those matters raised by the Department or the Board during rebuttal.

7. Summation by Department

8. Summation by officer

9. Final comment and/or rebuttal by Department.

Board adjourned at _____ hours for purpose of deliberation.

IV. OATH TO WITNESS

DO YOU SOLEMNLY DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THE TESTIMONY YOU SHALL GIVE, SHALL BE THE TRUTH, THE WHOLE TRUTH AND NOTHING BUT THE TRUTH?

FORM 12-15 - LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

Date:

TO:

FROM:
Chairperson, Administrative Hearing Board

SUBJECT: Witness Summons – (for Department or Accused Officer)
ICN # _____.

You are hereby *compelled to bring the following documents and to appear* before the Administrative Hearing Board on _____ that will be hearing the complaint against Officer _____. The hearing will be conducted at _____ _____ 10:00 am.

If you need assistance or have any questions contact _____ at (301) 277-0050.

cc: Chief of Police, University Park Police
Town Attorney
Respondent

CONFIDENTIALITY AGREEMENT

ICN #: _____

Pursuant to Public Safety Article-Title 3, Subtitle 1, Section 3-104, Subsection (N)(1)(I-II), I have received the below listed documents at least ten days prior to the Administrative Hearing Board.

As a condition of receiving said documents, I/we agree to keep confidential all said documents and all material contained therein. I/we further agree not to disclose any of these documents or material contained therein other than to defend

Document list:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Received By: _____ Date: _____

Released By: _____ Date: _____

Witnessed By: _____ Date: _____

FORM 12-17 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

Counseling or Disciplinary Action
Short Form

Concept: These forms are to be used for witnessed violations of Department policy as it relates to discipline and performance. When used as a counseling, supervisors will be able to document and track officers' performance throughout the year. This information will assist supervisors with developing and reviewing evaluations and performance of the officers.

When used as a disciplinary notice for summary punishment only, disciplinary action should be issued in a timely manner. A hearing board will convene once a month when needed to hear charges against officers whom have requested a hearing.

The hearing officer appointed by the Chief of Police will hold the rank of Lieutenant. Upon rendering a guilty verdict the hearing officer will refer to the "Disciplinary Recommendation Guide" to determine punishment. The hearing officer may review the officer's personnel file and any previous disciplinary actions prior to issuing punishment. In those situations where an officer has been disciplined for similar actions, the hearing officer may advance the disciplinary action to the appropriate fine in the "Disciplinary Recommendation Guide."

Counseling Form

Procedure: When used by the supervisor, the original will be forwarded to the officer's personnel file. The counseling form will remain in the officer's file for one year. After review, should the Chief determine the counseling warrants summary punishment, the Chief will prepare the "Disciplinary Action Notice", nothing precludes the Lieutenant from issuing the counseling and imposing summary punishment if necessary.

Distribution: Original forwarded to the Chief, after the Chief's action has been taken, will forward to the officer's personnel file.

Copy 1: Retained by supervisor for monitoring the employee's performance for evaluation purposes. The supervisor may retain this copy for one year. After one year the copy will be forwarded to officer's personnel file. Copies are confidential and are not accessible to other officers other than supervisory and management personnel.

Copy 2: Chief, for the purpose of monitoring the employee's performance and for reviewing the employee's annual performance evaluation. Destroy copy after one year.

Copy 3: Employee's copy.

Copy 4: Retained by the submitting supervisor and destroyed after one (1) year.

Disciplinary Action
(Summary Punishment)

Procedure: The submitting supervisor will forward the original and all copies to the Chief. The Chief will review the document and determine if the action warrants counseling or summary punishment. Should the Chief concur with the recommendation, the Chief will check the appropriate section of the document and sign it. Prior to issuing disciplinary action the Chief may review the officer's personnel file. The Chief may refer to the "Disciplinary Recommendation Guide" and set the appropriate fine.

The Chief will meet with the officer to serve the notice of disciplinary action. The respondent will have seventy-two (72) hours from the time the action is served to pay the fine or request a hearing. If the officer fails to return the notice within the seventy-two (72) hour time period, a hearing will be scheduled. Furthermore, the Chief may elect to file additional charges against the officer for failing to follow a lawful order (i.e. -not complying with the seventy-two hour (72) hours or 3 days rule; calendar days unless the due date falls on a weekend, then the next business day is the due date).

Upon receipt of the officer's request for a hearing or expiration of the seventy-two hours, the Chief will forward the document and all copies to the Town Attorney. The Town Attorney will schedule an Administrative Hearing date and notify the parties involved of the date, time and location of the hearing. The Town Attorney will notify the Hearing Board Officer(s) seven days in advance of their assigned duties, and provide copies of the charges to be heard at least 24 hours in advance. The hearing board proceedings will be conducted in compliance with Department general orders, policy and procedures.

The hearing officer will place the findings on the back of the white copies and forward to designated officer for processing.

Should the Chief elect to resolve the issue as a counseling, the document is routed to the officer's supervisor for issuance.

FORM 12-17 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

(Office use only) Internal Case #_____

UNIVERSITY PARK POLICE DEPARTMENT
Deficiency Report/Summary Punishment Recommendation

Employee's Name: _____ID#: _____ Duty Assignment: _____

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____
_____
_____
_____

Narrative:
_____
_____
_____
_____
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_____

[ ] Based on my observation, I recommend summary punishment.

Submitting
Officer: _____Signature: _____ Date: _____

This section is to be completed by the Chief and/or designee and reviewed by the affected employee.

[ ] I have reviewed this document and impose summary punishment and set the punishment at _____
_____

Category _____ (if applicable)
[ ] I have reviewed this document and have forwarded it to the employee's supervisor for formal counseling.

Chief of Police: _____ Signature: _____ Date: _____

The employee is required to sign this document **FAILURE TO SIGN WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION.

[ ] I have reviewed this document and accept the summary punishment that has been set by the Chief and/or designee.
[ ] I have reviewed this document and agree with the facts as stated, however, I wish to appeal the summary punishment as set.
[ ] I refuse to accept summary punishment and request a hearing pursuant to Public Safety Article-Title 3, Subtitle 1, Section 3-107(A) and 3-111(C).

Employee's Name: _____ ID: _____ Signature: _____ Date: _____

**The employee shall return this form signed within 72 hours to the office it was received from.

Employee may attach comments. Received By: _____ Date: _____

After action has been taken by the Chief and/or designee, Original and 2nd Copy to Chief for distribution, 1st Copy to Employee.

FORM 12-17 LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS - UPPD1200.0

(Office use only) Internal Case #_____

UNIVERSITY PARK POLICE DEPARTMENT
Deficiency Report/Counseling Form

Employee's Name: _____ ID#: _____ Duty Assignment: _____

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____
_____

Narrative: _____
_____
_____
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_____

Submitting
Officer: _____ Signature: _____ Date: _____

I have reviewed this document and am forwarding it to the Employee's Supervisor for Service

Chief: _____ Signature: _____ Date: _____

The employee's signature is not an admission of guilt nor acknowledgment of wrong doing or considered an agreement to the facts as they are stated in the aforementioned document. The employee's signature is merely a receipt of this counseling form.

_____
Employee's Name ID # Signature Date

Employee may attach comments. Received By: _____
Date: _____

Original/Forward to Chief, 1st Copy to Supervisor, 2nd Copy to Employee, and 3rd Copy to submitting person, if supervisor or Chief destroy this copy.

ADMINISTRATIVE HEARING BOARD MANUAL

Form 12-18

1. PURPOSE

This manual explains how the administrative hearing board process function as it applies to sworn or appointed police officers.

2. POLICY

The placing of administrative charges against a member of the Department evokes certain rights for the respondent officer as detailed in Public Safety Article-Title 3, Subtitle 1, Section(s) 3-101 through 3-113 (titled Law Enforcement Officers' Bill of Rights). At the Department's option or, at the request of the respondent officer, an Administrative Hearing Board shall be convened to hear administrative charges and recommend punishment to the Chief of Police. The Administrative Hearing Board may be comprised of as little as one (1) hearing officer or as many as three (3) hearing officers. The Administrative Hearing Board provides the opportunity for the respondent officer to present opposition to the charges or punishment and be heard in a fair and impartial manner.

3. ONE MEMBER HEARING BOARD

The Law Enforcement Officers' Bill of Rights provides the Chief of Police the authority to convene a "one member or more" Administrative Hearing Board to conduct hearings on the appeals of summary punishment. Such a "board" shall be a one member hearing board and will be chaired by an officer of the permanent rank of "Lieutenant" or above unless the respondent officer is of the same rank. In those cases a member holding at least one rank higher than that of the respondent will chair the hearing. At no time will the chair be an officer who investigated the complaint, recommended charges, or was any way involved in the adjudication of the complaint.

4. THREE MEMBER HEARING BOARD

If the Department charges an officer with a serious violation and summary punishment is not offered a three member Administrative Hearing Board shall hear the charges. This Administrative Hearing Board shall be comprised of at least two (2) officers. The chairperson to the board, at the option of the Chief of Police for the respondent officer, may be from another police agency. The chairperson shall hold the permanent rank of Captain or above.

5. SELECTION

The designation of any members or pool of members to serve on any Administrative Hearing Board shall be made by the Chief of Police. As noted above, the Chief has absolute authority to select the chairperson for either a one (1) or three (3) member hearing board. The remaining members for a three (3) member hearing board shall be selected by designating three (3) officers of equal or higher rank than that of the respondent for the respondent to choose one to sit as a board member. The Chief shall also designate three (3) officers of equal rank for the respondent officer to select one to sit on the board. The list may be comprised of officers from either the Department

or an outside Agency. As required in the Law Enforcement Officers' Bill of Rights at least one (1) member of a three (3) member hearing board must be of equal rank of the respondent officer.

6. DUTIES AND RESPONSIBILITIES

The Administrative Hearing Board conducts hearings to hear charges against police officers and to recommend disciplinary action against the respondent. The Board shall ascertain guilt or innocence as it relates to the charges presented. The determination of the finding(s) shall be based on information contained in the investigation or reports, documents, the testimony of witnesses and other such evidence that the Board deems appropriate.

a. The hearing is strictly an Administrative proceeding. It need not follow the strict rules of criminal evidence or the common law rules of evidence. The Board is quasi-judicial. It does not jeopardize life or property interests. Therefore the board, at its option, may allow hearsay evidence but must weigh its probative value. The proceeding as such should be conducted in adherence to appropriate guidelines and atmosphere. The hearing shall be conducted with a certain amount of "informality," however a strict agenda shall be followed.

b. The degree of proof to guide Board member(s) is the preponderance of evidence only. "Preponderance" used in connection with the weight of evidence refers to something more than the number of witnesses who furnish it. It relates to the character of the witnesses, intrinsic characteristics of the evidence itself and the probability of truth as tested by the ordinary experiences of average persons in their daily affairs.

c. If a "rule on witnesses" is requested, the chair shall instruct the witnesses to not discuss their potential or actual testimony with anyone during the hearing and remove them to a secure room to wait until called. The chair may post a guard at the secure room to ensure the "rule on witnesses" is followed.

d. If the Board renders a finding of guilty, it shall reconvene to conduct a punishment hearing within fourteen (14) days to consider the respondent officer's past performance and any other relevant material submitted on the respondent's behalf. The respondent may call "character" witnesses to testify.

7. CHAIRPERSON RESPONSIBILITY

a. The Chair will preside over the Administrative Hearing Board proceeding and decide any questions of procedure, the acceptability and relevancy of evidence, rule on objections and other related matters.

b. It shall be the responsibility of the Chair to describe the reason(s) that the Administrative Hearing Board was convened, the name of the respondent and the charges presented.

c. The Chair shall be responsible for notifying the Chief of Police of the Board's findings, recommendations and the actual vote in writing as soon as practical after the punishment hearing.

8. FINDINGS OF THE BOARD - DEGREE OF PROOF

a. When deliberating the Board must remember that the hearing was conducted as an "employment or personnel" matter and not as a criminal trial even though some of the charges may have been violations of criminal law. Because police officers deal with criminal law in their everyday course of duties where there is a requirement of proof beyond a reasonable doubt, there is a tendency to confuse violations of employment rules with violations of criminal law. The administrative hearing process does not involve a loss of life or liberty. Therefore, the degree of proof that determines guilt lies with the preponderance of evidence, not guilt beyond a reasonable doubt.

b. In rendering decisions, the Administrative Hearing Board will utilize the findings of fact rather than merely giving a guilty or exonerated resolution. Findings are made as a matter of principal. This is important since the case is subject to judicial review. Findings apprise the parties of the basis for the decision and foster the belief that the matters were carefully considered. The members have the obligation during deliberations to consider all the evidence related to them and come to the conclusion based upon the preponderance of the evidence.

c. Any decision, order, or other action taken, as the result of a hearing shall be in writing and be accompanied by findings of fact. The findings are a concise statement upon each issue in the case. The decision, order, or other action shall be mailed or delivered to the respondent officer and the officer's counsel or representative of record.

9. SUPPORT

a. At the option of the chairperson, legal counsel may be retained to provide advice, guidance and other assistance as necessary to the Board.

b. All proceedings of the Board will be tape recorded or transcribed.

c. The Chief of Police shall assign staff to assist the hearing board. This includes, but is not limited to, the preparation and completion of the Board's pre-hearing documents and notifications.

10. PRIVILEGES OF THE RESPONDENT OFFICER

a. The respondent officer shall be notified in writing of the scheduling of an Administrative Hearing Board not less than thirty days prior to the hearing. This notice will include a list of witnesses and evidence to be presented at the hearing within ten days of the hearing date.

b. The respondent officer shall have the right to present evidence, witnesses, and cross-examine prosecution witnesses.

c. The officer has the right to be represented by anyone the officer chooses provided that, if the representative is a member of the agency, that person has the right to refuse.

d. The respondent officer may waive the rights to a hearing by pleading guilty to the charges. If this is done, the officer still maintains the right to a punishment hearing.

e. The officer may leave the hearing and be tried in "absentia."

f. Should the Administrative Hearing Board dismiss certain charges or render a "not guilty" finding the action as it pertains to those charges shall be terminated.

g. Any final disciplinary action issued by the Chief of Police may be appealed to the Circuit Court for Prince George's County, pursuant to Maryland Rule 7-202 and 203 within thirty days of issuance to the respondent.

h. Any party aggrieved by the court may appeal the decision to the Court of Special Appeals for the State of Maryland.

11. OPTIONS OF THE CHIEF OF POLICE

a. The Chief of Police may accept, reject, or modify the recommendations presented by the Board, in accordance with Public Safety Article-Title 3, Subtitle 1, Section 3-108(D). The respondent officer will be informed in writing of the decision of the Chief of Police.

b. Should the Chief of Police intend to increase the recommendations of the Administrative Hearing Board, the Chief shall:

1. Notify the officer of the intent;
2. Personally review the entire proceedings, and;
3. Provide the respondent officer the opportunity to be heard.

c. The Chief of Police will render the final decision of punishment within thirty days of receipt of the Administrative Hearing Board's recommendations.

12. ADMINISTRATIVE HEARING BOARD PROCEDURES

a. Call to Order; reading of opening statement by the chairperson.

b. Opening Remarks

1. Prosecution
2. Defense

c. Prosecution Presentation

1. Presentation of the case.
2. Cross-examination of witnesses by defense.
3. Examination of witnesses by the Board.
4. Redirect of witnesses by the defense.

d. Defense Presentations

1. Presentation of the case.
2. Cross-examination of witnesses by the prosecution.
3. Examination of witnesses by the Board.

4. Redirect of witnesses by prosecution.

e. Conclusion

1. Summation by prosecution
2. Summation by defense.
3. Final rebuttal by prosecution

f. Deliberation in closed session by the Board.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
PROFESSIONAL LIABILITY PROTECTION			**UPPD 1300.2**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
EMPLOYEE BENEFITS	**1**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **22**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to outline the Town's professional liability protection plan.

II. POLICY

The Town will provide its employees adequate liability coverage; defense; and indemnification of a judgment as authorized by State law. This general order is not intended to expand the State law requirements.

III. LEGAL REQUIREMENTS

A. The Courts of Judicial Proceedings Article of the Maryland Annotated Code (§5-302 et seq.) requires that each local government provide a legal defense for their employees acting within the scope of their employment in lawsuits alleging damages for tortious acts or omissions against the employee.

B. It also requires the local government to pay any judgment against the employee so long as the judgment does not include payment for punitive damages and as otherwise limited in the State law.

IV. COVERAGE

A. The Town has an insurance policy with the Local Government Insurance Trust. This policy provides Town employees and the Town Government in general with indemnification pertaining to activities conducted in an official capacity on behalf of the Town.

V. EMPLOYEE RESPONSIBILITY

A. The Town has coverage for specific areas of liability. Employees must cooperate in the defense of the lawsuit against them and must notify the Town immediately of receipt of any notice of claim for damages.

B. The details of the coverage are available for review in the Office of the Town Treasurer. Employees that have questions regarding this policy are encouraged to review the extent of liability coverage.

VI. EXCEPTIONS

A. This directive does not apply to actions by the Police Department or the Town against specific employees.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

`TITLE			PROCEDURE NUMBER
PHYSICAL FITNESS			**UPPD 1300.3**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
EMPLOYEE BENEFITS	**2**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **22**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish guidelines and procedures for physical examinations and fitness.

II. POLICY

The Department will provide employees with physical examinations prior to employment and at the discretion of the Chief of Police.

III. STANDARDS OF FITNESS

Standards of fitness are those that have been shown to be directly related to the tasks performed and not to serve to eliminate or penalize employees who can otherwise perform the tasks of their assignments, with or without reasonable accommodations.

IV. PHYSICAL EXAMINATIONS

A. All Department employees are required to submit to a pre-employment physical examination prior to their initial selection which is mandated by the Maryland Police and Correctional Training Commission.

B. Any physical examination specifically required of any employee by the Department will be provided at no cost to the employee.

V. CRITERIA FOR PHYSICAL FITNESS

A. All employees are strongly encouraged to maintain a level of fitness that allows them to effectively perform their assigned job tasks and responsibilities.

B. Employees are also encouraged to have their own physical examination performed annually.

VI. FITNESS FOR DUTY EXAMINATION

A. At the discretion of the Chief, a physical examination may be ordered to confirm the employee's continued fitness to perform the tasks assigned and to inform the employee of their general physical condition.

B. Results of the examination are not intended to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodations.

C. Based upon the findings of the examination the Chief reserves the right to request the employee to comply with the findings and recommendations pertaining to their continued fitness for duty.

D. If an employee is found not fit for duty, the Chief may accommodate the employee with a non-contact assignment, if available, until it is determined how and whether the employee may return to full duty.

F. If the employee is unable to return to full duty, the Chief may provide assistance, within the resources of the Department, to assist the employee.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
RESPONSE TO WORK PLACE VIOLENCE			**UPPD1300.8**
SECTION **EMPLOYEE BENEFITS**	NUMBER OF PAGES **1**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS **DATE:**	CALEA CHAPTER **26**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

To establish guidelines and procedures to ensure the proper response and reporting of any incident of workplace violence.

II. POLICY

The Town desires to maintain an environment that is violence-free for all Town employees. The Town will not tolerate violence in the workplace; is committed to maintaining an environment that is free from all forms of violence; threats of violence; all forms of intimidations and criminal harassment. The protection of life and property is paramount regarding these incidents.

Any confirmed incident of Workplace Disturbance is grounds for disciplinary action to include termination of employment

III. DEFINITIONS

Town Employee – Any person elected or appointed to; or employed by, the Town or any agency; board; commission, or similar entity, whether or not funded in whole or in part by the Town.

Workplace – Any location where a Town employee is working or assigned.

Workplace Disturbance – Any incident involving violence; threats of violence; intimidation or criminal harassment directed at any Town employee that occurs at a workplace.

IV. PROCEDURES

Any Town official that anticipates or is witness to a disturbance shall be referred to the Chief.

The Chief or a designee will assign an officer to investigate the disturbance to include a written report unless the call is received directly from PSC. All calls involving disturbances requires an on-scene response.

1. Patrol Officer's Responsibilities:

All incidents of workplace violence shall be documented on an Incident Report with a case number. The report shall be titled as WORKPLACE DISTURBANCE. The Special Studies block will be coded "20".

2. Supervisors will ensure that all workplace disturbances are properly investigated and documented.

V. COMMAND RESPONSIBILITIES:

The Chief or a designee will review the report to ensure the appropriate response and reporting was completed.

The Chief or a designee will confer with the Mayor regarding an incident involving civilian personnel to determine if additional support or action is required from the Department.

All incidents of workplace disturbance involving sworn personnel will be handled in accordance to Department policies and L.E.O.B.R.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
SECONDARY EMPLOYMENT/SECURITY RELATED SECONDARY EMPLOYMENT			**UPPD1300.9**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
EMPLOYEE BENEFITS	**4**	**10/22/2015**	
☐ **NEW** **AMENDS** ☐ **RESCINDS**	CALEA STANDARD	AUTHORITY	
DATE:	**22**	**Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes policy and procedures relative to the secondary employment and security-related secondary employment of Department employees.

II. POLICY

It is the policy of this Department to allow employees to engage in secondary employment and security related - secondary employment when authorized by the Chief as outlined in this general order.

All employees who desire to engage in any secondary employment and/or security-related secondary employment must recognize that their primary duty, obligation and responsibility are to the Department. Officers remain subject to call at any time for emergencies, special assignments or extra duty.

This policy only applies to Security-Related Secondary Employment. Requests for any exemptions to these provisions shall be in written form to the Chief.

III. DEFINITIONS

A. Security Related – Secondary Employment - is employment where an officer prevents crimes, apprehends suspects or performs other law enforcement duties enumerated in the Position Description for Police Officer, regardless of rank; involving actual or potential use of law enforcement powers and when compensation's is provided by an employer other than the Department.

B. **Work Week** - Extends from the beginning of the first day of a single shift (as published in shift schedules) to the last day of the same shift when worked on a continuous basis.

C. Officers Daily Report / ODR – a form used to document an officer's daily activity for calls for service. It is also used to document all Grant Enforcement and Secondary Employment activities.

D. Daily Telephone Log – a form used to document all telephone calls received by the department. The Log is identified by the Julian date for the day of the month in a calendar year.

IV. SECURITY RELATED SECONDARY EMPLOYMENT IN GENERAL

A. All officers must request written approval from the Chief requesting permission to work Security Related-Secondary Employment.

B. The nature of the duties and obligations of the Department requires that officers work irregular duty schedules that are subject to change in order to meet deployment needs. Therefore, for these reasons, and because certain occupations inherently conflict with an employee's

primary responsibility, the Department may limit or prohibit secondary employment which is detrimental to Department objectives.

C. Such determinations will be balanced against the Department's capability to execute its responsibilities to ensure full and faithful service in return for expenditure of resources.

D. Officer will not work secondary employment in excess of 25 hours per pay period.

E. Officers must be reminded that as a public official they are automatically held to a higher standard of integrity and performance in which they must maintain regardless of circumstances or excuse.

1. Officer will conduct themselves in a professional manner at all times while engaging in secondary employment.

F. Officers are prohibited from exercising the authority of their office outside the cooperate boundaries of the Town during secondary employment except as allowed by law.

G. On a case by case basis, the Chief of Police may authorize employment that is beyond the jurisdiction of the Town, however is must be located within the geographical boundaries of the Prince Georges County Police Department.

V. REQUESTING PERMISSION FOR SECONDARY EMPLOYMENT

A. All officers shall submit Form UPPD 22-03 requesting permission to work Secondary Employment to the Office of the Chief of Police

B. The request will include the following**:**

1. The name and address of the employment**.**

2. Description of the work to be performed.

3. A schedule indicating the dates and times of employment.

VI. LEGAL REQUIREMENTS

A. As part of the application for approval, officers are required to obtain the following information for Secondary Employment.

1. Proof of an officer's individual general liability insurance policy with a minimum liability coverage of $1,000,000.00.

2. Proof of liability insurance coverage from the secondary employer that indicates $1,000,000.00 general liability insurance that includes the officer as a named or additionally insured.

3. The private employers' execution of an indemnity agreement by which it assumes any and all financial responsibility arising from the off-duty officer's allegedly tortious acts or omissions and holds the Town harmless.

VII. PROHIBITED EMPLOYMENT

A. The following types of employment are prohibited:

1. Employment where an officer engages in the physical sales, service or dispensing of alcoholic beverages;

2. Employment by any private investigator, attorney, insurance agency, bail bond agency or involvement in any form of private investigation duties. Further, an officer may not maintain a majority controlling financial interest in any of these;

3. Where the officer receives payment as a result of participation in the operation of a game of chance;

4. Civil process service;

5. Employment for any party in a labor management dispute; and

6. Employment as a commissioned police officer for any other political subdivision.

7. Employment which would require conduct contrary to Departmental general orders, policies, reputation or creates a real or potential conflict of interest.

VIII. SECONDARY EMPLOYMENT AT GAMBLING SITES

A. Employment at locations lawfully conducting games of chance is permitted. Officers who observe a violation of law shall notify the person in charge to cause the violation to cease. Officers shall request case numbers from PSC and document the violation on an Incident Report and indicate NED in the Copy to block of the report

IX. AUTHORIZED EQUIPMENT

A. The wearing or use of any Departmental uniform and/or equipment on any security related secondary employment is generally prohibited, with the exception of the police radio and service weapon. If carrying a service weapon, the officer must also carry but not display proper police credentials.

B. On a case by case basis, the Chief of Police may authorize the use of the officer's assigned vehicle. This will be determined by the location of the secondary employment and the officer's ability to respond to the Town in a timely manner if required to do so.

1. The assigned vehicle shall be parked at a location adjacent to the secondary employment, not on the property unless authorized by the Chief.

X. PROCEDURES

A. Officers will notify the on-duty officer prior to the start of the job and provide them with the following information:

1. The work location;

2. Work hours; and

3. Contact phone numbers.

4. Officers shall be available by radio via PSC.

B. The on duty officer receiving this information will record the same on the Daily Telephone Log.

C. The officer working the Secondary Employment will submit a completed ODR indicating the information pertaining to the employment.

D. During secondary employment, the officer is subject to recall in the event of calls for service requiring additional manpower; in all cases of declared emergencies; or a situation that concerns an officer's safety.

E. **Officers Responsibility**

1. If an incident occurs requiring a police action in the Town, the officer will handle the entire incident.

2. If an incident occurs requiring a police action out of Town, the officers shall notify PSC and request assistance from an officer with jurisdiction.

3. Officers shall submit all police reports to the police district servicing the area of occurrence.

4. A copy of all reports; arrest photographs; fingerprint cards and related documentation will be submitted for review.

5. All copies will then be submitted to the department's records system and will remain the property of the University Park Police Department.

F. Supervisory Responsibility

1. Periodically the Chief or a designee will monitor all secondary employment locations, including contacting the employer if necessary.

2. All incidents concerning use of law enforcement authority; injuries to officers or others; and complaints will be investigated immediately.

XI. SECONDARY EMPLOYMENT COMPENSATION

A. Whenever an officer is being compensated by more than one employer simultaneously they shall notify all such employers of this arrangement.

B. The Department does not accept; nor will it process payments for officer's secondary employment.

XII. SECONDARY EMPLOYMENT COURT APPEARANCES

A. If possible, officers shall attempt to have such court appearances scheduled during their off-duty time.

1. Officers summoned to court during a scheduled shift for a case directly resulting from secondary employment shall take compensatory or annual leave during the time such case is heard.

2. If a case results in overtime court attendance, the Department is not responsible for court/over-time compensation.

XII. LIABILITY DISCLAIMER

When an officer performs police action during secondary employment or initiated at the direction of the employer, the Town of University Park assumes no liability for resulting damages.

XIII. REVOCATION PROCESS

Any violation of this general order will be grounds for revocation of approval to work Secondary Employment/Security Related Secondary Employment.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
UNIFORMS AND EQUIPMENT			**UPPD1400.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
UNIFORMS AND EQUIPMENT	**6**	**10/22/2014**	
↑ **NEW** ↑ **AMENDS** ↑ **RESCINDS** **DATE:**	CALEA CHAPTERS **17, 22, 26, 41, 53**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish the uniform and equipment requirements of sworn and civilian personnel of the Department.

II. POLICY

It is the policy of this Department that all officers exhibit professionalism, discipline, and efficiency while in the public eye through a well-equipped and uniform appearance.

III. DEFINITIONS

A. Summer Uniform – consists of short sleeve shirt and related uniform parts worn without an outer garment for protection against warm weather.

B. Winter Uniform – consists of long sleeve shirt and related uniform parts worn with an outer garment for the protection of cold weather.

C. Unseasonable Weather – is periods when the weather can be either too warm (+70º) or cold (50-º) pertaining to the uniform of the day.

This allows officers to temporarily wear the appropriate uniform for existing weather conditions.

IV. UNIFORMS

A. Except as authorized by the Chief, uniforms will be worn by all sworn members of the Department while on duty.

B. Members will wear and display only uniforms and items of equipment approved by the Chief.

C. Uniforms will be worn only during work hours, traveling to and from work, or while engaged in police functions as approved by the Chief or designee.

1. An outer garment of the officer's choice may be worn over the uniform while traveling to and from work. Officers enrolled in the take-home vehicle program, when not in uniform, shall have the Department issued baseball cap available in the vehicle as an aid to officer recognition.

D. Uniforms will be neat, clean, pressed and properly tailored. Uniforms may be cleaned and repaired at an authorized dry cleaning vendor. When picking up cleaned and/or repaired uniforms the officer must sign each receipt covering those items for cleaning and/or repairing for which the Town will pay.

E. Brass and leather equipment will be kept polished and replaced if excessively worn. All snaps and buttons will be kept fastened as intended.

F. Uniforms which do not appear to be neat and clean or which are faded, torn, frayed or do not fit, will not be considered a proper uniform.

G. Badges, Identification and Weapons - Officers, while off-duty and dressed in civilian attire, shall not wear or carry their badges, identification, or weapons conspicuously

exposed to view. Armed off-duty officers will always carry their Departmental identification.

V. ISSUANCE OF UNIFORMS & EQUIPMENT

A. The Chief or designee will procure issue and keep a record of all uniforms and equipment given to each officer. Whenever possible uniforms and equipment will be taken from existing stock.

B. All officers shall, at a minimum, maintain in a serviceable condition the same number of uniforms and related equipment items consistent with the initial issue.

C. After the original issue of uniforms is made members are responsible for the proper maintenance of uniforms. Officers will request that worn or damaged uniform parts and accessories be repaired or replaced when needed.

D. Uniforms will be taken to the contracted dry cleaners when necessary at no cost to the officer.

E. Once a year the department will purchase one pair of authorized footwear for each officer. This request can be made directly to the Chief or a designee who will maintain records pertaining to each request and purchase.

VI. OFFICIAL UNIFORM PARTS

A. Footwear: Black plain toe, low quarter, polished or corafram finish, laced shoe or low quarter boot; zipper boot maximum ten inches for class A, B and C uniform.

B. Socks - officers shall wear black or dark brown socks of a non-transparent material.

C. Pants: issued tan pants with brown stripe or Tactical black pants.

D. Shirts: Sergeants and below – issued tan shirt with University Park Police patch on each sleeve. Command Staff issued white shirt with patch on each sleeve. Tan Polo type shirt long or short sleeve for causal office and special events.

E. Ties: Dark brown clip on tie.

F. Tie Bar or tack: Maryland State Seal.

G. Badge(s): for shirt, hat and wallet.

H. Rank Insignia: Each officer of the uniform force, with the exception of those with the rank of police officer candidate and police officer (private) shall wear the appropriate collar pins or chevrons on sleeves of rank while on duty, in the following prescribed manner:

1. Chief of Police will wear the gold eagle insignia.

2. Captain will wear the gold double bar insignia
3. Lieutenant will wear the gold single bar insignia.

4. Officers of the rank Police Officer First Class, Corporal and Sergeant will wear sleeve chevrons or gold collar insignia as denoted of the rank.

I. **Shoulder Patch(s**): Departmental shoulder patches (right/left) will be worn on all classes of uniforms.

J. Nameplate: brass or brass colored metal rectangular shaped, with rounded beveled ends, gold colored, with the wearer's last name only centered in black capitalized Roman letters.

K. Garrison Belt

1. The following are authorized Garrison belts to be worn by officers of this Department:

a. Issued belt with buckle, or identical belt with maximum width of 1¾"; and

b. Plain belt with Velcro closure and no buckle, with a maximum width of 1¾".

2. The authorized buckles, if worn, are the plain, single pin type or the University Park Police rectangular buckle may have centered State Seal.

L. Issued Sam Brown gun belt: black in color will hold:

1. Issued Glock Model 23: .40 caliber semi automatic pistol in issued holster;

2. Magazine Holder: the issued double magazine holder positioned vertically or horizontally on the police equipment belt. The holder shall contain two fully loaded magazines.

3. Issued handcuffs and case: Velcro or hidden snap closure (open case for administrative personnel only).

4. **O.C. Spray** holder with O.C. Spray;

5. **ASP holder** with ASP Baton;

6. **Portable radio** and swivel or plain holster.

7. Flashlights: the authorized flashlight is of a type approved by the Chief. Small flashlights of any material are permitted. The flashlight shall be black in color with a maximum length of 7 ¾".

8. **Belt Keepers:** may be a maximum 1" in width, with inside Velcro fasteners or two metal snaps.

M. D-Ring Keepers: black in color for Class A uniform.

N. 8 point hat: optional except for:

1. Funerals and other special details;

2. Traffic Details

3. Crowd Control

4. As directed by a supervisor

O. Issued Baseball cap: black in color with patch on front. May be worn with uniform C, D, and E.

P. Caps –

1. The Artic cap is authorized for wear only during inclement weather. The hat badge shall be affixed to the front holder of the hat.

2. The stocking cap is authorized during inclement weather. The hat patch shall be affixed to the front holder of the hat.

Q. Sweater: (Optional with Class C, D, E) Brown, crew neck, commando style, pullover sweater, with or without epaulets, with Department patch on both sleeves and Department badge on left breast pocket area. When the sweater is worn, the tie will not be used and the shirt collar with collar rank insignia shall be displayed on the outside of the sweater. No other accouterments shall be worn on the sweater.

R. **Raincoat -** during precipitation officers may wear the issued raincoat, the badge shall be worn in the holder provided on the raincoat.

S. Soft Body Armor

1. The wearing of soft body armor may increase an officer's chances of surviving a traumatic injury. Officers must have the soft body armor readily available when on duty. The wearing of soft body armor is mandatory except when on administrative assignments and special events requiring the Class A uniform or with permission of the Chief or designee.

T. Cold weather issued duty jacket - with Gortex shell.

U. Department Award(s) Ribbon(s): The ribbon may be worn on Class 'A' uniform and Class 'B' uniform in accordance with UPPD601.0 - "Departmental Awards", Section IV.A-B.

1. Optional US flag or state seal may be worn centered over the ribbon or nameplate.

V. Other Insignias: may be worn with approval from the Chief of Police. Some examples are:

1. Shooters Medal
2. FTO
3. Bike Patrol
4. Flag
5. Pins

VII. NON-ISSUED UNIFORM ACCESSORIES

1. Gloves - the only authorized gloves for officers are plain black or dark brown colored gloves whose material covers the entire hand to the wrist. They may be worn only during cold or inclement weather. Gloves containing lead, sand, or other weighted material are prohibited.

2. Undershirts – will be worn with the uniform and will be white in color. No lettering or designs may be visible.

3. **Sunglasses -** will not be worn in formation, except when required for medical reasons. Mirrored-type sunglasses or sunglasses that present an extreme appearance are prohibited.

4. Off-duty Holster - all off-duty officers shall carry authorized weapons in a holster that:

a. Encloses most of the barrel and frame;

b. Firmly secures the firearm;

c. Attaches to the wearer's apparel or body (clip-on holsters are authorized); and

d. Are approved by the Chief of Police.

VIII. UNIFORM CLASSES

A. Class A: Dress Uniform

Blouse, long sleeve shirt, necktie, tan trousers with brown stripe, State seals, rank insignia, tie bar/tack, badge, nameplate, whistle/ chain/ hook, award ribbon(s), issued footwear (black, low quarter, polished or corafram finish, laced shoe), issued hat, issued four-stitch Sam Browne gun belt with buckle and cross strap, issued holster, ammunition pouch(s), handcuff case, and "D" ring keepers. White gloves will be worn when authorized by the officer-in-charge (OIC) of the detail.

B. Class B: Special Detail Uniform

Issued duty jacket, short sleeve/long sleeve shirt with tie, tie bar/tack, tan trousers with brown stripe, hat, badge, nameplate, collar rank insignia, and footwear (approved shoe or boot-no optional footwear). Duty leather gear to include any approved optional leather gear. An optional outer jacket may be authorized by the OIC of the detail. No other optional uniform items will be worn.

C. Class C: Duty Uniform

Long sleeve shirt and tie with tie bar/tack or short sleeve shirt, tan trousers with brown stripe, hat or issued baseball cap, badge, nameplate, collar rank insignia, and approved footwear. The turtle neck shirt or a dickey may be worn in conjunction with either uniformed shirts. Approved optional uniform items may be worn with this class uniform.

D. Class D: Utility Uniform

Issued utility long sleeve/short sleeve shirt, tan utility trousers with brown stripe or black 5-11 tactical style pants, and approved footwear. The badge, nameplate, and collar rank insignia will be the only accouterments worn on the shirt. Ties will not be worn. The issued baseball cap may be worn as headgear. The type of detail or assignment will determine leather gear and equipment the officer wears. Optional uniform items (i.e., jackets, sweaters, etc.) may be worn with this class uniform. This uniform shall never be worn to court.

E. Class E: Bicycle Uniform

Long sleeve or short sleeve shirt, or issued collared golf style shirt, bicycle helmet, badge, nameplate, collar rank insignia, protective eye gear, plain black shoes or boots, plain white crew style athletic socks without a name brand or visible logo, issued black utility cycling pants

or shorts, and standard department issued leather gear or issued nylon gear. The turtle neck shirt or dickey may be worn in conjunction with either uniformed shirt.

Optional authorized equipment: vented short sleeve shirt, plain black athletic shoes, plain black riding gloves, and police bicycle jacket.

The wearing of this uniform class is only permitted when the officer is assigned to ride the bicycle during their tour of duty and never to be worn for court.

F. Court Attire

For court attire refer to General Order 327.0 Subpoenas and Appearances IX. Court Attire.

IX. SEASONAL CLASS UNIFORM

The winter uniform will be worn from October 1 until April 15. The summer uniform will be worn April 16 until September 30. In the event of unseasonable weather, the uniform of the day will be at the direction of the Chief or designee.

X. NON-UNIFORM OFFICERS

1. Officers assigned to non-uniform duties are authorized to wear plain clothes. However, such plainclothes attire will be appropriate for the particular assignment authorized by the Chief. When in civilian attire officers must carry authorized identification items, such as:

a. Badge or identification card clipped to an outer garment; or

b. Outer garments displaying the Departmental patch or the word police.

2. Plainclothes officers shall display an authorized identification item whenever they:

a. Respond to any incident scene having the potential for the use of force; and

b. Perform overt duties on any incident scene requiring frequent identification, e.g., crime scene searches, search warrant executions.

3. Plainclothes officers acting within normal scope of duty shall identify themselves whenever there is a need to do so.

XI. CILIVIAN ATTIRE

1. Civilian employees are not required to wear a uniform. Employees will dress in a manner which reflects a professional appearance.

2. Grooming standards for these employees will be the same as those for uniformed police personnel.

XII. SUPERVISOR'S RESPONSIBILITY

1. Conduct inspections to ensure that officer's have uniforms and all proper equipment.

2. Ensure each officer corrects uniform or equipment not in compliance with this general order before their shift begins.

3. A written detailed memo should be submitted to the Chief when uniforms or equipment is lost, damaged, or stolen.

XIII. **SURRENDER OF UNIFORMS AND EQUIPMENT**

1. Officers and employees shall surrender all items of uniforms and related equipment that are Department property to the Chief/designee, prior to termination of their last tour of active duty.

2. Upon being suspended, affected officers shall immediately surrender Departmental weapons, identification's (MPTC), and badges to the suspending officer.

3. In the event of the death of any officer or employee, the Chief/designee shall, within 30-days, take possession of all items of uniforms and related equipment that is Department property, which had previously been issued or assigned to the deceased person. The family may retain one uniform for burial purposes.

XIV. MAINTENANCE OF STORED UNIFORM AND EQUIPMENT ITEMS

The Chief or a designee will be responsible for ensuring that stored uniform and equipment items are properly maintained for issue or reissue. Those items that are not fit for issue or reissue will be disposed of in a manner that provides the best value to the Department. This may include donations of items, with Department identification removed, to local charities; other organizations and agencies.

End of Document

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE **APPEARANCE AND GROOMING**			PROCEDURE NUMBER **UPPD1400.1**
SECTION **UNIFORMS AND EQUIPMENT**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **26**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order outlines the Department's appearance and grooming standards for all employees.

II. POLICY

As representatives of the Department, all personnel will present an image to the public which will inspire trust and confidence. The following guidelines and restrictions are established for general appearance, officer safety and professional appearance. All Department employees, except when otherwise authorized, shall adhere to these guidelines at all times when on duty.

III. DEFINITIONS

A. Eccentric: A fashion or appearance that departs or deviates from the conventional or established norm for the profession.

B. Safety hazard: Something that interferes with the safe operation or function of duty equipment or may cause injury or harm.

IV. EXCEPTIONS

A. Certain officers may be granted an exception to all or part of these standards by the Chief when such exception is in the furtherance of official duties.

B. Officers may be exempted from compliance with one or more of these standards subject to approved medical documentation. A copy of the documentation shall be placed in the officer's personnel file. The Department reserves the right to require an independent examination by a contracted medical provider regarding any exemption.

V. GUIDELINES

A. General Appearance: Officers shall at all time exhibit a neat, clean, and professional look projecting pride in themselves, their Department, and their uniform.

B. Jewelry: When worn, personal jewelry shall be kept to a minimum and shall not be extreme, eccentric, or gaudy in appearance. Jewelry may not present a safety hazard to the officer or interfere with the officer's performance. Religious jewelry may not be visible to the public if worn. The Department will not be responsible for lost or damaged jewelry. The following specific guidelines shall apply:

1. Necklaces shall not be visible while in uniform, except for Medic-Alert necklaces or bracelets.

2. Female officers may wear one matching pair of earrings, one in the middle of each ear lobe and may not extend below the ear lobe. The earrings must be of studded or muted design. No single earrings are permitted.

3. Male officers may not wear any earrings while on duty.

4. A maximum of one ring on each hand is allowed. Rings may not fit more than one finger at a time. An engagement ring/wedding band combination shall be considered one ring.

5. Officers may wear one bracelet per wrist.

6. No other facial jewelry of any type may be worn.

C. Mustaches: A neatly trimmed mustache is permissible as long as the officer's upper lip shows when viewed from the front and the sides do not extend below the corner of the mouth. Eccentric styles, such as handlebar, are not permissible.

D. Sideburns: Sideburns shall be neatly trimmed and may not extend below the bottom of the ear lobe. They shall be of even width (not flared) and end with a clean-shaven horizontal line.

E. Beards: Beards are prohibited for all officers, except those having a medical exemption or those assigned to a plainclothes assignment with approval from the Chief. Exempted officers may only wear a full profile beard with the hair length not to exceed one-quarter inch in length.

Note: Beards and sideburns extending below the earlobe may interfere with the use of the gas/hazmat masks, preventing a proper seal for safety to the officer.

F. Other Facial Hair: All facial hair, other than III.B and V.C-D above, is prohibited, unless approved by the Chief.

G. Wigs: Wigs or hairpieces may be worn if they conform to all other applicable sections of this general order.

H. Hairstyles: Hair shall be clean and neatly groomed. The bulk of the hair shall not be excessive or present an unkempt or extreme appearance. Hair coloring must appear natural. Hairstyles must not interfere with the wearing of issued headgear or protective mask. Extreme styles, such as ponytails, rat-tails, mohawks or carved cuts, are prohibited. While on duty, the following hair lengths shall be observed:

1. Males: While on duty and in uniform, hair shall not extend below the top edge of the shirt collar. Hair shall not fall over the ears or eyebrows.

2. Females: While on duty and in uniform, hair shall not extend below the bottom edge of the shirt collar. Hair shall not fall over the eyebrows. Barrettes and hairpins shall match officer hair color as closely as possible. Bows and ribbons shall not be worn. The style shall not interfere with the wearing of department headgear.

I. Fingernails: Fingernails may not extend more than one-quarter inch past the tip of the finger. Only clear, neutral or muted tone nail polish may be worn while in uniform.

J. Make-up: Make-up shall be kept to a minimum and, if worn, be muted or natural in color.

K. Body Art: Body art, including tattoos, will not depict discriminatory, vulgar, obscene or profane words or images. Body art will not be visible if considered bizarre or offensive.

L. Eyewear: The following are prohibited when wearing eyeglasses or sunglasses in uniform:

1. Straps, except plain black straps that maintain the glasses on the face and have no slack, and

2. Eccentric (mirrored) or faddish styles or frames (bright colors).

End of Document

UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
EQUIPMENT REPAIR PROCEDURES			**UPPD1402.0**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
UNIFORM AND EQUIPMENT	**2**	**10/22/2014**	
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **41**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose is to provide specific guidelines to request equipment maintenance; repair or replacement.

II. POLICY

It will be the policy of this Department to maintain all equipment by utilizing to the fullest extent possible the services of authorized agents as prescribed by maintenance agreements either written or verbal.

III. PROCEDURES

A. If any equipment becomes in need of repair, the following procedures will be followed:

1. Portable Radios (Town & County) Radio Communications.

a. Officers are individually assigned portable police radios and chargers.

b. No portable police radio will be left inside police cruisers when the officer is off-duty. All radios shall be properly stored and secured.

2. When a portable police radio is in need of repair officers will take the below appropriate action(s):

a. Check for a dead battery.

b. Notify Supervisor.

c. Deliver radio to the authorized repair facility.

d. Officers shall obtain a spare police radio to use temporarily as a replacement if issued radio is left at the authorized repair facility.

e. Officers are responsible for the delivery and receiving their portable police radios from the repair shop when completed. The repair invoice will be signed; given to the Chief or a designee.

B. Vehicle Emergency Equipment / Vehicle Mounted Radio Equipment

1. When emergency equipment and/or vehicle mounted radio equipment needs repaired officers will take the below appropriate action(s):

a. Notify Supervisor.

b. Deliver vehicle to the authorized repair facility.

c. Officers shall make arrangements with the on-duty supervisor to obtain a spare vehicle if their assigned vehicle needs to be kept overnight at the authorized repair facility.

d. Officers will be responsible for the transportation of the vehicle to and from the repair facility.

f. After completion of the repair the repair invoice will be signed; given to the Chief or a designee.

C. **Vehicles**

1. When an officer's assigned vehicle or spare vehicle they are operating is in need of repair or preventative maintenance officers will:

a. Notify their supervisor as soon as practical. If their cruiser becomes disabled while off-duty the officer will notify the on-duty supervisor and make arrangements to pick up another vehicle, if one is available.

b. If vehicle is inoperable the officer will request a tow truck to deliver the vehicle to the contracted fleet maintenance shop for repairs.

c. If the repair shop is closed the officer will have the cruiser delivered to the repair facility and place the key in the designated area.

d. Officers are responsible to pick-up their assigned vehicles as soon as they are completed.

D. Uniforms and related equipment
See General Order UPPD 1400.0.

E. Preliminary Breath Test (PBT) Units, Radar Units, and Cameras

1. If any of the above equipment becomes inoperable officers will:

a. Notify the on-duty supervisor.

b. Forward the item to the appropriate person listed below:

1) PBT Unit - PBT Coordinator
2) Radar Unit - Chief or designee
3) Cameras - Chief or designee

IV. RESPONSIBILITY

A. All Officers - shall abide by all pertinent procedures stated in this general order.

B. **Armorer** - is the only authorized position to make repairs or alterations to departmental weapons. If a weapon is rendered unsafe it shall be placed out of service and the spare weapon will be assigned to the officer.

C. Chief – or a designee will ensure that all of the procedures stated in this general order are adhered to and will be responsible for ensuring that all necessary repairs are made to cameras and Radar Units, including calibrations every 6-month for the Radar Units.

D. PBT Coordinator - shall ensure that all repairs and calibrations are made to all Preliminary Breath Test (PBT) Units.

E. The Chief of Police – or a designee shall ensure that all necessary inspections, repairs, and inventories are completed and maintained for Department records.

End of Document

UNIVERSITY PARK POLICE		GENERAL ORDER	
TITLE **USE OF RADAR EQUIPMENT**			PROCEDURE NUMBER **UPPD1403.0**
SECTION **UNIFORM AND EQUIPMENT**	NUMBER OF PAGES **2**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTERS **17, 61**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

The purpose of this general order is to establish uniform procedures and responsibilities for the Departments officer in the use of radar units.

II. POLICY

It is the policy of this Department to assure the proper use and maintenance of all Department radar equipment as outlined in this general order.

III. SELECTION AND TRAINING

A. All officers of this Department will be trained in the use of radar equipment.

B. All officers shall successfully complete a 24-hour basic Radar Instruction Course and an eye examination, as approved by the agency giving the training in accordance with MPTC.

C. This training shall consist of:

a. 16 hours of classroom instruction; an overall score of 70% needed to pass the course;

b. 8 hours of on the road, hands-on training performed under the direct supervision and guidance of a radar instructor.

c. Upon successful completion of both phases of training, candidates shall be issued a "Radar Operator" certificate and pocket card.

IV. RESPONSIBILITY

A. Radar Operators

1. Radar units are to be checked out at the beginning of each tour of duty.

2. Radar units are to be carried and/or stored in their approved cases when not in use.

3. Operators shall be responsible for the proper handling of radar units.

4. Operators shall complete the "Radar Log" form and place the original copy in the "Master Radar Log Book" by the end of their tour of duty.

5. Operators shall keep a copy of their "Radar Log" forms and all other pertinent records for court purposes. The "Master Radar Log Book" shall not be removed from the station where it is stored.

6. When a radar unit is found to be malfunctioning, it shall be placed out-of-service immediately. Written notification of the problem with the radar unit shall be forwarded to the Chief or designee.

7. Operators are required to test the accuracy of the radar unit, using the tuning fork, prior to the enforcement effort, and at the end of the radar assignment or tour of duty.

B. Supervisor - Shall maintain the general condition of all radar units owned by the Department and every 6 months have them calibrated.

V. RADAR OPERATING PROCEDURES

A. Radar Units shall be used in such a manner as to ensure the safety of the officers and citizens being stopped.

1. Speed enforcement shall be set up in such a manner so as not to impede the normal flow of vehicular traffic.

2. Officers shall position their police cruisers and themselves to enable them to enter traffic safely to affect a traffic stop.

3. Officers shall ensure that there is a safe location for stopping violators.

4. Radar Units shall be used in police vehicles, marked and unmarked, only.

5. Radar Units may be used during the day or night.

6. Radar Units shall not be used during periods of heavy rain, or any other type on inclement weather, i.e., snow, ice, high winds, fog, etc.

7. During nighttime operations, violators will be stopped by a chase car or by a one-man operation pursuit method.

8. Members of the “stop team” shall be in sight of the radar operator for violator identification purposes. “Stop teams” shall only be used during daylight hours.

9. It is suggested that radar operators allow a minimum of 9-miles per hour over the speed limit tolerance, unless an unusual circumstance is observed or required by the radar operator, and a citation for a lower speed would be justified.

VI. OFFICER’S DAILY REPORT (ODR)

A. The ODR shall be used to record all radar operations.

B. Completed “Radar Log” forms shall be maintained in the “Master Radar Log Book”, with the most recent data in the front.

VII. CALIBRATION AND REPAIRS

A. All Department Radar Units shall be calibrated as required by manufacturer. The Chief or designee shall be responsible for scheduling radar units for required calibration. Upon completion of the calibration, the Chief or designee shall make the “Radar Speed Calibration Record” certificate available to all operators.

B. Radar operators shall not make any repairs or modifications to any radar units. If a unit is found to be defective or malfunctioning, the operator shall immediately place the unit out-of-service and make written notification to the Chief or designee for repairs.

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UNIVERSITY PARK POLICE	GENERAL ORDER

TITLE			PROCEDURE NUMBER
TAKE HOME VEHICLE PROGRAM			**UPPD1405.0**
SECTION **UNIFORMS AND EQUIPMENT**	NUMBER OF PAGES **4**	EFFECTIVE DATE **10/22/2014**	REVIEW DATE
☐ **NEW** ☐ **AMENDS** ☐ **RESCINDS** **DATE:**	CALEA CHAPTER **24**	AUTHORITY **Chief Michael Wynnyk**	

I. PURPOSE

This general order establishes operational and procedural guidelines pertaining to the use of take-home vehicles used by members of this Department.

II. POLICY

All eligible officers participating in the take-home vehicle program may be issued either a marked or unmarked police vehicle. All participating officers will comply with this general order.

III. ELIGIBILITY

A. Personnel will be eligible for assignment of a take home vehicle upon meeting the following requirements:

1. Completed entry level training, maintains certification from the Maryland Police Training Commission, or meets the criteria as an experienced police officer.

2. Personnel must successfully complete 2years probationary employment period to participate in the program;

3. Personnel must reside within the State of Maryland and live no further than 25-air miles from the Town of University Park at 6724 Baltimore Boulevard, University Park, Maryland.

4. At the discretion of the Chief, a take home vehicle may be granted at any time.

IV. ISSUANCE AND REPLACEMENT OF VEHICLE

Vehicles will be issued based on availability. Vehicles will be assigned to officers meeting the aforementioned eligibility requirements by rank first and seniority second.

V. GENERAL REQUIREMENTS

A. Officers assigned a Take Home Vehicle will abide by all rules and regulations pertaining to the operation, maintenance and care of their assigned vehicle as set forth by Department order, Town policy and the Motor Vehicle Laws of the State of Maryland .

B. An off-duty officer in the vehicle must be in possession of the approved on -duty weapon and ammunition, or an approved off -duty weapon in accordance with UPPD 400.1 Firearms.

C. All Departmental portable radios and weapons will be removed from the vehicle and stored at the police station or officer's residence whenever the police vehicle is unattended for more than a 12 hour period of time or between tours of duty. Overnight storage of weapons and portable radios is prohibited.

D. Unattended police vehicles will be secured at all times.

E. While on/off duty weapons may be secured temporarily in the trunk of the police vehicle, i.e. during training, formal events, sporting events, or when wearing a weapon becomes impractical.

F. An off-duty officers operating the vehicle must always have the police radio on**.**

G. Off-duty officers in their vehicles must have in their possession one or more pair of handcuffs, a flashlight assigned portable radio, official shield and credentials.

H. An off-duty officer in the vehicle will carry some type of identifiable clothing, such as a Department approved baseball style cap or a windbreaker style jacket with the Departments insignias.

I. Officers will limit the use of their assigned vehicles outside of the established 25-air mile limit except for minor personal errands, i.e., grocery store, cleaners, etc.

J. When on leave in excess of 5days, an employee assigned a take home vehicle will park the vehicle at the station parking lot.

K. Officers off duty will refrain from employing police powers while outside the jurisdictional boundaries of the Town, unless it is an emergency and falls within the scope of authority granted by UPPD 433.0 and the Annotated Code of the State of Maryland.

VI. OPERATION'S LICENSE REQUIREMENTS

A. Any employee who operates a Town owned or leased vehicle licensed by the State of Maryland must have a valid driver's license issued by the jurisdiction of their permanent residence. The license shall be appropriate for the class of vehicle being operated.

B. Employees whose license is suspended, revoked or restricted, will report the change of status to their supervisor at once and will not be permitted to operate a Town vehicle during the time of suspension or revocation and/or during the period of the restriction which prohibits the safe operation the vehicle.

C. Any employee possessing a driver's license with restrictions imposed by the Motor Vehicle Administration of any state or the District of Columbia will comply with such restrictions whenever operating a Town vehicle.

D. An employee who is expected to operate a Town vehicle in the course of their duties who ceases to have a valid driver's license for whatever reason is subject to a job transfer, demotion or dismissal in accordance to the best interests of the Town. The same action may be taken if it is determined that an employee has developed an unacceptable driving record.

E. An employee who does not qualify for Town insurance coverage due to an unacceptable driving record or for some other reason is subject to a job transfer, demotion or dismissal in accordance to the best interests of the Town.

VII. PROHIBITED USES

A. The following are examples of when a take home vehicle is not allowed to be operated. This is not an all inclusive list:

1. Utilizing the vehicle for purposes other than travel to and from work and Departmental business, i.e., court, training and minor incidental uses where the officer first received permission from the Chief for such use

2. Operating the vehicle after consuming alcoholic beverages is prohibited, regardless of amount consumed.

3. Use of vehicle for the purchase of any alcoholic beverage.

4. Permitting unauthorized persons to operate the vehicle or police radio(s).

5. Any unauthorized repairs; alterations to the vehicle engine, exhaust system, electrical system or emergency equipment.

6. Attaching any signs, advertisements or bumper stickers to the vehicle unless authorized by the Chief .

7. Carrying excessive loads or protruding objects, except in conjunction with official duties.

8. Officers will refrain from wearing extreme styles of clothing apparel while operating a Departmental vehicle when off-duty. Tank top shirts, halter-tops, very short pants, sandals, swimwear or extremely slovenly or unkempt clothing are unacceptable.

9. Any officer on suspension, with or without pay, will park their vehicle at the station.

VIII. VEHICLE MAINTENANCE

A. Employees are responsible for the proper care, cleaning to (including waxing) and maintenance of any Departmental vehicle assigned to them. When repairs are required the Chief or a designee will be notified and will schedule the maintenance and notify the employee requesting the repairs.

B. When a vehicle is out-of-service the employee may use a station vehicle (upon availability) to perform their assigned duties, or to utilize the vehicle as a take home vehicle.

C. Additional set of keys for each vehicle is maintained in the "Key Box" located in the main room of the police department.

IX. BUDGETARY CONSIDERATIONS

A. In the event of a gasoline price increase which exceeds the normal consumer price index, officers assigned a take home vehicle may be required to supplement monthly fuel consumption by purchasing gasoline. The procedure is as follows:

1. Officers who live within the jurisdiction of the Town are not required to purchase supplemental gasoline.

2. Officers who live outside of the jurisdiction of the Town and within the jurisdiction of Prince George's County will purchase 10 gallons of gasoline per month.

3. Officers who reside outside of the jurisdiction of Prince George's County will purchase 15 gallons of gasoline per month.

4. This will require a receipt being submitted to the Chief or designee at the time of purchase or before the end of the pay period.

5. This requirement will become effective by memorandum from the Chief who will also determine when to recall the gasoline purchase requirement. Normally, this will be determined by budgetary appropriations and the consumer price index.

X. ADMINISTRATION SANCTIONS

A. Administrative removal of an officer from the Take Home Vehicle Program is authorized in circumstances where an officer is deemed to have been neglectful or abusive in the use of their assigned police vehicle.

B. Participation in the Take Home Vehicle Program is a privilege and not a right. As such administrative removal may be deemed appropriate under certain circumstances.

C. Officers participating in the program may be removed administratively from the program with or without cause.

D. The failure of employees to abide by the conditions and rules of the Department may be considered grounds for removal. The removal of the vehicle may be temporarily made by the rank of Sergeant or above.

E. Documentation with justification for the temporary removal must be forwarded to the Chief within twenty-four hours of the removal.

F. Permanent removal will be the authority from the Chief.

G. Administrative removal of an officer from the Take Home Vehicle Program may be made with or without subsequent disciplinary action to the officer being removed.

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