

## RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: INTRODUCTION TO THE MANUAL</b>	<b>NUMBER: 101</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b>	<b>TOTAL PAGES:</b> <b>1</b>

The Riverdale Park Police Department embraces the historic tradition that the police are the public and the public are the police, the police being members of the public who devote full-time attention to duties which are incumbent on every citizen.

The Department is one branch of Town government, and has an obligation to function as part of that government as well. The department's role as primary law enforcement agency within local government mandates continuous interaction with other Town agencies toward providing maximum service to citizens in the most efficient manner possible.

To prevent crime and identify criminals, positive interaction between the community and the police is essential. It is the responsibility of employees to strive continually to establish and maintain a climate in which officers may perform their duties with the acceptance, understanding and approval of the public. Through its formal activities and the daily actions of every employee, the Department will strive to achieve the willing participation of the public in obeying and enforcing the law and in preventing crime and disorder.

The Department is a civilian police force operating in a democratic society. It represents one facet of the executive branch of government. The Riverdale Park Town government is duly constituted, with elected leaders serving at the pleasure of the people. So long as they are in office, the leaders are mandated by the citizens of Riverdale Park to provide leadership and direction to the Department. By this mandate, the Department is accountable for the conduct of its affairs to the elected government.

The recognition of equality among people is vital in a free system of government. Just as all people are subject to the law, all people have a right to equal treatment under the law. The protection of this right is a primary responsibility of the police department. It is the responsibility of every employee to treat people with as much respect as they will allow. This is not a

duty imposed in addition to the employee's other responsibilities; rather it is inherent in the duties.

The Riverdale Park community is an amalgamation of people representing different ethnic, cultural, religious and racial populations. Many of these groups are, by their number, minority populations. The Department will foster and maintain a positive relationship with minority groups within the community, as it does with all people.

The department recognizes that minority populations may have special needs as they relate to language, protection from the illegal acts of bigots and extremists, and access to community services. It will provide for such public safety needs while maintaining impartiality and continued service to all people within the community.

Citizens must be well-informed about public safety issues and their police. This is inherent in a free society, necessary for accountability, and essential if citizens and the police are to function as one in meeting community needs. As an agency of government, the department is open to any reasonable and timely examination by the public of information not precluded by law from being released, and so long as public examination does not disrupt everyday working activities or jeopardize investigations.

The department will actively seek to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner which does not hamper police operations. Of course, the department expects the media to hold in confidence information which may result in undue risk of personal harm to a citizen or employee of the department.

To enhance its operations and goals, the department will make available all possible seminars, special schools and in-service training programs.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>MANUAL OF RULES &amp; GENERAL ORDERS</b>	NUMBER: <b>102</b>
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AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>12.2.1, 12.2.2</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To explain the written directive system and its components.

**02 Policy:** Philosophy and policy underlying this Department's police activities are contained in the "Introduction" to this Manual. The Department will provide clear, specific Rules, General Orders, Special Orders and Personnel 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 given careful attention.

**03 Authority:** It is within the authority of the Chief of Police to approve, issue and/or modify any written Rule, General Order, Special Order or Personnel Order. ( See General Order 301). The Chief may specifically authorize such actions on the part of the Operations Commander, who will assume full responsibility in an emergency, when the Chief of Police is unavailable.

**04 The Directive System:** A directive is any written document used to guide or affect the performance or conduct of Department employees. The term includes but is not limited to: Policies, General Orders, Rules and Regulations, Special Orders, Personnel Orders and instructional materials. A Manual of Rules and General Orders is issued to all sworn and non-sworn employees. In addition, the Department maintains a separate Manual for general reference, in the Squad Room and in the Communications Section. They are to be kept up to date, and are not to be removed from the Squad Room or the Communications Section under any circumstances. All employees are expected to know and abide by the provisions of the Manual. (See paragraph 08 also). The format of the Manual is described below:

**A.** An alphabetical index and an index by General

Order number are maintained in the Manual and are updated periodically. This General Order, the Introduction, the Code of Ethics, and the Mission Statement, together comprise the Introductory Materials of the Manual.

**B.** Rules of the Department are inflexible. They allow no Discretion.

**C.** General Orders are organized under the headings listed below. While some measure of discretion may apply in carrying out General Orders, normally employees are expected to follow them closely and check with a supervisor when in any doubt. General Orders are intended to make it easier for employees to perform in a professional, consistent way, and normally contain a policy statement.

- Introductory Materials
- Rules
- Administration
- Personnel
- Community Relations and Services
- Operations
- Traffic
- Juveniles
- Special Orders

**05 Special Orders & Personnel Orders:**

**A.** Special Orders affect only a specific 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

## 102-Manual of Rules & General Orders - 2

the status of employees, such as a work assignment or a promotion. They need not be kept in the Manual.

### **06 Revising, Indexing, Updating, Purging Directives:**

**A.** Every effort will be made to keep the directives current. On occasion, employees will be instructed to note minor changes by writing in ink; on other occasions, employees may be sent an entire new page or entire new General Order. Indexes will be updated and circulated from time to time.

**B.** At least annually, the Chief of Police is responsible for reviewing all Department directives with a view toward revising, updating or canceling, as warranted.

**07 Staff Review of Proposed Directives:** Future draft Rules of the Department are to be circulated to every employee for suggestions, comments and proposed revisions. As they are written, draft General Orders are to be circulated for review and comment, which are strongly encouraged at all times. Adequate time is allowed for the review/feedback process.

**08 Manuals:** Every sworn and most non-sworn employees are issued a Manual. Several Manuals are kept current for issuing to new recruits. One current Manual is maintained in the Squad Room and one current manual is maintained in Communications for ready reference. Note that a Manual is the property of the Department and is considered an item of issued equipment. It will be returned when the employee is severed.

### **09 Supervisor and Employee Responsibility:**

Supervisors will be thoroughly familiar with the contents of the Manual and prepared to answer the questions of subordinates. Supervisors are accountable for compliance with Rules and General 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 subordinates Manuals. In addition, the Chief 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 supervisors, 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 Operations Commander or his/her designee will ensure that a complete up-to-date Manual is issued in advance to every new employee of the police department.

**E.** Any employee having questions about any material in the Manual will confer with his/her immediate supervisor for guidance and instruction.

**F.** All Manuals will be kept accessible for ready reference and up-to-date at all times. Failure to maintain the Manual in updated condition may result in disciplinary action.

**10 Precedence of Law:** Whenever a Rule, General Order or Special Order conflicts with Federal, State or Town law, the law of higher jurisdiction shall prevail.

**11 Employee Suggestions:** Employee suggestions may be made to the Chief of Police through the chain of command.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>CODE OF ETHICS</b>	<b>NUMBER: 103</b>
<b>EFFECTIVE DATE:</b>	<b>June 1, 2000</b>	<b>REVIEW DATE:</b>
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<b>AUTHORITY:</b>	<b>ACCREDITATION STANDARDS:</b>	<b>TOTAL PAGES:</b>
<b>Chief David C. Morris</b>	<b>1.1.2</b>	<b>1</b>

All sworn personnel will study and at all times abide by the following Law Enforcement Code of Ethics:

*As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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 men 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 in me by my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.*

*I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession: law enforcement.*

RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>Mission Statement</b>		NUMBER: <b>104</b>
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AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>1.1.2</b>	TOTAL PAGES: <b>1</b>

## **Mission Statement**

*The Riverdale Park Police Department is committed to providing the highest quality of policing services while, at the same time, maintaining respect for individual rights and human dignity.*

*The Department seeks partnership with the community in protecting public safety while achieving these dual goals.*

*The Riverdale Park Police Department pledges to promote community safety by actively seeking solutions to any problems that instill fear or threaten the quality of life to the citizens of Riverdale Park.*

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>RULES OF THE DEPARTMENT</b>	NUMBER: <b>201</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
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AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>12.2.1</b>	TOTAL PAGES: <b>2</b>

**01 Introduction:** “Rules and Regulations” as used in law enforcement are synonymous. They are a means of defining and controlling the behavior of all employees, sworn and non-sworn. A Department Rule, although it may be revised or amended, is definite, inflexible and restrictive. Violation may lead to disciplinary action.

When the word “officer” is used, the Rule shall apply to sworn personnel only. When the word “employee” is used, the Rule shall apply to all personnel, sworn and non-sworn, including part -time and volunteer employees.

**02 Purpose:** To set out Rules relating to operations of the Department and the duties, responsibilities, appearance and conduct of employees.

**03 Policy:** It is the policy of the Department to ensure that all members maintain an exemplary standard of personal integrity and ethical conduct in their relationships with other employees and the community. Employees are reminded that police powers are limited and that police action, of whatever kind, is accountable to the community. All officers will study and adhere to the Law Enforcement Code of Ethics distributed to them and made part of their Manual. All officers will take the Riverdale Park Oath of Office promising to enforce the law and uphold the Constitution of the United States and local laws.

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

**B.** Nothing in these Rules is limiting in the sense of charges, because the alleged act or omission does not

specifically appear in the Department’s Manual, General Orders of the Department, or in the laws or ordinances under which the Department operates.

**C.** The Department recognizes the rights of its employees and will protect those rights so as to enhance the integrity of the force and quality of its police services.

**D.** The Department seeks to ensure that all employees maintain the highest possible standard of personal integrity and appearance, ethical conduct and courtesy toward fellow employees, citizens and elected officials of Riverdale Park.

**E.** 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. Following the completion of one tour of duty after receipt of these Rules, an employee will be assumed to have knowledge of and be bound by them.

**04 Violation Classifications:**

**A.** Minor Violations: Summary punishment may be imposed for minor violations of Department Rules, Regulations or directives when:

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

**2.** The officer waives the hearing provided by LEOBOR and Department Regulations, and,

**3.** The officer accepts the punishment imposed by the highest ranking officer of the unit to which the officer is assigned.

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

## 201-Rules of the Department-2

**B. Major Violations:** Punitive action for a major violation 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 Law Enforcement Officer's Bill of Rights. Final disposition of disciplinary action for a major violation will be handled by the Chief of Police or Acting Chief of Police or his/her designee, after review of the findings of the Administrative Hearing Board. This does not preclude an officer who does not dispute the allegations from waiving his/her right to a hearing before an Administrative Hearing Board, and accepting a final disposition as determined by the Chief of Police.

**05 Exemptions:** It is within the authority of the Chief of Police to exempt individuals or units from complying with specific Rules, Regulations or General Orders, on a case-by-case basis.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>GENERAL CONDUCT - RULES</b>	NUMBER: <b>202</b>
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AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>1.2.6, 1.3.3, 2.1.2, 12.1.2, 12.1.3, 12.1.4, 12.2.1, 17.4.2, 22.3.4, 25.1.1, 26.1.1, 26.1.2, 26.1.5, 41.2.1, 55.1.3, 55.2.1, 55.2.3, 55.2.4, 55.2.7, 81.3.1, 83.2.1</b>	TOTAL PAGES: <b>9</b>

**01 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.

**02 Report of Involvement:** Any employee who becomes involved in any questionable accident, incident or altercation, or any problem which may come to public attention, will give verbal notification within 24 hours to their direct supervisor as appropriate. Supervisors will move the information up the chain of command as quickly as possible.

**03 Confidentiality:** An employee will not communicate to any person not an employee of the Police Department such information on operations, activities or matters of police business as are prohibited by law or which may have an adverse impact on the Department's operations.

**04 Neglect of Duty/Unsatisfactory Performance:** Officers shall be competent to perform their duties properly and assume all necessary responsibility. Neglect of Duty/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.

**05 Orders:**

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

**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 law of the United States, State of Maryland or The Town of Riverdale Park. 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 answerable for disobedience of any previously issued order.

**D.** An officer receiving an unlawful, unjust or improper order shall report, at the earliest opportunity, that fact to the Operations Commander, through the chain of command. The report shall 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 shall not issue an order which he/she knows would require a subordinate to commit an illegal or immoral or unethical act.

**F.** No officer shall obey an order requiring him/her to commit any illegal, immoral or unethical act.

## 202-General Conduct - Rules-2

**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 command and/or supervisory officer and/or failure or deliberate refusal to obey a lawful order given by such officer, or maliciously ridiculing the orders of a command and/or supervisory officer, whether in his/her presence or not.

**06 Abuse of Authority:** The lawful authority entrusted to police officers shall not be used improperly to interfere with the lawful conduct of anyone.

### **07 Abuse of Process:**

**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 interfere with the cases of other employees except by consent of such other employee or his/her superior. Interfering shall mean an intentional act which is unethical or contrary to established policy or procedure.

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

**08 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 shall use a rank designation or title. Sworn officers below the rank of Corporal shall be addressed as Officer. Civilians shall be addressed with courtesy.

**09 Censure of Subordinates:** Authority shall be exercised with firmness and fairness. Command and supervisory officers shall sustain subordinates in their actions and orders when possible, and shall 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. No supervisor will injure or discredit a subordinate through unreasonable, unjust, arbitrary, or tyrannical conduct or abusive language. This section shall not be construed to prohibit informal oral reprimands to a subordinate.

**10 Relationship with Fellow Employees:** Employees of the Department will not gossip or speak rumors detrimental to the Department or another employee. It is their duty, however, to report to a supervisor the neglect or disobedience of another employee, where 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 also extend to other Town employees, citizens, elected officials and other law enforcement organizations and government agencies.

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

### **12 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. He/She shall have the proper amount of rest so as to assume the responsibility.

**B.** Employees shall 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 his/her supervisor.

**C.** Employees will not engage in any activity or personal business which would cause them to neglect work responsibilities, although brief personal business transactions are permitted as set out below. No television set is permitted in a police cruiser or the Communications Office at any time without express permission from the Chief of Police.

**D.** Officers shall respond to service calls immediately,

## 202-General Conduct - Rules-3

remaining awake and alert at all times and performing duties in a courteous, professional manner. While on duty, they will inform the dispatcher of their location and arrival and departure from calls, and the dispatcher will so indicate on the log.

**E. Dereliction of Duty:** No employee shall loiter or sleep on duty, or in any other manner neglect assigned responsibilities.

**F. Personal business** may be conducted during the course of an employee's daily duties, with discretion and in an inconspicuous manner so as not to create a poor public image. Such activities shall neither restrict an officer's availability for calls nor any employee's availability to discharge his/her duties.

### 13 Meal Periods:

**A.** Officers may suspend their duties for a meal period in accordance with the direction of supervisors; however, all employees are subject to immediate return to duty in response to an emergency.

**B.** Owing to manpower requirements, and patrol coverage concerns, no more than two officers will eat together at the same time, unless authorized by the Operations Commander.

**C.** Officers will request permission from their supervisor for a meal break. They will advise the dispatcher of their location during mealtimes.

**D.** Shift supervisors will ensure that dispatchers are provided a one-half-hour break for meals and at least two shorter breaks during any shift, unless an emergency intervenes.

### 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 six hours of reporting for any tour of duty.

**B.** An employee shall not consume or be under the influence of any alcoholic beverage while working except under the specific, proper orders of a superior.

**C.** An officer shall not exercise any police authority, take any official police action or represent himself/herself 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 0.07% or higher. Intoxicated means having a blood alcohol level of .10% or higher.

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

**E.** Employees shall not take any narcotic or controlled dangerous substance unless it is prescribed by a physician. Officers taking prescription medication prior to or while on duty shall notify their supervisor.

**F. Tobacco:** Officers shall use discretion when smoking in public and shall refrain when smoking interferes with performance or would likely bring criticism to the Department. Officers will not smoke in No Smoking areas designated by law, nor will they smoke while within the armory or any other place where gasoline, explosives, ammunition or other flammable material is stored. Officers are also prohibited from smoking in departmental vehicles

**15 On Duty Mutual Aid:** Within the Town of Riverdale Park, a Riverdale Park officer shall promptly come to the aid of any officer who is in need of assistance. However, a Riverdale Park officer will only proceed to assist in another jurisdiction upon being dispatched after the affected jurisdiction has made a request to Riverdale Park, through Communications. A Commander's Information Report will be written by the officer in charge and forwarded to the Operations Commander. Officers will not respond out of the limits of Riverdale Park without being properly requested.

**16 Refusal to Work:** An employee's commitment to public service and ethics precludes his/her 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.

### 17 Discrimination/Harassment:

**A.** Members of the Department shall not discriminate against nor harass any other employee on the basis of race, color, national origin, religion, sex, age, sexual orientation, or any other basis prohibited by county, state and federal law.

**B.** Employees shall not take or contribute to any reprisal or adverse action against any individual or

## 202-General Conduct - Rules-4

group of individuals having opposed discriminatory practices or having participated or assisted in a charge, investigation or proceeding brought under Department policy, Town of Riverdale Park Personnel Policy and Town Code, county, state or federal law.

C. Supervisors and/or administrators of the Department will conduct prompt and candid inquiries into any allegation of discrimination or harassment coming to their attention. All information will be documented and forwarded to the Chief of Police.

### 18 Identification as Police Employee:

A. Officers will carry Department credentials 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 shall identify themselves by displaying official identification, before taking police action. Any officer shall courteously respond with his/her name and ID number, to any citizen request.

C. To protect detectives/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 shall either visually or verbally recognize or acknowledge any plainclothes officer unless and until the officer acknowledges him/her first.

**19 Next-of-Kin Form:** Every employee will complete a form with next-of-kin information in case of injury or death. The Administrative Assistant will supply the form and ensure that a copy is on file in the Communications Office as well as in the employee's personnel file.

### 20 Telephone Numbers:

A. Employees are required to maintain a telephone at their residence and to inform the Department of the telephone number.

B. Any change of telephone number will be communicated to the Department within 24 hours of the change.

C. No employee's telephone number shall be released

to any person not an employee of the Department, except on consent of the employee.

**21 Skills, Knowledge and Abilities Profile:** Every officer will complete this form, giving a copy to their immediate supervisor and a copy to the Chief of Police. Supervisors will ensure that the form is kept updated and will use the information for career counseling, to assist the officer in developing career specialties.

**22 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 citizens of Riverdale Park should be kept in mind in exercising discretion.

**23 Honesty:** Employees will display honesty in deed and speech. They shall 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.

**24 Courtesy:** Employees will address coworkers, supervisors, citizens 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.

**25 Suggestions or Grievances:** Employees wishing to make suggestions for improvement of the Department, or feeling injured or offended by the treatment, orders or neglect of duty of a superior, will have the privilege of communicating, verbally or in writing, through the chain of command, such suggestions or complaints to the Chief of Police. Certain matters of a personal or confidential nature may be brought directly to the Chief of Police. However, at the Chief's discretion, an employee may be referred back to the chain of command. Grievances may also be made in accordance with the Town of Riverdale Park Personnel Policy and Town Code

### 26 Maintenance of Town Owned Property:

A. Officers will be held accountable for the proper care, use and maintenance of all Town vehicles, equipment and issued property in their charge. When beginning his/her tour of duty, the officer will inspect the inside and outside of his/her cruiser and report

## 202-General Conduct - Rules-5

defects in accordance with Department directives. Defects not reported will be assumed to have been caused by the officer last using the vehicle.

**B.** Officers who lose or damage Department or Town property shall without delay report all facts in writing to their supervisor. The supervisor will immediately pass the information up the chain of command.

**27 Evidence/Property:** Property and/or contraband coming into the possession of any employee in his/her official capacity will be reported and properly stored or otherwise disposed of in accordance with Department procedures and state and local law.

### 28 Money Expenditures:

**A.** No expenditure of money or other financial obligation will be incurred in the name of the Town or the Police Department without proper approval.

**B.** No employee shall imply or accept financial liability on behalf of the Town.

**29 Equipment, Uniforms and Separation from the Department:** Sworn employees who make the decision to leave will promptly gather all equipment and uniforms and turn them in to the Operations Commander or his/her designee. Non-sworn employees will turn in all uniforms and equipment on deciding to leave the Department, to the Support Services Commander.

**30 Parking:** Employees will park only in designated areas in Town lots, or in legal parking spaces on Town streets while on or reporting for duty, except in emergencies as set out in Section 21-106 of the Maryland Vehicle Law.

**31 Gratuities:** At no time will an officer ask for any compensation, reward, gift or other consideration, including discounts or special privileges, from any business or person, based on his/her employment as a Riverdale Park 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.

**A.** If an officer enters a store and makes a food or other purchase and the price charged seems to be low, or discounted, so long as the officer did not request it, nor the store clerk mention a police discount, the officer may pay the price charged. There is no gratuity.

**B.** If after entering a store or commercial establishment to make a purchase, an officer is told by the owner/clerk that the store gives police discounts, the situation comprises a gratuity and the officer must pay the full regular price for the item, no matter how low.

### 32 Soliciting/Endorsements:

**A.** An officer may 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 himself/herself as a Department officer, without the prior written approval of the Chief of Police.

**B.** No officer shall authorize use of his/her name, photograph or official title identifying him/her as a member of the Department, in connection with testimonials or endorsements of any product or particular commercial enterprise.

**33 Secondary Employment:** No member of the Department shall engage in any employment other than as a police officer with the Town, without the prior written approval of the Chief of Police. No officer shall engage in secondary employment while on sick or disability leave.

**34 Wearing the Uniform:** The uniform shall be worn by officers and civilian employees only while on duty or going to or from their place of assignment. Officers working secondary employment will wear their uniform unless permission is granted to do otherwise. Uniforms will be clean and pressed; shoes and metal objects will be shined.

**35 Salute to the Flag:** When uncased colors pass, officers in uniform will render a hand salute. Like honors will be rendered at funerals, when the casket is draped with the American flag.

**36 Authority to Suspend:** The Chief of Police, Operations Commander, officer in charge of a unit or other persons designated by the Chief may temporarily suspend an officer with pay and/or require the surrender of credentials and/or issued weapons. Emergency suspension without pay, as well as subsequent procedures, in the case of police officers will be in accordance with the Law Enforcement Officer's Bill of Rights.

**37 Leave:** Employees requiring emergency leave or sick leave will notify the supervisor as soon as possible.

## 202-General Conduct - Rules-6

No employee shall abuse sick leave benefits.

**38 Disciplinary/Personnel Actions :** The following rules apply to sworn personnel only. All actions taken will be in accordance with State law under the Law Enforcement Officer's Bill of Rights. Non-sworn employees should refer to the Town Code. Disciplinary actions may include warnings, informal or formal oral reprimands, written reprimands, suspension with or without pay, loss of pay, demotion or termination. Personnel actions may include probation, counseling, training, close supervision, performance evaluations, non-punitive transfer, and termination. Disciplinary action and/or negative personnel action is not limited to but may be taken for any of the following reasons:

**A.** Incompetent or inefficient performance of duty or inattention to or dereliction of duty.

**B.** Insubordination, discourteous treatment of the public or a fellow employee, or any act of omission or commission of a similar nature which tends directly to discredit or injure the public service, or to jeopardize effective functioning of the Department; or any willful violation of the Rules and Regulations.

**C.** Mental/physical unfitness for the position which the employee holds.

**D.** Conviction of a felony or misdemeanor involving moral turpitude or a pattern of misconduct as displayed by a series of convictions of misdemeanors not involving moral turpitude, or similar type of infraction.

**E.** Failure to report to an appropriate superior the incompetence, misconduct, inefficiency or negligence of which the officer has knowledge.

**F.** Failure of a supervisor/commanding officer to take corrective action with regard to an employee under his/her supervision when the supervisor knows or should have known of any form of neglect of duty or misconduct.

**G.** Nothing in these rules and regulations is limiting in the sense of charges against employees because the alleged act or omission may not specifically appear in this list.

**39 Mental/Physical Disability:** The Chief of Police may direct any person employed by the Department to be examined by a physician and/or

psychologist/psychiatrist employed by the Town, if a mental or physical disability is suspected or discovered which could affect the employee's work, could place other employees in danger, or endanger the public.

**A.** If a disability is determined to be correctable, the employee shall be given a reasonable time to attempt to correct it. If the employee fails to take necessary corrective action, the employee shall be subject to disciplinary action or possible termination.

**B.** If the disability is noncorrectable, the Chief of Police may ask the Town Administrator to attempt to place the employee in another position within the Town, or take steps to separate the employee through retirement.

### 40 Serious Injury or Death:

**A.** Upon being notified of the serious injury/death of an employee on or off-duty, it is the responsibility of the on-duty shift supervisor to ensure that immediate verbal notification is made to the Chief of Police or Operations Commander if appropriate, and the employee's family member, as shown on the notification form.

**B.** The shift supervisor shall also ensure that a written report containing all relevant information is forwarded to the Chief/Operations Commander within one working day, if such death or injury occurred while the employee was on-duty.

**41 Report of Injuries:** Employees who sustain an injury on duty, shall promptly report the event to their supervisor. Any employee injured off duty must notify his/her supervisor within 48 hours.

**42 Conduct Toward Prisoners:** Officers shall not speak or act in a manner specifically intended to provoke or antagonize any prisoner. Prisoners will be treated with dignity, firmness, fairness and caution.

**43 Political Activities:** Rules governing political activity are set forth in the Town Code.

### 44 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 citizens and/or

## 202-General Conduct - Rules-7

the officer, whether or not the officer is armed, and the availability of on-duty units.

**B.** If an officer decides not to become actively involved, he/she shall 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.

### 45 Use of Caution in Responding:

**A.** The utmost care is required in operating any Department vehicle. Never will a vehicle be driven in a manner which constitutes reckless disregard for the safety of persons and property, even in pursuit of a suspected or actual felon. Extra caution will be exercised in darkness, rain or snow.

**B.** All shift supervisors will pay particular and continuing attention to their subordinates' driving habits. They shall implement continuing measures to ensure that improper driving behavior is recognized and corrected through counseling and training or, if necessary, disciplinary action.

**C.** Refer to General Order 701 - Operation of Police Vehicles, and General Order 702 - Vehicle Pursuits.

**D.** Negligence in operating a police vehicle may result in criminal and/or civil sanctions and/or disciplinary action.

### 46 Using Emergency Lights and Siren:

**A.** Officers will be held accountable for their emergency and pursuit driving under Transportation Code Section 21-106, and the Department's General Order on Vehicle Pursuits.

**B.** An officer may proceed through a traffic control device such as a stop sign, red light, railroad crossing signal, etc., only after bringing the vehicle to a complete stop and assuring himself/herself absolutely, that it is possible to proceed safely.

**47 Vehicles Interfering with Passing Traffic:** Police vehicles parked so as to interfere with passing traffic shall have emergency lights activated.

### 48 Force and Deadly Force:

**A.** Officers will use only that amount of force which is reasonable and necessary. When physical force or a

secondary weapon is employed, officers will provide a written explanation.

**B.** Officers are cautioned against deliberate blows to the head or spinal column. Such a blow may be administered only where a life is endangered.

**C.** The carrying or use of any instrument as an offensive or defensive weapon, not specifically authorized or issued by the Department, is prohibited. Extreme life or death situations where no other alternative is available would be the only allowable exception.

**D.** The use of deadly force is restricted to protection of the officer's life or the life of another person. Officers will at all times exhaust every other reasonable means of apprehension before resorting to the use of deadly force.

**E.** Firing of warning shots is prohibited under all circumstances.

## 202-General Conduct - Rules-8

**F.** Following the use of any force, officers will summon medical assistance as necessary.

### **49 The Crime Scene or Incident:**

**A.** Command: At the scene of any crime, accident or other incident where procedure is not entirely clear from Department General Orders, the ranking officer present shall assume command and direction so as to ensure orderly accomplishment of the police task. Where two or more officers of equal rank are present, the officer whose primary assignment is most closely associated with the type of incident at hand will assume command.

**B.** Stopping at Scene: No employee shall stop at or enter the scene of any crime or attempted crime under investigation by another employee, unless dispatched by radio or specifically assigned by a supervisor to assist. The presence of the Chief and Operations Commander are exceptions.

**C.** Preserving Scene/Evidence: Officers shall exercise every possible precaution to avoid destruction or lessening of evidence when investigating an alleged crime. Officers will be held strictly accountable for preservation of the crime scene, and are prohibited from allowing unauthorized persons from entering the scene without express permission from the ranking supervisor at the scene. The presence of the Chief and Operations Commander are exceptions.

**D.** Search and Processing Evidence: Officers assigned to a crime scene are responsible for conducting a thorough crime scene search and for processing all physical evidence in accordance with Department procedures. Supervisors will in every case be responsible for ensuring that proper search and processing is accomplished.

**50 Hazardous Conditions:** Employees shall be vigilant in observing conditions within Riverdale Park which may represent potential harm to the public. They shall report such conditions and take whatever immediate action is necessary to ensure the safety of the community.

**51 Report Preparation:** Officers shall submit all necessary reports in accordance with procedures established in the Report Manual. Reports will be complete, accurate, legible and timely.

**52 Media Relations:** It is the policy of this Department to make information generally available to the news media. Every effort will be made to establish and maintain a cooperative relationship.

**53 Display of Firearms:** Officers are prohibited from displaying firearms unnecessarily or from drawing them in any place, public or private, except for the purpose of inspection or cleaning, or in the official discharge of duties. Use of a firearm must be totally justified, and in strict accord with law and departmental policy. Firearms will never be used merely as a means of intimidation.

**54 Access to the Communications Office:** General access is limited to personnel assigned to this component, and personnel authorized access by current directives and procedures, or by special permission of the Chief of Police.

**55 Victim Assistance:** In all crimes of violence, the investigating officer will:

**A.** Render all possible aid to the victim

**B.** Provide the victim with:

1. The Department's Victim Assistance brochure, and
2. The State Criminal Injuries Compensation brochure.

**C.** Whenever possible, make a follow-up telephone call or visit to the victim of a violent crime, to ascertain whether additional assistance and/or referral to another agency is needed.

**56 Prohibited Language:** While in a duty status inside or outside of the police station, no civilian or police officer will use language or tell jokes or stories which could be construed to disparage any sex or religious, racial, ethnic, nationality, or age group.

**57 Choke Holds:** These 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.

**A.** Officers are prohibited from using choke holds to restrain a suspect except where deadly force is needed; that is, when the life of an officer or another person is

in imminent danger.

**58 Duty to Respond:** In no case will Communications employees or police officers attempt to screen telephone calls and as a result, make an independent decision not to respond to a call requesting police assistance. As soon as needed information is obtained, a unit will be dispatched to the scene.

# RIVERDALE PARK POLICE DEPARTMENT GENERAL ORDERS



	TITLE: <b>ORGANIZATION OF THE DEPARTMENT</b>	NUMBER: <b>301</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.3.1, 11.4.1, 11.4.2</b>	TOTAL PAGES: <b>3</b>

**01 Purpose:** To describe the organization of the Department and levels of authority and responsibility within it.

**02 Policy:** The formal structure of the Riverdale Park Police Department is shown on the attached organizational chart.

**03 General Organization:** Line functions are activities directly related to carrying out the Department's objectives. Staff functions are activities supporting the line functions. Under the command of the Chief of Police, the Department is organized as follows:

**A. Line Functions**

- \* Patrol / Operations
- \* Criminal Investigations Section
- \* Support

**B. Staff Functions:**

- \* Records
- \* Communications
- \* Automated Enforcement
- \* Administrative Support

**C. Combined Functions:**

- \* Police Information Officer
- \* Accreditation Team

**04 Chain of Command and Lines of Authority:** As shown on the organizational chart, the Department consists of the Offices of the Chief of Police, Operations Commander, Support Services Commander and the Staff Sergeant.

The Chief of Police Supervises the Operations Commander, Support Services Commander, The Staff

Sergeant is supervised by the Support Services Commander. The Administrative Assistant is directly supervised by the Chief of Police.

**A. Office of the Chief of Police:**

**1.** The Mayor shall appoint a Chief of Police predicated by a majority vote of the Town Council the Chief shall report directly to the Mayor.

**2.** The Chief of Police shall be responsible for the preservation of the peace, the maintenance of order, the prevention and detection of crime, and the enforcement, within the Town, of all laws, regulations, and ordinances over which the police department has jurisdiction.

**3.** The Chief of Police shall ensure that members of the force properly perform their police duties, that the rules and regulations of the department are strictly enforced, and that discipline in the department is maintained.

**4.** The Operations Commander is directly supervised by this position.

**5.** The Support Services Commander is directly supervised by this position.

**6.** The Staff Sergeant is directly supervised by this position.

**7.** The Administrative Assistant is directly supervised by this position.

**B. Office of the Patrol Commander**

**1.** This position has overall supervision of Department Operations of the Patrol Division and the support

## 301-Department Organization- 2

services function.

2. In the absence of the Chief of Police, The Operations Commander, normally will be in charge of the department. The Operations Commander will have all the authority of the Chief, except in the following instances:

- \* selection and appointment of new personnel
- \* dismissals
- \* promotions
- \* demotions
- \* modifications of rules, regulations, general orders or policies, in non-emergencies

**C. Patrol Division:** The Patrol Division is headed by the Operations Commander, who supervises four patrol squads. The four patrol squads, are each headed by a Squad Supervisor. The Operations Commander is responsible for supervising all patrol activities, which includes routine patrol, selective enforcement, special traffic enforcement, preparation of reports and court testimony, and patrol duties at special Town events. The Operations Commander is responsible for both performance and morale of those he/she supervises, and for adequate staffing of officers. The Operations Commander has other responsibilities as assigned. Below is a brief description of each position within this Division; however, each job description should be referenced for specific duties of these same positions.

**1. Sergeant - Squad Supervisor:** This is a hands-on position requiring supervision of up to seven patrol officers, including responsibility for squad performance and morale. The Patrol Sergeant is expected to enforce the law as well.

**2. Patrol Corporal:** This is a hands-on position with enforcement and, in the absence of the Sergeant, administrative duties.

**3. Patrol Private First Class:** This is a hands-on enforcement position.

**4. Patrol Private:** This is a hands-on enforcement position.

### D. Criminal Investigations Division

**1. Detective Sergeant:** This is a hands-on position requiring supervision of other employees. In addition to performing investigations, the Detective Sergeant is expected to train and evaluate subordinates. This

position is also responsible for the performance and morale of the division

**2. Detective Corporal:** This is a hands on position with investigative duties. The Detective Corporal supervises in the absence of the detective Sergeant.

**3. Detective Private First Class:** This is a hands on position with investigative duties.

**4. Detective Private:** This is a hands on position with investigative duties.

**E. Support Services Division:** This component is a function performed by the Support Services Commander or his/her designee. The responsibilities include all procurement of equipment and supplies for the department as a whole. This office maintains records to include; Departmental Inventory; Maintenance records of all Departmental Vehicles and associated equipment. This component is also responsible for obtaining and scheduling required annual in-service training and firearms qualification.

**F Support Services Commander:** Is responsible for the Communications/Records section as well as the Automated Enforcement Unit. This position is directly supervised by the Chief of Police.

**1. Communications/Records Supervisor:** This is a civilian hands-on position requiring the immediate supervision of the Communications and Records Centers. This position requires security coordination with Federal (NCIC), State (CJIS) and internal management of both the Records and Communications functions of the department. This office will also be responsible for weekly media information report releases.

**G. Public Information:** All requests for information from the News media will be forwarded to the Office of the Chief of Police, or the Operations Commander in his/her absence.

**05 Command Progression:** In the absence of the Chief of Police, unless otherwise specified, command progression is:

- \*Operations Commander
- \*Support Services Commander
- \*Staff Sergeant
- \* Senior Sergeant on Duty

### 301-Department Organization- 3

\* Senior Corporal on Duty

A. The order of rank for sworn personnel is:

- \* Colonel
- \* Captain
- \* Lieutenant
- \* Staff Sergeant
- \* Sergeant
- \* Corporal
- \* Master Patrolman
- \* Private First Class
- \* Private

#### 06 Unity of Command:

A. Each employee is accountable to only one supervisor at any given time. This is done so that the employee can understand what is expected of them, and to promote efficiency and responsibility. There are situations; however, where an employee may legitimately receive an order from a supervisor outside of their normal chain of command.

B. Each organizational component is under the direct command of only one supervisor.

#### 07 Command Protocol:

A. Normally, command automatically devolves on the senior ranking officer. Seniority is established first by rank, and second, by length of service in the rank. However, note the paragraphs below.

B. When both the patrol and CID officers have responded to an incident or are present at a natural disaster or other catastrophic occurrence within the Town, the ranking CID officer will take command unless and until relieved by a competent authority.

C. Normally, in any hostage-barricade situation, the Operations Commander, or the next patrol officer in rank, will take command unless and until relieved by a competent authority.

**08 Span of Control:** At higher levels of authority there are fewer employees in the span of control because the addition of employees increases the difficulty of command and decreases the efficiency both of supervisors and their employees. The Chief of Police has immediate control over the positions of the Operations Commander, Support Services Commander,

and the Administrative Assistant.

The Operations Commander has immediate control over four Squad Supervisors.

The Squad Supervisors have immediate control over personnel assigned to their squads.

The Operations Commander has immediate control over Criminal Investigations Division and has immediate control over personnel assigned to the community policing unit.

The Support Services Commander has immediate control over the Staff Sergeant.

The Support Services Commander has immediate control over the all civilian employees assigned to records and automated enforcement and the communications section.

#### 09 Accountability:

A. At every level within the Department, employees are given the authority by this General Order, as well as by informal agreement, to make decisions necessary for the effective execution of their responsibilities. Accordingly, every employee is responsible for use of delegated authority and failure to use delegated authority to accomplish tasks.

B. Supervisory personnel will be held accountable for the work performance of employees under their immediate supervision. Additionally, every supervisor will be responsible for delegated authority used in the course of official duties.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>STATION CLEANLINESS</b>	NUMBER: <b>302</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To ensure that the police station and all its offices are maintained and remain in a reasonable state of cleanliness.

**02 Policy:** All employees will strive to maintain the station in an orderly manner, free of unsightly, unclean, or harmful conditions.

**03 Disposal of Refuse:**

- A. All employees shall dispose of refuse in proper receptacles.
- B. Cigarettes, cigars, pipe tobacco and debris from same shall be disposed of in ashtrays provided for that purpose prior to entering the police station.

**04 Designated Work Areas:**

- A. Employees shall be responsible for the orderly upkeep of their assigned work area.
- B. The tops of desks, counters, filing cabinets, etc., are to be kept in order, free of excess accumulation, and clean.
- C. Clothing and other personal property shall be stored either in a designated locker or neatly within a closet. This does not prohibit hanging of outer apparel on coat racks.

**05 General Work Area:**

- A. For the purpose of this Procedure, general work areas include, but are not limited to, the processing area, Squad Room, hallway, side entrance area, armory and sallyport.
- B. Members of the Department using general work areas shall leave them in a neat and orderly condition, free of trash, unused forms, or unnecessary clutter.

C. All items of equipment, forms, and other departmental or personal property shall be returned to the proper place of storage after use.

D. Supervisors are responsible for ensuring that general work areas are always maintained in a neat and orderly condition.

**06 Locker Room:**

- A. Lockers shall be maintained in a neat and orderly manner at all times. Uniforms and official equipment, when kept at the station and not in use, shall be neatly arranged in lockers or in such other places as may be designated.
- B. No employee shall store or cause to be stored in any locker issued to him any perishable substance or any other item which in time would cause an annoying or offensive condition to exist.
- C. The placing of signs, stickers, photos, decals and the like on the outside of lockers is prohibited.
- D. Benches, when not in active use, shall remain free of all property. Shelves are to be kept neat and orderly.

**07 Employee Responsibility**

- A. Employees to whom a mailbox is assigned are responsible for the orderly condition of the box. Boxes are to be checked daily when an officer is on duty. The boxes are intended to be used to receive mail, messages, memos, paychecks, etc. They are not to be used for storage.
- B. Supervisors are responsible for ensuring that subordinates abide by this policy.
- C. On weekends or holidays, when custodial services are unavailable, supervisors shall ensure that trash receptacles are emptied when necessary.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>DEPARTMENTAL ACCIDENTS</b>	NUMBER: <b>303</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief Thomas R. Evans</b>	ACCREDITATION STANDARDS: <b>61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.2.6</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish procedures for investigation of accidents involving Police Department vehicles and to provide guidelines for officers assigned to investigate departmental accidents. The objectives of this Procedure are to improve the quality of accident investigations; and to identify the cause or causes of all Police Department accidents; and to establish responsibility.

**02 Policy:** It is the policy of the Riverdale Park Police Department to ensure that police personnel operate the Department's vehicles in a safe and lawful manner.

All accidents involving Police Department vehicles will be investigated and reviewed according to the guidelines herein. A finding will be made as to the cause and responsibility for each accident to determine if a Police Department employee failed to operate the vehicle in a safe and lawful manner.

The definition of "accident" for the purpose of this Procedure is that contained in the Maryland Transportation Article.

**03 Employee Responsibilities:**

**A.** Any employee involved in an accident involving a Town vehicle will immediately notify the police dispatcher and his/her supervisor. If the employee is off-duty the on-duty supervisor will be notified.

**B.** The operator will submit a memorandum to the Operations Commander within 24 hours of the incident detailing all facts surrounding the accident, including the speed at which the vehicle was traveling at the time of the accident.

**C.** If the employee is unable to comply due to injuries, his/her supervisor shall, when possible, take a statement. If the employee is so incapacitated that this is not possible, then the supervisor will submit a memorandum so stating.

**04 Investigating Officer's Responsibilities:**

**A.** The officer assigned to investigate an accident involving a police officer shall be a Shift Supervisor whenever possible.

**B.** The Shift Supervisor or highest ranking officer at work on a shift will complete an accident report in accordance with the Maryland Automated Accident Reporting System (MAARS). Diagrams will be drawn on a full size blank piece of paper. All measurements will be recorded on the diagram.

**C.** Photographs are to be taken in *all* departmental accidents, including photographs of the accident scene and obstructions that restrict the view of any driver. Photographs should be taken of the overall scene (from north, east, south, west) as well as areas of damage to property and vehicles. If the accident should occur during hours of darkness or during unfavorable atmospheric conditions, additional photographs will be taken of the vicinity involved during daylight hours.

**1.** Whenever possible, a 35mm. camera should be used to photograph accidents.

**D.** Measurements to be taken in all accidents will include skid marks, roadway width, and lane widths. The positions of all vehicles should be fixed by triangulated or linear measurements. Such measurements are not necessary on single vehicle/fixed object struck accidents occurring on a public or private parking lot.

**1.** Whenever possible, written statements will be obtained from all witnesses.

**2.** When the employee or the investigating officer claims or suspects that a vehicle defect caused or contributed to the accident, the police vehicle will be towed to the Public Works Department for examination. In appropriate cases, the Maryland State Police will be

requested to examine the vehicle to determine if a defect exists. This will be initiated at the direction of the Chief or Patrol Commander.

3. The investigating officer may issue citation(s) provided that sufficient evidence exists to sustain the charge(s).

**05 Supervisor's Responsibilities:**

A. The supervisor on duty at the time an accident occurs is responsible to ensure that all necessary investigative steps are taken to ensure that the necessary reports, statements, photographs and other documents are submitted to the Operations Commander.

B. When possible, the supervisor will respond to all departmental accidents and take necessary actions to ensure that the investigation is properly conducted.

C. In the event that a departmental accident occurs outside the Town, the supervisor will, if possible, respond to the scene to coordinate with officers in whose jurisdiction the accident occurred. If the supervising officer cannot respond to the scene of an out-of-Town accident, he/she will take the necessary steps to ensure that adequate information is obtained.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>304</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New	<input type="checkbox"/> Amends	<input type="checkbox"/> Rescinds
AUTHORITY:	ACCREDITATION STANDARDS:	TOTAL PAGES:

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>MESSAGES AND MAIL</b>	NUMBER: <b>305</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>81.2.11</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish procedures for the recording, storage, and distribution of messages and related correspondence.

**02 Policy:** The Department will ensure that all members receive and return messages in a prompt and efficient manner.

**03 Mailboxes:** A mailbox has been provided to each departmental employee. It is to be used for incoming phone messages, interdepartmental messages, incoming mail, and departmental-related correspondence.

**04 Message and Mail Distribution:**

**A.** Employees answering telephones will transfer incoming callers who wish to leave a message into the automated system, Voice mail, if the employee is unavailable to answer the phone directly. If the Voice mail system is not available for any reason, the employee will record the message by hand and place it in the appropriate mailbox. If the message is urgent or of an emergency nature, every attempt possible will be made to locate the employee.

**B.** Administrative personnel will place mail in the appropriate mailboxes as it is received.

**05 Employee Responsibility:**

**A.** It shall be the responsibility of every employee, upon reporting for work, to check their Voice mail boxes, and their mailboxes for messages and other mail.

**B.** Employees are to ensure that messages are returned in a prompt and courteous manner. Whenever possible, telephone messages will be returned the day they are received.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>VISITORS IN THE STATION</b>	NUMBER: <b>306</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>72.1.2, 81.3.1</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To provide guidelines for visitors in the police station, in order to control the flow of people into restricted areas.

**02 Policy:** The Department will ensure the safety of visitors and control the flow of people into the Department. It will be Department policy to log the names of all visitors on the visitors log.

**03 Procedure:** Dispatchers and/or officers, and non-sworn employees as appropriate, will be responsible for logging visitors in and out. The log, kept in the Communications office, will contain the visitor's name, person or section visiting, and time signed in and out, with the initials of the person completing the log. This procedure will not apply to any Town official or employee (including volunteers) on official Town business.

**04 Accountability:**

**A.** The Support Service Commander will be responsible for ensuring that the visitors log is kept up to date.

**B.** In the absence of the Support Services Commander, the senior communications employee on duty, will ensure that this policy is carried out.

**C.** Sworn or civilian personnel having a visitor will be responsible for completing the log book and ensuring the return of the visitors pass to the Communications office.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>TELEPHONE CALLS</b>	NUMBER: <b>307</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines for making telephone calls from station telephones

**02 Policy:** To allow for the reasonable use of all telephones but to prohibit their unreasonable use and resulting expense, and to ensure that telephone use is monitored.

**03 Long Distance Calls:**

Long distance calls may be made for official police department business only, except that a long distance call for a family emergency may be made with the permission of a supervisor.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>FISCAL MANAGEMENT</b>	NUMBER: <b>308</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>17.1.1, 17.2.1, 17.2.2, 17.3.1, 17.4.1, 17.4.2, 17.4.3, 17.5.1</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To provide guidance on authority and responsibility in the areas of budgeting, accounting, and fiscal control procedures.

**02 Policy:** The Town Administrator is responsible for preparation and submission of an annual budget to the Town Council, after review of figures submitted by Department heads. The Town Administrator supervises the disbursement of all Town funds and has control over expenditures. However, the Chief of Police has authority over and responsibility for fiscal management of the Department, and complies with the requirements of the Town Administrator. Authority is delegated by the Chief as described in this General Order.

**03 The Role of Administrative Services:** This component is responsible for many fiscal functions, including but not limited to:

**A. Property:** The Support Services Commander has specific responsibilities in the areas of acquisition, receipt for, inspection of, storage, and issue of Department property. For additional information see General Orders 410, 627, and 628.

**B. Development of Budget:** Each organizational component will actively participate in the development of the Department's annual budget and justifications for it, according to guidance and instructions from the Chief of Police.

**C. Position Status Control :** All persons on the Department's payroll must be legally employed, filling only positions authorized by the Administration. Accordingly, the Administrative Assistant will prepare an up-to-date roster of all authorized positions, showing grade, salary and any other necessary information.

**D. Parking Ticket Funds:** The Support Service Commander is responsible for administering and maintaining the parking ticket system. He/she will

ensure the prompt, regular deposit of all parking ticket revenues with the Town Treasurer's office, and proper follow-up of all unpaid parking tickets.

**1.** Dispatchers will handle all ticket payment transactions, issuing a receipt. Funds should be placed in an envelope labeled as follows:

- \* Date received
- \* Amount enclosed
- \* Method of payment
- \* Name and identification number of person receiving the payment

The envelope should be forwarded to the Administrative Assistant's Office who will open the same, maintain the white copy of the ticket, and forward the remainder to the Town Treasurer's office.

**E. Selling Copies of Reports:** Communications is authorized to sell copies of and collect money for Department reports as authorized by law and Department General Orders. Appropriate records will be kept and funds will be turned into the Town Treasurer's office.

**F. The Automated Enforcement Unit.**

**1.** Collection of all monetary fines will be handled in accordance with the operating procedures of the unit.

**G. False Alarm Reduction Unit.**

**1.** Collection of all monetary fines will be handled in accordance with the operating procedures of the unit.

**H. Purchasing:**

**1.** It is Department policy to hold all expenditures to the minimum essential for accomplishing its mission. Questions may be referred directly to the Chief of

Police for resolution.

**2.** Purchasing is accomplished in strict accord with the Town Code.

**I.** Inventory Control: The Support Services Commander will study General Order 627 Section 13 and ensure the following.

**1.** An up-to-date, complete inventory is prepared and maintained for all capital equipment or other Department assets. All such items will be marked appropriately for identification.

**2.** After written notification to the Chief of Police with a copy to the Town Administrator, appropriate deletions from inventory may be made.

**3.** Clothing and equipment are properly issued and accounted for, in accord with General Order 410.

**4.** Evidence and all other property is managed and disposed of in accord with General Orders 627 and 628.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>PLANNING AND RESEARCH</b>	NUMBER: <b>309</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>14.1.1, 14.1.2, 14.1.3</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To describe planning and research responsibilities within the Department.

**02 Policy:** When a request for planning and research information is made, all employees will cooperate and respond promptly with correct and adequate information. Within severe budget and staffing limitations, the Department will make every effort to perform planning and research functions including but not limited to:

- \* Analysis of reported crimes and requests for service;
- \* Authoring of yearly goals and objectives, and budget recommendations, including process review as needed;
- \* Liaison with other criminal justice planning agencies;
- \* Development of operational procedures and policy guidelines;
- \* Budget development
- \* Forms control;
- \* Grant management;
- \* Strategic operational planning;
- \* Traffic analysis, and
- \* Information management.

**03 Responsibilities:** Over-all supervision of the planning and research function rests with the Chief of Police. The Chief of Police will include multi-year planning in the Annual Report, to cover at least:

- \* Goals and operational objectives;
- \* Anticipated workload and population trends;
- \* Anticipated personnel levels; and
- \* Planned capital improvements and equipment needs.

Employees responsibilities include:

**A. Crime Analysis:** This is a responsibility of the Director of Informational Services, assisted by volunteers or other staff if assigned.

**B. Liaison with Other Criminal Justice Planning Agencies:** This is the responsibility of the Support Services Commander, who will make any appropriate reports to the Chief of Police.

**C. Operational Procedures and Policy Guidelines:** Policy memoranda are issued from time to time, but will be incorporated into the General Orders as soon as possible. With input from all Department components, this is the responsibility of the Operations Commander in consultation with the Chief of Police.

**D. Budget Development:** The Operations Commander, the Support Services Commander, and Staff Sergeant will assist with budget recommendations each year when requested by the Chief of Police.

**E. Forms Control:** This is the responsibility of the Support Services Commander.

**F. Grant Management:** This is the responsibility of the Operations Commander or his/her designee.

**G. Traffic Analysis:** This is a responsibility of the Community Policing Section as directed by the Operations Commander.

**H. Information Management:** This is a function of the Support Services Commander or his/her designee and includes but is not limited to, responsibility for gathering and disseminating information to the Department, Town officials, other Town Departments, the press, and citizens.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>FORMS CONTROL</b>	NUMBER: <b>310</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>13.1.2</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To provide instructions for the orderly creation, numbering, addition and deletion of Department forms which are in general use by employees. This general order does not apply to forms previously created for internal use and personal convenience, by only one or two employees.

**02 Policy:** The Department will make every effort to control the proliferation of forms in use. Normally, no new form will be created unless the Forms Coordinator is able to delete one or more other forms. Officers having questions regarding forms are encouraged to reference the Forms Book maintained by the Director of Informational Services.

**03 Procedures:** The Support Service Commander or his/her designee will act as the Forms Coordinator, and will be contacted on any matter concerning forms. The Forms Coordinator will:

**A.** Maintain the Forms Book, ensuring that a correct number is assigned to any new form and that the Forms Book's master list is kept current and available to staff.

**B.** Ensure that form numbers are recorded in the lower left-hand corner of each form in the following format: RPD #100-8 (for example).

**C.** Receive written requests for creation of a new form or deletion of an existing form. A form may be deleted at the discretion of the Forms Coordinator. New forms; however, will need the additional approval of the Chief of Police or the Operations Commander.

**D.** Ensure that new forms are inspected and edited for content prior to publication.

**E.** Maintain a log documenting form additions, deletions, and revisions.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>INSPECTIONAL SERVICES</b>	NUMBER: <b>311</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>53.1.1, 53.2.1</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish policy and procedures relating to continuous inspection of police personnel, resources and operational effectiveness.

**02 Policy:** Inspections compare expectations with actual performance, and provide the Chief of Police with information to plan for changes in the Department. The process should not be viewed as disciplinary, although shortcomings will be handled as detailed in later paragraphs. The inspector or inspection party in all cases will show a constructive, impartial and honest interest, and will place as much emphasis on discovering exemplary performance or conditions as on discovering inadequacies.

**03 Objectives:** The purpose of inspections is to evaluate performance by comparing it with previously established goals, Policies, Rules and General Orders. Through inspections the Chief of Police can learn:

- \* What needs exist in the Department;
- \* Whether resources are being used to the best possible advantage;
- \* Whether desired results are being accomplished, and
- \* Whether tasks are being performed properly and Rules and General Orders are being followed.

Inspections may include evaluation of, but are not limited to:

- \* Facilities
- \* Vehicles
- \* Equipment
- \* Records
- \* Personnel
- \* Investigative procedures
- \* Crime reporting practices
- \* Incident reports

**04 Line Inspections:** These inspections should be an ongoing activity to ensure that employees are acting in accordance with Department requirements in areas such

as personal appearance, use and maintenance of equipment, and adherence to Department Rules and General Orders. Line inspections are also concerned with the status and conditions of physical facilities within the Department.

**A.** At least monthly, Shift Supervisors will conduct inspections which determine:

- \* How employees perform their duties
- \* Cleanliness and adequacy of facilities
- \* Use and care of property
- \* Employee appearance
- \* Whether employee efforts are producing results

**B.** Shift Supervisors will document inspections. All inspection records will be available for examination at any time by Command Staff members.

**1.** Where significant deficiencies exist, officers will be counseled.

**2.** By the following inspection, any earlier problem should be corrected. Neglect of or disobedience to the Supervisor's orders will be reported promptly in a memorandum to the Chief of Police.

**3.** Superior performance or conditions will also be noted and the officer will be verbally commended immediately. Highly unusual and outstanding performance or conditions will also be reported in a memorandum to the Chief of Police.

**4.** Shift Supervisors and Commanders are fully responsible for ensuring that immediate commendation or correction and notations take place.

**C.** The Operations Commander will perform quarterly inspections of at least:

- \* vehicles
- \* facilities

## 311-Inspectional Services-2

All inspections will be documented, noting significant deficiencies and/or commending superior performance or conditions as noted previously in this procedure. Particular attention will be paid to inspections occurring during preparation/briefings for special events.

**D.** If an officer is transferred, their inspection records will be forwarded to their new supervisor.

**E.** The Operations Commander will ensure that Shift Supervisors are conducting and documenting required inspections, and will be aware of their findings.

**F.** Should inspections reveal the need, Commanders will consider changes to Department policies or General Orders, or additional training. Suggestions for the same will be made via memorandum to the Chief of Police.

**G.** Annually, the Support Services Commander will inspect all organizational components, facilities, property, equipment, activities and personnel within their components, and submit a written summary of their findings and recommendations to the Chief of Police.

**05 Staff Inspections:** The role of staff inspections is to ensure objective review of Department facilities, property, equipment, personnel, and administrative and operational activities outside the normal supervisory and line inspection processes and the chain of command. Staff inspections are the responsibility of the Chief of Police or his/her designee.

**A.** The Chief of Police has the authority to perform staff inspections, and may delegate the authority as necessary.

**B.** Staff inspections will consist of an in-depth examination of particular functions or components of the Department.

**C.** Staff inspectors on request will provide guidance to Shift Supervisors and/or Commanders.

**D.** Announced or unannounced staff inspections may occur at any time.

**E.** The Chief or his/her designee will communicate their findings, commending or correcting, to the appropriate Commander in writing, and will ensure that follow-up is carried out.

**06 Armory:** The Operations Commander shall ensure that at least annually an inspection and inventory is made of the Armory.

**A.** The annual report will include a list of all serially numbered firearms, available for immediate use or issuance.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>HAND HELD RADIOS</b>	NUMBER: <b>312</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>81.2.3, 81.3.4</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To describe procedures for issuance and maintenance of hand held radios.

**02 Policy:** The Department presently uses a communications system that includes both a base station, mobile radios and hand held equipment to enable dispatchers and personnel to remain in constant radio contact with one another. Each sworn member of the Department is issued a hand held radio, and is responsible for maintaining it in proper working order. Damage resulting from neglect or improper use or care may result in disciplinary action.

**03 Procedures:**

**A.** Each officer will be issued one hand held radio, with the officers assigned Identification number programmed into the radio.

**B.** Officers will maintain the radio in proper working order at all times.

**C.** After issue, the radio may be used for on-duty and off-duty activities that are approved by the Department. An officer must have his/her radio in possession upon reporting for duty, unless the radio is out of service because of damage, malfunction or maintenance.

**D.** Use of the radio must be in compliance with Department Procedures, and regulations established by the Federal Communications Commission.

**E.** Officers issued hand held radios are responsible for their proper use and care.

**1.** If repairs are needed, the Support Services Commander should be notified and the officer will be authorized to take the radio to the proper repair facility.

**2.** If it is determined that damage to the radio is due to

neglect or misuse, the officer will pay the cost of the repair. All repairs will be done at a facility approved by the Department.

**3.** While assigned radios are being repaired, officers will be issued a temporary replacement radio by the Support Services Commander.

**4.** In cases of emergency, such as basestation failure or repeater failure, the on-duty Supervisor shall notify the Department radio repair facility and request emergency repairs. The Support Services Commander will ensure that all communications personnel are aware of the approved radio repair facility name, address and telephone number.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>SMOKING</b>	NUMBER: <b>313</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To clarify the locations of smoking areas in and around the Police Department.

**02 Policy:** The adverse health effects of smoking are well known, and the Department encourages smoking cessation. The Department also wishes to provide reasonably healthy air in the station without excessively penalizing those who smoke.

**03 Procedure:**

**A. Prohibited Areas:** Smoking is prohibited in all areas of the Police facility and Police Department vehicles. Employees will not stand in front of or hold open doors to the police facility while smoking. This affects non-smokers entering and exiting the police facility.

**B. Exceptions:**

All police department personnel shall use discretion when smoking in public, and shall refrain when smoking interferes with performance or would likely bring criticism to the Department.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>FACSIMILE MACHINE</b>	NUMBER: <b>314</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To provide information and guidance on the use of the Department’s facsimile machine.

**02 Policy:** All employees may use the facsimile machine for appropriate police purposes such as receiving or sending official documents, legal documents, and press releases, or other materials for the print/broadcast media. Any employee wishing to use the machine for personal purposes must contact the Shift Supervisor for approval.

**03 General Information:**

**A.** When using the facsimile machine caution should be taken to avoid spilling or dropping anything onto/into the top of it. The top of the machine may never contain anything other than papers to be transmitted.

**B.** A telephone number has been dedicated to the machine. The number is 301-927-0705. It may not be used for any additional purpose.

**04 Responsibilities:**

Routine maintenance will be performed by authorized personnel from the Communications Section.

**05 Operating the Facsimile Machine:**

To send a facsimile, first assemble your document. Complete a transmittal sheet (stored adjacent to the machine) adding it to the front of your document. Place the document face down on the feed tray on top of the machine. Dial the destination number, using area code when necessary and then press the START button. If a connection is made the document will automatically feed through. When the transmission is complete the machine will produce a receipt.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>PAYROLL SHEETS</b>	NUMBER: <b>315</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines and procedures for the effective use of Daily Time sheets.

period of three years.

**02 Policy:** It is the policy of this department that every squad supervisor or assistant squad supervisor fill out a daily time sheet in order for members of their squad to be paid accurately. Civilian personnel will report hours worked to the Administrative Assistant in the appropriate manner.

**03 Pay Period:** Pay periods are two weeks long, from Monday at 0001 hours to Sunday at 2400 hours, with the pay check issued the Thursday immediately following the end of the pay period.

**04 Accuracy:** Each squad supervisor is solely responsible for the accuracy of his/her daily time sheet and their squad members will be paid according to the information provided on the time sheet.

**05 Location of Time sheets:** Time sheets will be turned in daily at the end of the shift to the Administrative Assistant. The time sheets will be placed in the Administrative Assistant's box located in the Records Division.

**06 Annual/Compensatory Leave:** If a supervisor is on annual/compensatory leave, the Assistant Squad Supervisor will complete the time sheet.

**07 Sick or Worker's Compensation Leave:** If a supervisor is on sick leave or on Worker's Compensation leave, the Assistant Squad supervisor will complete the time sheet.

**08 Leave/Overtime Slips:** The time sheet does not preclude the need for an employee to fill out a leave/overtime slip and have it approved through the normal chain of command.

**09 Copies:** A copy of each employee's payroll records will be kept by the Administrative Assistant for a

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>Departmental Computer Applications/Use</b>	NUMBER: <b>316</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>3</b>

**01 Purpose:** The purpose of this policy is to provide all personnel with guidelines on the use of Department owned computer equipment.

**02 Policy:** It is the policy of this department that to maintain a computer system which will record and cause a permanent file of official departmental documents. The integrity of this system is paramount, ensuring compliance with all local, State and Federal laws or regulations.

**03 Computer Equipment:** Only Department owned or acquired computer equipment will be maintained and operated within Department facilities except the following;

- Personally owned portable units removed at the end of the tour of duty.
- Computing equipment held as evidence.
- Visitors using their own personal equipment.
- Exceptions authorized by the Chief of Police.

**A.** Local Area Network computers will not be detached from the network at any time.

**B.** Employees are prohibited from making hardware repairs, adjustments or additions to Department owned computers without the expressed consent of the Chief of Police.

**C.** Employees will not attempt to modify any computer start up routine or operating system files.

**D.** Employees will not password protect the boot(start up) process of any department owned computer without the expressed consent of the Chief of Police.

**E.** Employees may use Department computers resources to produce personal material, however not for financial gain.

**F.** Without the affected employee's express permission, employees will not knowingly move, copy, encrypt, destroy, modify, delete or tamper with the electronic data files of other employees.

**G.** Employees will not knowingly place a computer virus onto a department computer, onto the Local Area Network, or in any manner deliberately abuse computing resources.

**H.** Except in cases of operational necessity, employees will not divulge their network log-on passwords to others.

**I.** To ensure network security, employees will log off the network whenever they leave a LAN computer unattended for more than thirty minutes.

**J.** Computer resources are fixed assets and will not be removed from the offices that they are assigned or from Department or Satellite facilities without proper authorization.

**04: Software:** Only software purchased or acquired by the Department will be operated on Department computers unless a written request is authorized by the Chief of Police.

**A.** All software must be installed in accordance with United States copyright laws.

**B.** Licenses for all department owned software will be

## 316-Departmental Computers-2

maintained in a secure location within the department.

C. Service personnel will remove all unauthorized software during routine maintenance and service calls.

D. Software written by employees using Department computer resources, becomes the property of the Department. This software will not be copied, sold or transferred outside the Department without the written consent of the Chief of Police.

**05: Electronic Files:** All files contained on the Department owned hard drives, floppy disks or other storage media, are considered work products, therefore, employees should have no expectation of privacy regarding these files

A. Electronic files may be administratively accessed or monitored for various reasons, including, but not limited to any of the following:

- System maintenance
- Internal Investigations
- Subpoena process

B. All original case files, investigative files, notes, memoranda, letters, documents and other work products maintained on computer readable media will be stored within the component generating the original file.

C. Files will not be encrypted without the consent of the Chief of Police or his designee. In the event that files are encrypted, the Chief of Police or his designee will be made aware of the password.

**06: Electronic Mail (Email) :** Electronic mail (Email) will be used for official Department communications. Employees are cautioned that Email is electronically recorded on the LAN System. Both the LAN System and stand alone computers are subject to administrative review and the subpoena process.

A. Email will not be used to send abusive, demeaning, harassing or threatening messages.

**07: Hard Disk Drive Failure:** When a hard drive fails on any computer containing investigatory, confidential or Criminal History Record Information (CHRI), the Department will retain the drive for destruction.

### **08 Removable Storage Media Destruction:**

When removable storage media (e.g. floppy disk, tape back ups) containing (CHRI) or confidential information become unusable, employees will forward to the Support Services Commander for destruction.

**09 Internet Access:** Employees granted internet access will use the service for business purposes only. Prohibited activities include but are not limited to the following:

- Use for unlawful activities
- Viewing or downloading material with no legitimate Department interest
- Violating copyright laws
- Operating a private concern
- Fund raising activities
- Political Purposes
- Use of E-mail to send abusive, demeaning, harassing or threatening messages

A. Employees are prohibited from transmitting (CHRI), or other confidential material protected by State or Federal Law, via the Internet.

B. Employees are expected to communicate professionally, reflecting positively on themselves and the Department.

### **10: Support Services Commander Responsibilities:**

The Support Services Commander will be responsible for inventory and control of Department owned computer equipment and will ensure the following:

- Ensure the legality of all software installed on Department computers.
- Maintain all original software disks, documentation and licensed software programs.
- Monitor the proper use of Internet access by employees
- Inspect annually, Department computers and the removal of any illegal software

### **316-Departmental Computers-3**

-Forward a report to the Chief of Police documenting the computer inspections.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>SECONDARY EMPLOYMENT</b>	NUMBER: <b>401</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>22.3.3, 22.3.4</b>
TOTAL PAGES: <b>2</b>	

**01 Purpose:** To establish guidelines regarding employment which is in addition to Police Department employment.

**02 Policy:** The nature of the duties and obligations of the Department requires that employees work irregular duty schedules which are subject to change in order to meet deployment needs. Additionally, it is necessary that employees have adequate rest to be alert during their tour of duty. 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. It is the policy and intention of the Department to permit secondary employment whenever it neither interferes with the effectiveness of an employee's regular, full-time employment, nor tends to compromise the employee or the Department. However, outside employment must not become additional full-time employment, and employees who are directed to work overtime or work on their days off will do so regardless of approved secondary employment. This General Order applies to sworn and non-sworn personnel.

**03 Requesting Approval:**

**A.** All personnel seeking approval to work secondary employment must complete the secondary employment application. This application must be submitted to the Chief of Police, via the chain of command. Approvals must be obtained from the Shift Supervisor, Patrol Commander, and Chief of Police. (See attachment)

**B.** Any employee engaging in secondary employment without approval is subject to disciplinary action.

**C.** Permission to work secondary employment may be revoked by the Chief of Police or the Operations Commander.

**04 Limitations:**

**A.** The maximum limit for secondary employment shall be 20 hours per week, not including days off or leave time.

**B.** New officers undergoing field training are prohibited from working secondary employment. Upon the successful completion of field training, probationary officers may engage in part-time employment.

**C.** Employees will not accept secondary employment when a conflict of interest appears to exist between the Department and the secondary employer. If such a situation should arise, the Chief of Police will rescind the permission for secondary employment.

**D.** Employees will not engage in secondary employment while on disability leave, sick leave, administrative leave, light duty or other restricted duty.

**E.** Employees should be aware that they are not covered by the Town of Riverdale Park for worker's compensation for injury, sickness or disability acquired as a direct result of duties required by secondary employment. Accordingly, employees should inquire about the coverage provided by the prospective secondary employer. Officers acting within their scope of authority as a police officer, are afforded all rights and benefits as an employee of the Town.

**F.** Employees shall not engage in any outside employment that would adversely affect their ability to perform their duties or the quality of their work.

**G. Prohibited Employment:**

**1.** Employment is prohibited where an officer engages

## 401- Secondary Employment-2

in selling, serving or dispensing alcoholic beverages in any manner.

2. Employment or ownership in or on behalf of any private detective, attorney, insurance agency, bail bond agency or involvement in any form of private investigation duties, including the service of civil processes is prohibited.

3. Employment for either party in a labor management dispute is prohibited.

4. Employment as a commissioned police officer for any other political subdivision is prohibited. This does not apply to duties related to U. S. Military Reserves or National Guard activities.

5. Employment that conflicts with any Department Rule or General Order is prohibited.

### 05 Secondary Employment Within the Town:

A. Prior to the start of their work shift, officers working secondary employment jobs within the Town will notify the on-duty dispatcher of the location, time frame, and duties.

B. Unless a special exemption is made by the Patrol Commander, the prescribed uniform of the day will be worn by all officers engaged in security related secondary employment. Officers will have all proper equipment including approved secondary weapons. Use of all Town issued equipment is authorized. If an officer is in plainclothes, he/she must have visible police identification displayed, such as a badge on a chain or belt clip worn on the outermost clothing. Use of a police cruiser may be approved by the on-duty supervisor if sufficient vehicles are available. Requests for a special exemption from uniform clothing must be approved by the Operations Commander.

C. When an employee determines that an offense report is required, he/she will handle the incident unless the Shift Supervisor approves an on-duty unit to handle the incident.

D. While on-duty, employees will not show preferential treatment to a place of his/her secondary employment. While working secondary employment you will not encourage extended visitation by on-duty officers.

E. Officers working secondary employment are subject

to inspection by on-duty supervisors for compliance with rules, General Orders, and other written directives; they shall comply with any on-duty supervisory order regarding compliance with the same.

**06 Employment Outside the Town:** An employee may not use Town issued equipment for employment outside the Town limits without the approval of the Chief of Police.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>DISCIPLINARY PROCESS</b>	<b>NUMBER:</b> <b>402</b>
<b>EFFECTIVE DATE:</b> <b>June 1, 2000</b>	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>26.1.4, 26.1.5, 26.1.7, 26.1.8</b>	<b>TOTAL PAGES:</b> <b>3</b>

**01 Purpose:** To describe components of and responsibilities for an effective disciplinary process. See also General Orders 635 and 422. Be reminded that the Law Enforcement Officers Bill of Rights does not apply to probationary officers.

**02 Policy:** Discipline is a positive process when perceived according to the definition, “to train or develop by instruction”. Among the programs having an impact on discipline in a police department are selection, training, direction, supervision and accountability, including rewarding for excellence. Since these elements are interdependent, a weakness in one is damaging to effective discipline as a whole.

**03 Code of Conduct and Appearance:** The Rules and General Orders in the Department Manual cover matters of conduct and appearance, particularly in General Orders 103, 201 and 410. All employees will abide by these General Orders. The Operations Commander will ensure that topics of conduct and appearance are included in all levels of officer training, and are repeated at suitable intervals to emphasize their importance.

**04 Components of the Disciplinary System:**

**A. Training:** remedial training can be a constructive, positive way to handle an employee’s inability to perform properly.

**1.** When an employee performs in an unacceptable manner or shows a lack of understanding of a process, the supervisor should determine the employee’s level of training and knowledge. Based on that determination, remedial training may be the best way to improve performance. The Operations Commander is responsible for researching and recommending training.

**2.** Normally, there are police employees who possess skills for teaching selected subjects to others.

Audiovisuals may be obtained to respond to a special need.

**B. Counseling:** Within their capabilities, supervisors are expected to counsel employees concerning job-related matters, and to remain aware that circumstances other than the job may be having an impact on performance. Therefore, to effect any major change, the cause of the unacceptable behavior or attitude must be determined and addressed.

**1.** While counseling normally takes place at the first-line supervisory level, serious matters may require the participation of the Operations Commander or Chief of Police.

**2.** Supervisors should consider using other employees as counselors if an employee has specialized expertise in a pertinent area.

**C. Discipline:** Supervisors should begin employee discipline with the least punitive measures. If these are not effective, then increasingly severe measures may be required. Although this process may take time, it will allow each employee to be dealt with justly, as an individual.

**1.** Whenever employee performance, attitude, work habits or personal conduct on the job falls below a desirable level, supervisors will promptly inform the employee and be specific about the questionable behavior. Written documentation will be kept, and normally, a reasonable period of time will be allowed for improvement before further action is initiated.

**2.** Subsequently, oral reprimands, written reprimands, loss of leave, suspension with or without pay, demotion and dismissal are punitive disciplinary actions which may take place. All punishment of officers will be carried out in accordance with the Law Enforcement Officers Bill of Rights.

a. A written reprimand describes the nature of the offense, efforts previously made to address the problem, and what future actions may be contemplated if there is no correction. A written reprimand may be issued by any sworn supervisor via the Operations Commander or Chief of Police. A copy of the written reprimand will be placed in an officer's personnel file. Supervisors of non-sworn personnel will follow the same provisions for written reprimands.

3. Any squad supervisor may immediately suspend from duty an officer or non-sworn employee who reports to work intoxicated or otherwise unfit for duty. Such a suspension will immediately be reported in writing to the Chief of Police.

4. Any other suspension from duty, with or without pay, may be accomplished only the Chief of Police, in accordance with the Law Enforcement Officers Bill of Rights.

5. All other punitive measures are the sole responsibility of the Chief of Police. In all punitive actions except for an oral reprimand, the officer involved (except probationary officers) will be provided with a copy of:

- \* A written document setting forth the reason for the action, and conclusions of fact for each allegation of misconduct;
- \* The effective date of the punishment;
- \* The impact, if any, on the officer's salary, leave, benefits and retirement, and
- \* A statement as to the content of the officer's personnel/employment record, including where copies of the action are filed, for how long, and under what circumstances they will be purged.

6. A summary of punitive measures follows.

a. Oral Reprimand - This action will not be made a part of an officer's personnel record.

b. Written Reprimand - This action documents the employee's violation(s) in writing and becomes part of the employee's personnel file.

c. Loss of Leave - Occurs when the facts of an offense are not in dispute, and when a trial board sustains a charge and recommends loss of leave as a punishment.

d. Suspension/Demotion/Dismissal - Imposed for serious violations of Department Rules.

### 05 Role of Supervisors:

A. The role of supervisors, especially first-line supervisors, is crucial in the disciplinary process, since they have the best opportunity to observe the conduct and appearance of their employees. They are expected to understand the personalities of their subordinates and recommend the most effective method of discipline through the chain-of-command. The Chief of Police is not bound by the supervisors recommendation.

B. A supervisor may make oral/written reprimands, but may only suspend an officer, without higher authority, in cases where the officer reports to work intoxicated or otherwise unfit for duty.

### Disciplinary Action Recommendation Guide

#### Category I

Recommended disciplinary action range;

- \* written reprimand to \$50.00 fine
- \* Loss of 1-10 hours of annual leave

#### Violations :

- \* Court, Fail to appear as scheduled
- \* Discourtesy/Demeaning Language
- \* Entry, Unauthorized areas
- \* Equipment, fail to properly Control or Maintain
- \* Equipment, Unauthorized
- \* Felony Screening, Fail to schedule or appear at
- \* Force, Unnecessary
- \* Grooming Violations
- \* Minor traffic laws, violate
- \* Mishandled or Improper preparation of Criminal or Traffic Cases resulting in a Nolle Prosequi or DTP.
- \* Misrepresent Facts
- \* Police Radio, Fail to properly Acknowledge
- \* Police Vehicle, Careless Operation of
- \* Police Vehicle, Fail to properly maintain
- \* Police Vehicle, Illegal parking of
- \* Prisoner, Fail to properly Secure, search, Handcuff, Seatbelt
- \* Reports, Fail to Complete, Fail to Submit
- \* Response Status (Priority), Improper or unauthorized
- \* Ride-A-Longs, Unauthorized and Violations of procedure
- \* Secondary Employment, Violations of
- \* Sick Leave Abuse

- \* Telephone Procedures, Violations
- \* Uniform Regulations, Violate

**Category II**

Recommended Disciplinary Action Range

- \* \$100.00-\$250.00 fine, or
- \* Loss of 10-30 hours annual leave, or
- \* 10-30 Hours suspension without pay

**Violations:**

- \* AWOL
- \* Calls for service, fail to respond or properly clear
- \* Department Vehicle, Flagrant violations while operating (e.g. excessive speed)
- \* Firearms, Unattended or careless handling of
- \* Harassment
- \* Hot Pursuit, Unauthorized
- \* Leave Town, Without Supervisory notification
- \* Prisoner, Fail to properly Search or Secure Resulting in Escape or discovery of Weapon or Contraband

**Category III**

Recommended Disciplinary Action Range

- \* \$250.00-\$1000.00 fine or;
- \* 20-40 Hours suspension without pay and/or removal from promotional process; reassignment
- \* For Security related secondary employment violations-loss of privilege to work such employment for 2-6 months

**Violations:**

- \* Aggressive Force
- \* Department vehicles, Unauthorized use of
- \* Engaging in selling, Serving or Dispensing alcoholic beverages in any manner, while engaged in secondary employment within the Town
- \* Firearms Violations, Careless Handling Resulting in injury
- \* Motor Vehicle, Operating while Privilege Revoked or Suspended
- \* Misrepresentation of Annual Leave-Overtime Compensation
- \* Security Related Secondary Employment Violations

- \* Working while on Prohibited leave status
- \* Employment or Ownership in or on behalf of Private

- Detective, Attorney, Insurance Agency Bail Bond Agency. or Involvement in any form of Private Detective duties, including Civil Process Service
- \* Employment for any party in a labor management dispute
- \* Employment as a Commissioned Police Officer for other Political Jurisdiction
- \* Attempt to Secure Departmental Compensation for an arrest emanating directly from secondary employment

**Category IV**

Violations in this category should be sent to an Administrative hearing board

Recommended disciplinary action range

- \* Fines Exceeding \$1,000.00
- \* Reassignment
- \* Reduction in Rank
- \* Removal from promotional process
- \* Suspension exceeding 40 Hours
- \* Written reprimand to termination from the Department

**Violations:**

- \* Criminal Law Offenses
- \* Drug-Related Offenses
- \* Excessive Force
- \* False Statements/Reports
- \* Insubordination
- \* Loss of Job requirement
- \* Participating in employment requiring conduct inconsistent with Department Objectives, Regulations, Ethics or Reputation or that creates real or potential conflict of interest.
- \* Receiving compensation from other employment source while On-Duty for the Town.
- \* Receiving payment from two (2) or more employers simultaneously without written permission from multiple employers.
- \* Security Related Secondary Employment Violations of a serious nature.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: TRAINING</b>	<b>NUMBER: 403</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>33.1.1-33.1.7, 33.2.3, 33.2.4, 33.3.1, 33.4.1-33.4.3, 33.5.1-33.5.3, 33.6.1, 33.7.1, 33.7.2</b>	<b>TOTAL PAGES:</b> <b>6</b>

**01 Purpose:** To describe training goals, procedures, responsibilities and accountability for employee training, both civilian and sworn.

**02 Policy:** Training has been cited as one of the most important responsibilities of a law enforcement agency because:

- \* Well trained officers generally will act more decisively and correctly in a broad range of situations;
- \* Training results in greater productivity and effectiveness, and
- \* Training fosters cooperation and unity of purpose.

**03 Training Goals:**

- A.** To train newly hired officers with State-mandated basic entrance level training.
- B.** To increase the correctness, effectiveness and consistency of actions taken by officers.
- C.** To provide specialized training which enhances career development opportunities.
- D.** To improve police/community relations.
- E.** To increase the knowledge and skill of all employees, including civilians.
- F.** To lessen the liability of the Town of Riverdale Park, the Police Department, and individuals.

**04 The Training Function:** Over-all responsibility for sworn staff training is a function of the Operations Commander, for the sworn component of the department. Training of civilian staff is the responsibility of the Support Services Commander, acting as the training officer for the civilian component of the department. The training officers will consider

and use the recommendations of the Training Committee whenever possible, and will perform or delegate the following responsibilities at a minimum:

- \* Planning and developing training programs;
- \* Coordinating with all Department components, the Maryland Police Training Commission, and the Directors of the Police Academies used by the department;
- \* Arranging sufficient funds in the Town budget;
- \* Notifying staff of required training or training that is available;
- \* Assuring that required training is attended, and maintaining the training records;
- \* Receiving, considering and, as appropriate, acting on recommendations of the Training Committee;
- \* Implementing training programs and selecting instructors, and
- \* Evaluating training programs to ensure that training is relevant, valuable and within the framework of Department goals.

**05 The Training Committee:**

- A.** The committee consists of the following:
  - \* The Operations Commander, acting as a Training Officer
  - \* The Support Services Commander, acting as a Training Officer
  - \* One Sergeant
  - \* One officer the rank of Corporal or below
  - \* One civilian communications employee
- B.** Selection and replacement of members is the responsibility of the Training Officers every two years, or when a vacancy occurs.
- C.** The committee will receive input and suggestions from all employees, including civilians.

**D.** Annually, the committee will meet and review training programs to make sure they are responsive to personnel and operational needs, legal requirements and agency policies. Afterwards the Training Officers will ensure necessary implementation. The evaluation will include:

1. Ensuring that the training provided is job-related, effective, and timely.
2. Reviewing and evaluating intra-department training, and other training programs offered by outside agencies on an annual basis;
3. Making written recommendations regarding new areas that may require training, and
4. Assisting in developing and/or modifying existing programs to accommodate needs.

**06 Training Program Development:**

**A.** The Training Officers will use all possible resources in developing programs including those contained within the Department, which may be, but are not limited to:

- \* inspection reports
- \* staff reports and/or meetings
- \* consultation with field personnel and field observations
- \* training committee reports
- \* training evaluations
- \* participation and approval by the Chief
- \* internal investigation reports

**B.** The Training Officer for the sworn component, or his/her designee, will coordinate with the police academies used by the department. Discussions and coordination with the Academy Administrators will be carried out to ensure the Department's needs are being met based on Training Commission standards. Communication will be maintained with academy staff personnel to coordinate in-service training to meet department and commission requirements.

**07 Attendance and Reimbursement:**

**A.** Attendance:

1. Employees will attend any training programs

assigned, and will submit a memorandum to the Operations Commander or The Director of Informational Services, detailing knowledge they received from the training. The course outline, including the instructor's name, and copies of training materials should be attached. This does not include mandated annual in-service training for sworn officers.

2. Notice of cancellation for a previously approved training course, conferences, etc. shall be promptly forwarded through the chain-of-command, in writing, to the Chief of Police.

3. Attendance shall be documented either by the instructor or other person responsible for the training.

4. Officers and civilians may be excused from attending a training program for court appearances or illness, but any absence must be properly excused by the trainer and/or the Operations Commander or the Support Services Commander

5. The time lost must be made up before any certificate of completion will be issued.

6. A certificate of completion shall be given to those officers who satisfactorily complete a training program. A copy of the certificate will be included in the employees training records by the Administrative Assistant.

**08 How to Request Training:** An employee requesting training will prepare a memorandum to the Training Officer, no less than thirty (30) days prior to the travel/registration date. Exceptions are possible on a case by case basis. The Operations Commander or the Support Service Commander will secure the approval of the Chief of Police. The memorandum will contain:

**A.** Name or title of seminar, conference, etc., with dates and locations, and number of persons to attend.

**B.** Brief description of planned activity.

**C.** Justification of need and benefits to be derived.

**D.** Itemized list of estimated expenses:

- \* registration fee
- \* materials needed and cost of the same
- \* transportation
- \* lodging and meals

- \* other expenditures
- \* total estimated expenditures

E. Enclosures or attachments, including the original of registration forms, flyers or announcements, and any other documentation which is available.

**09 Approval or Denial of Training Requests:**

Approvals and denials of training requests will be based on:

**A. Approval:**

- \* value of training
- \* relevance to needs of the department
- \* cost of training/travel
- \* follow-up training
- \* relevance of training to duty assignment, supported by written endorsement from the employee's supervisor. Endorsement will attest to employee's suitability for the training.
- \* Recommendation for approval from the immediate supervisor.

**B. Denial:**

- \* lack of funds
- \* same or similar training offered at less expense locally
- \* years of service remaining
- \* training identified as inadequate
- \* lack of solid endorsement by supervisor, and/or
- \* knowledge is not transferrable

**10 Internal and Other Training Resources:**

A. The Department strongly encourages and takes advantage of public and private sector training whenever possible, and cooperates by providing instructors as possible. Training Officers are responsible for updating all information on training opportunities offered by, but not limited to:

- \* International Association of Chiefs of Police
- \* Maryland Police Training Commission
- \* Neighboring law enforcement agencies
- \* Specialized training organizations

B. The Department has available, classroom space, tables, chairs, a blackboard and audiovisual equipment for the enhancement of any training it conducts or hosts.

**11 Performance Objectives:** The instructors of all training courses will prepare statements of performance objectives as part of their lesson plans, forwarding a copy to the Training Officers, to include:

- \* the task for which training is needed
- \* a clear statement of what is to be learned
- \* how trainees will be evaluated
- \* the basis for evaluating effectiveness of the program

**12 Lesson Plans:**

A. The development of lesson plans should ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, and identify matters that will be taught. Lesson plans will be required of all instructors, including field training instructors, and of the training academy used by the department. Lesson plans should include:

1. The Police Training Commission's guidelines and format for lesson plan development,
2. A statement of performance objectives, and
3. The content of the training and specification of the appropriate instructional techniques.

B. Additionally, lesson plans can include:

- \* references
- \* teaching technique to be used; lecture, group discussion, panel, seminar, debate
- \* how lessons relate to the job to be performed
- \* responsibilities of trainees for the material taught
- \* plans for evaluating trainees

C. Possible instructional techniques to be incorporated include:

- \* conference (debate, discussion groups, panels, seminars)
- \* field experiences (field trips, interviews, operational experiences and operational observations)
- \* presentations (lectures, lecture-discussion, lecture-demonstration)
- \* problem investigations (committee inquiry)
- \* simulations (case study, games, and role-playing)

D. The Training Officers are responsible for approving

lesson plans before training is given, to make sure they are consistent with this General Order, state requirements, and Department policy.

**13 Tests:** For all training programs, instructors will prepare tests which use performance objectives and measure trainees' knowledge of and ability to use job related skills. Training Officers will review and approve all tests in advance. Passing and failing scores will be determined based on the type of training and test, in accordance with regulations of the Police Training Commission, if applicable.

**14 Remedial Training:** This section does not include recruit trainees during their police academy training.

**A.** Remedial training is directed at solving a particular problem and/or changing an undesirable attitude or work habit, and/or increasing knowledge in a specific area. Inspections, particularly, may point to a need for remedial training. Other indicators that more training is needed include:

- \* performance evaluations
- \* observations of officers, police supervisors and other employees
- \* substantiated complaints against an officer
- \* poor performance in training programs
- \* recommendation of the Training Committee

**B.** Any employee or supervisor may submit a memorandum to their appropriate Training Officer suggesting a need for remedial training and documenting supporting observations or evidence. The Training Officer or designee will review supporting materials, make a determination, and arrange any necessary remedial training, and discuss it with the affected employee. Failure to attend scheduled remedial training will result in disciplinary action.

#### **15 Training Records:**

**A.** The Administrative Assistant maintains records of all training received by employees, including date, type, certificates received, attendance, test scores, lesson plans, and course attendees.

**B.** The Administrative Assistant will maintain a liaison with the Maryland Police and Correctional Training Commission. The Administrative Assistant will be responsible for any day to day contacts with the Training Commission, and he/she will ensure that the Training Commission is furnished with all annual in-

service and firearms training scores and attendance.

**C.** Training records will be afforded the confidentiality of personnel records. Only persons authorized by law will have access to them.

**16 Police Academy Training:** All officers are required to complete entrance-level training as mandated by the Police Training Commission, before being assigned to duties requiring the carrying of a firearm, or making of an arrest, except as provided for in the field training program.

**A.** The Department will send recruits only to academies recognized by the Maryland Police Training Commission. Fees are arranged with the academy on each occasion recruits are entered. A contract is prepared.

**B.** The Patrol Commander will arrange for attendance at an academy and will cooperate with and maintain a liaison with the academy's staff.

**C.** The Department provides certified instructors to any recognized academy on request and as possible.

**D.** The Department is liable for any Workmen's Compensation injury a recruit may receive while attending a police academy.

**E.** Recruit instruction in Department General Orders, Rules, policy, and accreditation is the responsibility of the Field Training Officer. See General Order 633.

**F.** The academy provides an orientation handbook to all officers at the time academy training begins. New Officers are to be provided with information concerning:

- \* organization of the academy
- \* academy rules and regulations
- \* academy rating, testing and evaluation systems
- \* physical fitness and proficiency skill requirements
- \* daily training schedules

**G.** Academies used by the Department will utilize a curriculum based on tasks of the most frequent assignments of our officers. An evaluation technique designed to measure competency in the required skills, knowledge, and abilities will be used.

**H.** Academies used by this agency include emergency medical services and CPR training in their recruit program.

I. If a recruit seeks or appears to need psychological counselling, he/she will be referred to a mental health professional by the Chief of Police.

J. The Patrol Commander or designee will review the academy entry-level schedule of courses as well as in-service courses for State and local requirements. If courses are needed to meet the Department's specific needs, recommendations will be made in writing.

**17 Instructor Qualifications:**

A. In-house trainers will meet the following requirements:

- \* have a minimum of two years of police experience, or
- \* be a currently certified instructor, or
- \* possess clearly demonstrated skill in the subject matter, and
- \* have knowledge of teaching theories, methods and practices.

B. Normally, any officer trained to instruct in an academy will be expected to teach as needed for at least a two-year period.

C. Department instructors will be certified to teach by the Maryland Police Training Commission, and will submit a lesson plan in advance.

D. Police Instructors from outside the Department will be selected by the Patrol Commander, who will consider recommendations from all sources, including the Training Committee, and who will supervise the outside trainers. Compensation, if any, depends on the assignment. All outside instructors will be certified by the Training Commission and will submit a lesson plan in advance.

**18 Annual In-service(Re-training):** The Department will ensure that mandated State in-service training is provided to all officers, and works to ensure that personnel are kept up to date on new laws, technological improvements and revisions in Department General Orders, Rules and policy. Supervisory/management or other specialized training may also be offered.

**19 Roll-Call Training:** See General Order 601. This training is used to supplement all other training and is most effective when it is well-structured and reflects the needs/interests of officers, while being flexible enough

to fit into the time limits of a roll-call setting. The Department will make every effort to adhere to the following guidelines:

- \* planning for roll-call training
- \* techniques used in roll-call
- \* relationships with the academy
- \* instructional methods
- \* instructional personnel
- \* evaluation of roll-call training
- \* scheduling of training
- \* role of supervisors and officers

**20 Advanced Training - Sworn Employees:** This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities. Consideration should be given to the assignment these employees will be given upon their completion of such training.

A. Any supervisor with notable police performance, above-average leadership skills, a strong commitment to the Department and a high ability to teach others, may apply to the Chief of Police for nomination to attend the Northwestern University Traffic Institute, the Southern Police Institute, or the FBI National Academy, among other institutions. Such attendance can serve as a substitute for mandated supervisor training.

B. On completion of advanced training as above, a non-officer normally will be assigned to teaching and other duties which give maximum opportunity to use the new training.

C. The Operations Commander shall ensure that advanced training is conducted in accordance with Police Training Commission Regulations.

**21 Civilian Training:**

A. All new civilian employees will receive at least the following training:

- \* orientation to the Department's role, purpose, goals and policies and General Orders
- \* working conditions and regulations
- \* responsibilities and rights of employees
- \* accreditation

B. Civilian employees should be trained to meet the requirements of job responsibilities as identified by a job analysis.

**C.** As possible, the Support Services Commander will arrange annual in-service for all civilian personnel, to update skills and increase knowledge for new job responsibilities.

**D.** Training for employees who predominantly deal with the public should stress not only the skills necessary to perform, but also the importance of the link they provide between the citizen and the police department, which often shapes the citizen's opinion of the Department.

**E.** Civilian dispatchers will be sent to the State of Maryland CJIS training pursuant to State law. This enhanced computer training will allow them not only to learn legal matters, but also to enhance their computer skills.

**F.** The Director of Informational Services will at times arrange training for dispatchers from sources outside the Department to enhance their skills.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>TARDINESS</b>	NUMBER: <b>404</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>26.1.5, 41.1.1</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish policy regarding tardiness and set forth procedures for its reporting and recording.

**02 Policy:** Punctuality is particularly important for police departments because essential services are provided on a 24 hour basis. Tardiness is lateness of more than one minute. It is recognized that any employee may, on occasion, be late for work, and that disciplinary action in such cases may not be necessary or even appropriate. However, an employee who is habitually late with no valid reason will be held accountable. It is the responsibility of all supervisors to ensure appropriate, disciplined work habits in their subordinates.

**03 Responsibility of Tardy Employee and Supervisor:**

**A.** Upon arriving for duty, the employee will immediately notify the supervisor of his/her arrival.

**B.** The supervisor will document the lateness if appropriate, after having considered the explanation offered and circumstances. Generally guidelines for determining validity of the excuse are whether it can be verified through another source, and whether a responsible course of action by the employee could have avoided the tardiness.

**C.** If the Supervisor feels that the lateness was inexcusable, he/she will conduct a Departmental Investigation in accordance with LEOBR.

**04 Disposition for Unexcused Tardiness:**

**A.** Disposition ranges from counseling to summary punishment. Below are general guidelines to follow:

**1. First unexcused tardiness:**

**a.** If less than 30 minutes: counseling by the

employee's supervisor.

**b.** If more than 30 minutes: deduction of leave on an equal basis, rounded to the nearest hour.

**2. Second unexcused tardiness, within six months of the first:**

**a.** If less than 30 minutes: deduction of two hours leave.

**b.** If more than 30 minutes: deduction of an additional half hour for each five minutes beyond 30.

**3. Third unexcused tardiness, within six months of the first:**

**a.** Deduction of leave at double the rate noted above.

**4. Subsequent unexcused tardiness, within six months of the first:**

**a.** If less than 30 minutes: deduction of 8 hours of leave.

**b.** If between 30 minutes and one hour: deduction of 12 hours of leave.

**c.** If over one hour: summary punishment.

**B.** Where an officer has no accumulated leave, the appropriate deduction will be made from the employee's pay.

**05 Officer's Rights:**

**A.** Any investigation or interrogation of an officer by the Department which could lead to disciplinary action must be conducted in compliance with the Law Enforcement Officer's Bill of Rights. However, an

officer may waive his/her rights under the Bill of Rights and accept summary punishment.

**B.** Only the Operations Commander or Chief of Police will impose summary punishment in connection with tardiness, and where the facts are not disputed by the officer.

**06 Supervisory Discretion:**

Nothing in this General Order shall prevent a supervisor from adjusting their own schedule as well as a subordinate, to prevent the occurrence of overtime/compensatory time, or as their duties may require.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CHAPLAIN</b>	NUMBER: <b>405</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>22.2.5</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish the honorary position of Riverdale Park Police Chaplain.

**02 Policy:** It is the policy of this Department to provide counseling by the Chaplain for all personnel on an as needed basis. Religious devotion is not a criteria to receive assistance.

**03 Chaplain Designated:** The department Chaplain will be appointed by the Chief of Police.

**04 Chaplain Services:**

A. The Chaplain provides counseling in total confidence. Such counseling shall in no way reflect on the employment of any person in the police department.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>OVERTIME</b>	NUMBER: <b>406</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>22.1.1</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish guidelines and procedures for the effective and economical use of overtime.

**02 Policy:** It is the policy of the Police Department to make all possible effort to minimize overtime, consistent with carrying out the police mission and responding to emergencies.

**03 Overtime Defined:** The Town Code defines overtime as "that compensation which is paid to an employee for work performed in excess of a normal work period". A Supreme Court decision requires compensation in accordance with the Fair Labor Standards Act.

**04 Overtime Eligibility:**

**A.** Overtime will be paid to all civilian and sworn employees through the rank of Lieutenant.

**B.** Compensation will be paid only for authorized extensions of the work day.

**05 Computation of Payment:** All full-time employees shall be paid time and one-half for authorized hours over normal work hours.

**06 Emergency Overtime:** Emergency overtime is defined as overtime resulting from sudden or unforeseen situations requiring immediate action. Emergency overtime may be authorized at either the command or supervisory level.

**07 Non-emergency Overtime:** When a supervisor sees a need for future overtime to accomplish a task, he or she shall:

**A.** Determine that no alternative exists to accomplish the task.

**B.** Prepare a memorandum to the Chief of Police which

includes:

1. Details of the situation;
2. Number of hours needed;
3. Justification for any expenditure.

**C.** The supervisor will proceed only after overtime approval has been obtained from the Chief of Police. It is recognized that sensitive or confidential situations may be addressed in a personal briefing to the Chief, rather than by memorandum.

**08 Court Time:** The following criteria apply:

**A.** Compensation shall begin at the designated court starting time as indicated on the summons or computer print-out, except that officers on the midnight shift who remain at the station pending court, will be compensated for the time in between the end of their shift and the start of the first morning court session.

**B.** To qualify for compensation for Juvenile, or Circuit Court appearances, employees must contact the court by 5 p.m. the day prior to the trial to verify the need to appear.

**C.** Employees who have the opportunity to set court dates, intake hearings or felony screenings, will set these dates and times to occur during normal duty hours whenever possible.

**D.** Employees scheduled for court who are on annual, holiday or sick leave shall not be compensated with overtime, but will have time spent in court re-credited to their accumulated leave balance.

**E.** Employees on disability leave receiving compensation who are required at court shall not be

compensated with overtime.

**09 End-of-Shift Paper Work, Processing and Transporting of Prisoners:**

**A.** Employees will attempt to use available time throughout the day to complete necessary paperwork. However, unless approved by a supervisor to be held until the next day, paperwork will be completed and submitted prior to the employee going off-duty.

**B.** Prisoners not requiring the presence of the arresting officer shall be turned over to the oncoming shift for transporting whenever possible.

**10 Supervisor's Responsibility:** All supervisors will adhere to provisions of this General Order and minimize whenever possible the expenditure of overtime.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>LEAVE</b>	NUMBER: <b>407</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>22.2.1</b>	TOTAL PAGES: <b>3</b>

**01 Purpose:** To establish guidelines for the orderly granting of and accounting for all leave, except annual leave. Annual leave requirements are set forth in the Town of Riverdale Park Personnel Policy and the Town Code.

**02 Policy:** All employees, sworn and civilian, shall abide by procedures herein.

**03 Sick Leave:**

**A. Accrual:** All full-time employees earn sick leave in accordance with the Town of Riverdale Park Personnel Policy.

**B. Accumulation:** There is no limit on the amount of sick leave an eligible employee may accumulate in any calendar year. Unused sick leave in any year will be carried forward automatically to the next year.

**C. Granting of Sick Leave:** Any employee is entitled to use earned sick leave for the following reasons:

1. Sickness or disability ;
2. Necessary medical or dental appointments;
3. Confinement at home because of quarantine;
4. Illness of an immediate family member of the employee's household. Leave in this case will not exceed forty hours per incident.

**04 Approval of Sick Leave:**

**A.** When an employee is absent for three or more days consecutively, he/she may be required by their supervisor to submit written evidence from a licensed physician or other appropriate verification.

**B.** Any employee injured off-duty must notify his/her supervisor within 48 hours.

**05 Exhaustion of Sick Leave:** An employee who has used all accumulated sick leave may request the use of annual leave. When both sick and annual leave are exhausted, the employee may request leave without pay. In both cases, the request must be in writing to the Chief of Police. The employee may utilize the Town of Riverdale Park Disability Policy after a 90 day period of disability

**06 Notification:** When it becomes necessary for an employee on shift work to take sick leave, the employee will call the on-duty supervisor no later than one and one-half hours prior to the time they are to report to work. An employee not on shift work will notify their office at least one-half hour before they are expected to report for work.

**07 Leave with Pay:** Leave with pay may be granted to any employee by the Chief of Police for any of the following reasons:

**A.** Performance of jury duty. Employees must notify their supervisors seventy two hours in advance, and keep them updated on the anticipated length of time to be missed from work.

**B.** Military Leave. Any employee who is a member of any Military Reserve or National Guard Unit and is required to engage in training exercises will be granted military leave not to exceed fifteen (15) days per year. Military leave will not be deducted from any other leave earned by the employee.

**C.** For the purpose of taking educational courses directly related to the employee's work as determined by the Chief of Police. Such requests must be approved in advance, and shall be for a period not to exceed twenty working days, unless special permission is granted by the Chief of Police.

**D.** For the purpose of undergoing a medical examination such as may be required by the Chief of Police.

**E.** Pending internal investigations. While on leave pending an internal investigation, the officer must appraise Communications of his/her location and telephone number during the normal work hours (0900 to 1700 hours). Extended trips must be approved by the Chief of Police in advance, and only if such trips do not interfere with the investigation.

**08 Disability Leave:** Any employee who is temporarily disabled in the performance of his/her duties is entitled to receive benefits under Worker's Compensation.

**09 Light Duty:** Where a temporary disability incapacitates an employee so that they cannot adequately perform their duties and responsibilities, the employee may be detailed to light duty, which consists of plainclothes dispatch work or office work within the station. Rotating shift work may be required. The incapacity of an employee will be determined by physician certification. Unwillingness to accept light duty shall make an employee ineligible for disability leave.

**A.** The Chief may grant light duty details for up to ninety days.

**B.** Employees on light duty will be placed on a 40 hour work week schedule, consistent with medical advice.

**C.** Details are limited to the time period specified in the attending physician's statement, which cannot exceed thirty calendar days for each request. The employee's physician must submit an additional statement to extend the detail.

**D.** While on light duty an employee will not participate in any Department sponsored function to include weapons training, radar training, etc., without the written approval of the Chief of Police.

**E.** While on light duty officers will not wear their uniform or operate marked police vehicles.

**10 Police Powers:** Police powers of a disabled or sick officer may be suspended by the Chief of Police at any time based on review of each individual's medical condition. An officer will be given a memorandum in

such cases. However, any disabled or sick officer may carry their assigned weapon and police credentials. The officer will use the weapon only in defense of their life.

**11 Certification:** A licensed physician employed or retained by the Town shall attest to the physical and/or mental ability of the employee to continue working, to return to work, or may accept the certification of the employee's licensed physician.

**12 Use of Sick Leave When Injured:** If an employee is unable to return to work after using the maximum sick leave allowance, they will be placed on annual leave, or leave without pay, as appropriate.

**13 Leave Without Pay - General:**

**A.** Leave without pay may be granted to an employee in accordance with the personnel policy of the Town, for periods up to, but not in excess of, one calendar year for any one request.

**B.** Leave without pay may be granted for any one of the following reasons:

1. To retain an employee who has exhausted all sources of accrued leave;

2. To allow an employee to participate in educational programs, when such participation will contribute to the employee's efficiency and effectiveness as a Town employee.

**C.** Return to Duty: The failure of the employee to return to duty on or immediately after the expiration date of the approved period of leave without pay shall be considered an automatic resignation by the employee.

**14 Extended Sickness, Injury, or Disability:**

**A.** Whenever an employee's sick or disability leave extends beyond three days, the employee may be required to obtain a physician's certification of the illness or injury. The certification must contain:

- \* diagnosis of the injury or illness
- \* date the employee can be expected to return to work, or
- \* date the employee is scheduled for re-examination or re-evaluation

**B.** The employee shall submit medical documentation

whenever they are re-evaluated. In no instance, however, will more than 30 calendar days expire without the submission of a current medical report.

**15 Time Limits for Submitting Documents-General:**

**A.** The employee may submit a physician's certification no later than seven calendar days following the beginning of an employee's absence related to illness.

**B.** Whenever an officer is injured on-duty the supervisor will complete the First Report of Injury package and forward it to the Operations Commander within 24 hours.

**C.** Subsequent medical notices will be required every thirty days or whenever the employee is re-evaluated, unless such notification is waived by the Chief of Police.

**16 Transfer of Employees:** Employees who are carried on sick leave or disability leave, may be assigned light duties.

**17 Worker's Compensation:**

**A.** Workers Compensation claims will be in accordance with Town Personnel Policies and appropriate State Law.

**18 Absence Without Leave-General:** Absence without leave shall mean a non-pay status wherein the employee is absent from work without approved leave.

**19 Requests for Leave:** Leave is requested by completing a leave request form. When applying for more than one week of leave, a request will be made one week in advance. Three or more weeks of leave must be requested at least 30 days in advance.

**20 Emergency Leave:** An employee requesting emergency leave will notify their immediate supervisor twenty four hours in advance whenever possible. If the supervisor cannot be reached, the chain of command should be followed until notification can be made. Failure to follow this requirement will result in the employee be carried as absent without leave.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>RECRUITMENT</b>	NUMBER: <b>408</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>31.1.1, 31.1.2, 31.2.1, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.3.4</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To outline procedures for carrying out recruitment goals and objectives.

**02 Policy:** The Department seeks to identify and employ the best potential police officers available, not merely eliminate the least qualified. "Positive recruitment" can result in a lower turnover rate, fewer disciplinary problems, higher morale, better community relations, and better service to the community. When there are actual or forecasted vacancies, the Department will maintain an active recruitment program in accordance with this General Order.

**03 Administration:**

**A.** The Department does not share authority for recruiting police officers with any other agency. Ultimate authority for recruitment rests with the Chief of Police, who designates a Recruitment Coordinator (normally the CID Commander) to administer and manage the program. As possible, the Chief of Police will arrange training in personnel matters for the Recruitment Coordinator.

**B. Community Outreach:** The Chief of Police is in touch frequently with nearly all community organizations, and actively solicits their advice and assistance on all police matters.

**04 The Recruitment Plan:** This General Order comprises the Department's recruitment plan, which is supported by job analysis showing the skills, knowledge and abilities as well as personal attributes, that are required for an employee and an officer. Recruitment activities are evaluated on an ongoing basis by the Chief and Patrol Commander. This report:

- \* measures recruitment activities against objectives
- \* analyzes their effectiveness or ineffectiveness
- \* recommends improvements as appropriate

**05 Affirmative Action and Equal Employment Opportunity:**

Refer to General Order 421.

**06 Job Announcements and Publicity:**

**A.** The Operations Commander maintains a set of job descriptions for use by the Recruitment Coordinator for sworn positions. The Support Services Commander will maintain same for non sworn employees.

**B.** The Department advertises vacancies for police officers and civilian personnel in major newspapers and the Town Newsletter. Included in the publications is information regarding the Department's status as an EEO employer. The same information is included on the Department's employment application.

**07 The Application Process:**

**A.** The Recruitment Coordinator, CID Commander, or background investigator will maintain contact with applicants throughout the process, to keep them informed.

**B.** Because Riverdale Park is not a large Town, recruitment normally is carried out in the Washington-Baltimore area. At times, recruitment is targeted at other areas of the Northeastern United States, particularly in states with high unemployment.

**C.** Applications are not rejected because of correctable omissions or deficiencies, except that no application will be processed without the verification of a birth certificate and a high school diploma or G.E.D. certificate.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>PERFORMANCE EVALUATIONS</b>	NUMBER: <b>409</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>35.1.1-13.1.14</b>	TOTAL PAGES: <b>3</b>

**01 Purpose:** To describe the principles of performance evaluations and the manner in which they will be carried out. The purposes of performance evaluations are to:

- A. Standardize the nature of the personnel decision-making process;
- B. Assure the public that the Department’s employees are qualified to carry out their assigned duties;
- C. Provide employees with necessary behavior modification information so they can maintain appropriate behavior and eliminate inappropriate behavior.

**02 Policy:** There is a direct relationship between performance evaluation and subjects dealt with in General Orders on recruitment, selection, career development, promotion, classification, etc. This relationship is based on the fact that the nature and quality of employee’s performance must have a bearing on their working life in the Department; on the manner in which they relate to management; and on their assignments, advancement, and promotion. The principles of evaluation will be used by the Riverdale Park Police Department to best utilize the human resources available, to assure that personnel problems can be identified and dealt with promptly and fairly, and to assure maximum job satisfaction on the part of each employee. The Chief of Police will give constant attention to and monitor the system to ensure it is impartial and fair. He will also consider appeals (as described later) and will routinely review the evaluations of the Operations Commander.

**03 Objectives:** A good evaluation system serves both management and the individual employee and will:

- \* allow fair, impartial personnel decisions
- \* maintain and improve performance
- \* provide a medium for personnel counseling

- \* facilitate proper decisions concerning probationary employees
- \* provide an objective, fair way to recognize and measure individual performance in accordance with guidelines
- \* identify training needs

**04 General Requirements:**

**A.** An annual evaluation on every employee, except probationers, will take place, based only on performance during the prior twelve months period. An employee will be rated by their immediate supervisor. If there are multiple supervisors, because of a transfer for example, they will confer and prepare a joint evaluation. Probationary officers are rated upon completion of their academy training, and daily during field training.

**B.** A rater’s superior then reviews an evaluation and brings any discrepancies/inaccuracies to the supervisor’s attention for correction.

**C.** Each employee will be counseled at the beginning of a rating period concerning:

- \* tasks of the position occupied
- \* level of performance expected
- \* evaluation of rating criteria
- \* goals
- \* career counseling-advancement, specialization, training

**D.** Criteria used for performance evaluation are specific to the position occupied by the employee. Tasks of the position as set forth in the job description form the basis for what work is to be performed. Criteria used to define the quality of work will be descriptive, measurable, and give an idea of how the work is to be performed.

**E.** The supervisor will:

## 409-Performance Evaluations-2

1. Give written notification to an employee whenever performance is deemed below average, at least 90 days prior to the end of the rating period, whenever possible. At such time, the rater will also tell the employee what actions should be taken to improve his/her performance. If the below average performance continues, the information will be included in the formal rating.

2. Fully substantiate ratings in the lowest categories by giving specific reasons in the narrative of an evaluation.

3. Interview the subordinate after an evaluation is complete, encouraging employee comments both written, on the rating sheet, and verbal. After the interview the supervisor may alter the evaluation, if appropriate.

4. Give the employee an opportunity to sign the completed evaluation to indicate only that they have read and discussed it. If the employee refuses to sign, the supervisor will so note and record the reason.

5. Give his/her superior the evaluation for review and signature. The review should assess the rater to ensure fairness, impartiality, and the amount and kind of guidance/counseling/coaching given to subordinates.

6. Sign and give a copy of the completed evaluation to the employee and the Chief of Police.

### 05 The Performance Evaluation System:

**A. Measurement Definitions:** The evaluation covers multiple job dimensions. The evaluator ranks each dimension as:

1. Not Satisfactory
2. Some Improvement Needed
3. Meets Standards
4. Exceeds Standards
5. Does not Apply

Job Dimensions measured are:

- \* Observance of Work Hours
- \* Attendance
- \* Grooming and Dress
- \* Compliance with Rules
- \* Safety Practices
- \* Public Contacts
- \* Suspect Contacts
- \* Employee Contacts
- \* Knowledge of Work
- \* Work Judgements

- \* Planning and Organizing
- \* Job Skill Level
- \* Quality of Work
- \* Volume of Acceptable Work
- \* Meeting Deadlines
- \* Accepts Responsibility
- \* Accepts Direction
- \* Accepts Change
- \* Effectiveness Under Stress
- \* Appearance of Work Station
- \* Operation and Care of Equipment
- \* Work Coordination
- \* Initiative

For Employees Who Supervise Others:

- \* Planning and Organizing
- \* Scheduling and Coordinating
- \* Training and Instructing
- \* Effectiveness
- \* Evaluating Subordinates
- \* Judgements and Decisions
- \* Leadership
- \* Operational Economy
- \* Supervisory Control

### **B. Rater Responsibility:**

1. Department policy requires that supervisors maintain ongoing, written records on the performance of their subordinates. This information can assist in determining training needs, preparing performance evaluations and identifying outstanding as well as marginal employees. Daily observation and records will reflect ability, skills, enthusiasm, cooperative attitude, motivation, understanding of the job and ability to work under pressure.

2. Counseling and coaching will be employed by the rater whenever possible.

**a.** Counseling is a personal interview to help the employee understand and solve problems; coaching is a personal job-related discussion or demonstration conducted by the supervisor to aid in improving a subordinate's performance.

**b.** Whenever a supervisor documents a shortcoming, the affected employee will be allowed to comment in writing on a counseling form, a copy of which will be supplied to the employee. The counseling form will be sent to the Operations Commander, and will be

## 409-Performance Evaluations-3

maintained in the employee's personnel file for two years. After two years, the employee may request the counseling form be removed.

3. Documentation concerning police officers will include written notes of jobs well done, or shortcomings, including, for example:

- \* quality of written reports
- \* quality and number of follow-up investigations
- \* quality and amount of crime scene processing
- \* good community relations/crime prevention, including victim assistance
- \* performance on time and under pressure
- \* absenteeism, illness
- \* use and maintenance of vehicles and other equipment
- \* effect and attitude on others, willingness to assist
- \* complaints/commendations received
- \* degree of enforcement effort

4. All notes or other documentation will be retained for at least 18 months and will follow a transferred employee.

5. Supervisors will be evaluated on the fairness and impartiality of their ratings and on the amount and kind of guidance/counseling/coaching given their subordinates.

### C. Evaluation Form Use:

1. The evaluation form is reviewed to determine an employee's suitability for new assignments, training needed, current effectiveness and ability, and suitability for more responsibility, as well as deciding on granting permanent status to probationers, whether new employees or newly promoted employees.

2. The evaluation form becomes part of the employee's permanent personnel file.

**D. Contesting an Evaluation:** An employee who believes he/she has received an unfair evaluation may appeal directly to the Chief of Police or in accordance with the Town of Riverdale Park Personnel Policy.

**E. Rater training** is the responsibility of the Chief of Police. As is stated elsewhere in this General Order, raters will be evaluated on the fairness and impartiality of ratings given and their participation in counseling/coaching.

**F. Annual Inspection:** The commitment of the Chief of

Police to the performance evaluation system will be supported by a yearly inspection to determine how well the system functions. The objectives of the inspection are to:

- \* identify instances of extreme ratings and reasons for them
- \* identify the number of contested evaluations and reasons for them

### 06 Town Personnel Policy and Town Code

**Provision:** The Town Personnel Police and Town Code make the following provisions for performance evaluations.

**A. Maintenance of the System .** The Town Administrator's office is responsible for overseeing the employee performance evaluation system. Employee evaluations shall be an ongoing, day-to-day responsibility of all employees at the supervisory level, who shall prepare written evaluation forms for their subordinates as scheduled below.

### B. Procedure.

1. Employee performance evaluation shall be conducted on an annual basis for all employees.

2. The supervisor shall evaluate the employee based on a variety of factors as applied to the assigned duties and responsibilities of the position occupied by the employee as outlined in the job description for that position. The supervisor shall note conspicuous strengths, capabilities and skills as well as weaknesses. The supervisor shall then discuss the evaluation with the employee so that the employee will be informed of his/her performance in relation to the evaluation standards. The supervisor shall also solicit the employee's observations of the Department's program and his/her assignments, especially his/her suggestions for improving assignments, functions, or work procedures, and any special problems noted. The employee shall have the opportunity to discuss any other point(s) he/she feels the supervisor may have overlooked and may write any comments he/she wishes to make on their evaluation form. The employee shall sign the form confirming that a discussion was held with the supervisor.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: UNIFORM, EQUIPMENT &amp; GROOMING STANDARDS</b>	<b>NUMBER: 410</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>22.2.7, 41.3.5, 41.3.6</b>	<b>TOTAL PAGES: 6</b>

**01 Purpose:** To establish policy and guidelines for acceptable grooming standards and the wearing, use and replacement of Department uniforms and related equipment.

**02 Policy:** Officers and civilians shall strive to present a professional image which reflects organizational pride. They shall maintain a neat and well-groomed appearance at all times.

**03 Uniforms:**

**A.** Except as authorized by the Chief of Police, uniforms shall be worn by all members of the Department while on duty.

**B.** Members shall wear and display only uniforms and items of equipment approved by the Chief of Police.

**C.** Uniforms shall be worn only during work, travel to and from work, or while engaged in police functions as approved by the Chief of Police.

**04 Clothing Allowance - Sworn Employees:**

All members of the Police Department shall be issued a clothing allowance for the purpose of maintaining uniforms necessary for duty.

**05 Uniform Issue - Sworn Employees:**

**A.** The Town shall provide each newly-appointed officer with all necessary uniforms and equipment as listed in Section 11.

**B.** All uniforms and equipment remain the property of the Town and must be returned upon separation from

the Department, regardless of the length of employment. The final paycheck will be held until all equipment has been inventoried and inspected.

**1.** The employee will be financially responsible for any uniform items and/or equipment that are found to be missing and can not be accounted for.

**06 Uniform/Equipment Issue - Civilians:**

**A.** Uniforms and items of equipment necessary for civilian employees shall be issued by, and remain the property of the Town.

**B.** All requests for uniforms and equipment for civilian employees shall be made through the Support Services Commander

**07 Uniforms/Equipment - Issue and Procurement:**

The Support Service Commander shall be responsible for issuing and procuring all uniforms and equipment for sworn personnel. The Support Service Commander will be responsible for issuing and procuring all uniforms and equipment for civilian personnel. Whenever possible, uniforms and equipment shall be taken from existing stock. The Support Services Commander, or designee's, shall order uniforms and equipment in compliance with this General Order and shall:

**A.** Upon employment of a new member, or before, if directed by command authority, establish appropriate sizes for the new member and procure all necessary items of equipment and uniforms.

**B.** Prepare a "Uniform/Equipment Inventory" form and record each item as it is purchased or procured.

## 410- Uniform, Grooming Standards - 2

C. Ensure that the new employee initials the form on receipt of each item, and signs the form when all equipment has been received.

D. Ensure that the inventory form remains a permanent part of the employee's personnel file.

### 08 Care, Maintenance and Replacement:

A. Each member of the Department is responsible for proper care and maintenance of uniforms and equipment.

B. After an original issue of uniforms is made, members are responsible for their upkeep. Any request for uniform and/or equipment replacement shall be made in writing to the Support Services Commander.

### 09 Condition of Uniforms:

A. Uniforms will be neat, clean, pressed and properly tailored.

B. Brass and leather equipment will be kept polished and free of excessive wear. All snaps and buttons will be kept fastened as intended.

C. Any part of the uniform which is damaged or shows excessive wear shall not be worn.

D. Uniforms not presenting a neat and clean appearance or which are faded, torn, frayed or do not fit, shall not be considered proper uniform. Employees so attired may be subject to disciplinary action.

### 10 Official Uniform Parts: Sworn Personnel

A. Ammunition - Officers will carry and use only Department issued ammunition. Patrol officers will carry at least thirty-four rounds contained in magazines. The magazine pouch will be worn on the Sam Brown belt on the side opposite from the weapon. Pouches may be worn straight up and down, or sideways, at the discretion of the officer.

B. Badge - The approved Department badge shall be worn over the left breast pocket of the outermost uniform in the loop or area provided.

C. Baton - The ASP baton is to be carried in its holder by all uniform officers assigned to patrol duty.

D. Belt - Trouser - A belt shall be worn as part of the complete uniform. It will be black, with a plain design with a Velcro or buckle closure, made of leather or simulated leather, unless authorized otherwise.

E. Belt - Sam Brown - The Sam Brown belt shall be worn by all officers assigned to Patrol functions. The belt may be removed for performance of duties inside police headquarters. Sam Brown belts should be leather or simulated leather, unless authorized otherwise, and may have a buckle or Velcro closure. However, only a leather belt with the buckle closure with cross straps is allowed with the Dress Blouse uniform.

F. Belt Keepers - Belt keepers shall be used to affix the Sam Brown belt to the trouser belt when necessary to maintain a neat appearance.

G. Collar Insignia - State seal collar insignia shall be worn on each lapel of the Dress Blouse.

H. Firearms - The issued Department firearm shall be carried by all uniformed officers while on duty unless prior approval is granted by the Chief of Police.

I. Gloves - Plain black gloves are issued in conjunction with the winter uniform.

J. Handcuffs - Handcuffs shall be carried by all officers while on duty. Uniformed officers wearing Sam Brown belts will carry handcuffs except when in use, in an enclosed case attached either to the left or right rear of the belt. Officers who wish to carry an additional set may do so, provided both pairs are carried in a double case made for that purpose.

K. Handcuff Key - Officers shall carry a handcuff key on their persons at all times while on duty.

L. Hats, Uniform - Patrol officers shall have their uniform hat available in their assigned vehicles at all times. Wearing of the uniform hat shall be at the officer's discretion, with the following exceptions:

1. During formal functions of the Department, such as parades, funerals or ceremonies or as directed by a supervisor.

M. Hats - Baseball - The only officers authorized to wear Department baseball hats are:

1. Members of the firearms instructor staff, while

## 410- Uniform, Grooming Standards - 3

conducting training.

2. Officers attending firearms training.

**N. Hat - Cover** - A clear or black plastic hat cover may be worn during inclement weather at the discretion of each officer.

**O. Holsters** - Uniform holsters must be plain black and made of the same material as other accessories on the belt. Only holsters which conform to the Department's firearms policy will be authorized.

**P. Identification Cards** - Employees shall carry Department I.D. cards at all times.

**Q. Insignia** - All approved insignia or patches including designations of rank, service stripes or awards, shall be worn only upon proper authorization and only in compliance with uniform standards established by the Department.

**R. Jackets** - Police jackets may be worn in conjunction with the uniform.

**S. Name Tags** - The Department name tag shall be displayed on the outermost garment of the uniform by all uniformed officers while on duty.

**T. Marksmanship Badge** - This badge shall be worn by all sworn personnel centered on the pocket flap below the badge on either the uniform shirt or Dress Blouse when so attired.

**U. Raincoats** - The approved raincoat may be worn in inclement weather.

**V. Shirts** - Approved uniform shirts shall be worn by all uniformed members while on duty.

**W. Ties** - The black tie shall be worn at all times in conjunction with the winter uniform and/or long sleeved shirt. In the interest of officer safety, clip-on ties are required.

**X. Tie Pin** - The tie pin shall be worn with the tie at all times. The top of the pin shall be even with the bottom edge of the shirt pocket flaps.

**Y. Trousers** - Approved trousers shall be worn by uniformed officers while on duty.

**Z. Whistle** - A police whistle will be kept available at

all times by patrol officers while on duty.

### 11 Optional Uniform Accessories and Equipment:

The following articles of clothing may be purchased by officers of the Department and worn in conjunction with the official uniform. Regulations pertaining to the style and wearing of such equipment are:

**A. Flashlight Holder** - A plain black flashlight holder may be worn on the Sam Brown belt.

**B. Footwear** - An oxford shoe or boot of smooth black leather or similar material with a plain rounded toe cap, standard heel and toe shape will be worn. Straps, buckles, designs or decorative adornments will not be allowed.

**C. Gloves** - Plain black leather gloves may be worn as needed.

**D. Turtlenecks** - Navy blue turtlenecks with the "RPPD" monogram are authorized for evening shift personnel, when the temperature is, or is expected to be, 45 degrees or below. They are to be worn underneath the uniform shirt or approved sweater. Under no circumstance is the turtleneck to be worn on the day shift or to any court appearance.

**E. Socks** - Black socks will be worn at all times while on duty.

**F. Sunglasses** - Each member of the Department is allowed to wear sunglasses at his or her discretion. Sunglasses must have plain black, gold or silver frames, without mirrored or reflective lenses.

**G. Sweaters** - Sweaters may be worn at an officer's discretion, but only the approved navy blue pullover, crew-neck sweaters are authorized. When worn as an outer garment, the badge, name tag, patch and rank chevrons will be worn. Collars will be worn inside the sweater. The approved turtle neck may be worn under the sweater without a uniform shirt on the evening shift only.

**H. Undershirts** - Crewneck undershirts shall be worn with the summer short sleeve shirt. Officers at or below the rank of sergeant will wear dark, navy blue. Officers above the rank of Sergeant will wear white. Sleeves of the undershirt are not permitted to hang below the sleeves of the uniform shirt.

## 410- Uniform, Grooming Standards - 4

**12 Permitted Uniform Parts:** Any article of clothing or uniform accessories not described in this General Order shall be worn only when authorized and regulated by the Chief of Police or his/her designee.

**13 Special Uniform Parts :** Articles of clothing and uniform accessories approved by the Department for use in special circumstances shall be designated special uniform parts. They shall be kept and maintained pursuant to Department policy as designated by appropriate component commanders.

**14 Authorized Uniform of the Day:** Exceptions or modifications to the proper uniform shall be determined by the Chief of Police or Operations Commander. Unless otherwise directed, officers shall wear the complete uniform of the day while on duty, as follows:

**A. Class A:** This uniform will be worn when directed by command authority.

**1. Lieutenants and Above -** Dress blouse, white long sleeved shirt, necktie, dress shoes, hat.

**2. Sergeants and Below -** Dress blouse, Sam Brown belt with cross-strap and buckle, long sleeve shirt, necktie, dress shoes, hat.

**B. Class B Winter -** Long sleeve shirt and necktie, with or without jacket. Supervisors may authorize the removal of the necktie if temperatures rise above 70 degrees. This uniform will be worn from October 1 to April 30.

**C. Class B Summer -** Short sleeve shirt, open collar. During periods of inclement weather or below normal temperatures, a jacket may be worn with the summer shirt. This uniform will be worn from May 1 to September 30.

**D. K-9 Uniform-** Refer to General Order 650.

**E. Bicycle Uniform -** Refer to General Order 659.

**F. Dispatchers -** Civilian Dispatchers will wear the approved uniform.

**G. Range Uniform-**The approved range uniform will be worn while attending firearms qualification.

### **15 Personal Appearance and Grooming, Sworn/Civilian:**

**A. Hair Style, Men -** Male officers and uniformed civilian personnel shall keep their hair neat, clean, well groomed and properly trimmed at all times while on duty. The hair shall be at least moderately tapered, shall not extend below the top of the collar, nor the middle portion of the ears. When the uniform hat is worn, hair shall not be visible under the visor.

**B. Hair Style, Women -** Female officers and uniformed civilian personnel shall keep their hair trimmed, clipped, styled or arranged so that it does not extend below the bottom of the uniform collar or interfere with wearing the uniform hat. When the uniform hat is worn, hair shall not be visible under the visor.

**C. Makeup-** Members may wear light makeup.

**D. Sideburns -** Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall extend in a clean shaven, horizontal line. The bottom end of the sideburn shall not exceed the width of the main portion of the sideburn. The sideburn shall be trimmed and neat in appearance.

**E. Mustaches -** A short, neatly-trimmed mustache of natural color may be worn. Mustaches shall not extend more than 1/4 inch below the border of the upper lip nor more than 1/2 inch below the corners of the mouth, and may not extend to the side more than 1/2 inch beyond the corners of the mouth.

**F. Beards -** Officers shall be clean shaven when reporting for duty. A growth of whiskers shall be permitted only for medical reasons or when required by the nature of the assignment. An employee with a medical condition which precludes shaving must submit a doctor's certificate to the Patrol Commander stating the expected duration of the medical condition. Members of CID who are temporarily assigned to Patrol may retain their beards. However, if any CID member volunteers or requests extra duty in a Patrol capacity, or accepts part-time employment which requires a uniform, he must report clean shaven.

**G. Fingernails -** Officers' nails shall be clean and trimmed so as not to extend beyond the finger tip. False nails and nail tips are prohibited. Only clear polish may be worn. No objects shall be affixed to the fingernails.

**H. Neatness -** Unless authorized by a commanding officer, all employees of the Department shall be well groomed and clean in their person at all times while on

## 410- Uniform, Grooming Standards - 5

duty.

**16 Jewelry:** Officers and uniformed civilian personnel are prohibited from wearing eccentric, gaudy or costume jewelry. Rings may be worn; one per hand. A wedding/engagement ring combination will count as one ring. Necklaces and bracelets may be worn but must be concealed under the uniform clothing, except for Medic Alert bracelets and necklaces. Male employees are prohibited from wearing earrings. Females may wear one earring per ear, centered on the ear lobe. The earrings may not extend beyond the ear lobe and must be a muted, symmetrically matched set.

### 17 Acceptable Court Attire:

**A.** The official uniform of the day is acceptable attire for Patrol Officers appearing in court. The approved evening uniform will not be worn when appearing in court.

**B.** In lieu of a uniform male officers will wear a suit or sport coat and tie of a conservative nature. Female officers will wear a dress or slacks outfit or pants suit of a conservative nature. Casual clothes, revealing clothing or blue jeans are unacceptable.

**18 Light Duty Attire:** While working on light duty officers will wear court attire or other appropriate business attire.

**19 Rank Designation - Uniform Accessories:** Uniform accessories for members of the Department of all ranks shall be gold colored.

### 20 Insignia of Rank:

Colonel (Chief) :

Collar: Gold Eagles

Sleeve: Four gold stripes 3/8" apart, beginning 3" from the bottom of the blouse or overcoat sleeve.

Captain :

Collar: Two gold bars

Sleeve: Two gold stripes 3/8" apart, beginning 3" from the bottom of the blouse or overcoat sleeve.

Lieutenant:

Collar: Two single gold bars

Sleeve: One gold stripe 3" from the bottom of the

blouse or overcoat sleeve.

Sergeant:

Shoulder chevron of three stripes centered 1/2" below the department shoulder patch.

Corporal:

Shoulder chevron of two stripes centered 1/2" below the department shoulder patch.

Private First Class:

Shoulder chevron of one stripe centered 1/2" below the department shoulder patch.

### 21 Service Stripes:

**A.** Officers of the rank of Sergeant and below may wear service stripes in conjunction with the Class A uniform. Stripes will be light blue on navy blue or black, to match the uniform dress blouse, and worn diagonally on the left sleeve, 1" above the cuff stripe. Each stripe denotes three years of continuous service.

**B.** Officers of the rank of Lieutenant and above may wear service stripes in conjunction with the Class A uniform. Stripes shall be gold on navy blue or black, and worn diagonally on the left sleeve 1" above the sleeve rank designation. Each stripe denotes three years of continuous service.

### 22 Special Awards:

**A.** Members of the Department may wear certain special awards and/or designations as part of any official uniform.

**B.** Awards shall be worn over the right breast pocket centered above the seam, on either the uniform shirt or dress blouse. Ribbons shall be worn no more than three in a row. Ribbons shall always be worn in a left to right, top to bottom descending order, following the list below.

**C.** The following awards/designations are currently authorized,

1. Valor Medal  
Department Awards  
Awards from other Agencies

2. Specialty Designations:

Firearms Instructor  
Field Training Officer  
Honor Guard  
K-9

a. This designation will be worn over the name tag on the right blouse or shirt pocket.

b. Insignia's not listed above may be worn after approval has been granted by the Chief of Police. This request will be made in memorandum form to the Office of the Chief of Police.

**23 Exception to Grooming Regulations:** Personnel assigned to investigative duties or specialized enforcement activities requiring an inconspicuous appearance may be exempted from the provisions of certain grooming regulations, upon approval of the Chief of Police.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>ALLOCATION AND DISTRIBUTION OF PERSONNEL</b>	NUMBER: <b>412</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>16.1.2, 16.5.1</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To provide Department managers with the means to determine the appropriate allocation and distribution of personnel.

**02 Policy:** The appropriate deployment of personnel is vital to the efficient and effective operation of any organization. The allocation of sworn and civilian personnel is regulated by the Mayor and Town Council of Riverdale Park. It is the policy of the Riverdale Park Police Department to propose allocations and distribute department personnel based on workload assessments. Workload assessments are not necessarily scientific determinations to ascertain the number of personnel necessary to complete a specific number of tasks or to fulfill certain objectives.

**03 Definitions:**

**A.** Allocation - Determination of the overall numbers of personnel for the Department and each organizational component within the Department.

**B.** Distribution - The assignment of a given number of personnel within each organizational component according to functional, spatial, and/or temporary workload demands.

**04 Organization:**

**A.** As shown in the attached organizational chart, the Riverdale Park Police Department consists of:

- \*19 sworn personnel
- \* 8 full-time civilians + 2 part-time civilians

**B.** The Patrol Division, under the command of the Operations Commander and is broken into four patrol shifts.

**C.** The Criminal Investigations Division is under the supervision of a Sergeant and is broken into Investigations and the Community Policing Section.

**D.** The Communications Division is under the command of the Support Services Commander and consists of civilian personnel assigned to, communications, records and automated enforcement.

**E.** The Administrative Assistant is under the command of the Chief of Police.

**05 Distribution of Manpower:**

**A.** The Chief of Police will distribute allocated personnel based on existing and predicted workload assessments, determined by annually reassessing the divisions based on their goals and objectives. Division commanders are responsible for ensuring that workload is evenly distributed within their divisions.

**B.** Patrol Division manpower distribution is continually reviewed and adjusted, based on department size, current patrol needs, special activities and unique situations.

**1.** The Operations Commander maintains patrol beats, based on the reporting areas and assigned beats in proportion to workload on each shift.

**2.** The Support Services Commander will supply the Chief of Police and the Operations Commander annually with data on incidents by reporting area.

**C.** Review of Personnel Allocation: The Chief of Police and Operations Commander will make an annual review to ensure that personnel strength is consistent with workload. The process of personnel allocation shall be based upon the number of personnel needed to meet goals and objectives of each division.

## 412-Allocation of Personnel-2

1. At least quarterly, the Chief of Police and Operations Commander will reassess the distribution of patrol personnel.
2. The methods used to reassess distribution of patrol personnel include:
  - a. Comparing number of incidents handled by patrol personnel each quarter with totals for previous quarter.
  - b. Determining the average time required to handle an incident at the patrol level. This can be an average sampling of cases on the radio logs, by time called out and time cleared.
  - c. Dividing incidents into Part I and Part II offenses, traffic accidents, and calls for service. These incidents are obligated hours.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>SELECTION OF OFFICERS</b>	NUMBER: <b>413</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>31.3.3, 31.3.4, 32.1.1-32.1.7, 32.2.1-32.2.10</b>	TOTAL PAGES: <b>7</b>

**01 Purpose:** To set guidelines and procedures for the selection of police officers.

**02 Policy:** The policy of the Department is to use an efficient, effective and fair selection process which will identify persons who possess the highest knowledge, skills and abilities for successful performance as a police officer. Each component of the process will be valid, useful and nondiscriminatory, as described in paragraphs to follow. Adverse impact, if any, will be minimized. A summary of this General Order comprises an information sheet which is given to applicants by the Recruitment/ Applicant Coordinator.

**03 Management of the Process:** The Chief of Police, assisted by the Operations Commander and/or designee, is responsible for general management of the entry-level police officer selection process. Responsibilities include but are not limited to:

- A. Establishing eligibility requirements for employment.
- B. With the Operations Commander, announcing job vacancies and posting selection criteria.
- C. Ensuring that appropriate letters are sent to job applicants during the application processing period.
- D. Developing, administering and evaluating selection process components.
- E. Arranging special training for the Recruitment/Applicant Coordinator (normally the CID Commander) and other employees as appropriate.
- F. Establishing eligibility lists for appointment and criteria for their maintenance and use.
- G. Conducting oral interviews with candidates.
- H. Selecting candidates for appointment.

**I.** Determining whether or not officers on probation should be awarded permanent status, after one year.

**J.** Conducting an annual review of the entire selection process.

**K.** Ensure that all elements of the selection process use only those rating criteria or minimum qualifications that are job related.

**04 The Application and Employment Process:**

Announcements concerning police officer openings will include a description of duties and responsibilities, and job prerequisites including those mandated by the state and physical requirements. Those seeking employment will be given an application packet, consisting of the Town of Riverdale Park 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 Police Department. Applications are only accepted by the Recruitment/Applicant Coordinator. Only original documents will be accepted. The Coordinator will review the same for authenticity. The original documents will then be photocopied, and the originals will be returned immediately to the applicant.

A preliminary background check is made, including:

- \* criminal history
- \* "wanted" status
- \* driver history and current Maryland status

**a.** If the applicant fails at this level, he/she will be notified in writing within 30 days. If the applicant is not currently licensed to drive in Maryland, he/she will

## 413-Selection of Officers-2

be notified that a Maryland driver's license must be obtained to proceed with the employment application.

2. Applicants selected for further processing will be notified by the applicant coordinator. The applicants will have one week from notification to meet with the Coordinator. At that meeting, applicants will be fingerprinted, photographed, and provided with the Phase I Personal History Booklet. This booklet must be completed within two weeks, and returned to the Coordinator. The booklet, fingerprints, and photographs will be placed into the applicant package, and forwarded to CID.

3. CID will perform background investigations. Both failing and passing applicants will be notified of results in writing, by the Applicant Coordinator. Passing packets will be sent to the Chief of Police and Operations Commander for decision.

### B. Phase II:

1. Upon successful completion of Phase I, a conditional job offer will be made by the Chief of Police, contingent upon:

- a. There is a funded position, with available dedicated funds;
- b. Successful completion of a medical background;
- c. The applicant is best qualified;
- d. Successful completion of the polygraph examination;
- e. Results of the Physical Examination, to include drug screening; and
- f. Results of the psychological testing.

C. Inquiries as to disabilities: At no time will any police employee make inquiry into whether an applicant is a disabled person or as to the nature of a disability.

### 05 Prior Drug Abuse:

A. An applicant who is a former drug abuser has, by his/her prior contact, manifested character traits, judgement and/or illegal activity which may be considered unacceptable for hiring and employment with this department.

B. Identification of present use and/or addiction to any

illicit drug (cocaine, PCP, marijuana, LSD, etc.) by an applicant is grounds for permanent rejection.

C. Evidence demonstrating repeated use of any drug or chemical substance, (marijuana, alcohol, etc.) with such frequency that it appears the individual has or had accepted the use and/or reliance upon the substance as part of a pattern or behavior, shall be reason for permanent rejection.

D. Any applicant found to be involved (at anytime) in the illegal sale, manufacture or distribution of any controlled dangerous substance will be permanently rejected. Any improper use of any narcotic/drug by an applicant after application will be grounds for permanent rejection.

E. Consideration for experimentation/use will be based on the following criteria:

1. Opiates - There will be no exceptions for any use of heroin or opium. Opiates in this form have no medical use, are typically related to a criminal atmosphere and are not usually a drug of first use. Other opiates (morphine, codeine, etc.) having a medical value, may be considered in the context of their application. Where these drugs are abused; in experimentation situations, taken without proper authorization, illegally obtained, etc., should be considered. The limits for experimentation are:

- a. One time ingestion in the life time; no intravenous applications.
- b. Four year period of abstinence prior to application.
- c. Must submit to additional psychological evaluation.

2. Depressants - Drugs in this class (barbiturates, benzodiazepines, methaqualone, etc.) have a medical use and are readily available, both legally and illegally. The limits of experimentation are:

- a. Two ingestions in the lifetime; no intravenous applications.
- b. Four year period of abstinence prior to application.
- c. May be required to submit to an additional psychological evaluation.

3. Stimulants - Drugs of this class (amphetamines, methamphetamine, etc.) have a medical use and are readily available, both legally and illegally. The limits

### 413-Selection of Officers-3

of experimentation are:

a. Two ingestions in the lifetime; no intravenous applications.

b. Four year period of abstinence prior to application.

c. May be required to submit it to additional psychiatric/psychological evaluation.

4. Cocaine - Cocaine may be used medically as a local, topical anesthetic; however, the predominate use of cocaine is in abuse situations. Because of its rapid psychological addictive nature, no exemptions for experimentations are to be made for any use. The applicant will be permanently rejected.

5. Hallucinogenics - These drugs (LSD, PCP, Mescaline) have no medical value. Because of the research concerning the residual side effects from even small quantities of these drugs, no exemptions for experimentation are to be made for any use. The applicant will be permanently rejected.

6. Inhalants - Inhalants (solvents, glue, paint, aerosols, amyl nitrate) have no medical value. Documented medical information identifies significant medical complications associated with the use of small quantities of inhalants. The limits of experimentation are:

a. Two ingestions in a lifetime.

b. Four year period of abstinence prior to application.

c. May be required to submit to additional psychiatric/psychological evaluation.

7. Cannabis - Cannabis (marijuana, hashish, any substance containing THC) has no current medical value. Prevailing attitudes, availability, and the lack of significant conclusive evidence supporting health or psychological hazards continues to the widespread use of this substance. Research found that marijuana has been used by individuals as early as age eleven. Twenty percent of those reporting use indicate daily use for at least a month sometime in their life. The limits of experimentation are:

a. Four ingestions in the lifetime.

b. Four year period of abstinence prior to application.

c. May be required to submit it to additional

psychiatric/psychological evaluation.

F. An ingestion is a single application (one marijuana cigarette, one dosage of pills, liquid, etc.). Indications of cross experimentation, while meeting individual drug exemption criteria, will require, in all cases, participation in psychiatric/psychological evaluation. All periods of abstinence must be positively verified by polygraph examination. Results of psychiatric/psychological evaluation must support a negative propensity toward drug abuse and a lack of residual side effects associated with drug abuse. Cross experimentation indicating experimentation with more than two controlled dangerous substances will result in permanent rejection.

G. An applicant who has been permanently rejected has no re-application right.

H. An application will not be accepted from any individual who has been previously rejected on two occasions for substance abuse. Re-application will be accepted if:

1. an individual has abstained from usage for the period specified, and

2. the indicated frequency requirements are met.

I. The above information is provided as a basic guide. To attempt to list all circumstances and a provision for each would be impossible. A final decision will be based on the above information in addition to that developed through any counseling, testing, investigation, etc. The Chief of Police shall have the latitude to impose additional requirements based upon demonstrated need.

#### 06 Grounds for Rejection:

A. The following list includes, but is not limited to, examples of grounds that may be used for the rejection of a candidate:

1. Six or more current points against the applicant's operators 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 applicant to background investigators or administration.

## 413-Selection of Officers-4

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 accidents in which the applicant 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 use of drugs. Evidence of any drug abuse within one year of the application date.

10. Continued commission of misdemeanors.

11. A composite of unsuitable characteristics. Occasionally a candidate exhibits a number of characteristics, when reliably documented and taken in combination, produce a pattern judged clearly to be inappropriate for law enforcement duties.

**B.** Disqualification - Failure to complete any phase of the testing procedure, including failure to submit completed forms, will result in disqualification. An applicant found ineligible for appointment to a position will be informed in writing, within 30 days of the decision.

**07 Police Chief/Designee Responsibility:** The Chief or his/her designee will:

**A.** Coordinate over-all administration of the selection process and ensure that the selection process is valid, useful and nondiscriminatory, and that records and files are established and maintained as documentation.

**B.** Provide over-all supervision of the application processing chain, ensuring timely contact between the applicant and the Department as the process advances.

**C.** Ensure that all applications are reviewed for satisfaction of minimum employment requirements, and that printed acknowledgment of receipt is sent promptly to an applicant.

**08 Validity of the Selection Process:** The validity of the process and its individual components will be determined by a content validation process. The Coordinator will ensure, as possible, that criterion-related and/or construct validation strategies will be employed. The Coordinator will also:

**A.** Measure adverse impact, if any, in the selection process, on a continuing basis. Selection rates for each race, sex and ethnic group will be compared to those of the group having the highest selection rate.

**B.** Ensure that any component of the selection process provided by and/or administered by private-sector vendors or organizations will meet the requirements of validity, utility and minimum adverse impact, and comply with the requirements of the Equal Employment Opportunity and Americans with Disability Acts.

**C.** Ensure that tests and their administration and scoring are documented as having validity, utility and minimum adverse impact.

**09 Minimum Qualifications for Employment:** To be considered for employment, any police officer applicant must:

- \* be at least 21 YOA and be a US citizen
- \* possess a high school diploma or graduate equivalency diploma from a recognized institution
- \* possess visual acuity of 20/20 with glasses or contact lenses for sworn officers operating patrol vehicles
- \* possess a valid U.S. driver's license, and be eligible to obtain a State of Maryland license.

**10 Oral Interviews:** Oral interviews will be conducted with every applicant who is considered for employment. The purpose of the interview is to evaluate an applicant's over-all suitability for policing, including evaluation of communications skills, interest in policing and over-all competence and bearing.

**A.** Interviews will be conducted by the Chief of Police or his/her designee, and two other designated panel members.

**B.** An applicant who fails to appear for a scheduled oral interview without acceptable justification, and who does not notify the station, will be disqualified from further participation.

**11 Background Investigations:** A background

investigation is conducted to determine an applicant'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.

**A.** Background investigations will be conducted by CID. Training will be offered in background investigations as budget conditions allow.

**B.** Whenever possible, the investigation will be conducted in person, but mail and/or telephone inquiries may be substituted when long distances are involved.

**C.** After reviewing all submitted forms and applications, the assigned background investigator will schedule an appointment with the applicant, to go over all questions and clear up any misinformation.

**D.** At a minimum, every background investigation will include:

- \* local, state and federal criminal records check
- \* driver's license and registration check
- \* credit bureau report
- \* verification of at least three personal references
- \* interviews with past and current employers to include review of any personnel files or other written documentation
- \* neighborhood check

**E.** Materials to be specifically excluded from the background investigation are:

- \* in the area of residence and neighborhood checks, any general statement not supported by specific details
- \* in the area of employment, general statements not supported by specific details or documents
- \* in the area of education, I.Q. and other aptitude test scores
- \* in the area of credit, information relating to legitimate debts, except information leading to a pattern of gross indebtedness will not be excluded
- \* in all areas, medical history or questions relating to any disability

**12 Polygraph Examinations:** The background investigator will schedule the candidate for a polygraph examination. Polygraph examinations will be administered and interpreted by a trained examiner only as a supplement to the investigatory 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.

### **13 Psychological Testing:**

**A.** Since law enforcement work is highly stressful, a psychological assessment which is valid, useful and nondiscriminatory, is needed to screen out applicants 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 applicant. The background investigator will ensure that results of the test are kept with other applicant paperwork, under strictest security.

**B.** Psychological tests will be scheduled by the Coordinator once a favorable recommendation has been given by the background investigator. The psychological test consists of:

1. Minnesota Multiphasic Personality Inventory (MMPI);
2. California Psychological Inventory (CSI); and
3. Interview with the psychologist.

**C.** The Recruitment Coordinator will contact the psychologist and the applicant and arrange a suitable time for the appropriate testing, after which the psychologist will prepare and submit a written psychological profile report. This report will be kept in strictest confidence, becoming part of the applicant's background investigation.

**14 Medical Examination:** Licensed physicians from the Prince George's Hospital will be used to certify the general health of candidates, and the Town will bear the cost of required blood or other laboratory work. Included in the physician's evaluation of an applicant 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.

**15 Records Control:** The Department complies with all Federal, state and local requirements on privacy, security and Freedom of Information, pertaining to candidate records. Applicant records will be maintained under strictest 24 hour security, for which

the Applicant Coordinator has primary responsibility. At the conclusion of the five year retention period, the Coordinator will ensure that files are destroyed by burning or shredding, and that an applicant file destruction log is maintained within the Department.

**16 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 fifteen calendar days of the date of notification of ineligibility, a written request for reconsideration by the Chief of Police. In the appeal the applicant may include additional relevant information. The Chief will inform the appellant of his final decision within thirty 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 fifteen calendar days of the date of notification of ineligibility. The re-testing session will be held within thirty 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 one year from the date of notification of the unsuccessful application or test or oral interview. If the candidate subsequently qualifies, he or she will be placed on the Department's Eligibility List. Candidates will be hired only when an authorized vacancy exists.

**17 Successful Candidates for Entry-Level Employment:** The names of candidates who successfully complete all components of the selection process will be placed on a register of eligibles. The Chief of Police may select the best qualified individual for appointment. A candidate's name will remain on the register for a period not to exceed one year. The Chief of Police will contact selectees in writing to advise them of his decision to appoint them to Probationary Status as a Police Officer, and when to

report for employment processing, and indicate procedures for deferring or declining the appointment.

**18 Lateral Entry:** Lateral entry is available to any state certified police officer graduate from a police academy for the rank of private only. Allowing for prior experience, the salary structure for certified officers is at the discretion of the Chief of Police.

**19 Operations Commander Responsibilities:** The Patrol Commander or his/her designee, is responsible for ensuring timely, correct initial processing of those appointed to entry-level sworn positions. His/her responsibilities are not limited to but include:

**A.** Preparing for and coordinating the administering of the Oath of Office, with the Town Clerk.

**B.** Preparing identification cards.

**C.** Making necessary compensation/benefits or other monetary arrangements, and coordinating with the Town's Accounting Department.

**D.** Ensuring distribution to a new employee of any available Town personnel manual or other written material on Town employment.

**E.** Ensuring that the Skill Inventory and Emergency Notification forms are obtained and processed.

**F.** Ensuring that a Police Department General Order Manual is issued to a new police officer.

**G.** Ensuring the issuance of all necessary uniforms and equipment in accordance with General Order 410.

**20 Probationary Period:**

**A.** Each new police officer appointee must successfully complete a one year probation. The twelve month probationary period begins when the officer enters the field training program. To be retained, the employee must receive a score of above average or better on a Performance Evaluation which will be completed by their immediate supervisor immediately following the probationary period.

**B.** The job performance of probationary officers will be evaluated by valid, useful and non discriminatory procedures as certified by the Operations Commander.

**C.** A probationary officer may contest his /her performance evaluation, and is entitled to an interview between him/herself and the rater's immediate supervisor. An exception to this rule exists where the Chief of Police is either the rater or the rater's supervisor.

**D.** The probationary period may not be extended, according to regulations of the Maryland Police Training Commission, which state:

“ The probationary period shall end when a person has served as a police officer for an amount of days totaling 1 year.”

**E.** The adverse impact of conversions from probationary status to permanent status will be evaluated and minimized by the Chief of Police.

**F.** Officers may be terminated for medical or psychological disqualification or background unsuitability during the probationary period, as well as for job performance.

**21 Files and Records:**Records and documents relating to the selection process, both for appointees and unsuccessful applicants, will be established, retained and disposed of in strict accord with all applicable Federal, state and local laws and regulations governing privacy, security, and Freedom of Information. Selection materials will include background investigation materials, reports on a medical examination, reports on a psychological examination, notes and documents from an oral interview, adverse impact records and data analyses, and other miscellaneous documents used in developing, administering and evaluating selection process components.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>PROMOTION OF OFFICERS</b>	NUMBER: <b>414</b>
	EFFECTIVE DATE: <b>June 1, 2007</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief E. Thomas Parker</b>	ACCREDITATION STANDARDS: <b>34.1.1-34.1.7</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish policies and procedures for the promotion of sworn personnel in the Riverdale Park Police Department. This General Order will serve as a manual governing the promotion process, and one copy will be provided to each applicant for promotion.

**02 Policy:** It is the policy of the Town of Riverdale Park and this police department, to encourage employees to develop job-related skills, acquire additional work knowledge, and make known their qualifications for promotion to a position of increased responsibility. Officers will be notified of vacancies and the proper procedures for applying and qualifying. In making judgments on any application for promotion, the Department will take into consideration the employee's knowledge, skills and abilities which would contribute to successful performance at a higher level. The promotional process will provide qualified officers the opportunity to receive a fair and job-related review for higher level positions, will assure maximum identification of advancement potential, and will produce information which officers may use to further their careers. All components of the process will be valid, useful and have minimum adverse impact.

**03 Procedures:** The Chief of Police, with assistance from the Operations Commander, is responsible for developing and implementing an effective promotional process. The Chief of Police is responsible for ensuring that all phases of the process are carried out properly, including specifically:

- A. Establishment of eligibility requirements process.
- B. Announcement of the process.
- C. Establishment of eligibility lists for promotion and criteria for use, and maintenance of such lists.
- D. Selection of candidates for promotion.
- E. Administration of the promotion probationary

period, using information and recommendations received from a probationer's superior.

**F.** Compliance of all promotional procedures contained in this General Order, the Town of Riverdale Park Personnel Policy and the Town Code.

**04 The Promotional Process:** The process to select officers to serve in the ranks of Private-First Class, Corporal, Sergeant, Lieutenant and Captain.

**05 Making the Final Selection:**

**A.** To fill a vacancy, the Chief of Police may select an individual for promotion from among Officers who are eligible for promotion.

**B.** In making a selection, the Chief of Police may use the following criteria:

- 1. Education -
  - \* formal education
  - \* specialized schools
- 2. Commendations-
- 3. Proficiency -
  - \* quality and promptness of reports
  - \* quality, quantity and outcome of investigations
  - \* quality, quantity of traffic enforcement
- 4. Other -
  - \* record of attendance and tardiness
  - \* public relations, media awareness and an effort to make positive citizen contacts

**C.** Adverse and Disciplinary Actions - Their Effect. An adverse action need not have resulted in formal disciplinary action to be considered by the Chief of

## 414 - Promotion of Officers - 2

Police in deciding to promote a candidate. It is within the Chief's discretion to consider all such actions for the time period beginning one year prior to announcement of a new formal promotion process, through the life of the existing Eligibility List or Amended Eligibility List. Examples of adverse actions would include but are not limited to:

- \* failure to adhere to Department Rules or General Orders or Policy Memoranda
- \* failure to adhere to the Oath of Office or Department Code of Ethics
- \* oral and/or written reprimands
- \* highly inappropriate use of leave
- \* becoming the subject of legitimate complaints from Town officials, citizens, co-workers and/or other Town employees

**D.** To be promoted, an officer shall meet the appropriate service requirement and be on full duty with no limitations whatever, at the time promotions are announced by the Chief of Police.

**E.** The promotion will entitle the officer to a change in rank, insignia and salary.

**06 Eligibility for Promotion:** To become a competitor and participate in the process, an applicant for promotion must:

**A.** Possess an overall rating of "meets standards" or higher on the Performance Evaluation immediately preceding the start of the promotional process.

**B.** Have satisfactorily completed required Maryland State Police Training Commission and departmental training programs and have met the service requirements shown below, prior to the expiration date of the eligibility list:

1. Private First Class - Eighteen months as a private with the Riverdale Park Police Department.
2. Corporal - At least three years experience with the Riverdale Park Police Department, with one year as a PFC to qualify. Must serve in a supervisory capacity.
3. Sergeant - Four years with the Riverdale Park Police Department, one year minimum as a Corporal to qualify.
5. Lieutenant - At least five years experience with the Riverdale Park Police Department, at least two years as

a Sergeant to qualify.

**6.** Captain - At least ten years experience with the Riverdale Park Police Department, at least two years as a Lieutenant to qualify.

**C.** Length of service required in preceding paragraphs must be continuous.

**D.** Nothing in the previous paragraphs shall prevent the Chief of Police from promoting an experienced lateral police officer at his or her discretion.

**07 The Probationary Period After Promotion:** The purpose of the one year probation after promotion is to give the officer an opportunity to demonstrate his/her ability to perform in the new rank.

**A.** All officers promoted to full-time positions in the ranks of Private First Class, Corporal, Sergeant, Lieutenant and Captain, will serve a probationary period of one year.

**B.** Officers on probation will be closely and carefully observed and monitored in order to facilitate adjustment to the new position.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>415</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>21.1.1, 21.2.1-21.2.3</b>	TOTAL PAGES:

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>BODY ARMOR</b>	NUMBER: <b>416</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>41.2.16</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To provide members of the department with proper guidelines regarding the issuance, use and carry of body armor.

**02 Policy:** It shall be the policy of the Department to provide each officer at the rank of Sergeant and below with body armor in accordance with the provisions of CALEA Standard 41.2.16.

**03 Issuing Procedures/Threat Level:**

**A.** The Operations Commander will ensure that officers are issued a new set of body armor that meets or exceeds the standards prescribed by the National Institute of Justice. The set will consist of front and rear ballistic panels with an appropriate washable carrier.

**B.** All body armor purchased will be purchased new from an authorized dealer. Serviceable used vests may be issued temporarily, only if an officer would otherwise be without a vest.

**C.** All Department issued body armor will meet or exceed NIJ Specifications prescribed for Threat Level II A.

**04 Use and Wearing of Body Armor:** Body armor shall be worn by members of the Department under the following situations and circumstances:

- A.** As part of any entry team on any tactical raid, warrant service in conjunction with a drug operation, and/or building search;
- B.** While part of a stakeout or surveillance team when apprehension is a possible objective;
- C.** During arrest warrant service;

**D.** Deployed to the inner perimeter on any barricade/hostage situation;

**E.** Engaged in specialized uniformed enforcement activities including: bicycle patrol, crowd control, and traffic enforcement checkpoints.

**F.** Officers are prohibited from wearing metal shock/strike plates in body armor due to the risk of serious or fatal injury which could result from the deflection of a projectile off of the plate upward into the officer's face/jaw/head/neck area.

**05 Availability of Body Armor:**

**A.** Officers are encouraged to wear department issued body armor at all times while either on duty or employed in a security capacity off duty;

**B.** If not worn, Department issued body armor must be available to every officer assigned to field duty. Available means that the vest will be carried by officers in their assigned vehicle at all times while on duty.

**06 Replacement and Inspections:**

**A.** Supervisors shall observe subordinates and ensure compliance with the provisions of Section 03 of this procedure;

**B.** Each department issued vest will be inspected annually during firearms training sessions. Inspections will be conducted by firearms instructors and at a minimum will include: fit, cleanliness, signs of damage abuse and/or wear.

**C.** Officers with improperly fitting or damaged issued body armor will be referred to the Patrol Commander for replacement.

**D.** Replacement of unserviceable issued body armor, due to changes in body size, abuse or accidental damage, is the officer's responsibility. The Department will replace vests that are damaged as a result of normal wear, line of duty gunfire or other direct performance of duty.

government operated landfill under the direction of the Support Services Commander or designee.

**07 Care and Maintenance:**

**A.** Officers shall comply with all care and cleaning instructions included on the label of issued body armor in addition to any instructions provided through training.

**B.** Because exposure to ultraviolet light or certain washing materials may permanently destroy ballistic capabilities, officers shall adhere to the following:

1. When storing, do not expose armor to daylight, plant glow lights, fluorescent lights or any other source of ultraviolet lighting;

2. Hand wash with gentle soap and water to prevent build-up of dirt and body oils, particularly in the seams;

3. Do not place armor in any washing machine or dryer;

4. Do not expose armor to bleach, harsh detergents or dry cleaning solvents;

5. Never fold ballistic panels.

**08 Records and Disposal:**

**A.** The Support Services Commander shall keep records on all department issued armor which shall include at a minimum:

1. Name of officer;

2. Manufacturer's name, threat level and NIJ Standard Number;

3. Date of issue, and;

4. Inspection dates and results.

**B.** Under no circumstances will armor be used for any purpose other than evidence, training or research after the shooting or significant damage of that armor.

**C.** Unserviceable body armor shall be disposed of in a

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>GRIEVANCES</b>	<b>NUMBER:</b> 417
<b>EFFECTIVE DATE:</b> June 1, 2000	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> Chief David C. Morris	<b>ACCREDITATION STANDARDS:</b> 25.1.1-25.1.4	<b>TOTAL PAGES:</b> 1

**01 Purpose:** To establish guidelines for handling employee complaints, when an employee feels that he or she has received inequitable treatment through some personnel action or inaction.

**02 Policy:** It is recognized that legitimate problems and differences of opinion will arise between the Town as an employer and the Town's employees. A carefully designed grievance process can help reduce employee dissatisfaction, improve morale, identify problems in the Department, and increase the positive perception employees have of the Department. Accordingly, management and supervisors will establish and maintain a work climate within which an employee's grievance may be identified, presented, discussed and given fair, prompt consideration. An employee shall be assured freedom from restraint, interference, coercion, discrimination or reprisal. Management will provide reasonable time to employees for the purpose of preparing and presenting a grievance, and an employee has the right to representation of his/her own choosing and expense, at any level of review.

**03 Grievance Procedures:**

- A.** The Chief of Police is responsible for coordination of grievance procedures within the Department.
- B.** A written grievance will contain at least:
  - 1.** A written statement of the grievance and the facts upon which it is based;
  - 2.** A written allegation of the specific wrongful act and harm done; and
  - 3.** A written statement of the remedy or adjustment sought.

**D.** In responding to grievances, the recipient of a grievance will:

- 1.** Acknowledge receipt by noting time, date and name of person receiving the grievance;
- 2.** Analyze the facts or allegations;
- 3.** Affirm or deny in writing the allegations in the grievance, and
- 4.** Identify the remedy or adjustments, if any, to be made.

**E.** Appeals: Appeals shall be in accordance with the provisions of the Town of Riverdale Park Personnel Policy and Town Code.

**04 Grievance Board:** See the Town of Riverdale Park Personnel Policy Section 8 for a description of the Board's composition and functions.

**05 Maintenance and Control of Grievance Records:** Records of a Grievance made under the provisions of the Town of Riverdale Park Personnel Policy will be maintained by the Town Offices

**06 Annual Analysis:** Annually, the Chief of Police will review grievances as a method to discover Department problems. If problems are discovered, steps will be taken to minimize the causes of such grievances in the future.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>SEIZURE - CONVEYANCES</b>	NUMBER: <b>418</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines regarding forfeitures of conveyances pursuant to CR 3403, of the Annotated Code of Maryland, by this Department.

**02 Policy:** It is the policy and intention of this Department to seize and seek forfeiture of conveyances utilized by violators of the narcotics laws of Maryland. Forfeitures will be sought in full compliance with CR 3403, of the Annotated Code of Maryland, and will be used as a tool to both cripple and inconvenience drug trafficking organizations, and those habitual abusers of drugs.

**03 Conveyances Subject to Forfeiture:** CR 3403 Annotated Code of Maryland, provides that the following conveyances shall be subject to forfeiture as follows:

“The following shall be subject to forfeiture and no property right shall exist in them.”

“All conveyances, including aircraft, vehicles, or vessels, which are used, or intended for use, to transport or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of controlled dangerous substances, and all raw materials, products and equipment of any kind which are used, or intended for use in manufacturing, compounding, processing, delivering, importing or exporting any controlled dangerous substances, except that:

**04 Procedure:**

**A.** When any officer seizes any conveyance that is forfeitable under the provisions set forth in Article 27, Section 297, he/she shall follow all requirements set forth in General Order 705 dealing with impounding vehicles; and

**B.** Any officer seizing a vehicle within the Town of Riverdale Park in Prince George’s County will call the Prince George’s County State’s Attorney and screen the

case within 72 hours of seizing; and

**C.** In addition, the seizing officer will complete the required paperwork, which will be immediately forwarded to CID for review and follow-up investigation.

**05 CID Review:** CID personnel will review the Crime Report, the Impound, and related paperwork. CID will conduct an investigation to ascertain what, if any, liens are on the vehicle, and the amounts of same liens. They will then prepare a memorandum directed to the Patrol Commander, describing the conveyance, giving a synopsis of the investigation, to include lien information, and recommendations for disposition of the conveyance.

**06 Patrol Commander Review:** The Patrol Commander will review the memorandum submitted by CID. He/she will either forward his/her recommendation for forfeiture to the Chief of Police or will authorize release of the conveyance to the owner. Forfeiture petitions may request that the conveyance be retained for official use or sold at public auction. The Patrol Commander will address this issue in his/her recommendation.

**07 Chief of Police Review:** The Chief of Police will review all forwarded paperwork relating to the seizure of the conveyance and recommended forfeiture. The Chief will have final authority within the department to authorize a request for forfeiture through the appropriate State’s Attorney’s Office. If the Chief determines that forfeiture is warranted, a memorandum to the State’s Attorney’s Office will be prepared, requesting the initiation of forfeiture proceedings. All appropriate investigative reports will be forwarded to the State’s Attorney’s Office in support of this request.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>COURTESY</b>	<b>NUMBER: 419</b>
<b>EFFECTIVE DATE:</b> June 1, 2000	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> Chief David C. Morris	<b>ACCREDITATION STANDARDS:</b>	<b>TOTAL PAGES:</b> 3

**01 Purpose:** To provide specific guidelines on the behavior expected of all police department employees.

**02 Policy:** Few areas generate such a number of complaints as discourtesy. While courtesy may seem minor compared to issues of honesty, use of force and other serious matters, the time and ill-will generated by complaints of discourtesy cannot be overestimated.

Practicing courtesy is a way the Department earns the respect and support of others. Without the support of Riverdale Park residents and officials, it is impossible to attain police goals. Courtesy encourages cooperation and wins respect; discourtesy breeds obstruction and contempt.

Nothing which follows means that employees must sacrifice safety or become the passive recipients of endless abuse. It is recognized that employees must occasionally speak sternly to citizens in order to discharge their duties. It is also recognized that some persons may become unruly or complain no matter how much consideration or restraint is shown them.

In the final analysis, remember that it is easier and more effective for employees to explain their actions to a member of the public than it is for a superior to try to explain them in an employee's behalf. Probably the easiest way to avoid trouble is to speak to the public and co-workers as you might speak to your superiors.

**03 The Value of Explanation:**

**A.** Most people are unfamiliar with laws, police work and procedures within the criminal justice system. The most frequently overlooked courtesy is the simple act of explaining what you are doing. When people are ignorant of the reason for police actions, they may assume police employees are acting out of ignorance, arrogance or whim. Such assumptions almost always provoke suspicion, anger, or reduced willingness to cooperate.

**B.** Occasionally an employee may not be free to explain his/her actions because to do so might violate a confidence or interfere with a crisis situation, but such situations should be rare. A traffic violator should not be lectured; the officer can explain the violation if the person is at all receptive.

**C.** If an officer is asked to act contrary to law or policy, he or she should not only refuse, but also attempt to explain the law or policy. Any person who is subjected to a delay, a field interrogation or a warrant check should be given an explanation whenever possible.

**04 Listening:**

**A.** Active listening is work. It calls for patience, avoidance of interruption, and for putting other concerns aside so as to concentrate on what is being expressed by another. An employee may do "pretend" listening while his/her mind is occupied elsewhere, but few persons will be fooled. "Pretend" listening has an element of contempt, because it shows that one person does not value another enough to listen to him or her. Allowing unnecessary interruptions also implies contempt, for the same reason.

**B.** The complaint most frequently received by any police department is that an employee did not pay someone the courtesy of listening. Such complaints will describe an employee's behavior as "cold", "hard", "mean", "arrogant", "uncaring", "obnoxious" and so on. A complainant will say an employee "treated me like a criminal", "refused to listen to me" or "cut me off when I tried to explain". Such complaints come from victims and violators alike. What they all have in common is that the complainant was not actively listened to.

**C.** It is true that some persons may confuse an explanation with an argument. But it is also true that in many cases the employee simply did not want to take

the time to listen, or felt that listening would be interpreted as weakness. While circumstances may not always allow police employees to listen at great length, it is important to remember that time spent listening is usually more productive than time spent talking. Whenever possible, police employees both in the station and outside it will:

**1.** Actively listen to another's view, without interruption if possible, and

**2.** Acknowledge that the person has been heard. The best way to show that another has been heard is to restate the other's point, as in "So you feel you got this ticket because the meter isn't working." It is always possible to listen to, and acknowledge, what is being said without approving its content or excusing the behavior being discussed.

#### **05 Procedures:**

**A.** Introductions: Whenever practical, employees are expected to identify themselves by title and name at the start of any public contact. Greetings such as "good morning" or "good afternoon" should be included whenever appropriate. Remember that greetings are the first and best opportunity to set the tone of any encounter. The more cordial (or at least neutral) an encounter is kept, the more the participants can concentrate on the business at hand.

**B.** Tone of Voice: Too often tone of voice is left to chance. Employees should be aware of voice tone and use it to their advantage, by not portraying sarcasm, contempt, anger or other emotions which are likely to provoke opposition.

**C.** Voice Volume: There are situations, of course, when the voice must be raised. However, often the best response to the loud voice of another is a very quiet reply. It preserves a clear difference between the behavior of the police employee and the behavior of the person with whom he or she is dealing.

**D.** Forms of Address: Employees should not address citizens by first names unless it is clearly appropriate. Nicknames or diminutives (Skippy, Pops, Junior, etc.) are never appropriate. Employees are encouraged to use "Mister" and "Ms." whenever a person is addressed by the last name. If the last name is not known, employees will use "Sir" or "Ma'am".

**E.** Body Language: While employees must often

assume stances for safety during encounters with the public, care must be taken to avoid needlessly provoking negative reactions, as in resting a hand on the butt of a holstered gun or gesturing with aightstick or flashlight. The display of a friendly or at least neutral facial expression is encouraged as an effective way to gain cooperation.

**F.** Crowding: Most persons are threatened or offended by intrusion into their personal space...the area immediately around their bodies...unless they have consented. Employees must restrict this practice to: physical arrest, separating opponents, weapons frisk, seizing evidence, or controlling a potential disturbance. Crowding may only be done for a specific, legitimate reason, not unconsciously or for merely personal reasons.

**G.** Personal Opinions: Employees must never publicly express their personal opinions on the importance of a complaint, the worth of any citizen, the performance of public officials and employees or similar inappropriate subjects. Employees must guard against expressing such opinions through facial expression, tone of voice, body language or similar conduct.

**H.** Demeaning Remarks: A remark or form of address that ridicules a citizen or fellow employee, expresses contempt or is calculated to anger, is never appropriate.

#### **06 Provocation by Others:**

**A.** Persons often direct anger and frustration against police employees, and to reply is a constant temptation. However, there is nothing to gain from replying to insults and much to lose. It is important to preserve a clear distinction between the proper behavior of employees and the offensive behavior of others.

**B.** The best way to handle an insult is either to ignore it or to quietly point out that you are not insulting him or her. Focus on completing the business at hand. If an employee is being given information in an insulting manner, the employee can concentrate as much as possible on collecting the information. If a request or question is asked in an insulting manner, the employee should react to the request and ignore the insult. Police are not required to correct merely obnoxious behavior, and it is futile to try.

**C.** When insulting behavior by a citizen may incite public disturbance or become a challenge to an officer's authority, calm and careful warnings are then

appropriate so the citizen has a chance to moderate the behavior before arrest becomes necessary. This is an important test of an officer's ability to control a situation while controlling him or herself. The officer must not allow emotions to aggravate the situation or become an issue in later court or other proceedings. Whether handling a call for service, making an arrest, investigating a crime, or collecting evidence, officers must not allow themselves to be diverted from duty by obnoxious behavior. This does not mean the employee must always accept every abuse short of an offense that calls for an arrest. If a delay is possible, the employee may elect to break contact with the offending citizen if he or she refuses to moderate behavior. Such action must be clearly explained to the citizen, as should the means to remedy it.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>IMPARTIAL ENFORCEMENT</b>	NUMBER: <b>420</b>
EFFECTIVE DATE: <b>March 1, 2002</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:
	TOTAL PAGES: <b>3</b>

**01 Purpose:** This section will address Im partial Enforcement and the state mandated gathering of data pertaining to all traffic stops.

**02 Policy:** The Riverdale Pa rk Police Department is committed to the protection of human and civil rights for all peop le and carrying out law enforcem ent responsibilities in a nondiscrim inatory manner in accord with the Constitution of the United States. The Department will assure that every person is treated fairly and provided equal protection under the law.

**03 Definitions:**

**Within the general order, the following definitions apply:**

**A. Bias Based Profiling**

Police initiated action based solely on race, gender, age, ethnicity, sexual orientation, religion, or cultural group rather than reasonable articulable suspicion or knowledge of unlawful activity.

**B. Investigative Stop**

A motor vehicle stop based on reasonable articulable suspicion or kno wledge of crim inal activity. Information may originate with another officer, a citizen, communications, or by independent investigation.

**C. Motor Vehicle Stop**

Whenever a police officer stops a m otor vehicle and detains the occupants to investigate a crim e, traffic offense, equipment violation, or take other law enforcement action. This includes traffic stops and investigative stops. Reaso nable and Articulable Suspicion. Information known to the officer at th e time he / she initiates action, which would lead a reasonable police officer to suspect that a subject of the information is involved in a violation of law.

**D. Reasonable and Articulable Suspicion.**

Information known to the officer at th e time he / she initiates action, which would lead a reasonable police officer to suspect that a subject of the inform ation is involved in a violation of criminal or traffic law.

**E. Traffic Stop**

A motor vehicle stop initiated as a result of an observed/ reported violation of criminal or traffic code. Includes Radar, Laser based motor vehicle stops. The report of a traffic violation may originate with another officer, citizen witness, or communications.

**F. Written Documentation**

Completed forms which identify the details of a poli ce contact, specifically: **Maryland Uniform Complaint and Citation (State Citation), Maryland Safety Equipment Repair Order (SERO), RPPD Written Warning.**

**04 Guiding Principles**

A. All law enforcem ent actions, such as traffic stops, investigative stops, arrest, searches and seizures will be based on reasonable and articulable suspicion or probable cause as required by State statues and the U.S. Constitution.

B. Officers must be able to articulate specific facts, circumstances, and conclusions which support their actions.

C. Biased based profiling in tra ffic contacts, field contacts, asset seizure, and all law enforcement actions are prohibited and may lead to disciplinary action including dismissal.

D. Nothing in this , or any other General Order alters an officer's authority to conduct enforcem ent actions or otherwise fulfill his / her enforcement obligations.

E. All members will receive initial and periodic training

in bias based profiling issues that promote and encourage impartial policing and prevent the creation, adoption or use of inappropriate stereotypes. Applicable training may include, but not limited to, officer safety, courtesy, cultural diversity, search and seizure issues and legal aspects, asset seizure and forfeiture, interview techniques, interpersonal communications skills, constitutional and case law, field contacts and motor vehicle stops.

### 05 Documenting Motor Vehicle Stops

In accordance with Section 25-113 of the Maryland Transportation Article, the Department must gather 21 specific data elements on every motor vehicle stop for entry into a database to generate statistical reports to the State of Maryland. Until such time as State and Departmental forms are updated, the Department shall capture additional required information on a Data Supplement Sticker which will be applied to the rear of appropriate documents as specified within this general order.

**A. Written documentation is required for every motor vehicle stop.**

#### B. Traffic Stops

1. A state citation, SERO, or RPPD written warning must be issued for every traffic stop consistent with this general order. ***No verbal warnings are authorized.***
2. If the officer determines that no violation occurred the officer may conclude the stop without issuing any documentation to the vehicle operator, but the officer shall complete the appropriate sections of the RPPD written warning to document the stop. This will allow the date, time, location, officer, and reason to be recorded.
3. Initiating an arrest, as a result of a traffic stop, does not relieve the officer from issuing a State Citation, SERO, or RPPD written warning to address the initial violation that warranted the traffic stop.

#### C. Investigative Stops

1. Appropriate written documentation is mandatory for every investigative stop.
2. Incident Reports should be completed when appropriate.

3. A RPPD written warning may be used to document investigative stops that do not require an incident report. This would be appropriate for look-out based stops where the vehicle occupant was swiftly eliminated as being involved in criminal activity.

4. When portions of the RPPD written warning are used to document an investigative stop, where no violation occurred, no copy should be issued to the motor vehicle operator.

5. Should a State Citation, SERO or RPPD written warning be issued as the result of an investigative stop, the data collection sticker shall be completed.

#### D. Terminated Stops

The requirements to document all motor vehicle stops shall not prevent an officer from abruptly diverting to respond to a priority call. If necessary, the officer should briefly explain his / her actions to the violator and respond to the call without issuing any documentation to the violator. However the officer shall complete a RPPD written warning and data sticker to document the stop.

### 06 Responsibilities

#### A. Officers

1. Officers shall ensure that all enforcement actions are not based solely on race, gender, age, ethnicity, sexual orientation, religion, or cultural group.
2. Officers shall ensure that all 21 data elements are collected from each traffic stop by properly completing all fields on the citation, SERO, RPPD written warning and the data sticker.
3. Officers shall promptly submit all written documentation of motor vehicle stops to their immediate supervisor, for review and approval.

#### B. Supervisors

1. Supervisors shall review this general order to ensure that all submissions, including data stickers, are completed properly.
2. Supervisors shall provide direction to officers on current data collection procedures, in accordance with this general order.
3. Supervisors shall review all motor vehicle stop documentation prior to submission to the information

services division.

**C. Administrative Assistant**

1. The Administrative Assistant shall return any documentation that fails to provide all mandated data to the appropriate supervisor, consistent with the data collection guide.

2. The Administrative Assistant shall ensure the proper data entry and reporting of motor vehicle stop data and shall generate all mandated statistical reports.

**07 Data Analysis**

A. The Administrative Assistant is responsible for ensuring the entry of motor vehicle stop data into an appropriate databases meeting the data collection requirements of TR 25-113, and generating all mandated statistical reports.

B. Internal Departmental statistical reports are confidential and will be produced on an as needed basis and shall be provided to the Chief of Police and other personnel the Chief of Police may designate.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>AFFIRMATIVE ACTION/EEO/ADA</b>	NUMBER: <b>421</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>31.2.1, 31.2.2</b>
TOTAL PAGES: <b>1</b>	

**01 Purpose:** To explain the Department’s plans for complying with the Town of Riverdale Park mandate to meet the requirements of equal employment opportunity and the Americans with Disabilities Act.

**02 Policy:** The Town Administrator maintains the Town wide plans for affirmative action and equal employment opportunity. The Riverdale Park Police Department also maintains concurrent intra-departmental plans of action to correct inequities, evaluate progress, and ensure necessary funding. The Chief of Police will ensure full departmental compliance with these plans in order to comply with the Town mandate.

**03 Americans with Disabilities Act:** The Chief of Police will ensure that the Riverdale Park Police Department shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

**A.** A qualified individual with a disability means an individual with a disability who:

- 1.** Satisfies the requisite skill, experience, education and other job related requirements of the position such individual holds or desires, and
- 2.** with or without reasonable accommodation, can perform the essential functions of the position.

**B.** Determining if an individual is a “qualified individual with a disability” must be done at the time of the employment action in question. The determination may not be based upon speculation that the individual may become unable to perform the job in the future or that the individual may cause health insurance or workman’s compensation costs to increase.

**C.** Any qualified individual, with or without a disability, is protected from discrimination on the basis of an association or relationship with an individual who has a known disability. These protections, which apply to hiring, promotion and transfers as well as other benefits and privileges of employment, are not limited to those who have family relationships with an individual with a disability.

**D.** The meaning of the terms “reasonable accommodation” and “undue hardship” are understood as they apply to the Americans with Disabilities Act. It is the policy of this department to review on a case by case basis its employment practice, policy and procedure to ensure non-discrimination of individuals when such terms apply. The rationale used in arriving at decisions in such cases will be documented in writing, made available to the applicant or employee and filed in the Town Offices.

**E.** Complaints regarding access or discrimination will be filed in accordance with the Town of Riverdale Park Personnel Policy or appropriate State or Federal Law.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>COMMENDATIONS</b>	NUMBER: <b>422</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To set out guidelines for the awarding of commendations to members of the force who perform outstanding acts while in the performance of duty.

**02 Policy:** It is the policy of the Department to accept recommendations for recognition for significant acts by its members and to make awards when they are deemed qualified.

**03 Procedure:**

**A.** When a supervising officer feels a subordinate under his/her command has performed police acts in the line of duty that qualify him/her for commendation, he/she should submit a memorandum to the Operations Commander. The memorandum must be submitted within fifteen days of the date of performance of the act for which the commendation is requested. The memorandum shall contain a brief but concise narrative report on how the member's actions exceeded assigned duties and normal expectations.

**B.** Upon completion of the request for commendation, it shall be submitted to the Operations Commander for review. The Operations Commander shall review all reports, statements, etc. and forward these documents to the Awards Committee for final determination and evaluation.

**C.** The Awards Committee will consist of the following ranks:

- \* Chief (permanent member)
- \* Operations Commander
- \* One Sergeant
- \* One Corporal

**D.** The Awards Committee will meet twice per year to evaluate all requests for commendations.

**E.** The Chief of Police, at his/her discretion, may grant meritorious leave to a member of the Department who

makes an unusually important arrest or who in the line of duty performs an act of particular merit.

**04 Awards:**

**A.** The Valor Medal- Gold and White with gold star: This Medal may be awarded to a member who intelligently and in the line of police duty, gives his/her life; or distinguishes himself/herself by the performance of an act of courage involving risk of imminent danger to his/her life, with knowledge of the risk, above and beyond the call of duty. Further, such act must have been performed for the purpose of saving or protecting human life. There may be no margin of doubt or possibility of error conspicuous by an act so outstanding that it clearly distinguishes his/her courage from lesser forms of recognizable bravery.

**B.** The Memorial Medal- Purple with gold star: This Medal is awarded to all officers who die in the line of duty.

**C.** Meritorious Service Award - White with gold star: This ribbon may be awarded to a member of the Department who intelligently and in the line of duty performs an act involving risk of life.

**D.** Officer of the Year Award-Red with gold star: This ribbon is awarded for an act of bravery or accomplishment of extremely difficult police work requiring skill and intelligence. This ribbon may also be awarded for performing a highly creditable police accomplishment, while demonstrating special faithfulness and perseverance.

**E.** Chief's Award- Green with gold star: This ribbon is awarded to any sworn officer, civilian employee or private citizen. This award is awarded to individuals who demonstrate an unusually high level of expertise, initiative, resourcefulness, or dedication in the solution of a crime, apprehension of an offender, attempt to save a human life, or other important police service. The

## 422-Commendations-2

member's performance must go beyond what is normally required by rules and procedures and shall relate to a specific, identifiable case or situation.

**F. Life-saving Award- Blue with gold star:** This ribbon is awarded to a member who, in the performance of his/her duty, renders medical first aid of a distinguished, creditable nature to a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustains the person and enables the person to be delivered alive to a medical facility. In order to obtain this award, there must be a written, professional medical opinion that:

- \* Such person was in immediate jeopardy;
- \* the medical first-aid rendered did sustain such person, and
- \* the person would likely have expired without said medical intervention.

This medical opinion must accompany the report of the submitting officer for award consideration.

**G. Community Service Ribbon- Orange with gold star:** This ribbon is awarded to both sworn and civilian personnel who volunteered to provide a minimum of 16 hours of community service in the past year.

**H. Administrative Recognition (Town Council):** At a Council meeting, member(s) may be recognized for performing a task in an exemplary manner, thereby displaying alertness, efficiency and dedication to duty as determined by the Chief of Police.

**I. Command Recognition:** A letter from the Chief of Police, recognizing a member of the Department for performing a task in displaying alertness, efficiency, and dedication to duty, and may be awarded on an annual basis to one or more individuals for over-all outstanding duty performance.

**J. Awards from Other Public Safety Agencies** may be worn on the uniform with the approval of the Chief of Police.

**K. Awards from public service organizations- Orange with black stripes and gold star:** Awards received from organizations such as Knights of Columbus, American Legion, FOP, and Elks Lodge etc.

**L. Service Ribbon- Gold with black stripes** with the number of years of sworn police service with the department in gold affixed in the center of the ribbon at

five year intervals. The ribbon will be awarded to all personnel beginning with five years of service and replaced at five year intervals (5, 10, 15, 20, 25, 30)

**M. Sworn personnel** receive certificate and ribbon when awarded the above mentioned awards. Civilians receive certificate and pin.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>423</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>22.3.1, 22.3.2</b>	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>424</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New	<input type="checkbox"/> Amends	<input type="checkbox"/> Rescinds
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>16.4.1, 16.4.2, 16.4.3</b>	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: LINE-OF-DUTY OFFICER DEATH OR SERIOUS INJURY</b>	<b>NUMBER: 425</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>22.2.4</b>	<b>TOTAL PAGES:</b> <b>4</b>

**01 Purpose:** To set out useful guidelines for providing assistance in the event of a serious line-of-duty injury or death of a police officer.

**02 Policy:** It is the responsibility of the Department to provide all possible assistance to the immediate survivors of a member of the Department who dies or is seriously injured while on duty, whether as a result of an accident, a felony, or a disease contracted in the line of duty. In general, it is Department policy to provide all possible assistance to a seriously injured or deceased active officer's family, while recognizing that the family's wishes take precedence at all times.

**03 Notification:** It is the responsibility of the Chief of Police or the Operations Commander, as appropriate, to ensure proper notification of the next-of-kin of an officer who is seriously injured or killed in the line of duty. The following guidelines will be used:

**A.** Notification must always be made in person and never by one person (except in extreme emergency circumstances). The name of the officer will never be given to the media before next-of-kin notification. The Chief of Police, or his/her designee, or Chaplain, or another police survivor could appropriately accompany the notifying officer. However, if they are not readily available, and there may be a chance of getting the family to the hospital prior to the death of an injured officer, do not wait for the appropriate delegation to gather, but take the family to the hospital.

**B.** If an immediate survivor has a known medical problem, medical personnel should go to the residence to coincide with the notification. Never make a death notification on the doorstep, but gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident, making sure you use the officer's name during the notification. If the officer has already died, relay that information. Make sure you never give the family a

false sense of hope, and use words like "died" and "dead" rather than euphemisms like "gone away" or "passed away".

**C.** The officer making the notification should be aware that the showing of his/her own emotions is perfectly acceptable and natural, and that the reactions of the family might include anger, hysteria, fainting, shock, physical violence, and more.

**D. Hospital Transport:** If the family wants to go to the hospital, they should be transported in a police vehicle and not drive themselves. If they insist on driving, an officer should accompany them in their vehicle. The notifying officer must be prepared to make babysitting arrangements, if children are present. Once the family is en route to the hospital, the transporting officer will notify communications, who will pass on the estimated time of arrival to Department personnel at the hospital.

**E.** In addition to the immediate family, the deceased or severely injured officer's parents should be personally notified if they live within a short distance of the Town. When immediate survivors are from out of the area, request personal death notification from the law enforcement agency in that area.

**04 Assisting the Family at the Hospital:**

**A.** An supervisory level officer, or designee, will see that the family is updated as soon as they arrive at the hospital. This officer should plan to be present and assisting the entire time the family is at the hospital. Also present should be the officers who made the initial notification. Note that survivors should not be sedated unless they specifically request it.

**B.** The supervisory level officer or designee will meet with appropriate hospital personnel to arrange waiting facilities for the family and a separate area for fellow officers. This police official should also ensure that

## 425-Line-of-Duty Death-2

medical personnel keep relaying information to the family on the officer's condition. If it is possible for the family to visit the officer prior to death, they need to have that opportunity. Do not be overly protective of the family. The same police official should make the family aware of hospital policy on visitation and/or visitation with the remains, following death, and as appropriate, explain why an autopsy is needed.

**C.** No idle promises will be made to the family making any reference to promotion of the deceased/injured officer, arrests related to the incident, etc.

**D.** Arrangements will be made to transport the family back to their residence, and in cases of accidental/felonious death, arrangements will also be made for all of the deceased officer's medical bills to be sent to the Department. The family should not receive these bills at their home.

**05 Assisting the Family at the Wake and Funeral - the Liaison Officer:** With the approval of the family, the Operations Commander will appoint a liaison officer to assist the family throughout the wake and funeral. The Operations Commander will ensure that the liaison officer has a pager for this purpose, and if possible, will ensure that use of a telephone-answering machine is arranged for the deceased officer's residence. While ideally the liaison officer should be an officer close to the deceased officer, and therefore aware of family relationships, the officer must not be so totally emotionally involved as to be ineffective. The liaison officer's position is not a decision making one; rather, he/she is a coordinator between the family and the police department, and will ensure that the needs of the family come before the wishes of the Department. Duties of the liaison officer include:

**A.** Ensuring that the needs of the family come before the wishes of the Department, as he/she meets with the family and explains what his/her responsibilities will be during this time.

**B.** Remaining constantly available to the family and providing as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, and answering questions concerning both the death and any continuing investigation.

**C.** Discussing funeral arrangements with the family. Since most officers have not prearranged their funerals,

the family must make many decisions. The liaison officer will make the family aware of what the Department can offer only with respect to a law enforcement funeral, if the family requests such a funeral.

**D.** Determining what police fraternal and labor union involvement might be and what financial assistance these groups might be willing to provide for out-of-town family travel, feeding guests following the burial, etc.

**E.** If a law enforcement funeral is planned, ensuring that surviving parents are afforded recognition and proper placement during the funeral and funeral procession, and also:

- \* ensuring that the family is briefed on the funeral procedure to include a 21-gun salute, presentation of the flag, playing of taps, etc.

- \* assisting the family in securing babysitting help, and
- \* ensuring that the Operations Commander and the Chief of Police are kept aware of the family's desires.

**1.** To coordinate funeral activities and establish a funeral itinerary, it will be necessary for the liaison to meet with or contact:

- \* appropriate Special Operations Commanders in the jurisdiction in which the funeral is to take place:

- \* the Police Affairs Specialist;
- \* the appropriate chaplain/priest/minister;
- \* the funeral director, and
- \* the cemetery director.

**F.** Sending a teletype message to include:

- \* name of deceased
- \* date/time of death
- \* funeral arrangements
- \* expressions of sympathy in lieu of flowers
- \* uniform to be worn
- \* ordering flags to half-mast and authorization of mourning ribbons for a 30 day period.

**G.** Completing an itinerary for the day of the funeral, and briefing the Chief of Police and other staff.

**H.** Arranging a stand-by doctor to assist the family as necessary.

**I.** Determining the location of the officer's personal property, paying particular attention to wedding bands

### 425-Line-of-Duty Death-3

and religious medals. If the family desires burial in uniform, ensuring that a uniform and accouterments are delivered to the funeral home.

**J.** Determining whether the family wants a flag presentation by the Chief of Police, and notifying the Chief accordingly.

**K.** Ensuring that a funeral wreath is ordered.

**L.** Coordinating with Fire Department for an ambulance to be present at the cemetery, and for "crossed ladders" if desired, and assigning officers to death watch, Honor Guard, pallbearer, and other duties in accord with family wishes, as well as arranging for replacements for on-duty Department personnel wishing to attend the funeral.

**06 Operations Commander Responsibilities:** The Patrol Commander or designee will meet with the family within 72 hours after death to discuss benefits for which it is eligible. The Operations Commander will arrange for obtaining and preparing necessary forms and supporting documents and submitting them to the appropriate agency for processing/payment. The following benefits are available to officers killed in the line of duty:

**A.** State of Maryland - Article 41, Section 4-1002: The death benefit to survivors of the estate of law enforcement officers killed in the line of duty:

1. "The current amount of this benefit is \$50,000."
2. "The death benefit is paid to the surviving spouse, children, or dependent parents of any law enforcement officer of the state or political subdivision of the State.....who is killed in the line of duty on or after 7/1/89."

**B.** Town-provided Life Insurance: Life insurance premiums are paid by the Town. The last designated beneficiary or beneficiaries named are on file with the Town Administrator's office. This policy provides a one-time payment of twice the officer's annual salary.

**C.** Pension/Retirement: The surviving spouse or dependent will receive a benefit as indicated on annual statements provided to the officer.

**D.** Payroll: The Town will return to the designated beneficiary or beneficiaries 100% of accrued annual leave, and all owed salary.

**E.** Social Security: The surviving spouse and minor/dependent children of officers who have previously paid into Social Security or are paying into Social Security from part-time employment are eligible for Social Security benefits.

**F.** Public Safety Officer Death Benefit: Public Law 98-473, Title II, Chapter VI, Sections 1202 et seq., provides (subject to certain conditions) for a \$100,000 payment to specified survivors of a public safety officer who has died as the direct or proximate result of a traumatic injury sustained in the line of duty.

**G.** Department of Labor - Worker's Compensation: Compensation is provided under 5 U.S.C. 9101 as extended by 5 U.S.C. 8191 to the survivors of a non-Federal law enforcement officer who is killed in the line of duty under certain conditions. The Worker's Compensation Commission makes the final determination of the amount of the benefit, whether it should be paid, and to whom.

**H.** Veteran's Benefits: Officers who have served in the Armed Forces of the U.S. are entitled to a grave and grave marker at no cost to the family, in any State-owned veteran's cemetery.

**I.** HEROES, Inc.: HEROES, Inc. was founded in 1964, as a totally nonprofit volunteer organization which within 24 hours of an officer's death, delivers a check for \$3,500 to the family to be used for immediate emergency expenses. At a later date, usually within two to four weeks, the surviving spouse will meet with the HEROES Executive Committee to identify other personal areas where financial assistance is needed. A scholarship program is available to help each child receive the education of his/her choice. HEROES also provides counseling and other assistance on any matter which affects the lives of family members.

**07 Maintaining Support of the Family:** The Department should try to maintain support as long as the family feels the need, and should be sensitive to the needs of survivors other than the spouse. Adult-age or younger children, parents, siblings, etc. are all experiencing grief. Since grief is a process which everyone handles differently, it is important not to set mental time limits on when a family should recover from the death. The grief process has no timetable.

**A.** When plaques/memorabilia are given to a surviving spouse, the same should be available to surviving parents.

#### 425-Line-of-Duty Death-4

**B.** Surviving family members should be invited to police department activities because they need continued contact, and close co-workers of a deceased officer should be encouraged to visit the family as often as possible.

**C.** The Chief of Police or designee should coordinate a formal memorial service on the anniversary of the officer's death, to include a message to the family as well as flowers for the grave site.

**C.** Police participation will be limited to flowers, a flag for the casket, and the presence of an Honor Guard if resources permit it.

**08 Support During Trial of a Suspect:** It is the Department's responsibility to keep the family informed of all legal proceedings, and the CID Commander will assign a contact officer to notify the family of upcoming court proceedings. The family should be encouraged to attend, accompanied by the liaison officer, who will make transport arrangements for the family to go to and from court.

**A.** The Operations Commander will notify all Department personnel of court proceeding dates, times and locations, so that as many officers as possible may attend, to show support.

**B.** The Operations Commander will keep the family informed of all details of the case. If certain details must be withheld for trial purposes, the family will be told of the reason for not releasing the information. Failure to disclose may be viewed as an attempt to hide something unless adequate explanation is given.

**09 Other than Line -of-Duty Deaths of Officers:** Members of the Department, active duty or retired, who die outside the line of duty may be afforded police honors as appropriate, and under the following conditions:

**A.** The family of the deceased officer specifically requests police department participation during the funeral.

**B.** Sufficient personnel are available to accommodate the request, funds are available, and the funeral is within a 100-mile radius.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>RIDE-ALONG PROGRAM</b>	<b>NUMBER:</b> <b>501</b>
<b>EFFECTIVE DATE:</b> <b>June 1, 2000</b>	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b>	<b>TOTAL PAGES:</b> <b>2</b>

**01 Purpose:** To establish procedures pertaining to ride-along program.

**02 Policy:** This program is a valuable asset to the department and the Town, for enhancing citizen knowledge and understanding and acceptance of police operations and policies. It can generate solid citizen support for the department and its budget proposals.

**03 Eligibility:**

- A. Riverdale Park residents sixteen years of age and older.
- B. Visiting law enforcement personnel and police, fire personnel, Town employees, elected or appointed Town officials, and appointed Town committee members.
- C. The relative of an active or retired Riverdale Park Police Department employee.
- D. College professors, professionals and students in the fields of criminal justice and the social sciences.
- E. Members of the news media with more than six months media experience.

**04 Limits of Participation:** Participation in this program is restricted to no more than once every six months unless otherwise approved by the Chief of Police, except that law enforcement personnel may ride once every three months.

**05 Administrative Procedures:**

A. Ride-Along applications will be available in Communications. Those interested in a Ride-Along will apply in person, preferably two weeks in advance. The Operations Commander is responsible for confirming the applicant's identification, as well as requesting a computer check through Communications.

The Operations Commander or his/her designee will be responsible for reviewing and either approving or disapproving all applications.

**B.** If approved, the application will be forwarded to the Shift Supervisor. The Shift Supervisor is responsible for contacting the applicant within five days to schedule the ride-along. If the application is disapproved, the applicant will be notified in a timely manner by the Operations Commander.

**C.** The Operations Commander has the authority to alter Ride-Along hours, or to temporarily suspend the program during manpower shortages.

**D.** The Ride-Along host officer will be notified by his/her Shift Supervisor prior to the Ride-Along so as to prepare for the assignment. The host officer will be given the Ride-Along application.

**06 Briefing the Ride-Along Participant:** Prior to patrol, the host officer will conduct a very brief orientation for his/her guest, covering:

**A.** Review of the Guidelines for Ride-Along Participants information sheet (available in the Communications office), emphasizing:

1. Safety equipment and procedures, including the mandatory use of seat belts.
2. The possibility that a guest may be dropped off at the police station when the host officer must respond to serious incidents which could present a danger to the guest. No drop-off will be made without permission of the Shift Supervisor. The guest will be told that the dispatcher will make every effort to arrange other transportation in the event the host officer is unable to return and resume the Ride-Along.
3. Proper use of the police radio in the event the guest

## 501-Ride-Along Program-2

must use it.

4. That a guest's questions and comments on handling a particular call should be held until completion of the immediate assignment, so as not to compromise the host officer.

B. If it is desired, the participant may have a tour of the police facility.

### **07 Operational Procedures:**

A. Prior to the Ride-Along, the host officer will review the applicant's identification, and sign the application.

B. The host officer will brief the participant in accordance with this General Order, and throughout the Ride-Along will solicit questions from the guest.

C. The host officer may terminate any Ride-Along for improper conduct of a participant, after approval from the Shift Supervisor.

D. On conclusion of the ride, a short debriefing session will be held by the host officer to ensure that all of a guest's questions have been answered.

E. Following the Ride-Along, the original application form and any written guest comments will be forwarded to the Operations Commander for review, who will then forward the same to the Chief of Police.

F. The Operations Commander will ensure compliance with procedures outlined in this General Order, and will permit only one Ride-Along per shift.

**08 Ride-Along Time Periods:** Ride-Along operations will take place on any day or night. The program generally will be available year round, except during manpower shortages.

**09 Exceptions:** Participation in the Ride-Along program by elected or appointed Town officials, or appointed Town committee members will not require an application form or a records check.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>502</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>COMMUNITY POLICING</b>	NUMBER: <b>503</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>45.2.1, 45.2.2, 45.2.3</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To set out policy and procedures in the area of community relations.

**02 Policy:** The Riverdale Park Police Department is committed to establishing close ties with, and responding to the needs of the community. It is therefore committed to correcting actions, practices and attitudes that may contribute to community tensions and grievances. By recognizing problems at an early stage, preventive action can be taken that will ward off greater problems in the future. A well-organized community relations operation can act as an effective means of eliciting public support and can serve to identify problems in the making. While it is recognized that police work is a stressful and difficult occupation and that it may be tempting to give less priority to good community relations than to easily measurable police work, it should be remembered that the Police Department exists only because of the consent and good will of the Riverdale Park community. All employees are directed to give all possible assistance to and cooperate with, the Community Policing Section.

**03 Community Relations Planning:** Crime prevention is the responsibility of the Community Policing Section. This Section will continually work to, at least:

- A. Establish liaison with formal community organizations and other community groups.
- B. Develop community relations policies for the Police Department.
- C. Publicize agency objectives, problems and successes.
- D. Convey information transmitted from citizens organizations to the Police Department.
- E. Improve agency practices bearing on police/community relations.

F. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigations, and conferences with supervisors.

G. As possible, establishing community groups where such groups do not exist.

**04 Authority and Responsibility:**

A. Because developing and coordinating the Police Department's community relations function is the responsibility of the Community Policing Section and Criminal Investigations Division, they will have direct access to the Chief of Police and will attend appropriate command-level staff meetings.

B. However, because the conduct of each employee reflects on the Department as a whole, the burden of achieving the Department's community relations objectives is shared by all personnel. Without the participation, enthusiasm and skill of all personnel, sworn and civilian, no unified, coordinated effort will be possible. For sworn employees the evaluation will take into consideration the number and kind of citizen contacts, including security surveys, foot patrol and other citizen contacts. Also to be considered are favorable/unfavorable (but founded) correspondence or comments from citizens. Efforts of civilian employees will be evaluated by observation and review of citizen comments.

C. Monthly, the Community Policing will submit a report to the Chief of Police which includes at a minimum:

- 1. A description of current concerns voiced by the community;
- 2. A description of potential problems that have a bearing on law enforcement activities within the community, and

3. A statement of recommended actions that address previously identified concerns and problems.

D. The report will be disseminated to all other command level personnel as appropriate.

**05 Program Evaluation:** Ideally, community relations programs should be evaluated continuously. Riverdale Park is not a static entity, and the demands placed on the police department will vary. Programs designed to meet community needs should, therefore, be evaluated as frequently as possible, to ensure that they are current and relevant. At least annually, the Operations Commander will evaluate the Department's community relations programs to ensure that they do in fact still speak effectively to community concerns with review done by the Chief of Police.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CRIME PREVENTION</b>	NUMBER: <b>504</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>45.1.1, 45.1.2</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To outline procedures and responsibilities in the area of crime prevention.

**02 Policy:** It should be understood that officers and all component units of the police department are responsible for achieving agency crime prevention goals, and accordingly will assist the Community Policing Section and Criminal Investigations Office in this regard. Although the Department is firmly committed to reducing crime by proactive crime prevention programs, budget and staff limitations make it imperative to limit activities to those approaches which show the best chance of success. Every employee will be aware, therefore, that in crime prevention, the Department stresses:

- \* prevention of juvenile delinquency
- \* establishment and maintenance of business, neighborhood and apartment watch programs
- \* provision of residential and commercial security surveys
- \* encourage participation in Operation I.D.
- \* publicizing of successful crime prevention programs and initiatives
- \* as possible, the gearing of special crime prevention initiatives toward the elderly and young people.

**03 Community Policing Responsibilities:** The Community Policing Section is responsible for:

- A.** Maintaining liaison with the business community, local citizens organizations, private security agencies, and statewide crime prevention associations.
- B.** Assisting in organizing and maintaining Neighborhood Watch groups, emphasizing as possible, the development of new Apartment Watch groups.
- C.** On request or as otherwise appropriate, advising Town officials on proposed residential or commercial projects with respect to specific crime prevention concerns.

**D.** Establishing yearly priorities for crime prevention action based on data showing where crime problems are most severe or where crime prevention activities could be most productive.

**E.** At least annually, evaluating all crime prevention programs and deciding whether a program should remain as is, be modified, or be discontinued. Recommendations will be contained in memorandum to the Chief of Police.

**F.** Researching special training for them selves, and recommending such training to the Chief of Police for the purpose of acquiring wide general knowledge of crime prevention theory and practice.

**G.** Fostering the development of Neighborhood Watch groups and ensuring that after establishment, such groups are not ignored.

**H.** Encouraging other officers to perform Security Surveys, and performing such Surveys themselves.

**I.** As possible, devising initiatives geared toward the elderly and young people.

**J.** Fostering the indelible marking of personal property and publicizing availability of Department equipment.

**K.** Maintaining continuous awareness of crime problem areas in the Town, and disseminating alerts or other special information on crime trends to Town officials as well as residents.

**L.** Encouraging residents to contact the police, and fostering respect for and cooperation with, the police department.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CRIME ANALYSIS</b>	NUMBER: <b>505</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>15.1.1, 15.1.2</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To set out guidelines for the crime analysis function.

**02 Policy:** Crime analysis is a law enforcement function whereby data relating to crime are collected, collated, analyzed and disseminated. This collected data is used to prevent and suppress crime and to apprehend criminal offenders. Data is primarily generated from records, reports and computer analysis within the Department. Additional data may be obtained from other agencies of the criminal justice system, as well as private organizations.

**03 Procedures:** The Support Services Commander is designated as being responsible for crime analysis. Its functions include, but are not limited to:

- A. Collecting all intra- and inter-agency crime data from available sources;
- B. Collating and analyzing the data for similar incidents, suspects, methods, etc.; and
- C. Disseminating the analyzed information to appropriate sections within the Department and to other criminal justice agencies as needed.

**04 Source Documents:** Documents from which Department crime analysis data elements are extracted shall include but are not limited to:

- \* multi-incident reports
- \* arrest reports
- \* field interview forms
- \* information from other agencies
- \* teletype information
- \* the Department's computer data base

**05 Analysis of Criminal Activity:** Crime analysis is intended to identify similarities among different offenses, reveal patterns in the characteristics of current crime problems, identify potential and actual police

hazards, assist in the screening of suspects, and aid in the assembling of specific crimes that may involve an offender already in custody. Crime analysis includes:

- \* frequency and type of crime
- \* geographic area of occurrence
- \* chronological factors
- \* victim/target descriptions
- \* suspect descriptions
- \* suspect vehicle descriptions
- \* modus operandi factors
- \* physical evidence

**06 Distribution of Crime Analysis Information:**

- A. Crime analysis data provides leads for patrol, investigations, and crime prevention.
- B. Department crime analysis information shall be distributed as follows:
  - 1. The Chief of Police and Operations Commander, verbally, daily;
  - 2. Sergeants and patrol officers via crime analysis special bulletins;
  - 3. Other criminal justice agencies via the investigations section, on a need-to-know basis;
  - 4. The Community Policing Section, on an on-going basis, will:
    - \* exchange criminal activity data and police blotter information with other appropriate agencies, and
    - \* disseminate the police blotter to the media and/or general public, in order to obtain community assistance as needed.

**07 Temporal and Geographic Distribution of**

**Selected Crimes:** The temporal and geographic documenting of selected crimes is accomplished by using the Department's computer data base. Computer generated printouts are available from various terminals.

**08 Use of Crime Analysis Information:** Information supplied by the Community Policing Section will be incorporated into Departmental tactics, strategies and long-range plans. Included will be items such as:

- \* directed patrols
- \* crime prevention and suppression activities and/or target areas of criminal groups
- \* burglary allocations
- \* manpower allocations

**09 Effectiveness and Feedback:** For the crime analysis function to be effective, feedback from both Patrol and CID is essential. The Support Services Commander will evaluate effectiveness of information supplied, by:

- A. Determining whether crime has been reduced in an area as a result of information supplied;
- B. Noting any increase in arrests resulting from information supplied;
- C. Noting specific arrests which may have occurred because of information supplied.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>ROLL CALL</b>	NUMBER: <b>601</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>41.1.3</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish a standard method for disseminating information via the chain of command.

**02 Policy:** It shall be the policy of this Department to provide comprehensive, accurate information to patrol officers and dispatchers.

**03 Conduct of Roll Calls:**

**A.** Roll Call for members of a patrol shift reporting for duty will be held in the Squad Room and no member will be excused unless prior arrangements have been made with the supervisor.

**B.** Roll Call will be conducted by the Shift Supervisor, or his/her designee.

**C.** Roll Call shall begin promptly at 0600 (Day-shift) or 1800 (Night-shift) hours. Communications will notify the shift supervisor of any calls on hold, during Roll Call. Emergencies will be handled promptly.

**04 Information and Topics:** Discussions will include, but are not limited to, the following:

- \* assignment of uncovered beats
- \* target areas for concentrated efforts
- \* wanted persons
- \* special details/assignments
- \* announcements as to new procedures/special orders

**05 Training:** When time permits, members shall receive training during Roll Call. The selection of topics is left to the discretion of the supervisor. He/she will be sure to include review of new Department policies, Training Bulletins, as well as new information or instructions from the State's Attorney's office, court system and/or neighboring police agencies.

**06 Supervisor Responsibility:** The shift supervisor shall:

**A.** Prepare for Roll Call by reviewing teletypes, crime analysis information and relevant departmental issues. In addition, he/she shall consult with the shift supervisor of the preceding shift as to available equipment and pertinent information.

**B.** Ensure that proper attitude and decorum is maintained at Roll Call so that information and training can be discussed in a professional manner.

**C.** Prohibit disruptions, such as visiting officers from other shifts, telephone calls, etc.

**D.** Be responsible for the appearance of the squad and ensure that all equipment, and uniforms are properly maintained.

**E.** Encourage suggestions or recommendations which are constructive and positive, by any officer of the shift, and forward these to the Operations Commander.

**F.** Ensure that officers absent from Roll Call for any reason are given the day's information.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>STATE'S ATTORNEY NOTIFICATION</b>	NUMBER: <b>602</b>
	EFFECTIVE DATE: <b>June 1,2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>42.1.5</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines for the orderly coordination of serious criminal arrests with the Prince George's County State's Attorney's Office.

**02 Policy:** The Department will work in conjunction with the State's Attorney's Office to ensure the most effective prosecution of criminal offenders. For serious and habitual offenders, specific procedures are followed to bring a State's Attorney into the case as soon as possible.

**03 Major Offenders:** Criminals who meet the criteria to be considered a major offender will receive specific attention from an Assistant State's Attorney through all stages of the prosecution.

**A. Criteria:**

1. The defendant is charged with one or more of the following crimes:  
 \* Murder, Rape, Armed Robbery, Residential Burglary, Assault w/ intent to murder/rape/rob.
2. Or, the defendant has a prior conviction for a felony. (If the defendant was charged with a felony, and not yet convicted, proceed as if he/she has been convicted of that felony).

**B.** When an arresting officer determines that the defendant meets the criteria of a major offender, the following procedure will be followed:

1. During the normal work week, contact the Felony Screening Division at 301-952-3500.
2. All other times, contact the CID Commander.
3. When notification is made, advise the arresting officer's name, a telephone number where he/she can be reached and charges against the defendant.

4. The on call Assistant State's Attorney should be notified whenever a major offender is charged (warrant obtained), and then whenever the major offender is located.

**04 Serious or Notorious Criminal Activity:**

**A. Criteria:**

1. Violent crimes which are particularly notorious,
2. Felonies which are unusual and/or complex and generate media interest,
3. Fatal accidents.

**B.** The CID Commander will be notified when officers come upon any incident or scene meeting the criteria of 1 or 2 above. At that time a determination will be made to contact the State's Attorneys office. Notification on all fatal accidents will be handled by the Prince George's County Police Department. In cases involving criminal charges or which generate media interest, notification should be made as soon as possible. In other cases, notification should be made within 24 hours.

**05 General Notifications:** All employees will study and abide by the requirements in **General Order 621**, "Media and Release of Information".

**06 Command Review:** The Chief of Police, or designee, will review all cases the State's Attorney's Office declines to prosecute or causes to be dismissed, when Department mishandling is alleged. The Chief of Police will maintain liaison with the State's Attorney's Office so as to relay to the Department any procedural changes or policy modifications.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>STATEMENTS AND CONFESSIONS</b>	NUMBER: <b>603</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	

AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>1.2.2, 72.7</b>	TOTAL PAGES: <b>1</b>
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**01 Purpose:** To ensure that statements or confessions made to police officers are properly documented and/or recorded for possible use in criminal proceedings.

**02 Policy:** In the course of investigations, officers obtain information in the form of statements, notes and confessions. The responsibility of the officer is to ensure that the information obtained is in full compliance with Constitutional requirements, and that all the information is recorded appropriately.

**03 Procedure:** Whenever possible, suspects, victims and witnesses will write all the details regarding an incident on a statement form.

**A.** When a statement form is utilized, the original will be attached to the original copy of the Incident Report, and a copy attached to the CID copy. In future court proceedings, the court may allow the victim/witness to refresh their memory from their written statement. An officer's report paraphrasing the victim/witness account would probably not be allowed. Copies of the statement form will be forwarded to the State's Attorney's office when an arrest is made.

**B.** When the statement form is used to document a suspect's confession, the original will remain in the case file, and a copy will be attached to the original Incident Report. A valid *waiver of rights*, signed by the suspect, should accompany the statement form.

**C.** Officers will review the entire statement form for content. Missing or unclear information should be clarified in the following manner: Officers should write out questions on the form and have the victim, witness, or suspect respond in writing. All elements of the offense, known by the writer shall be included.

**04 Advice of Rights:** Before interviewing anyone

suspected of committing a crime, officers will advise the suspect of his/her Constitutional Rights using the RPPD Waiver of Rights Form, or an appropriate "Miranda Warning" card. For statements to be admissible, rights must be voluntarily, knowingly, and intelligently waived. For this reason, officers should document the following:

- A.** Whether the suspect was under the influence of drugs or alcohol;
- B.** Any and all activities of the suspect while in custody;
- C.** Food and/or drink provided to the suspect;
- D.** Telephone calls made by the suspect;
- E.** State's Attorney, Public or Private Attorney notifications.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>NURSING HOME ABUSE</b>	NUMBER: <b>605</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To ensure that the Department meets the reporting requirements for nursing home abuse in accordance to Article 19, Section 347 of the Annotated Code of Maryland.

**02 Policy:** In compliance with the law, the Department will ensure the quality of life and protection for any nursing home resident.

**03 Definitions:**

**A. Vulnerable Adult** - means an adult who lacks the physical or mental capacity to provide for the adult's daily needs.

**B. Care giver** - means a person under a duty to care for a vulnerable adult because of a contractual undertaking to provide care.

**C. Health Care Provider** - means any person who is authorized to practice in a institutional establishment under the Health Occupations Article.

**D. Nursing Home**- means a licensed facility designed for residential long term care.

**E. Abuse** - means any non-therapeutic physical injury sustained, or pattern of neglect, which is detrimental to the physical or mental well being of a patient in a nursing home resulting from cruel or inhumane treatment. (Abuse does not include the performance of accepted medical procedures ordered by a licensed physician.)

**F. Sexual Abuse** - means any act that involves sexual molestation or exploitation of a vulnerable adult by a care giver, a parent or other person who has permanent or temporary care or custody or responsibility for the supervision of a vulnerable adult.

**04 Patrol Procedure:** Officers responding to a nursing home for a report of a crime (e.g., assault and battery,

sex assault, neglect or abuse etc.) will write an appropriate report of a verified event, to include at least the following:

- \* nature and extent of the abuse.
- \* cause of the abuse,
- \* identity of the accused
- \* the words "Nursing Home" in Location of Incident on crime report and,
- \* documentation of contact with CID personnel in cases involving serious Part I offenses

**05 CID Procedure:** The investigating officer will assume the investigation and upon determination of a Part 1 offense will contact the Medicaid Fraud Unit of the Office of the Attorney General for additional information and assistance.

In order to provide protection for the victim, the investigator will notify the following agencies:

- A.** The Prince George's County Nursing Home Ombudsperson @ 301-699-2684.
- B.** The Prince George's County Adult Protective Services @ 301-699-8605.

**06** As the results of the investigation and or an arrest, and within ten working days, CID will distribute copies of nursing home abuse reports as follows:

- A.** The Felony Screening Division of the State's Attorney's Office 301-952-5171.
- B.** The State of Maryland, Office of the Attorney General, Medicaid Fraud Control Unit, Patient Abuse Coordinator - Joseph S. Bostwick, located at 200 Saint Paul Place, Baltimore Maryland 21202.

Office number: 410-576-6521  
 Pager number: 410-909-4294  
 Fax number: 410-576-6314

This office can be contacted on a twenty-four hour basis via pager.

**C.** The State of Maryland, Secretary of Health and Mental Hygiene located at 201 West Preston Street, 5th Floor, Baltimore, Maryland 21201.  
Office number: 410-767-1867

**D.** The State of Maryland, Division of Licensing and Certification of the Department of Health and Mental Hygiene located at 201 West Preston Street, 3rd Floor, Baltimore, Maryland 21201.  
Office number: 410-764-2770

**E.** The Nursing Home Ombudsperson for Prince George's County located at 5012 Rhode Island Avenue, Hyattsville, Maryland 20781.

**F.** Prince George's County Department of Social Services, Adult Protective Services at 6111 Ager Road, Hyattsville, Maryland 20782

**G.** The investigating officer will make notification of the Department's findings to the Nursing Home Administrator upon completion of the investigation.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>ARREST DOCUMENTATION - FELONY SCREENING</b>	NUMBER: <b>606</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>42.1.5, 82.2.5</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines for the orderly preparation and dissemination of Department forms and arrest reports.

**02 Policy:** Appointments with the appropriate State's Attorney's Office will be made promptly. Also, necessary reports and forms will be completed and turned in for approval by the end of the shift that the arrest occurred on. A Shift Supervisor may allow an officer to place the necessary reports and forms in the hold box on a limited basis.

**03 Arrest Procedures:**

- A. Obtain written statements, when possible, from witnesses.
- B. Advise person(s) suspected of a criminal act using an Advise of Rights form whenever practical.
- C. Obtain local and FBI wanted checks on suspects.
- D. Complete the offense report, detailing all facts and circumstances.
- E. Complete charging or warrant application documentation, accompanied by a "Request For Witness Summons" form, to be presented to a District Court Commissioner. The "Request For Witness Summons" form must be completed to ensure that witnesses receive a subpoena.

**04 Felony Screening Procedures:**

- A. The officer will contact the Felony Screening Division of the State's Attorney's Office at 301-952-5448, within 72 hours, and schedule a screening. Note, to ensure that screening is complete prior to the preliminary hearing, the screening of an arrest will be completed within 14 days after the arrest.

**B.** Failure to screen felony cases within 14 days after the arrest may result in the case being dismissed at the preliminary hearing. If this should occur and the investigating officer wishes to proceed, the case must be screened as previously outlined. No officer shall deliberately cause the bypassing of screening in order to attend the preliminary hearing.

**C.** An officer obtaining a felony warrant which is not served immediately, shall, no later than 30 days after issuance, schedule a screening as outlined in preceding paragraphs.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>RABIES</b>	NUMBER: <b>607</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish guidelines for handling animal complaints where rabies is a possibility.

**02 Policy:** Calls for suspicious animals will not be considered insignificant, and officers responding to these calls will act promptly. Rabies has reached epidemic level in the wild animal environment, and there exists a strong probability that both humans and domestic animals will be exposed to the disease. The animal most frequently found rabid is the raccoon; but rabid skunks, foxes, squirrels, cats and bats have also been captured.

**03 Symptoms of Rabies:**

**A.** After infection with the rabies virus, a period of a few days to several months can pass before signs of the disease show. Toward the end of the incubation period, the animal can spread rabies, sometimes even before symptoms appear.

**B.** In any animal, the first sign of rabies is a marked change of behavior, with the animal either becoming unnaturally withdrawn or unnaturally approachable.

**C.** In “furious” rabies, the animal is excited, aggressive, irritable and may snap at anything in its path. The animal loses all fear.

**D.** In “dumb” rabies, the animal will appear unusually tame, affectionate and friendly. Staggering, convulsions, spitting, frothing at the mouth, and gradual paralysis are sometimes noted. Many animals have marked change in voice.

**04 Officer Responsibility:** In all situations involving live or dead animals that may be rabid, the officer will:

**A.** Make extra effort to locate the animal if it is not present when he/she arrives

**B.** Detour citizens from the area to prevent contact

with the animal, whether it is live or dead.

**C.** Ensure that the animal does not escape or in any way endanger the officer or the community.

**D.** If any wild, or suspected rabid animal, has had any physical contact with any human or domestic animal, utilize any resources to prevent the animal from escaping, including, as a last resort, shooting the animal.

**E.** Wild animals in traps, raccoons in particular, still have the ability to bite or scratch if not handled properly. Wild animals can easily bite through leather gloves. If an officer must deal with a trapped animal, a pole or other long object should be placed through the trap handle.

**F.** The removal of animals from private property shall be the responsibility of the property owner, unless there is evidence of rabies. If the animal is found dead on a State Road, the State Highway administration will be contacted at the following numbers:

1-800-543-2515

If the animal is found dead on other County roadways, contact the following:

\* P.G. Animal Control 301- 499-8303

Contact the Town Public Works Department for animals found dead on Town property.

**G.** In cases of animal bite, responsibility for impounding the animal, if required, lies with Animal Control. Officers will provide reasonable assistance as necessary to confine the animal until Animal Control personnel arrive.

**H.** Use of a weapon will be a last resort when attempting to contain a possibly rabid animal.

1. The officer will weigh all safety factors prior to this action.
2. The officer using a weapon will take care to preserve the animal's brain, if possible, as it is needed for laboratory confirmation of rabies.
3. If an officer shoots an animal, he/she will:
  - a. Notify Animal Control to pick up the carcass.
  - b. Remain with the dead animal until Animal Control arrives.
  - c. Do not touch the animal or allow anyone else to touch the animal.
- I. In all cases involving live or dead animals where rabies is even a possibility, notify Animal Control and remain on the scene until their personnel arrive.

**05 Reporting Requirements:**

- A. It is state and federal law that all animal bites be reported to the appropriate county Health Department for investigation. All exposures, including bites, scratches and contact with saliva, carry the potential for transmitting rabies, and must be reported to the Health Department.
- B. Officers will complete an Animal Bite Report, obtain a case number, and fax the report to Animal Control at 301-499-8329.
- C. It is imperative that the address where the animal will be quarantined for ten (10) days be completed and the report signed by the owner of the animal. If the animal is impounded by Animal Control, the Animal Control address must be placed in the "place of impoundment" space.
- D. Officers will explain the "conditions of quarantine" to the animal owner. These guidelines are listed on the Animal Bite Report.
- E. If the Animal Bite Report cannot be served for any reason, and several attempts have been made, the "owner copy" will be sent to Animal Control so that they can attempt to serve the owner's copy to the owner.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>MISSING PERSONS</b>	<b>NUMBER:</b> <b>608</b>
<b>EFFECTIVE DATE:</b> <b>June 1, 2000</b>	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> 41.2.5	<b>TOTAL PAGES:</b> <b>2</b>

**01 Purpose:** To provide specific guidelines for the investigation of all missing persons, and to delineate the proper reporting requirements.

**02 Policy:** The Department will diligently investigate all reports of missing persons, whether they are adults or children.

**03 Definitions:**

**A.** A missing adult is any person who is:

1. Eighteen years of age or older;
2. Missing from his/her home or geographic location;
3. Whose whereabouts are unknown; and
4. The reason(s) for, and/or cause(s) of the absence is unknown.

**B.** A missing child is a person who is:

1. Under the age of eighteen (18) years;
2. The subject of a missing person report filed with a law enforcement agency in this State; and
3. Whose whereabouts are unknown.

**C.** A missing emancipated person is an individual who is:

1. Under the age of eighteen (18) years;
2. Legally declared emancipated (released from paternal care) by the laws of his/her state of residence;
3. The subject of a missing persons report filed with a law enforcement agency in this State;
4. Whose whereabouts are unknown; and

**5.** The agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing.

**04 Reporting Procedures:**

**A.** The following minimum information (as required for a NCIC entry) should be included on the Missing Person Report:

- \* Full name and any AKAs,
- \* Date and place of birth,
- \* Date of last contact,
- \* Eye color,
- \* Hair color,
- \* Height and weight,
- \* Driver's license number and State,
- \* License and description of any potentially operated vehicles,
- \* Scars, marks and/or tattoos,
- \* Detailed clothing description,
- \* Eyeglasses or contacts,
- \* Sex and race,
- \* Social Security number,
- \* Skin tone,
- \* Known threats of violence or related information,
- \* The teletype number of all teletypes sent,
- \* Any other information deemed relevant.

The completed checklist will be forwarded to communications. Once the information is entered into MILES/NCIC, communications personnel will return the teletype and NCIC entry form to the reporting officer who will attach it to the Missing Person Report

**05 NCIC Entry Procedures:**

**A.** When it is determined that a missing child or adult is to be entered into NCIC, the NCIC Guidelines shall be followed.

**B.** One of the following criteria must be met for entry:

## 608 - Missing Persons - 2

1. The person is disabled, with a proven mental or physical disability, thereby subjecting the person or others to personal and immediate danger;
2. The person is endangered or there are circumstances indicating physical danger;
3. The person is missing under circumstances indicating kidnaping or abduction;
4. The person is the victim of a catastrophe and is missing; or
5. The person is a juvenile.

### 06 Teletype Procedures:

A. When it is determined that a teletype is to be sent regarding a missing child or adult, the below listed will be followed:

1. Identify the appropriate/surrounding jurisdictions to receive the teletype. MILES guidelines require that the officer identify which specific location(s) should be checked.
2. Provide all information for inclusion in the message on the Missing Person Report form and forward it to communications.
3. Request the teletype number from communications and include it in the report.

### 07 Missing Adult Procedures:

- A. An officer taking a report for a missing adult will:
1. Conduct a thorough preliminary investigation;
  2. Broadcast a description of the missing person if entry into MILES/NCIC is appropriate;
  3. Consult with his/her supervisor to determine if immediate follow-up will be required.

B. The officer's supervisor will:

1. Determine if immediate follow-up will be necessary. 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. Could the subject be in danger.
2. Ensure that a copy of the report is forwarded to the Criminal Investigations Division for follow-up investigation, or

3. Begin intensive search and/or investigative actions where circumstances dictate.

### 08 Missing Child Procedures:

A. Refer to General Order **803 - Missing Juveniles**.

**09 Recovery and Follow-up:** Whenever a missing person has been located, it is the responsibility of the shift supervisor 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. Assign the appropriate case closure.
- C. Immediately ensure that the missing person is removed from MILES/NCIC.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>DIPLOMATIC IMMUNITY</b>	<b>NUMBER:</b> <b>610</b>
<b>EFFECTIVE DATE:</b> <b>June 1, 2000</b>	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>1.2.5</b>	<b>TOTAL PAGES:</b> <b>3</b>

**01 Purpose:** To outline U.S. law and procedures applicable to diplomatic immunity, and to provide guidance for special/difficult situations.

**02 Policy:** This procedure is drawn from the “Guidance for Law Enforcement Officers” paper issued by the State Department in January, 1987. It is understood that dealing with diplomatic immunity poses particular problems for law enforcement officers, and that officers may be overly generous in applying immunity if they do not understand its purposes or rules. However, allegations of serious crime or other serious difficulties with diplomatic or consular personnel should be fully investigated and promptly reported to the State Department as set out in paragraphs to follow. While officers will give every courtesy to diplomats, it is imperative that they also perform solid investigations, keep copious records and report, whenever appropriate, to the State Department. To do so is to allow the State Department to exercise the tools at its disposal to remove from the U.S. persons who engage in criminal activity. The State Department may also cause drivers’ licenses to be revoked.

**03 Introduction and Summary of Immunity Issues:**

**A.** The special privileges given to foreign mission representatives are not undertaken arbitrarily, but are a reflection of rules allowing for civilized international relations among all the nations of the world. One underlying concept is that the persons sent to foreign countries have the expertise they need to carry out their official functions, but may lack full understanding of local customs and laws. Another underlying concept is that diplomats, unless protected, might be harassed by a “hostile” country, and that retaliation might come to U.S. citizens abroad. The goal is to deal with offenders through diplomatic channels, not to ignore or condone the commission of crime.

**B.** While the rules governing diplomatic immunity may seem complex, certain simple guidelines will prove

helpful:

**1.** Possession of diplomatic immunity means that the holder may not be arrested or detained, subject to only a few qualifications (described later). Possession of immunity does not mean officers should issue warning tickets instead of citations.

**2.** A citation may be given to any diplomat, regardless of immunity, however, the offender’s signature is not required. The State Department urges that citations, not warnings, be issued for traffic offenses. To run a computer check on the status of auto tags, registrations or other motor vehicle information, instruct the dispatcher to enter “US” for the State Code or call the State Department at 202-673-5312. Send a copy of traffic citations to: Department of State, Office of Foreign Missions, Driver Record Unit, 3005 Massachusetts Avenue NW Washington, DC 20008.

**3.** All vehicles owned or operated by persons with immunity must bear two Department of State license plates, and a valid registration card should be available. The “US” computer check will reveal whether the vehicle or plates have been reported stolen, and the current status of the registration. Improper registration offenses should be ticketed. If the vehicle and/or plates are stolen or are being used by unauthorized persons in the commission of a crime, then immunity to the vehicle is suspended, and normal search and detention of the vehicle may be exercised.

**4.** Drivers with immunity must obtain a Department of State driver’s license within 30 days after arrival in the U.S.. Drivers with immunity may drive on a home country license or an international driver’s license only for the first thirty (30) days in the U.S.. Driver’s license offenses should be ticketed.

**5.** Sobriety tests may be offered, but not demanded, to any driver with immunity. (see later paragraphs for

information as to suspected DWI)

**6.** Papers, property and vehicle of a person with full diplomatic immunity may not be searched or seized. The vehicle may not be impounded, but may be towed as described in paragraphs to follow.

**7.** Comprehensive, careful police reports are invaluable to the State Department. A copy of police reports concerning incidents involving persons with partial or full immunity will be sent to: Chief, Protective Liaison Division, DS/PT/PL, Room 2435, Department of State, Washington, DC 20520. A copy of any police reports will be forwarded to the Chief of Police within 24 hours of the incident.

**8.** Where public safety is in imminent danger or it is apparent that a serious crime may otherwise be committed, police may intervene to the extent necessary to halt the activity. This naturally includes power of police to defend themselves from personal harm.

**04 Identity Documents:** When an officer is confronted with an individual claiming immunity he/she will:

**A.** Request Identification remembering that:

**1.** Tax exemption cards are not conclusive proof, but only an indication that the bearer may be entitled to some degree of immunity.

**2.** Auto registration, license plates and driver's licenses are not conclusive as to immunity status.

**3.** The only conclusive and authoritative identity document is the IDENTITY CARD issued by the State Department. A statement of immunity is printed on the reverse of the card. When in doubt, verify by calling (202) 647-1404.

**B.** When proper identification is shown, immunity will be respected. Do not detain or arrest persons with full immunity, except in the most extraordinary circumstances. Officers will record all pertinent details from the ID Card, as well as other relevant details and circumstances. In a serious incident or where DWI is suspected, notify the State Department by calling the 24-hour number: 202-647-2412.

**05 Traffic Enforcement:** Stopping any diplomatic or consular officer and issuing a traffic citation does not

constitute arrest or detention, and is permissible. Note, however, that a signature of the offender is not

required.

**A.** A sobriety test may be offered, but not compelled, where ID shows immunity. If an officer judges a person to be intoxicated, the officer should not, under any circumstances, allow the person to continue to drive. With the offender's permission, the officer may take him/her to the police station or other location for recovery. A friend or relative may be summoned or a taxi may be called. The officer may transport. Access to a telephone must be provided. Vehicles may not be impounded, but may be towed the distance necessary to prevent traffic obstruction or endangerment of public safety. Prior to towing, the officer will contact the diplomat's embassy to seek voluntary removal of the vehicle.

**B.** To report suspected DWI or serious traffic incidents, call (202) 647-2412 (24 hours).

**C.** The officer should always stop persons committing moving violations.

**D.** Officers will forward a copy of any citation issued to a member of the "diplomatic community", for a moving violation, to:

Diplomatic Motor Vehicle Office  
3507 International Place, NW  
Washington, DC 20008

Copies may be mailed or FAXed, (FAX# 202-895-3646 or 202-895-3533)

**06 Special Immunities:** When a person claims immunity but cannot present satisfactory ID or when an officer believes invalid ID is being presented, telephone verification will be made as described in paragraphs below.

Officers will be aware of the following "special" immunities:

**A.** All members of the embassies of China and their families have full immunity.

**B.** United Nations Officers will be governed by the ID, but know that the vast majority of these employees enjoy only "Official Acts" immunity. In a very few cases, such as the Secretary General of the U.N. and his senior most colleagues, immunity is equal to that of ambassadors.

**C.** "Official Acts" Immunity is determined as follows: a person enjoying "official acts" immunity may always

be prosecuted if the alleged criminal act is believed outside the scope of "official duties". However, this determination ultimately lies with the Court.

**07 Telephone Verification:** Whenever a person claims immunity but cannot present satisfactory ID, or when an officer believes invalid ID is being presented, telephone verification must be made. Note:

**A.** Information on all personnel (except United Nations) can be obtained during business hours at the following numbers

- \* 202-895-3512
- \* 202-647-7277 (24 Hours)

Inquiries can be made for the following:

- \* Criminal allegations
- \* Status of tags or vehicle
- \* ID of Diplomats/families
- \* ID of administrative, technical & service personnel
- \* Consular personnel/families

**B.** International Organizations except the U.N.  
(202) 647-1406

**C.** United Nations personnel can be reached during business hours at the following numbers:

- \* (212) 826-4440
- \* after hours (24 hours) (212) 826-4449

**08 Persona Non Grata:** A host country may strip any person of privileges and immunities, allowing the person only a reasonable time to leave the country. In most cases, this is done when there is reasonable certainty that a criminal act has been committed. Only a high standard of police investigation and reporting will suffice to assist.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>RADIO COMMUNICATIONS</b>	NUMBER: <b>613</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>81.2.2 - 81.2.13 &amp; 81.3.3 -81.3.4</b>	TOTAL PAGES: <b>6</b>

**01 Policy:** The basic function of the communications system is to satisfy the immediate information needs of the Department in the course of its normal daily activities and during emergencies. It is the latter situation that places the greatest demands upon the communications system and tests the capability of the system to fulfill its functions.

The system conveys information from the public to the law enforcement agency through communications personnel, to the officer who responds to the call for assistance, to other law enforcement and public service agencies, and to information storage activities and retrieval systems. The speed and accuracy with which information flows through each system component is a measure of the agency's capability to respond to the needs of the community.

**02 Purpose:** This General Order establishes procedures for the evaluation of calls for police service to determine if a patrol unit should be dispatched. It also establishes a reasonable response time expectation for the caller, thereby enhancing the Department's capacity to deliver quality service.

**03 General:**

**A.** Communications personnel will be immediately responsible to the Squad Supervisor whose shift they are working, but are under direction, supervision and control of the Support Services Commander.

**B.** The Communications Center of the Riverdale Park Police Department is the main control center for the operations of the Department.

**C.** The Communications Center provides the department with access to local, state and federal criminal justice information systems through its "TELEX" computer which is leased from the Prince George's County Government.

**D.** The Communications Center houses several different communications system components such as:

**1. Telephone:** Emergency and non-emergency telephone communications including reception, analysis, and coordination of all calls received.

**2. Two Way Radios:** Coordination and dispatching of all radio traffic.

**3. Teletype and Automated Data Communications Equipment:** Provides the Department access to all local, state, and national law enforcement agencies on automated data communications.

**4.** Operating procedure manual and instruction guides explaining the detailed operation of the technical equipment located in the Communications Center are kept on file in the center and are readily accessible to equipment operators.

**E.** A map of the Town of Riverdale Park, with current police patrol areas outlined, is maintained on the wall at all times. This map allows the dispatcher to find a caller's location and dispatch the appropriate units. Additionally, the CrimeStar System identifies patrol sectors so the appropriate units may be dispatched.

**F.** All calls for service will be handled without delay depending on the availability of patrol units.

**1.** Emergency calls will be handled immediately.

**2.** Non-Emergency Calls may be held by authority of the Squad Supervisor.

**3.** The Squad Supervisor must be notified of any calls being held due to unavailability of officers.

**4. The Squad Supervisor has the authority to override the dispatchers response classification on**

## 613 - Radio Communications-2

### all calls.

**G.** Persons requesting service from the Department will be advised of any unexpected delays in response time due to emergency circumstances that may exist. If the call is going to be referred to another agency or if service cannot be provided at all, the caller will be so advised.

### 04 License and Regulation:

**A.** The Department has 24 hour, two-way radio capability providing continuous communication between the Communications Center and officers.

**B.** The Radio system used by the department exceeds the requirements of 12db SINAD in 95 percent of the Department's service area.

**C.** Federal law requires that all radio transmitting equipment within the United States be licensed and operated in accordance with regulations promulgated by the F.C.C.(Federal Communications Commission)

**1.** The department is authorized to operate on certain assigned radio frequencies under system-wide license, with the call sign "KVX705" issued by the F.C.C.

**2.** All Department radio transmitting equipment for police purposes is covered under this license.

**3.** A copy of the F.C.C. license must be posted in or at the control site and must be available for inspection at all times. Our license is posted in the Communications Center on the wall.

**D.** Operation of public safety radios is governed by F.C.C rules and regulations which include:

**1.** The restriction of messages to official police business.

**2.** Absolute prohibition of obscene or profane language.

**E.** State and Federal Privacy and Security Statutes prohibit broadcasting an individual's criminal history record (C.H.R.I.) or complete operator's license conviction record.

**1.** This does not prohibit/preclude broadcast of essential/critical information, i.e., history of assault, armed and dangerous, personal knowledge of suspects

tendencies, i.e., "known burglar" or "resisting arrest".

**2.** Generally, Motor Vehicle Administration (MVA) information is considered public information. However, discretion should be used in broadcasting a person's traffic history. Outstanding violations requiring immediate action by an officer are broadcasted routinely. MVA information received through the Criminal Justice Information System (CJIS) cannot be used for non-governmental purposes.

**3.** Dispatchers and field units are encouraged to exercise the utmost discretion before broadcasting an individual's name on the radio. (i.e., complainant, juvenile, arrested suspect)

**F.** Besides the radio frequencies which the Department is authorized to operate, the Communications Center is also equipped with ability in the radio console which allows direct two-way radio communications with the Prince George's County Police.

**G.** The Prince George's County "TELEX" system in the Communications Center is on line with CJIS. This system allows access for Criminal History, MVA, NCIC warrant, missing persons, stolen auto/article checks as well as the Prince George's County System.

**1.** All personnel operating the CJIS system shall have attended and successfully completed a CJIS instruction and certification class.

**2.** All personnel operating the CJIS system shall attend a CJIS re-certification class as required.

**3.** All personnel operating the CJIS system are required to log off whenever they leave the Communications Center, and log back on when they return. All personnel needing the CJIS system during this time must utilize their own log on ID & password for CJIS access.

**4.** All persons holding CJIS certification must not divulge their log on ID & Password to personnel that are not certified as CJIS operators.

**5.** The Support Services Commander is designated as the CJIS Safety Coordinator.

**6.** The Support Services Commander is responsible for scheduling of all CJIS training and re-certification.

**7.** The Support Services Commander is the contact person for all Quality Control Inspections

**05 Authority and Responsibilities:**

- A. The Communications component of the Department is the responsibility and under the command of the Administrative Sergeant.
- B. Communications personnel will be immediately responsible to the Squad Supervisor on whose shift they are working, however they are under the direction, supervision and control of the Support Services Commander.
- C. The Dispatcher is vested with authority to dispatch officers through the Communications Center Dispatching Manual, approved by the Office of the Chief of Police.
- D. Ordinarily the Dispatcher is assumed to have a more complete view of field operations, the nature of the call for service, and the availability of resources to meet calls for police service. Squad Supervisors may change a Dispatchers directions, however, such changes must be based on knowledge of a situation. The Squad Supervisor assumes full responsibility for any changes.
- E. The Department maintains a Communications Policy Manual which outlines in a clear and concise manner the primary duties and responsibilities of personnel assigned to the Communications Center.
- F. A Communications Center Dispatching Manual is maintained to assist in the various calls for service that are received. Included in this manual is the Tactical Dispatching Plan for the Communications Center.

**06 Communications Center Security:**

- A. To enhance street officer safety and minimize Dispatcher distraction, access to the Communications Center will be limited to authorized personnel as follows:
  - 1. Dispatchers when on duty. Dispatchers off duty may enter Communications Center to check their departmental mail boxes but must conduct their business expeditiously.
  - 2. Command Staff Personnel
  - 3. Supervisor of Records & Communications
  - 4. The Administrative Assistant

- 5. The on duty squad supervisor may enter the Communications Center at the beginning of their shift to provide the Dispatcher with the duty roster and at the end of their shift to review the radio log. Additionally, the on duty supervisor will provide breaks and relief periods in the absence of the Communications Supervisor.
- 6. Departmental civilian employees not assigned to the Communications Center may not enter this area. Other means of communication will be used to avoid physical access to the Communications Center.
- 7. Other criminal justice agency personnel and Town employees, to include but not limited to, the Mayor, Town Council, and Department heads will conduct their business outside of the Communications Center.
- 8. If Town employees from another department or other civilians need to enter the Communications Center for official purposes, they will be escorted by a member of the Department who has authorized access. Visitors to the Department are not allowed access.
- 9. **Congregating and socializing in the Communications Center is not permitted. Squad Supervisors will be held accountable for enforcing this policy.**
- 10. The following security measures will be taken to protect dispatchers and communications equipment.
- 11. The door leading from the hallway into the Communications Center will always remain closed.
  - 2. The front door to the Police Station is secured by a cypher-lock.
  - 3. Bullet resistant glass separates the Dispatchers from physical contact with the public.

## 613 - Radio Communications-4

4. All communications equipment is protected by its position within the secure Communications Center.

5. The repeater and antenna are located atop the Park Tanglewood Apartments at 5309 Riverdale Road, Riverdale Park, MD.

### C. Backup Emergency Power:

1. The entire Communications Center and all related equipment is connected to a back up generator located to the rear of the Police Department building. This generator is maintained by a private contractor.

### 07 Telephone Systems:

A. The Department uses a multi-line telephone system which provides twenty four hour a day access to the Department. All telephone lines into the Communications Center are recorded.

1. The main telephone number for the police department is 301- 927-4 343. Seven (7) additional lines are also utilized on a roll over system when the main number is busy.

2. The Department relies on the Emergency 911 toll free system of the Prince George's County Public Safety Communications Center. Calls are re-directed to our Communications Center for response for related services.

3. One (1) Direct line (Red Phone) to the Prince George's County Public Safety Communications Center.

B. The Department maintains an audio recorder attached to the radio console and the main telephone console in the Communications Center.

1. This recorder has the ability to continuously record and playback the following:

a. Main radio channel (Channel 1)

b. All telephone lines on the main console.

2. The recorder consists of both an internal and external recording device which record simultaneously.

3. This is a recording system which requires periodic rotation of recording disks. The rotation of these disks is the responsibility of the Support Services

Commander. The disks will be secured by the Director of Informational Services.

C. The recorded information will only be made available for the purposes of official police department functions.

1. An employee who has cause to have tapes reviewed or saved will direct a memorandum through the chain of command to the Support Services Commander, stating the reason(s) the tape is to be held/reviewed and/or copied and the approximate date and time of the conversation.

2. If the request is approved, the Support Services Commander will arrange to have the tape saved and/or copied by the Records & Communications Supervisor.

a. Tapes may be requested for the purposes of investigating a complaint, a complaint of misconduct or supervisory review of a subordinate's activities.

### 08 Duty Roster and Personnel Roster:

A. Communications personnel will have immediate access to the on duty squad supervisor. It is the responsibility of the on duty squad supervisor to remain in contact with the Communications Center by radio or by telephone at all times.

B. The squad supervisor will provide the dispatcher with a line up of personnel at the beginning of each shift.

C. Patrol Officers will advise the dispatcher when they are in service, out of service, and when they are available for assignment calls.

D. The Communications Center will also be provided with a monthly schedule which includes assignment and day off schedule of all Departmental personnel.

E. Communications personnel work an assigned shift. Each work day is 12 hours in length. This shift work includes weekends and holidays.

F. Dispatchers will be provided with a list of the phone numbers of all Department personnel. This list will be updated whenever there is a change. Home phone numbers will only be given out to employees of the Riverdale Park Police Department.

### 09 External Services:

**A.** Telephone numbers of emergency services and local business emergency notification numbers are maintained in the phone list software on the communications computer or the communications reference manual.

**B.** Often, during a 24 hour day, services that are not provided by this Department are requested by citizens, officers, etc. In order to respond to these requests in an orderly manner the following procedures will be followed based upon the service requested.

**1. Fire/Rescue:**

The Prince George's County Fire and Rescue Services will be contacted by dialing 301-499-8400.

**2. Allied Police Agencies:**

Dispatchers frequently receive requests from officers for assistance or service from allied agencies. Requests for service provided by these agencies shall be secured as follows:

**a.** Prince George's County Police : (Manpower assistance, K-9, Investigators, etc.) The dispatcher will contact this agency using a phone number from the phone list software on the communications computer or the communications reference manual.

**b.** Maryland State Police: (Crime Lab, Helicopter, Reconstructionist, etc.) The dispatcher will contact this agency using the phone number from the phone list software on the communications computer or the communications reference manual.

**c.** Other Police Agencies : For any other law enforcement agency that need to be contacted, the number can be located in phone list software on the communications computer or the communications reference manual, or by calling the telephone company information line (411).

**3. Cab Service:**

The phone number for the local cab companies are located in the phone list software on the communications computer or the communications reference manual.

**4. Towing Company:**

Procedures in **General Order #705** will be followed.

**5. Public Works:**

After normal business hours the dispatcher may have to contact employees of the Public Works Department. The Director of Public Works or the Assistant Director of Public Works can be contacted by telephone or pager at the numbers they provide to the police department.

**6. Utility Companies, Public Safety Agencies, Mental Health Services, and Medical Services:**

Phone numbers can be located in the phone list software on the communications computer or the communications reference manual.

**10 Misdirected Emergency Calls:**

In the event the dispatcher 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.

**A.** If the call is an emergency, the caller is transferred directly to that agency by the dispatcher.

**B.** If the call is an emergency, all pertinent information is taken from the caller in case of disconnect during the transfer of the appropriate agency.

**11. Reports of Stolen Vehicles:**

**A.** Information on stolen vehicles is entered into the Prince George's County "TELEX" computer system in a timely fashion by communications personnel.

**B.** Recently (within 24 hours) stolen vehicles reported to the Department require that a description, BOLO (be on the lookout), broadcast be given over the radio.

**C.** Radio and teletype reports of stolen vehicles received in the Communications Center will be placed in the Supervisors mail box. These will be picked up daily by shift supervisors and read at each roll call.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: RECORDS</b>	<b>NUMBER: 614</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>82.1.1 - 1.5 &amp; 82.2.1 - 2.5 &amp; 82.3.1 - 3.8</b>	<b>TOTAL PAGES:</b> <b>2</b>

**01 Purpose:** To define the Central Records function and requirements.

**02 Policy:** The policy of the Department is to ensure that records functions meet the management, operational and information needs of all employees. Responsibility and accountability for the Central Records component rests with the Director of Informational Services, which documents all information pursuant to Federal, State and County laws, and local ordinances. Accurate reporting, review, control, maintenance and retrieval of reports is essential for the effective delivery of law enforcement services.

**03 The Comprehensive Reporting System:**

**A.** As indicated in the Department’s Communications Manual, every call for service will have a separate and distinct case number. This applies to both officer initiated calls as well as citizen calls for service. Every incident in the following categories, alleged to have occurred in the Town limits of Riverdale Park, will be reported.

- \* Citizen reports of crimes,
- \* Citizen complaints,
- \* Citizen requests for services when; an officer is dispatched, an employee is assigned to investigate, an employee is assigned to take action at a later time,
- \* Criminal and non-criminal cases initiated by law enforcement officer, and,
- \* Incidents involving arrests, citations or summonses.

**04 Report Review and Distribution:**

**A.** Once a report<sup>1</sup> is written, it is reviewed and signed by the officer’s supervisor. It is then turned in to the

Records Section, where the original copy is maintained. Copies are forwarded to CID by Records.

**B.** Reports will be completed and turned in by the end of an officer’s shift. If the report cannot be completed by that time, it will be placed in the "Reports Held for Completion" Box in the Records Section. This action allows the officer additional time to complete the report. However, all vehicle impounds will be completed within two hours of the impound.

**C.** The Shift Supervisor reviews each report for compliance with Department requirements, investigative potential and reporting via UCR.

**D.** The Communications Section enters the reports into its computer. The records computer is on at all times, allowing for immediate access for members of the Department on a 24 hour basis.

**E.** The original copies of reports, supplements and other documentation are maintained by the Records Section. Access to records is limited to the Director of Informational Services, or designee, the Administrative Assistant, the Chief of Police and the Patrol Commander. When copies of reports are distributed outside the agency, the Report Dissemination log will be filed out and kept with the report. Release of these reports and ancillary information is done in compliance with applicable law.

**F.** General Order 621 describes circumstances surrounding the release of information to the media.

**05 Privacy / Security Precautions:** As stated previously, all aspects of the central records function are conducted in accord with Department Procedures, local ordinance and/or State statutes. Privacy and security of criminal history records are in accord with U.S. Department of Justice regulations (28 Code of Federal Regulations, Part 20).

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<sup>1</sup> A “report” includes, but is not limited to Incident Reports, Special Reports, Accident Reports, Property Reports, Impound Reports, and Animal Bite Reports

**06 Records Retention:** Records are maintained as required by applicable Federal, State, County and local law. **Note that:**

- \* Case report files are retained for 25 years,
- \* Criminal records are retained for 75 years,
- \* Juvenile records are retained for 25 years,
- \* Expunged records are retained for 10 years,
- \* Vehicle accident reports are retained for 5 years,
- \* Communication logs are retained for 25 years,
- \* Per State law, original reports are maintained on file until a court orders expungement,
- \* State tickets are kept for a minimum of 5 years,
- \* Personnel files are kept until the person is no longer an employee. The files are then stored in the Town Hall Archives ,
- \* Internal investigation files are maintained solely by the Chief of Police,
- \* Criminal history files are maintained in the CID office, secured and locked in file cabinets,
- \* Adult and juvenile files are maintained separately, and,
- \* While a case is under active investigation, a “working case”, including cases from CID, may be locked in the CID office. Patrol officers will coordinate with CID when active case files in CID are needed.

**07 Central Records Accessibility:** Central records information is available to personnel 24 hours a day, seven days a week, and may be accessed through the Riverdale Park Police Computer system.

**08 Repository of Records:** Records are filed in the Department’s repository of records, which includes, but is not limited to:

- \* Offense reports,
- \* Arrest reports, and,
- \* Traffic accident reports.

**A.** Maintenance of this repository is a function of the Records Section.

**B.** The Records Section is responsible for arrest packages containing fingerprint cards, index cards, photographs and arrest information.

**09 Alphabetical Master Name Index:** The Department maintains certain files within its records-keeping computer. These files are updated each time a report information is entered, changed or deleted.

**A.** The master name (adult) listing may be accessed by

direct name inquiry or alphabetical search. Each name is cross referenced to that person’s involvement, either as a complainant, victim, witness, suspect, arrestee or other. This would include all past arrests to serve as a criminal history file.

**B.** The master name (juvenile) listing may be accessed by direct name inquiry or alphabetical search. Each name is cross referenced to that persons involvement, either as a complainant, victim, witness, suspect arrestee or other.

**10 Incidents by Location and Type:** This information is in the computer as follows:

- \* Incident by Sector,
- \* Incident by Ward number,
- \* Accident by street name,
- \* Special search for an incident via area, street name or exact location, and,
- \* Incident by type of event or crime.

**11 Property Index:** (see General Order 627). Property is filed as stolen, impounded, recovered, found, evidence or safekeeping. It is also cross referenced to an incident with a corresponding case number that also applies to the property.

**12 Criminal History Files:** (see General Orders 640 & 641 - Criminal Investigations and Organized Crime)

**13 Traffic Records Section:** (see General Order 710 - Booking Procedures)

**14 Records Maintained Outside of Records:** (see again General Orders 640 & 641)

**15 Fees for Reports Provided to the Public:** The Chief of Police, will set a fee schedule for accident reports, and other services. Only “parties of interest” shall be provided copies of reports, pursuant to the Freedom of Information Act and applicable Federal, State and local law.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>SHOPLIFTING OFFENSES</b>	NUMBER: <b>615</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish policy and guidelines for the charging and/or transporting of persons arrested without a warrant by security personnel, non-security personnel and private citizens.

**02 Policy:** The department will assist and cooperate with store employees and security staff in the detection, apprehension and prosecution of persons accused of theft (shoplifting). However, officers shall adhere to policy contained in Section 4-211(b)(2) of the Maryland District Court Rules, whenever a subject is arrested. Should a subject meet the requirements for issuance of a Criminal Citation, officers will follow the guidelines in General Order 656 - Maryland Criminal/Civil Citation: Use of.

**03 District Court Rule, Defined:**

**A.** Section 4-211(b)(2) of the Maryland District Court Rules states: "...when a defendant is arrested without a warrant, the officer shall forthwith cause a statement of charges to be filed against the defendant in the District Court. At the same time or as soon thereafter as is practicable, the officer shall file an affidavit containing the facts showing probable cause that the defendant committed the offense charged".

**B.** When taking a person accused of shoplifting into custody without a warrant, the officer shall be responsible for the transporting, charging and prosecution.

**04 Maryland Uniform Criminal/Civil Citation:**

**A.** Article 27, Section 594(b)(2) allows officers to charge defendants with misdemeanor thefts on a Maryland Criminal Citation. If the store representative requests that charges be placed against the defendant, *and* there is probable cause that the defendant committed the offense, *and* the defendant meets the criteria outlined in General Order 656, the officer may issue a citation. The defendant will be released from the scene after signing the citation. The store

representative will be advised that a summons will be sent to all witnesses by the District Court.

**B.** Whenever said citation is issued, the officer will complete an Incident Report and a summons request for all witnesses. Officers will complete the Citation as described in General Order 656, ensuring that the property value is indicated on the Citation.

**05 Arrest and/or Transport:**

**A.** Whenever a police officer is called to the scene of a shoplifting offense and verifies that a crime was committed, he/she shall complete an Incident Report. The shoplifter will only be taken into custody under the following circumstances:

1. When property was stolen and sufficient probable cause has been established.
2. The shoplifter is apprehended, and Statement of Charges is completed, by a Special Police Officer licensed by the State of Maryland.
3. When the suspect does not possess positive identification to the satisfaction of officers on the scene, or claims no fixed address.
4. When there are extenuating circumstances and the arrest complies with the Laws of Arrest as enumerated in Article 27, Section 594B of the Annotated Code of Maryland.
5. If the suspect is an *out of state* resident, and has proper identification, he/she *does not* meet the requirements for issuance of a Criminal Citation.

**06 Juvenile Offenders:** When it has been determined that the shoplifter is a juvenile, the case will be handled according to established procedure regarding juvenile arrests, regardless of the monetary value of the property. Do not issue a Citation to a juvenile under these circumstances.

## 615 - Shoplifting Offenses - 2

**07 Identification of the Accused:** If there is any doubt as to the positive identity of a suspect, he/she will be taken into custody. Wanted checks will be conducted on all shoplifting suspects before they are released.

**08 Other Offenses Committed During the Offense:** If the defendant commits other offenses during the course of the shoplifting, the officer *will not* issue a Citation. Procedure does not allow for arrest on one charge, and issuance of a Citation on a related offense. Under these circumstances, the suspect will be taken into custody.

**09 Apprehensions by Special Police Officers:** When a Special Police Officer makes an arrest, he/she will:

- A. Complete a Statement of Charges.
- B. Request police assistance.
- C. Show the officer his/her Special Police credentials.
- D. Turn the prisoner and the charging documents over to the police officer.
- E. He/she must appear when the prisoner is taken before the Commissioner.
- F. The responding officer will:
  1. Review the charging documents for correctness and completeness.
  2. Obtain sufficient information to complete the Crime Report.
  3. Transport the prisoner to the station for processing.
  4. Transport the prisoner to the Commissioner.

**10 Evidence:** When the arrest is made by a Special Police Officer, he/she will retain all evidence. Evidence seized during arrests by Riverdale Park Police Officers will be handled according to department procedure.

**11 Civil Penalties for Shoplifting:** Under the Annotated Code of Maryland - Courts and Judicial Proceedings Article - Section 3-1301 through 3-1308, merchants can seek civil damages and penalties from shoplifters. The Civil remedies provided by law are

separate from criminal prosecution. Store owners will be expected to cooperate fully in the prosecution of the criminal matter, regardless of the civil matters that may be pursued. Officers will not become involved in any negotiation regarding civil remedies sought by a store owner.

**12 Shift Supervisor Responsibilities:** The shift supervisor will inspect all criminal citations to ensure that they are properly completed. Particular attention will be focused on the wording of the charges, penalties and the court date. All citations will be turned in at the end of each shift.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>WEAPONS</b>	<b>NUMBER:</b> 617
<b>EFFECTIVE DATE:</b> June 1, 2000	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> Chief David C. Morris	<b>ACCREDITATION STANDARDS:</b> 1.3.1 - 1.3.13	<b>TOTAL PAGES:</b> 6

**01 Purpose:** To establish policy, procedures and guidelines relating to the use of Department issued and/or approved weapons, including secondary weapons.

**02 Policy:** The discharge of a firearm is a grave and serious act which must be justified. It is the policy of the Riverdale Park Police Department to require officers to use and handle firearms in a manner that is safe, prudent and consistent with Department Procedures and Rules, as well as laws of the State of Maryland.

**03 Use of Force, Generally:**

**A.** Officers will refrain from using unnecessary force and shall not strike any person except in self defense or to defend another person who is unlawfully attacked.

**B.** Officers may meet force with that degree of force necessary and reasonable to repel an attacker or terminate resistance, except that they shall avoid blows to the head or spinal column.

**C.** When making an arrest, only that amount of force necessary to effect and/or maintain custody of the prisoner, will be used.

**04 Definitions:**

**A.** Deadly Force is that degree of force applied which is intended or likely to cause death or serious injury. The intentional discharge of a firearm at, or in the direction of, another person, shall constitute deadly force.

**B.** Reasonable belief exists when the facts and circumstances an officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way, under similar circumstances.

**C.** Serious physical harm is defined as a bodily injury that creates a substantial risk of death, causes serious,

permanent disfigurement, or results in long term loss or impairment of the functioning of any bodily member or organ.

**D.** 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,
- \* physical control holds,
- \* use of a striking instrument, and as a final option;
- \* deadly force.

This continuum is not rigid in terms of following the progression regardless of the circumstances. Officers will meet force with that degree of force necessary and reasonable to repel an attacker or terminate resistance.

**05 Authorized Use of Deadly Force:** Officers authorized to carry firearms shall use them only under the following conditions:

**A.** In defense of his/her life, when the officer has reasonable belief that he or she is in immediate danger of death or serious physical injury,

**B.** To defend another person when the officer has reasonable belief that a person is in immediate danger of death, or serious physical injury,

**C.** To kill an animal that is dangerous to human safety, or is seriously injured.

**D.** At an approved range, or other suitable location, for a lawful activity or firearms training.

**06 Unauthorized Use of Deadly Force:** Officers shall not use firearms under the following conditions:

**A.** When the discharge of a firearm is solely intended

as a warning,

**B.** When the safety of innocent person(s) would be unduly jeopardized,

**C.** When lesser force would reasonably suffice,

**D.** When the force is used to apprehend a “ fleeing felon” except in circumstances described in section 05 above, and,

**E.** Under no circumstances will an officer discharge any firearm from a moving vehicle.

**07 Firearms - Issue and /or Authorized:**

**A.** Prior to receiving an issued firearm or one authorized for Department use, officers shall:

**1.** Be provided with a copy of this procedure and become completely familiar with its contents, as well as the contents of Department Rules, and,

**2.** Qualify at an approved range, obtaining a minimum score of 75% with each authorized weapon.

**B.** Officers authorized to carry firearms shall be armed at all times while in the Town of Riverdale Park, except as otherwise stated in this section.

**C.** Department issued Beretta pistols shall be carried in “service ready” condition at all times and shall have:

**1.** One (1) round in the chamber,

**2.** Eleven (11) rounds in the magazine, and,

**3.** The safety/decocking lever will be “UP”.

**D.** All other semi-automatic pistols approved for Department use will be carried in the same manner except that some may have a smaller magazine, and subsequently, less ammunition. Magazines will be kept loaded to their individual maximum capacity.

**E.** Firearms are authorized to be carried off duty, but are not required to be carried outside the Town limits. No officer is authorized to carry a firearm in any jurisdiction prohibiting such practice. In all cases, the firearm will be carried concealed while off duty.

**F.** Either on or off duty, officers may carry only Department issued weapons or an approved equivalent.

This means any personally owned weapon meeting the provisions of this procedure.

**G.** The standard Department issued weapon is the Beretta 96-F pistol. Command Staff and officers assigned to investigations will carry a Smith & Wesson .40 caliber pistol.

**H.** Officers wishing to carry a different weapon off duty, may do so only if the weapon meets the following standard, and is approved by the Chief of Police:

**1.** It is a personally owned Beretta pistol as described above, or,

**2.** It is an authorized semi-automatic handgun with the following characteristics:

- \* .40 caliber, 9mm, or .380 caliber
- \* Minimum magazine capacity of seven (7) rounds.
- \* Double-action firing mechanism.

**I.** No Department owned armament shall be loaned to any person or agency without the consent of the Chief of Police.

**08 Authorization Procedures - Personally Owned Firearms:**

**A.** An officer wishing to use a personally owned firearm off duty, must have the weapon inspected by the Department’s Armorer. The armorer will ensure that the weapon meets the provisions of this policy, and that it is safe and in proper working order.

**B.** After the weapon has been inspected, the officer will submit a memorandum through the chain of command to the Chief of Police. The memorandum will request an authorization to carry the weapon and will include the following:

**1.** The make, model and serial number, and,

**2.** A statement that the weapon has been inspected and approved by the armorer.

**C.** Once authorization is granted, a copy of the memo will be forwarded to the Senior Firearms Instructor. The firearms instructor will ensure that the officer qualifies with the approved weapon by obtaining a score of at least 75%.

**D.** Note that personally owned firearms authorized for police use are subject to all the provisions of

Procedures and Rules governing firearms generally. Officers are limited to one personally owned weapon that will be authorized for department use.

**09 Authorized Ammunition:**

**A.** Only Department issued ammunition will be used in Department owned pistols.

**B.** Ammunition used for official duty will not be altered or modified.

**C.** Only ammunition of the same type as issued by the Department, is authorized for use in approved personally owned pistols. The authorized ammunition is .40 caliber 155 grain, jacketed, hollow point hydro-shock.

**D.** While on duty, officers will carry ammunition as follows:

1. Patrol Duty - a minimum of two extra magazines,
2. CID Duty - a minimum of one extra magazine.

**10 Holsters:**

**A.** Both patrol officers in uniform and administrative officers in uniform shall wear the holster issued by the Department.

**B.** Off duty and plainclothes officers, may use a different holster, provided:

1. The holster securely and properly fits the weapon, and,
2. The holster has a thumb-break style safety strap.

**C.** Firearms shall be carried in holsters with the safety/decocking lever UP at all times.

**11 Firearms Safety:** Officers handling firearms must, at all times, be aware of and obey, the following basic rules of firearms safety:

- A.** All guns are loaded,
- B.** The muzzle is always pointed in a safe direction,
- C.** Fingers are kept off the trigger and outside the trigger guard until a target has been identified, and,

**D.** You must be sure of the target and backstop.

**E.** Whenever pistols are removed from holsters in other than tactical situations (e.g., loading/unloading, inspection, cleaning etc...), the safety/decocking lever will immediately be placed in the DOWN (safe) position. The lever will remain down until the procedure is completed, and the weapon is returned to the holster.

**12 Loading and Unloading Procedures - Service Weapons:**

**A.** Weapons will be pointed in a safe direction with fingers outside of the trigger guard. Loading will be done adhering to the following procedure:

1. Place the safety/decocking lever DOWN,
2. Pull and lock the slide to the rear,
3. Visually check the chamber, magazine well and barrel for obstructions,
4. Insert a fully loaded magazine (11 rounds),
5. Using the slide release, allow the magazine to go forward.
6. Place the safety/decocking lever UP,
7. Holster the weapon,
8. Remove the magazine and load one round, and,
9. Re-insert the magazine, making sure it snaps into place.

**B.** Do not slam the magazine into place. If the magazine is slammed into the gun it could cause the slide to release, around to invert inside the magazine or the floor plate to release. Dropped magazines should always be unloaded and inspected for inverted rounds. If you load or unload frequently, rounds should be rotated in the magazine, so the same round is not always first.

**13 Firearms Security:**

- A.** Officers will keep firearms securely fastened in holsters at all times.
- B.** Officers will not be armed while handling prisoners

in the processing area or interview rooms.

C. When it is necessary to disarm at the police station, officers will place the safety/decocking lever DOWN, remove the magazine, and secure their gun in the gun locker.

D. When securing weapons off duty, every officer is charged with ensuring that Department weapons are inaccessible to persons not authorized to possess or handle them. Officers are responsible for the safety and security of their firearms in conjunction with CR 4-104, which states, "...an individual may not store or leave a loaded firearm in any location where the individual knew or should have known that an unsupervised minor (under 16) would gain access to the firearm". All officers are issued a departmental lock box for the storage of their weapons.

#### 14 Firearms Repair and Modifications:

A. The Department Armorer will perform routine repairs and modifications to Department owned weapons.

B. The Department Armorer will keep records of all repairs and/or modifications performed on issued or authorized weapons.

#### 15 Inspections:

A. Inspections of Department issued weapons, for the ranks of Sergeant and below, will be conducted by the officer's immediate supervisor, or designee, once every month. In addition, weapons will be inspected by a member of the firearms instructors staff during semi-annual firearms training.

B. The Armorer is also responsible for:

1. Maintenance, inspection and test firing of weapons prior to issuance, and maintaining firearms records.

2. Periodic weapons maintenance and annual inspection of all personally owned handguns used by officers off-duty.

3. Reporting all problems and discrepancies to the Patrol Commander. Any equipment needed should also be reported.

C. When an inspection reveals an unsafe condition in any issued/authorized firearm, the weapon will

immediately be placed out of service. The weapon will not be carried again until the problem is corrected and the weapon is inspected and approved by the Armorer.

D. When an inspection of a Department issued weapon reveals damage attributed to carelessness, abuse or misuse, the inspector and officer will complete and forward memoranda to the Chief of Police.

E. Department issued weapons that are damaged or lost as a result of negligence, will be replaced by the officer, at his/her expense.

#### 16 Firearms Training:

A. Officers will report for firearms training at the time and place dictated by the Chief of Police or designee.

B. While training will be conducted in accordance with the standards of the Maryland Police Training Commission, nothing in this section prohibits the Department from establishing or requiring higher standards.

C. Qualification consists of two hours of classroom instruction/discussion on firearms policy and related topics, as well as, several hours of shooting. Each sworn officer will qualify at least annually with any firearm which he/she is authorized to use. Each officer will attain a minimum score of 75% on the range, and 70% on the written examination.

D. An officer who fails to obtain a qualifying score with their service weapon will be scheduled for remedial training within 30 days. The officer may be scheduled for a medical exam to determine if medical conditions exist which may inhibit shooting ability.

E. The Senior Firearms Instructor is responsible for scheduling remedial training, and will ensure that the officer(s) involved are assigned different instructors (from their prior attempt).

F. The Maryland State Training Commission certification is required for continued employment as a police officer. Each officer must remain proficient with the assigned service weapon. Failure to obtain a qualifying score, after remedial training, may result in dismissal. Maryland State Training Commission regulations mandate a qualifying score of 70%.

G. The Senior Firearms Instructor will ensure that proper documentation and records are kept, and that a

copy of individual qualification scores is placed in each officer's training file.

**H.** Whenever an officer is found to have discharged a weapon negligently, he/she must undergo firearms re-certification.

**17 Discharge of Firearms Within Town Limits:**

**A.** When an officer discharges a firearm, whether intentionally or accidentally, either on or off duty, he/she shall immediately notify the on-duty supervisor. The officer will prepare a written report to the Chief of Police within 48 hours. This deadline may be extended in the event that the officer is physically unable to prepare the report. The report will detail all the facts and circumstances. The officer will also:

1. Summon medical assistance as necessary,
2. Identify witnesses as possible, and,
3. Not reload or tamper with his/her weapon unless such action is necessary and authorized under this procedure.

**B.** The on-duty supervisor will respond to the scene of the incident. If there is no personal injury, the supervisor will then:

1. Conduct an investigation to determine if Rules and/or Procedures were violated, and,
2. Submit a report to the Chief of Police with a finding of either negligent or non-negligent action.

**C.** If the incident resulted in any injury, the supervisor will:

1. Ensure that medical assistance is forthcoming,
2. Offer assistance to the officer, keeping in mind that a shooting incident may have serious psychological ramifications. Derogatory remarks, insinuations or criticisms will not be directed toward an officer so involved.
3. Relieve the officer of his/her weapon, making sure the weapon is not unloaded or tampered with prior to being turned over to the Criminal Investigations Division.
4. Identify all known witnesses and record their names

and addresses,

**5.** Notify the Chief of Police and the CID Supervisor.

**6.** Ensure that the scene is preserved prior to the arrival of CID personnel, and,

**7.** Submit a report of all actions taken as soon as possible.

**D.** CID personnel will respond to the scene and assume control of all ensuing investigations.

**18 Discharge of Firearm Outside Town Limits:**

**A.** If there is no personal injury, the supervisor will:

1. Respond to the scene, if possible,
2. Request a copy of the incident report, as well as all supporting documentation, from the investigating Police agency,
3. Conduct an investigation and submit a report in accordance with the provisions of this procedure, and,

**4.** Make notifications in accordance with this procedure.

**B.** If personal injury is caused, the supervisor will:

1. Respond to the scene if the location is within the Washington, DC metropolitan area, and,
2. Confer and coordinate with the police agency conducting the investigation.

**C.** Responding to discharges of firearms outside of the Town will depend upon the distance and seriousness of the incident.

**19 Use of Force - Administrative Leave and Counseling:**

**A.** An officer who discharges a firearm or uses another weapon which results in the death or serious injury of another person will be placed on administrative leave with pay, pending an investigation. However, the Chief of Police or designee may temporarily reassign that officer to administrative duties in lieu of administrative leave.

**B.** While on administrative leave, or performing administrative duties, an officer will not conduct police duties other than court appearances. He/she may take action only in emergency situations.

**C.** Any officer discharging a weapon which results in death or serious injury to another person will routinely undergo counseling with a psychologist selected by the Chief of Police or designee.

**20 Secondary Weapons:**

**A.** Officers are authorized to use non-lethal weapons to repel force or threat of force which could reasonably cause injury when:

1. Less force is impractical or unsafe, and,
2. No apparent alternative exists to subdue the person.

**B.** OC pepper spray is the only chemical agent authorized, and issued by, the Department. Use of OC spray will be in full compliance with General Order 657 - OC Spray.

**C.** ASP Batons are to be carried as a secondary, defensive impact weapon, however:

1. Officers are cautioned against blows to the head or spinal column by the baton, except under circumstances wherein the officer's life, or the life of another person, may be in jeopardy.

**D.** Officers will not carry or use any other instrument as a weapon, except in life or death situations where no other alternative is possible.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>Colt Carbine 9mm</b>	NUMBER: <b>617</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:
	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines for the use of the Colt Carbine while on-duty.

a Commanders Information Report will be generated by the on duty supervisor.

**02 Policy:** To allow for the reasonable use of the Colt Carbine in situations when deemed appropriate to prevent injury or death to citizens and/or officer(s).

**07 Issuance of Colt Carbines:** Officers who are qualified and wish to carry the Colt Carbine must obtain approval from their shift supervisor.

**03 On Duty Carbines:**

- A. Officers who are qualified may carry departmental carbines.
- B. Officers will be required to qualify semi-annually and obtain a score of no less than 80% in order to carry the Colt Carbine.

**04 Ammunition :** The following ammunition is approved for use in the Colt Carbine. Only departmentally issued ammunition may be utilized.  
 - Federal Hydra-Shok 115gr. hollowpoint.

**05 Mounting / Locking Devices:**

- A. Officers will be required to secure the Colt Carbine in an approved installed gun rack inside the police cruiser or as specified by the Patrol Commander during their tour of duty. The weapon will be secured with the fire selector on "SAFE".
- B. The Colt Carbine will be carried with one round in the chamber and a fully-loaded magazine inserted into the weapon.

**06 Use of the Colt Carbine:** The Colt Carbine will be used in accordance with the Use of Force Policy and the Deadly Force Policy outlined in the Riverdale Park Police General Orders. Further, the Colt Carbine may only be employed during high risk situations. The Carbine will not be displayed to the general public or employed during routine calls for service.

- A. On any occasion when the Colt Carbine is deployed,

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>HOUSE CHECKS</b>	<b>NUMBER:</b> 618
<b>EFFECTIVE DATE:</b> June 1, 2000	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> Chief David C. Morris	<b>ACCREDITATION STANDARDS:</b>	<b>TOTAL PAGES:</b> 1

**01 Purpose:** To establish policy and procedure for conducting house checks.

**02 Policy:** It shall be the policy of the Riverdale Park Police Department to provide the service of house checks for Town residents.

**03 House Check Criteria:** House checks will be conducted when:

- A. The occupants will be absent for at least one day.
- B. The house will not be occupied, by house sitters or the like, during the period.

**04 Procedure:**

A. When a request meets the criteria stated above, the dispatcher or officer receiving the request shall complete a House Check form, ensuring that the following information is recorded:

- \* Full name of owner,
- \* Address and telephone number,
- \* Telephone where owner can be reached,
- \* Telephone number and name of any other responsible party in case an emergency arises,
- \* Location of key (if available), and
- \* Remarks (lights on timer, animals in house, lights left on, etc...)

B. The employee accepting the request will advise the homeowner to contact the Police Department immediately upon return, so that the house check can be cancelled. Employees will explain that this procedure is for safety reasons, since police have no other way of knowing of their return.

C. The completed house check form will be placed in the House Check file which is to be kept in the Communications office.

D. The employee receiving a cancellation or observing an expiration of a house check, shall remove the form from the house check file.

**05 Responsibilities - Patrol Division:**

- A. House checks will be performed by all shifts.
- B. The shift supervisor is responsible for ensuring that the house checks are conducted.
- C. Officer(s) checking a residence will exit his/her car and walk around the entire perimeter of the house, conducting an inspection of the premises.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>ANIMAL COMPLAINTS</b>	NUMBER: <b>619</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To set forth the Town regulations, and the corresponding sanctions, regarding animal complaints.

**02 Policy:** Calls for service involving animal complaints will not be considered insignificant. Complaints may involve dogs at large, unlicensed dogs or general nuisance animals. In all of these cases, as well as other animal complaints, officers will enforce Chapter 10 of the Town Ordinance Code as directed by this General Order.

**03 Dogs and Other Domestic Animals:**

**A. License Requirements:** An owner of any dog of the age of four (4) months or over, within the Town, must license the dog in accordance with the regulations of Prince George's County.

**B. Control Requirements:**

**1. Running at large:** " AT LARGE shall mean [an animal] a dog off the premises of its owner and not either leashed or otherwise under their immediate control of a responsible person capable of physically restraining the animal. A dog trained to respond promptly and reliably to voice commands shall be deemed to be under their immediate control of the person to whose voice commands it responds if that person is in immediate proximity of the dog".

**a.** No owners of dogs shall permit the dog(s) to be at large.

**b.** If a dog is found to be at large, the respective County Animal Control Department shall be notified. Officers encountering dogs at large may take such steps as are necessary to humanely restrain the dog in order to protect humans, other animals and property (refer to General Order **617** for deadly force requirements).

**c.** Animal Control will be immediately notified when calls for "dog at large" are confirmed. Officers will monitor the dog, as manpower and time constraints permit, until Animal Control arrives.

**04 Officer Responsibilities:**

**A.** An officer may issue a citation for a municipal infraction if the officer:

**1.** Observes a violation of the Town Ordinance Code.

**2.** Officers are encouraged to issue warnings for initial violations, and escalate to citations for subsequent, repeat violations.

**05 Safety:** Officers must remain cognizant of the dangers associated with calls for service involving animals. The possibility of rabies (General Order **607**), especially, should be considered under these circumstances.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>FIREARMS SEARCH REPORT</b>	NUMBER: <b>620</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish a procedure in accordance with CR 4-206, relating to a limited search for a **firearm**; otherwise known as “Stop and Frisk”.

verify any and all applicable handgun permits. Once this search is completed, MSP will send its findings to the originating officer.

**02 Policy:** The Firearms Report (MSP Form 97) must be filled out by an officer who conducts a limited search for a handgun pursuant to CR4-206(c)

**F.** The provisions of F.C. 723, regarding ATF firearm traces, are not affected by this directive, or by the submission of a MSP-97 to MSP.

**A.** The MSP Form 97 must be completed within 24 hours of the search,

**B.** The form must be completed regardless of the outcome of the search, and

**C.** The form is not required for any handgun seizures which result from police actions other than “Stop and Frisk” situations established in CR 4-206.

**03 Procedures:**

**A.** The form will be utilized when a handgun “Stop and Frisk” is performed, regardless of the outcome of the search.

**B.** The form will also be utilized when:

1. A firearm is located incidental to any arrest, and
2. When a trace of a permit and/or weapon is needed.

**C.** The form will be completed in duplicate, signed by a supervisor and submitted to the Records Section. If a police report is written, the officer will note in that report that a stop and frisk was conducted and the MSP-97 was completed.

**D.** The Records Section will send the original to the Maryland State Police, while maintaining a copy on file.

**E.** If a firearm is recovered, the Maryland State Police will trace it to its last known owner. They will also

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: NOTIFICATIONS, MEDIA and RELEASE OF INFORMATION</b>	<b>NUMBER: 621</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> 12.1.4, 46.1.2 & 1.3, 46.1.5, 54.1.1 -1.3	<b>TOTAL PAGES:</b> <b>3</b>

**01 Purpose:** To establish underlying premises and responsibilities for the information function within the Police Department.

**02 Policy:** To operate effectively, the Department must obtain the support of the public by operating with openness and candor. The public and news media must be informed of events that affect the lives of Riverdale Park area citizens. It is intended, therefore, that by providing the news media and the community with information on agency administration and operations, a relationship of mutual trust, cooperation and respect will be maintained.

**03 Credentials and Access of News Media at the Scene of Incidents:**

A. The Department does not issue or revoke press credentials. However, the Department accords media privileges to any person employed by, and having valid identification from, a local, national or international news organization. Questions as to credentials will be directed to the Command staff on the scene. Freelance writers and photographers will not be accorded privileges and will be treated as members of the general public.

**04 Authorization to Release Information:** The time limit for discussing current arrests is seven (7) days after charges are placed. After this time has passed, an arrest will be verified for a period of one year from the time of arrest only if the person in question is still in the criminal justice system.

A. At the scene of an incident the following persons are authorized to release information:

\* The Chief, Operations Commander, or their designee

B. The Chief and Operations Commander are authorized to release information from Department files.

C. The Chief and Operations Commander are authorized to release information on ongoing criminal investigations.

**05 Information/Material Which May Not be Released to the Media:**

- \* Mug shots of an accused person(s),
- \* Name of a victim of a sex offense,
- \* Name of a witness or potential witness,
- \* Name of any juvenile (age may be given, but not race),
- \* Name of any seriously injured or deceased person before notification of next of kin,
- \* Criminal record, character and/or reputation of a defendant,
- \* Existence or contents of any confession, admission, statement or alibi given by an accused, or their failure to make same,
- \* Polygraph refusal or failure,
- \* Information received from other law enforcement agencies without their concurrence to release,
- \* Credibility or character of any witness or potential witness,
- \* Testimony or credibility of any victim,
- \* Any opinion on innocence or guilt or quality of evidence or merits of a case,
- \* Possibility of a guilty plea, plea bargain or other case disposition,
- \* Transcripts, reports or summaries of judicial proceedings from which public and press have been excluded by the courts,
- \* Information which may interfere with investigation or apprehension. Especially prohibited are premature disclosure of unchecked leads, unverified information, specific facts of an "MO", details known only to the suspect, and information which could cause a suspect to flee,
- \* Home address, telephone number of any Department employee unless employee gives consent,
- \* Exact dollar value of stolen property,
- \* Any information on internal affairs, except by

permission of the Chief of Police.

**06 Information Which May be Released to the Media:**

**A.** Adult chronological arrest books are open to public inspection.

**B.** Name and assignment of arresting officer(s).

**C.** Facts and circumstances of an arrest investigation so long as such disclosure would not be prejudicial.

**D.** Amount of bond, court dates, and location of detention.

**E.** Information which may assist in an investigation, such as lookouts for person(s) or vehicles.

**F.** An adult victim's name, address, age, occupation and injury, if they would not jeopardize victim's life or property. However, cases involving sexual assault require releasing only age, sex and geographic area of occurrence.

**G.** The existence (but not the contents) of suicide notes.

**H.** The existence of a suspect (without name) if it will not interfere with an investigation.

**I.** After notification of next-of-kin (in an accident), all facts and circumstances are released (unless victim is a juvenile).

- \* Date, time and location of accident,
- \* Number and kind of vehicles involved,
- \* Detailed description of accident,
- \* Primary vehicle driver's name, address, age and medical condition,
- \* Other vehicle driver's name, address, age and medical condition,
- \* Name of hospital(s),
- \* Passenger(s) in any vehicle, their names addresses, ages, medical conditions and relation to the driver,
- \* In each case, the time next-of-kin was notified,
- \* Name of officer in charge of the investigation,
- \* Name of any other jurisdiction or officer involved,
- \* If fatal, the time pronounced,
- \* Charges placed, if any, and
- \* The use/non-use of seat belts, air bag activation.

**J.** After an arrest the exact charges and the method of charging (warrant, indictment, etc...) may be released.

**07 Denying Information:** Whenever a media request for information is denied, it will be supported by a courteous, logical and complete explanation. Justification may involve privacy rights, court rulings and/or safety of a defendant, victim or witness. Failure to adequately justify denial of information can seriously damage the Department's efforts to build good media relations, and cause the media to be less than cooperative on future occasions when the Department may need its assistance.

**08 When More Than One Agency is Involved:** When a Fire Department, Coroner's Office, etc... are involved in a mutual effort with the Riverdale Park Police Department, the agency having primary jurisdiction will be responsible for coordinating and releasing information to the media.

**09 Notifications Required:**

**A.** Serious occurrences listed below require immediate notification of the Chief of Police and Operations Commander as well as completion of the Command Information Report. Serious occurrences include, but are not limited to:

1. Death or serious injury of any Riverdale Park Police Department employee, on or off duty,
2. Major crimes including: Homicide, Kidnapping, Hostage/Barricade situations, Bank Robberies, Confirmed or detonated Explosive Device,
3. Shooting involving a Police Department employee,
4. Newsworthy event that attracts media attention,
5. Natural or Man-made disasters; major commercial fires and explosions,
6. Any incident involving a major evacuation,
7. Missing person when foul play is suspected and/or extensive search is required,
8. Any incident involving individuals of interest to the media, especially elected officials,
9. Racial, Religious or Ethnic incidents involving well known persons, religious institutions or public property, or involving significant damage to a commercial facility,

**10.** Prisoner in police custody suffers a critical or fatal injury or illness, or is otherwise admitted to a medical care facility,

form.

**11.** A felony arrest of any Town employee or any physical custody arrest of a Public Safety Employee of any jurisdiction.

**B.** The following listed occurrences, along with all circumstances enumerated in **11A** above, will require the completion of a Command Information Report:

**1.** Major crimes,

**2.** Unusual or controversial incidents,

**3.** Shots fired by citizens or police:

\* weapons discharged at any person, residence, vehicle or commercial establishment,

\* weapons discharged by an officer while making an arrest,

\* weapons discharged during the commission of a crime,

\* wounding of a person.

**4.** Whenever a police officer is injured on duty,

**5.** Whenever a police officer uses force involving a firearm or secondary weapon, or whenever an officer strikes a prisoner, or

**6.** Serious accident involving fatalities, aircraft accidents, serious school bus/commercial bus accidents.

**7.** Vehicle pursuits.

**C.** The officer in charge and/or in control of the situation or prisoner, will be responsible for completing the Command Information Report. Prior to completion of his/her work day, the officer's supervisor will review, sign and forward a copy of the Command Information Report to the Operations Commander and the Chief of Police. The supervisor will also ensure that the original Summary is made available for immediate access by the Chief of Police.

**D.** In serious occurrences, the Operations Commander or Chief of Police shall be notified.

**E.** When practical, notifications shall be made by the on-duty supervisor or designee. Prior to notification, the supervisor or designee will garner all facts and circumstances, including information in paragraph

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CONTROLLED DANGEROUS SUBSTANCES - SEIZURE</b>	NUMBER: <b>622</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>83.3.1, 83.3.2, 84.1.1 - 84.2.5</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish guideline for the handling of seized drugs (CDS) and paraphernalia.

**02 Policy:** The Department will ensure that proper control is maintained from the time of CDS or paraphernalia seizure until the time of disposal.

**03 Officer Responsibilities:** Any officer receiving custody of, or otherwise coming into possession of, suspected CDS/paraphernalia will:

**A.** Bring the contraband/evidence to the station without delay.

**B.** Follow these procedures for CDS:

**1.** Powder substances: Retain within whatever container the substance was originally received. Place in a plastic heat sealed bag and weigh on a triple beam scale. The impound should reflect the Gross Sealed Weight.

**2.** Tablets or Pills: Place in a plastic heat sealed bag and weigh on a triple beamscale. Count and document the number of pills/tablets.

**3.** Vegetation: Place in a plastic heat sealed bag and weigh on a triple beam scale.

**04 Impound Procedures:**

**A.** Impounds involving drugs will include at least the following information:

1. A list of all charges,
2. Trial dates (if known)
3. Instructions (such as “destroy”, “store for court”, etc...)

This information will be written in the “Miscellaneous” section of the impound form.

**B.** Officers will submit the entire impound to the Property Officer. If the Property Officer is unavailable, the officer will place the impounded CDS and the impound form into an impound locker, secure the locker, and put the key into the locked box marked “CID”.

**C.** After weighing and sealing the bag and its contents, write the following information on the bag in ink or indelible marker:

1. Officer’s signature on the seal,
2. Officer’s ID number,
3. The date,
4. The case number and defendant’s name, and
5. The Gross Sealed Weight.

**D.** Without delay turn the CDS over to CID, either in person or via the locker system.

**E.** When CDS or paraphernalia is obtained as “found” or is taken from a person by an officer, but no arrest is made, the officer will complete a Criminal Intelligence Form or an incident report detailing the incident. The officer will then impound the contraband in accordance with paragraph **03** of this General Order.

**F.** Officer may wish to field test the substance. This will allow for additional probable cause, or may indicate that the substance is not contraband. Tests will not be made on CDS that is designated for destruction.

**05 Laboratory Procedures:**

**A. General:**

1. In every case, the Property Officer or designee will transmit evidence to the appropriate laboratory.
2. Under no circumstances will hypodermic syringes be submitted for laboratory analysis.
3. If any laboratory should send results directly to an arresting officer, a copy of the results will be forwarded to the Property Officer without delay.

1. In addition to a property form, officers will complete a typed Chain of Custody Log/ Analysis Request.

**D.** The drug lab will not accept drugs/contraband unless all necessary forms are properly and completely filled out.

**6 Property Officer Responsibilities:**

**A.** Annually, the Property Officer, will burn CDS and drug paraphernalia.

1. When drugs are to be destroyed, an memorandum will be prepared by the Property Officer, containing at a minimum:

- \* the date the destruction occurred,
- \* a list of those persons involved in the destruction, and
- \* the type of drugs destroyed including the case number, weight when received by CID, weight on the date of destruction and name of the defendant.

**B.** The Property Officer or designee will assume responsibility for all drugs/paraphernalia unless otherwise instructed in this General Order when:

1. Contraband is to be destroyed,
2. Contraband is to be returned after trial, or

3. Pending trial.

**C.** The Property Officer or designee will maintain CDS evidence for trial in a locked drawer, locked cabinet or safe.

**D.** The Property Officer or designee will ensure that the CDS is transported to the laboratory in a timely manner, and will immediately report to the Chief of Police, in writing, any employee who does not follow this General Order.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>SPECIALTY IMPACT MUNITIONS</b>	NUMBER: <b>623</b>
EFFECTIVE DATE: <b>September 1, 2001</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:
TOTAL PAGES: <b>1</b>	

**01 Purpose:** This section address the use of and training requirements for extended range speciality impact munitions.

**02 Policy:** Police Officers are authorized to use departmental approved speciality impact munitions. and issued equipment for resolution of incidents, as follows:

A. To protect them selves or another from physical harm, or an injury that may cause death.

**03 Definitions:**

A. Specialty impact munitions are flexible and non-flexible projectiles. They are intended to incapacitate an individual with minimal potential for causing death or serious physical injury when compared to conventional projectile.

B. The potential for causing death or serious physical injury with such projectiles is a reality. This potential is greatly reduced when impacts to the head and neck are avoided, and when appropriate medical examination is provided in cases were the suspect is struck in an area that might conceal a closed injury. These area include the chest, back, thoracic, and abdominal cavities, and the groin.

**04 Procedure:** When engaging a target, the officer should evaluate the effectiveness of each round. Compliance and / or incapacitation is desired goal and alternative target areas/response should be considered when rounds are not effective. Alternative target area/response considerations will be based on the circumstances the officer is encountering and the level of force authorized.

A. Departmentally Approved Specialty Impact Munitions. The 12 Gauge Drag Stabilized Round is the only specialty impact munition approved for use by the Riverdale Park Police Department.

**05 Deployment Techniques:**

A. The 12 gauge shotgun will be the dedicated weapon for speciality impact munitions. This weapon will be marked in a fashion to indicate less - lethal rounds. At no time will let hal ammunition be loaded into this weapon.

B. Before this weapon is deployed, the officer shall consider the level of force being confronted and the proximity of the suspect to the officer.

C. Suspects who are struck by speciality impact munitions shall be transported to a medical facility for examination.

D. Officers will be required to complete a use of force report whenever the above weapon is discharged for any reason.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>TASER X-26</b>	NUMBER: <b>624</b>
	EFFECTIVE DATE: <b>November 26 2003</b>	REVIEW DATE:
	New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input type="checkbox"/>	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01. Purpose:** To establish guidelines for deployment of the X-26 Taser.

**02. Policy:** To allow for reasonable use of the X-26 Taser in situations when deemed appropriate to prevent injury to citizens and or officers.

**03. Definition:** The X-26 Taser is a battery operated device which deploys two probes up to a distance of 21 feet away from a replaceable cartridge. When the probes make contact with a target the X-26 transmits a powerful electrical shock along the wires and into the body of the target. The probes will penetrate up to two inches of clothing. The X-26 is programed to deliver a five second electrical shock.

**A.** The results of X-26 exposure: The reaction to the X-26 is immediate and very intense, regardless of size, strength, sobriety or mental state of the exposed target. Complete incapacitation usually results. The X-26 effects the targets Electro-Muscular Disruption Systems (EDM). The X-26 not only stuns, it overrides the central nervous system causing uncontrollable contraction of the muscle tissue.

**04. Use of Force Continuum:** The use of X-26 will be used in compliance with General Order 617 - Weapons. Force should be used progressively in response to opposing force. X-26 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. The X-26 may be used under the following conditions:

**A.** A person is displaying active resistance or aggression.

**B.** Lesser force options have been ineffective.

**C.** A person poses a threat from a distance and attempts to close the distance, thus placing an officer at risk of injury.

**D. The X-26 shall not be deployed if a target has been exposed to flammable OC Spray.**

**05. Training:** Officers will receive a one hour transitional block of instruction on the use and effects of the X-26 Taser. Officers will qualify with the X-26 Taser on an annual basis.

**06. Issuance and Maintenance:** The X-26 Taser will be issued to those who qualify with the X-26. All officers who qualify will be able to utilize the X-26 in accordance with all General Orders.

**A. Field Deployment:** The X-26 will be worn on the officers duty belt opposite the officers gun side. A cross draw will be used to deploy the X-26. The squad supervisor will be responsible for collecting the X-26's and giving them to the reporting supervisor. The reporting supervisor will then issue the X-26's to the officers who are working the street.

In the event an extra X-26 Taser is available the on duty supervisor may issue it to a part-time unit.

**07. Reporting Procedure:** Any time the X-26 is used by an officer, the circumstances surrounding the use will be documented in the police report. Officers will also complete a Commanders Information Report and forward it to the Operations Commander with a copy of the hospital discharge report attached.

**08. Medical Treatment:** All persons subjected to the

X-26 or the probes shall be transported without unnecessary delay to a medical care facility for evaluation and treatment.

**A.** Transportation to a medical facility will be made by police personnel unless on-scene medical personnel deem an ambulance to be appropriate.

**B.** Officers shall advise medical personnel that the person has been subjected to the X-26 Taser and relate the approximate time the action occurred.

**C.** If the probes penetrate the skin, the puncture sites shall be brought to the attention of medical personnel.

**D.** Only hospital emergency room personnel may remove the X-26 Taser probes embedded in the skin.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: LIMITS OF AUTHORITY - CONSTITUTIONAL SAFEGUARDS</b>	<b>NUMBER: 625</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY: Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS: 1.2.1 - 1.2.6</b>	<b>TOTAL PAGES: 5</b>

**01 Purpose:** To define the legally mandated authority of police officers, to address Constitutional requirements of criminal investigations and to set forth procedures and guidelines on use of discretion; to define circumstances when officers should exercise alternatives to arrests/pre-trial confinement.

**02 Policy:** The United States Constitution guarantees every citizen certain safeguards from government intrusion, and as a consequence, the safeguards limit the authority of police to enforce laws.

**03 Police Authority to Enforce Laws:**

**A.** Article 23A, Section 2, Enumeration of Express Powers, Subsection B, paragraphs 22/23 of the Annotated Code of Maryland, and CR 2-102(b), gives the authority to municipal police officers to enforce criminal laws of the State and ordinances and regulations of the Town in which they are appointed.

**B.** All officers shall take an oath swearing to support the Constitution of the United States, Constitution of the State of Maryland, and laws and ordinances of Prince George's, and the Town of Riverdale Park.

**1.** The Oath of Office will be administered by the Mayor of the Town of Riverdale Park, or designee.

**2.** The Riverdale Park Police Department Oath of Office:

*I \_\_\_\_\_,  
do swear that I will support the constitution of the United States and that I will be faithful and bear true allegiance to the State of Maryland and support the constitution and bylaws thereof, and that I will, to the best of my skill and judgement, diligently and faithfully, without favor, affection, partiality, or prejudice, execute the office of Police Officer, Town of Riverdale Park, Maryland, according to the constitution and laws of this state and the Charter of the Town of Riverdale Park, Maryland.*

**04 Limitations of Police Authority:** Limitations are derived from statutes, Federal, State and local judicial interpretation of laws, opinions of the State's Attorney's office and the Attorney General of the State of Maryland, as well as, departmental policies, rules and regulations and Town administrative decisions.

**A.** Article 23A, Section 2B, paragraph 23, grants authority to enforce all ordinances relating to disorderly conduct and the suppression of nuisances equally within the limits of the municipality and beyond those limits for one-half mile, or for so much of this distance as does not conflict with the powers of another municipal corporation.

**B.** Courts constantly interpret laws that place limitations on the authority of police. The more common include: Miranda rights/warning, rulings on search and seizure, eyewitness identification, line-ups, etc.

**05 The Fifth Amendment Right Against Self-Incrimination:** Police officers are often in doubt as to when or if they should advise an individual of his/her Miranda rights. While Miranda deals with in-custody interrogation, the question of when custody applies may arise. Escabido v. Illinois requires the giving of Miranda warnings when the investigation focuses on a suspect or suspects and the interrogation reaches the accusatory stage. Since these two cases appear to contradict one-another, a proper guideline for police officers to follow would be to advise suspects of their Miranda warnings in all felony and Class I and II misdemeanor cases, and all DWI 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.** After the warnings have been read, understood and the individual wishes to waive them, the officer will have the suspect sign a waiver of rights form.

C. Officers will allow the defendant to call an attorney if he/she so desires.

**06 Police Limitations on Search and Seizure:** The Fourth Amendment to the Constitution guarantees the right of people to be free from unreasonable searches and seizures of their homes, person and property. The Supreme Court is constantly interpreting the Fourth Amendment as it applies to police conduct. Illegally seized items of evidence will not be admitted in court and may be cause for a lost criminal case. Additionally, an illegally conducted search invites civil suits under the Civil Rights Act. In order to ensure that citizens' Fourth Amendment rights are protected, Riverdale Park officers will obtain search warrants in all appropriate criminal cases except the following:

**A. Consent searches:** The consent must be voluntarily given by a person with authority to relinquish his/her rights. When exercising a consent search, the officer will obtain written consent whenever possible.

**B. Emergency to Save Life or Property:** An emergency must exist and the area searched must be directly related to the emergency.

**C. Plain View:** The officer must be legally where he/she can discover fruits, instruments, evidence, and contraband, the seizure must be inadvertent, and the property must be recognized as fruits, instruments or evidence of a crime, or contraband.

**D. Abandoned Property.**

**E. Inventory Searches of Vehicles.**

**F. Incidental to Arrest:** only the area within the immediate control of the person may be searched.

**G. Emergency search to prevent destruction/loss of evidence.**

**H. Fresh Pursuit.**

**07 Police Limitations Pertaining to Eyewitness Identification:** Eyewitness identifications generally do not provide reliable evidence during criminal investigations. Consequently, the Supreme Court has addressed this issue in numerous cases and set forth guidelines to be followed when eyewitness identifications are solicited by the police.

**A. On-scene Identification:** One-on-one identifications have been held constitutional as long as the period of time between offense and the identification is brief. One to three hours would be a reasonable amount of time.

**B. Police line-ups:** Line-ups should be conducted using persons having similar physical characteristics as the suspect. The accused has the right to have an attorney present during the line-up and the line-up may not take place until that attorney is present. The attorney may not offer any suggestions as to conduct of the line-up, but merely may be present. All line-ups must be documented by the police, to include date, time, place, names of participants and witnesses, and location of the suspect and participants within the line-up.

**C. Photo Line-ups:** In conducting photo line-ups, the photos must depict persons displaying similar physical characteristics to the suspect. Simply showing an eyewitness a single photo of the suspect has been ruled unconstitutional.

**08 Limitations on Police Authority:** From time to time, certain entities may limit police authority. Such entities and their limitations include, but are not limited to:

**A. Local Courts may impose limitations regarding:**

1. Enforcement of parking ordinances,
2. Handling of juvenile offenders,
3. Issuance of summonses as opposed to arrests, and
4. Municipal infractions.

**B. The State's Attorney's office may issue opinions to the Department which may regard:**

1. Prosecution of certain cases,
2. Extradition, and
3. Enforcement of certain statutes pending opinions from the Attorney General's office.

C. The Town Council, Town Administrator and the Chief of Police may impose limitations on police authority to include:

1. Parking violations, and
2. All Police Department policy/General Orders pertaining to the use of force.

**09 Changes in Laws/Interpretational Limitations:** Periodically, changes take place which may impose new limitations on authority or remove/alter existing limitations. Normally, annual updates on such changes are provided to all personnel by the State's Attorney. In case immediate changes in Department operations are required, information may be received orally and confirmed in writing.

**10 Compliance with Constitutional Requirements During Criminal Investigations:**

A. All officers while conducting criminal investigations, will take every precaution to ensure that all persons involved are afforded their Constitutional safeguards. Police officers will ensure that:

1. All statements or confessions are of a voluntary nature.
2. All persons are advised of their rights in accordance with this procedure.
3. All arrested are taken promptly before a Court Commissioner for formal charging, and to have bond and a court date set.
4. All persons accused or suspected of a criminal violation for which they are being interviewed are given an opportunity to consult with an attorney.
5. Prejudicial pretrial publicity is avoided so as not to interfere with a defendant's right to a fair and impartial trial.

B. Officers will know and abide by the following guidelines regarding Miranda warnings:

1. Miranda applies only to **custodial interrogation**. Interrogation is defined as, "...express questioning or its equivalent... any words or conduct on the part of police (other than those normally attendant to arrest and custody) that the police should know are reasonably likely to elicit an incriminating response from the

suspect." Custody refers to the suspect's reasonable belief that he/she is not free to leave.

a. The officer's view of what constitutes custody and that of the suspect may differ. Officers must remember that the reasonable belief of the suspect is what counts.

b. Officers are reminded that an interrogation does not rely solely or exclusively on words: conduct of officers can be the "functional equivalent" of asking questions.

2. Officers are directed to consult with CID personnel **prior to** administering rights to suspects in Part I offenses, or serious Part II offenses.

3. In order to achieve uniformity in administering Miranda warnings, police officers will be issued cards with the Miranda warnings and waiver on them. Officers will advise suspects, verbatim, using either the card, or the Advice of Rights Form.

4. After reading the warning, in order to secure a waiver, the officer shall ask and receive affirmative replies to the following questions:

a. "Do you understand each of these rights as I have explained them to you?"

b. "Having these rights in mind, do you wish to talk to me now?"

5. After the rights have been read, understood and the person wishes to waive them, the officer will have the suspect sign the waiver of rights form. Officers must cease questioning whenever the suspect invokes the right to silence or requests the presence of counsel.

6. If a suspect, once in custody, requests counsel after being advised of Miranda rights, he/she cannot be interrogated again unless:

- \* Counsel is present during the interrogation, or
- \* The suspect initiates the interrogation.

7. Officers will take care in advising juveniles of their rights to ensure that the rights are understood before obtaining a waiver. Officers should honor a juvenile's request to speak to a parent or guardian before waiving his/her rights. Whenever possible, the juvenile's parents should be present while the juvenile's rights are explained and the waiver obtained.

8. Miranda warnings do not apply in the following

situations:

- a. Brief on-scene questioning,
- b. identification procedures such as fingerprinting, line-ups, sobriety tests,
- c. volunteered, spontaneous statements (once the officer has heard the suspect express spontaneous incriminating statements, the officer shall then advise the suspect of Miranda rights and obtain a waiver before undertaking additional questioning),
- d. Brief investigative detention,
- e. Roadside questioning during traffic stops,
- f. Routine booking questions attendant to arrest, and
- g. questioning by private persons.

9. When an officer urgently needs information from a suspect because lives are in imminent danger, officer may delay giving Miranda warnings until the officers have received information sufficient to dispel the emergency. A genuine, life-threatening emergency must exist.

10. No firm guidelines exist regarding governing when fresh warnings must be given. In considering whether previously administered Miranda rights have become legally stale, investigators must consider:

- a. The length of time between first warnings and subsequent interrogations,
- b. Whether warnings and later interrogation were given in the same place,
- c. Whether warnings and later interrogation were by the same or different officers,
- d. The extent to which the later statement differed from the previous one, and
- e. The apparent intellectual and emotional state of the suspect.

#### 11 Use of Discretion by Police Officers:

A. Police officers are constantly required to exercise discretion in the performance of their duties. The Police Department provides officers with written policy

and procedures, orders, directed patrol assignments and training to aid them in making decisions which call for discretion.

B. Department rules and policy give officers guidelines to consider in exercising discretion. The individual officer must consider all relevant factors associated with a particular situation, and make appropriate decisions.

#### 12. Alternatives to Arrest:

A. Under certain circumstances, police officers are faced with the situations where arrest and confinement are not appropriate. Certain alternatives may be exercised when such situations arise. These options include, but are not limited to:

- \* Issuance of summonses,
- \* Referral to a social service agency,
- \* Issuance of criminal citations, and
- \* Warnings.

B. The State of Maryland and the District Court of Maryland authorize police officers to issue criminal/civil citations in lieu of a arrest for persons charged with misdemeanor criminal offenses.

C. In determining whether a summons/citation should be issued, the officer will:

1. Decide whether the offense committed is of a serious nature,
2. Make a judgement as to whether the accused poses a danger to the public or him/herself, and
3. Decide, based on circumstances, whether the persons may disregard a citation.

D. Police officers often deal with situations wherein social services should intervene. A detailed list of social service and similar agencies is contained in the Department's Victim Assistance brochure. Officers should consult the brochure when, in their judgement, referral is the best solution.

E. The use of a warning may sometimes provide a satisfactory solution to a problem, and may enhance public support for the Department. Normally, the use of a warning involves traffic offenses, although,

warnings may be applied to criminal offenses. In determining if a warning will suffice, the officer should consider:

1. Seriousness of the offense,
2. Likelihood that the violator will heed the warning,
3. Reputation of the violator (is he/she a known repeat offender), and
4. Age of the violator.

**F. Limitations on Intelligence Activities:**

1. Department intelligence gathering activities will be limited to that information concerning criminal conduct that relates to activities which present a threat to the community.
2. Department personnel and equipment will only be used in connection with intelligence gathering in full compliance with all the laws, and only with the advanced approval of the Chief of Police or Operations Commander.
3. Intelligence information will be collected, used and processed in accordance with the General Order on Intelligence/Informants.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>RELATIONSHIPS WITH OTHER AGENCIES</b>	NUMBER: <b>626</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>2.1.1 - 2.1.4</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish procedures and responsibilities for maintaining open channels of communication between the Riverdale Park Police Department, neighboring law enforcement agencies and other criminal justice and/or social service agencies, both public and private.

**02 Policy:** Establishing and maintaining effective liaison between the Riverdale Park Police Department and neighboring agencies are essential first steps in improving cooperation. Constructive liaison can break down barriers that may exist and can result in improved and more efficient and effective law enforcement operations.

**03 Relationships with Other Criminal Justice Agencies:**

**A.** It shall be the responsibility of all Department personnel to maintain good working relations and communications with all criminal justice and social service agencies.

**1.** Serious policy/procedural differences or problems with other agencies will be called to the attention of the Chief of Police, who will meet with appropriate personnel or take other action to resolve such problems.

**2.** When dealing with the State's Attorney's office, employees will coordinate appointments and prepare for any discussion in advance.

**3.** During any investigation or during planning for arrest, or pre-trial deliberations, questions of law or criminal procedure will be addressed to the State's Attorney's office.

**B.** The Operations Commander will maintain channels of communication with the local Fire Departments and will ensure that good working relationships prevail. The Police Department will provide support at fire and

accident scenes.

**C.** The Chief of Police or designee will participate in meetings with the Riverdale Park Traffic Committee to address problems relating to traffic safety and efficient highway use. The Chief of Police or designee will participate in regional traffic safety programs sponsored by the State Highway Administration and the Washington Area Council of Governments.

**04 Sharing Intelligence:** The Operations Commander or designee will coordinate quarterly with neighboring jurisdictions to share and collect intelligence information.

**05 Referrals:** Police officers will encounter persons who need special help (e.g. marriage or mental health counseling, welfare assistance, legal assistance, etc.). Whenever possible, the citizen should be referred to the proper agency using the Town's victim assistance brochure. As mandated by State law, any victim of violent crime will also be given a copy of the State Criminal Injuries Compensation Board pamphlet.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>EVIDENCE AND PROPERTY MANAGEMENT</b>	NUMBER: <b>627</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>84.1.1 - 84.1.7</b>	TOTAL PAGES: <b>4</b>

**01 Purpose:** To define the functions of the property management system and ensure its continuity. NOTE: Also see General Order 643 - Evidence Collection & Preservation.

**02 Policy:** It is the policy of the Department to provide for the proper, lawful management and control of found, recovered and evidentiary property and all other property in custody. Handling, security and disposition of property will be in compliance with all local, State and Federal regulations and/or guidelines.

**03 Definitions:**

**A. Contraband:** Any illegal item, weapon, device, drug or drug paraphernalia.

**B. Evidence:** Any item taken into police custody to aid an investigation, or for court presentation.

**C. Nonevidentiary Property:** Any valuable item taken into protective custody when there is reason to believe the property is lost, abandoned or mislaid, and the owner is not immediately available, or when there is reason to believe the property is stolen and the owner cannot be identified.

**D. Evidence/Property Officer:** Officer designated by The Operations Commander or Chief of Police.

**E. Disposal of Property:** Refer to General Order 628. This may include: return to owner, destruction, surveying to Town use or burning.

**04 Property Classification:** Property held by the Department is classified as property which is/was:

**A. Purchased by the Department** for the operations and administration of the Department,

**B. Acquired through conversion of evidence** and/or

found property in accord with State and Federal law,

**C. Held as evidence** in criminal investigations either current or old, but retained pending court action, appeals or other stipulations,

**D. Held as found** pending identification of the legal owner, or claimed by the finder, or disposed of by the Department,

**E. Held for safekeeping,** and/or

**F. Received, seized,** or otherwise acquired by the Department through legal process.

**05 Responsibilities:**

**A. All evidence and found property items** are the responsibility of the Property Officer, who reports to the Operations Commander. Property or evidence retained by the Department shall be handled by the Property Officer or designee who will ensure that it is properly controlled by storing in one of the following secure areas:

1. The property/evidence room,
2. The gun locker in the property room,
3. The bicycle compartment in the Town Maintenance Building.

The property officer has responsibility for maintaining all appropriate records reflecting the status of property held by the Department in a secure area to prevent removal or record manipulation, and is held accountable for control of property accepted by or stored in the Department's storage area(s).

**B. Police officer responsibilities:**

## 627 - Evidence and Property Management - 2

1. Under no circumstances will an officer or employee of the Department keep property or money which has been seized, found, turned in or confiscated. The police officer recovering property or money will list and describe all such items on the Property Form immediately upon returning to the police station after an incident.

2. The recovering officer is responsible for properly packaging and tagging items collected or recovered, to prevent tampering, contamination or destruction. The chain of custody will be accounted for on the bottom portion of the Property Form.

3. Property and evidence along with related forms, must be turned in to the property section. If the property officer is not present, the recovering officer will place the property/evidence in the secure property/evidence locker. CDS will be placed in the CDS locker located in the evidence processing room.

4. Recovering officer and dispatchers will check all property against the NCIC/MILES records prior to turning the property in to the Property Officer.

5. Whenever the status of property changes, the recovering officer will notify the Property Officer, in writing, within 48 hours.

6. Whenever property may lawfully be released to the owner, the recovering officer will attempt to notify the owner and make arrangements for the return. The owner or authorized designee will sign for the property on the same Property Form referred to above.

7. Whenever possible, officers recovering evidence to be used in a criminal case will photograph the property so as to show the Day, Date, Time and Case number. After conferring with the State's Attorney's office, the officer will promptly release such property to the victim. The name of the Assistant State's Attorney authorizing release of the property will be listed on the original offense report, along with the date and time when the release was authorized.

**06 The Property Form:** The Property Form consists of three copies: white, yellow and pink. They are

distributed as follows:

- A. The white copy is kept by the property officer.
- B. The yellow copy will be forwarded to CID.
- C. The pink copy is the officer's receipt copy.

### 07 Property Tags:

All property will have a property tag attached. The tag will contain the property number, date, case number and the officer's ID number. Refer to General Order 705 for additional information.

### 08 Temporary Release of Property and Evidence:

A. When receiving evidence from the Property Officer or designee, officers must sign on the Property Form in the space labeled "Received By". The officer's signature acknowledges receipt and full accountability for the property, and agrees that the property will be returned the same day unless a nother date is set with the Property Officer. Officers will notify the Property Officer at least 48 hours in advance when evidence is needed. When property is held by the courts and/or the State's Attorney's office, the ASA assigned will sign for the property in the "Received By" space and the officer will sign in the "Relinquished By" space.

B. When returning property/evidence to the Property Officer, officers will sign the form and relinquish the property to the Property Officer who will sign and receive the property.

C. To facilitate earliest possible disposal of evidence/property, the returning officer will advise the Property Officer, on the Property Form, of any final disposition directed by the court or ASA.

### 09 Inspections and Audits:

A. The Operations Commander or designee will conduct annual inspections of the property storage sites to determine cleanliness and orderliness, compliance with procedures and security from damage.

B. When a new Property Officer is designated, an inventory of property and records will be conducted jointly by the newly designated and outgoing Property Officer.

### 10 Access and Storage of Property and Evidence:

## 627 - Evidence and Property Management - 3

**A.** Access to the property/evidence facility is restricted to the Chief, Operations Commander, and the Property Officer. Therefore, no officer will enter the facility unless accompanied by one of the aforementioned officials.

**B.** The Property Officer is accountable for all property from the time it enters police care, until its final disposition. Semi-annually, he/she will conduct an audit of evidence stored. Items no longer needed as evidence will be disposed of after a release is obtained from the recovering officer.

**C.** The Property Officer will maintain a room that is clean, orderly and secure. He/she will take necessary measures to ensure that evidence is protected from damage, deterioration and/or theft.

**D.** Except for money, expensive jewelry, and CDS, evidence will be stored on numbered shelves.

**E.** Money, expensive jewelry, and CDS will be stored in separate lockers in the property room. Whenever possible, money will be promptly turned over to the Town Administrator, for deposit in the confiscated fund account.

**F.** Firearms will be stored in a locked cabinet in the property room.

**1.** All weapons coming into custody of the Department will be inspected immediately. It is imperative that firearms be unloaded before being submitted to the Property Section. All packages containing weapons will be clearly marked as such.

**2.** Firearms with serial numbers will be checked against NCIC/MILES records by the recovering officer.

**11 Storing Property :** The following procedure will be followed unless the recovered property does not fit into a locker. In such instances, officers may place the property in a secure area and make arrangements with the Property Officer to take custody of the property.

**A.** Property/Evidence that is not CDS

**1.** Obtain token and key to outer property door from Communications.

**2.** Place the property in a locker.

**3.** Place a token in the slot, close the locker door and remove the key.

**4.** Place the key through the mail slot in the Property Room door.

**B.** CDS

**1.** Place in CDS locker in evidence processing room.

### 12 Drugs and Drug Paraphernalia:

**A.** All legal or controlled dangerous substances and/or drug paraphernalia will be processed through the Property Office.

**B.** If a controlled dangerous substance is to be sent to the Drug Lab for analysis, the controlled dangerous substance is to be placed in a heatsealed plastic bag. A **typed** Chain of Custody/Request for Analysis Form will be filled out and attached. Do not place the weight of the controlled dangerous substance on the Analysis Form.

### 13 Department Owned Property and Inventory:

The Patrol Commander requisitions and distributes property for Department use. The Patrol Commander will maintain and periodically update a master inventory of property owned by the Department and will ensure that a copy of the uniform issue form is maintained in each officer's personnel file.

**A.** Each employee is accountable for property issued to him/her and property or equipment assigned for a given task or duty.

**B.** Periodically, supervisors will check the condition of Department property and equipment issued to members of his/her unit or squad, as part of routine inspections.

**C.** Lost, damaged or stolen property must be reported in writing by the officer assigned the property, or by the discovering officer. To report a Departmental accident, refer to General Order 303.

**D.** Maintaining Department property in operational readiness is the responsibility of the Patrol Commander and the Shift Supervisors, and accordingly:

**1.** It is incumbent upon all employees to maintain issued equipment in good order and make prompt notification to the appropriate supervisor for necessary repairs and/or maintenance.

## 627 - Evidence and Property Management - 4

2. Property that is damaged or lost through employee negligence/neglect will be replaced/repared at the employee's expense.

3. Uniforms are issued and maintained in accord with General Order 410.

4. Portable radios are issued and maintained in accord with General Order 312.

### **14 Disposal and Destruction of Impounded Property:**

A. Every six months, the Property Officer determines if there is enough property to be disposed of Disposal of property will be done in compliance with the Town Code.

B. Property which is contraband and/or of little or no value, will be destroyed by the Property Officer.

C. When property is to be destroyed or surveyed, a memorandum will be prepared by the Property Officer containing at least the following:

1. The date of destruction or survey,
2. Type of property, including Case number and date of recovery,
3. If durable property is to be surveyed to Department use, the property will be added to the Department's inventory list.

### **15 Property Found by a Citizen:**

A. When non-contraband, legal property is turned in by a citizen, an officer will fill out a Property form and recover the property.

### **16 Property of Deceased Persons:**

A. When an officer responds to the scene of an unattended death (non-criminal), which occurs at other than a licensed nursing home or hospital, the property of the deceased is to be safeguarded until released on authorization of the Medical Examiner, to the next-of-kin.

B. If next-of-kin is not present or cannot be found, the officer will contact Prince George's County Sheriff's office at 301 952-4000. A Deputy Sheriff will respond and take charge of the deceased's property.

C. If there is a large amount of valuable property, the officer should contact the Property Officer to make arrangements to turn the property over immediately.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>DISPOSAL OF EVIDENCE &amp; PROPERTY</b>	NUMBER: <b>628</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>84.1.1 - 84.1.7</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish guidelines for the disposal of lost, found, confiscated and unclaimed property of non-evidentiary value.

**02 Policy:** All types of property described above will be disposed of according to State and Town Code and Department regulations. Personal property coming into the possession of the Department, as evidence, may be disposed of only after such action has been approved by the State's Attorney's office. Under no circumstances will property turned in or seized become the property of any employee of the Riverdale Park Police Department.

**03 Procedures:**

**A.** Release of non-evidentiary and found property will be handled in the following manner:

1. Non-evidentiary and found property shall be released to the true owner or his/her agent.
2. Satisfactory proof of ownership (e.g., serial numbers, receipts, etc.) must be presented. In lieu of proof, the owner can have the property if he/she is able to describe the property in great detail.
3. Any other person seeking release of such property, particularly when there is a dispute as to ownership, shall be advised that the property can be released to them only as a result of:

- \* A valid court order, or
- \* Written consent from the State's Attorney.

**B.** Non-evidentiary and found property will be disposed of in the following manner:

1. The Property Officer will prepare a list every six months, of non-evidentiary items which have remained unclaimed in the Property and Evidence Room for six (6) months, following which period, disposal is

required.

2. Copies of the property list will be sent to the Operations Commander.

3. The Property Officer will then ensure disposal of such items in accordance with procedures. He/she will then provide a memorandum detailing the methods of disposal, properly witnessed, to the Operations Commander. A copy will remain in the files of the Property Officer.

**C.** Unclaimed money or other valuables are handled in the following manner:

1. Money and/or other valuables, such as listed below, must be reported to the Town Administrator:

- \* Currency,
- \* Coins,
- \* Precious metals,
- \* Precious stones and gems, and/or
- \* Securities.

2. The Property Officer will be responsible for reporting annually a list of unclaimed money and valuables to the Operations Commander.

**D.** Weapons:

1. Following all criminal proceedings, legally possessed weapons, not ordered confiscated by the courts, will be returned to the true owner or the owner's agent.

2. Proof of ownership, as previously detailed, will be required prior to release.

3. Disposal of contraband weapons and those ordered confiscated by the court will be held in accordance with court orders, the State's Attorney's office and Article

## 628 - Disposal of Evidence & Property - 2

27, Section 36C, of the Annotated Code of Maryland.

4. Ammunition no longer needed for court, and which cannot be released to the owner, will be destroyed.

### E. Drugs and Seized Property:

1. All controlled substances, after court proceedings have been concluded, will be inventoried and destroyed pursuant to Maryland Department of Health and Mental Hygiene regulations.

2. The Property Officer, along with the Operations Commander or his designee, will supervise disposal.

3. Property seized in connection with the illegal manufacture, sale or distribution of controlled substances will be handled in accordance with Article 27, Section 297 (Forfeitures and Seizures), of the Annotated Code of Maryland.

4. A Property Form will accompany any confiscated funds. The serial numbers on the bills will be recorded.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>POLICE VEHICLES - USE, REPAIR AND MAINTENANCE</b>	NUMBER: <b>629</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>41.1.4, 41.3.1 - 41.3.4</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish Department procedures for the use, maintenance and repair of Department vehicles, and develop a repair history for each vehicle.

**02 Policy:** A chain of responsibility will exist for the proper use, maintenance and repair of Department vehicles so that an adequate number remain in good condition at all times.

**03 Responsibility:**

**A.** The Support Services Commander or designee is responsible for ensuring that:

1. All procedures herein are carried out,
- 2.. Vehicle maintenance reports are filled out, filed and maintained by vehicle number,
3. The Chief of Police will be advised of any major vehicle mechanical defect.
4. No mechanically defective vehicle is driven except in an emergency, and then with the approval of the Support Services Commander. The Chief shall be notified in each such instance.

**B.** Any police officer issued a vehicle is responsible for its careful operation and for maintaining the vehicle in good condition, to include at a minimum:

1. Ensuring that the interior is clean at all times during use,
2. Maintaining proper fluid levels,
3. Maintaining proper tire pressure,
4. At the start of each tour of duty, performing a spot inspection for interior/exterior damage. Any damage will be reported via memorandum to the Patrol

Commander. Where damage is discovered and no report of the damage exists, the last known operator of the vehicle will be responsible.

**5.** Noting repair problems or mechanical defects on the Vehicle Maintenance Report. This will be submitted at the time a vehicle is placed out of service.

**6.** Maintaining all equipment associated with the vehicle, including flares, spare tire, camera, film, first-aid kit, fire extinguisher, and all required supplies. Squad Supervisors will obtain replacement supplies from the Support Services Commander or designee.

**04 Normal Repairs:**

**A.** Whenever a vehicle is placed out of service for repairs, a Vehicle Repair/Maintenance Report shall be prepared in duplicate. One copy of the Report will be left with the car, the other will be forwarded to the Support Services Commander.

**B.** Vehicles placed out of service shall be repaired as soon as possible.

**C.** Vehicles are to receive scheduled maintenance every three months.

**05 Emergency Repairs:**

**A.** When emergency repairs are necessary, repairs can be made at commercial facilities at a cost not to exceed \$25.00 per incident, with the supervisor's approval.

**B.** If emergency repairs will exceed \$25.00 but are under \$100.00, verbal approval from the Support Services Commander or Chief is required before proceeding.

**C.** All bills, with a repair report attached, will be

submitted to the Support Services Commander.

**D.** Except for emergency repairs, all regular vehicle maintenance and repairs will occur at facilities previously selected by the Police department.

**06 Towing:**

In the event a Department vehicle cannot be driven, or in the opinion of the on-duty supervisor driving the vehicle would be unsafe or would cause additional damage, the vehicle shall be towed.

**07 Refueling:**

The fuel dispensing system at Public Works automatically records fuel use by each Town vehicle. The system is activated by a control key. Only the assigned key for each vehicle can be used. It will be kept on the corresponding key ring or by the officer assigned a take-home vehicle.

**08 Inspections:**

Police vehicles are subject to inspection at anytime by Squad Supervisors or the Chief, Operations Commander and the Support Services Commander. Squad Supervisors will be held accountable for the condition of officers vehicles under their command.

**09 Modifications:**

**Vehicles shall not be modified in any way without obtaining written permission in advance from the Support Services Commander.**

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>630</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>74.1.1 - 74.4.1</b>	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>FIELD TRAINING PROGRAM</b>	NUMBER: <b>633</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>33.4.4</b>
TOTAL PAGES: <b>2</b>	

**01 Purpose:** To outline and provide guidance on the Department’s Field Officer Training Program.

**02 Policy:** Field training is an important adjunct to formal classroom training. Accordingly, the Department will carefully organize, administer and evaluate all parts of this essential function.

**03 Procedures:**

**A.** The Operations Commander will have primary responsibility for the Field Training Program. His/her duties will include:

1. Management of the program.
2. Coordinate, as necessary, with the Field Training officers, to determine the effectiveness of the program and its objectives.
3. Evaluate the program routinely so as to ensure efficient, relevant training procedures are utilized.
4. Coordinate police academy recruit training during the Entrance Level training period. Coordinate remedial training as necessary.
5. Review the qualifications, and appoint nominees for the position of Field Training officer.

**B.** Selection of Field Training Officers:

1. Shift Supervisors will nominate officers from their squads to serve as Field Training Officers. Nominees must possess more than 18 months of police patrol experience (beyond their completion of Field Training), and must demonstrate loyalty to the Department. They must also demonstrate superior human relation skills and a serious commitment to the training of new officers. If an officer is under investigation by the Department for a serious rules violation, he/she will not be considered.

**C.** Field Training Officer training will include:

1. Methods for becoming a quality instructor,
2. Evaluating and documenting the field training process, and
3. Handling problems with the recruit officer, remedial training and recruit certification.

**04 Field Training Officer Incentives:** An FTO is significantly affected by the increased responsibility associated with training new officers. To recognize the value and appreciation of an FTO’s contribution to the Department, all FTO’s will receive an insignia to be worn on their uniforms identifying them as Field Training Officers. Upon successful completion/participation in the 45 day training cycle of a recruit, or group of recruits, an FTO will receive forty hours of compensatory time.

**05 Documentation of Recruit Training:**

**A.** The FTO Training Guide contains Maryland Police Training Commission objectives, each of which will be reviewed by the FTO and the recruit. The FTO will document the review by initialing the specific item. The recruit will initial the item signifying his/her understanding of the topic. The FTO will demonstrate, and the recruit will perform, as many functions as possible. The FTO will document any continuing unsatisfactory performance. After the FTO Guide is complete, it will be given to the Operations Commander for review and filing.

**B.** Evaluation will be performed daily by the FTO and Shift Supervisor, and weekly by the Field Training Coordinator. The Supervisor will use these evaluations in preparing progress reports. Evaluations will be discussed with the recruit. The recruit and the FTO will sign the evaluations. Evaluations will be forwarded to

## 633 - Field Training Program - 2

the Operations Commander. The evaluations will become part of the recruit's training file.

### 06 Recruit Training:

**A.** Subsequent to Entrance Level Training, a recruit will complete a 45 day field training period. An FTO is responsible for identifying a recruit's inadequacies and strengths during this training. Perceived inadequacies will be addressed immediately, and corrected through approved training methods.

**B.** A new recruit will be rated daily over the 45 day period. Areas to be addressed will include, but will not be limited to:

- \* Agency policies, procedures, rules and regulations,
- \* Federal, State and Local laws/ordinances, and
- \* Familiarity with the Town and its residents.

**C.** A Maryland certified police officer will also complete a 45 day field training program prior to working alone.

**D. Remedial Training:** A recruit will not be released from the program if inadequacies exist. Alternatives include; additional training time with the same, or another FTO, additional remedial training, or a request for termination.

**1.** Shift supervisors are encouraged to allow sufficient time during the work-day for the FTO and recruit to discuss the evaluation. All problems will be discussed with the recruit, the FTO, the Shift Supervisor, and, the Operations Commander. Identified problems will be recorded and a memorandum sent to the Operations Commander requesting a meeting.

**2.** The Operations Commander will schedule a meeting as soon as possible and will review all documentation to determine which course of action to undertake. Subsequent action taken will be documented and evaluated as related to the recruit's progress.

**E. Termination:** If the recruit is found to possess inadequacy which cannot be overcome by documented remedial training, the FTO and Shift Supervisor will record all pertinent information in memorandum to the Operations Commander. All remedies attempted will be described so as to support the recommendation for termination.

**1.** The Operations Commander will forward such documentation, along with his/her findings and recommendations to the Chief. The Chief will make the final determination.

**2.** The Chief will notify the Operations Commander and the recruit, in writing, of his decision.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>POLYGRAPH EXAMINATIONS</b>	NUMBER: <b>634</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>42.2.8 &amp; 52.1.7</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To set forth the guidelines relating to the use of the polygraph.

**02 Policy:** The polygraph may be used to assist in criminal investigations, and for pre-employment screening. However, at no time will the device be used as a substitute for proper criminal investigations. All polygraph examinations/tests will be administered by a Certified Polygraph Examiner, who is trained in the techniques/procedures of the American Polygraph Association.

**03 Pre-Employment Tests:** The Polygraph examiner will schedule the examinations, and no more than two polygraph tests will be scheduled in one day. The Polygraph Examination will meet the tests of validity, utility and have minimum adverse impact. Guidelines of the APA will be used.

**A.** The subject scheduled for a test will be advised in advance of the date, time and location of the test. The subject will also be advised to refrain from the use of alcohol or any illegal drug for 24 hours prior to the exam. Prescription medication may be taken.

**B.** Upon arrival to the police station, the polygraph subject will be provided with a detailed applicant screening booklet to complete prior to the test. A polygraph waiver/release will be signed and properly witnessed.

**C.** At the conclusion of the examination, the subject will not be advised as to the results of the test, but will be notified via correspondence as to eligibility of employment.

**D.** A report outlining test results will be prepared by the Polygraph Examiner at the conclusion of each exam. This report will be available to persons with a need to know only.

**04 Specific (Criminal) Examinations:**

**A.** The guidelines below should be used when deciding whether or not to offer an individual a polygraph examination in the course of investigation of a criminal matter

**1.** The case in question is a felony and the CID Investigator seeks to confirm or negate the involvement of an individual or individuals,

**2.** The case in question involves more than one suspect and the Investigator wishes to eliminate those not specifically involved,

**3.** The Investigator wishes to identify persons who have guilty knowledge of a crime, and/or

**4.** The Investigator is not certain whether the victim/complainant/witness has been truthful.

**B.** The Investigator requesting a polygraph test will confer with the Polygraph Examiner to obtain a date and time for the exam. Before any test is conducted, the following will be provided to the examiner: any and all reports related to the incident, including supplements, witness statements, information relating to available evidence, etc.

**C.** The Investigator requesting the exam is responsible for the subject to be tested. The Investigator will be available to the Polygraph Examiner throughout the duration of the test. It will be the responsibility of the requesting officer to contact the subject to be tested no later than 24 hours prior to the exam. The requesting Investigator will make him/herself available to the Polygraph Examiner no less than 1 hour prior to the test in order to review the case and exchange necessary information.

**D.** At the conclusion of a test involving a specific crime, a polygraph investigation report will be prepared

by the Examiner. This report will not be duplicated under any circumstances and will be available to those persons with a need to know only. All information relating to current and past crimes will be disseminated to appropriate law enforcement authorities.

**05 Persons Excluded from Examination:** Guidelines are listed below for determining who is or is not a candidate for a polygraph. The final determination as to fitness for a test will be made by the Examiner.

**A.** Juveniles under 15 years old will not be tested. Juveniles 15 years old, or older, will be tested provided that a parent or guardian signs the waiver/release and is present at the police station during the exam.

**B.** A pregnant female will not be tested.

**C.** A person who suffers from a serious heart ailment or chronic lung disease will not be tested without written permission from the attending physician.

**D.** A person who is severely fatigued or emotionally unstable will not normally be tested. Persons who are intoxicated or under the influence of illegal drugs will normally not be tested, but this will be decided by the Examiner on a case by case basis.

**E.** As a general rule, sexual assault victims will not be tested.

**06 Polygraph Waiver/Release:** It is important to note that no individual can be required, forced, coerced or in any way made to take a polygraph exam. An individual must sign a waiver/release form and a Miranda form (specific tests only) prior to any test being administered.

**07 Polygraph Records:**

**A.** Polygraph reports will not be duplicated under any circumstances. Only the Polygraph Examiner and command staff will have access to these files.

**B.** The Polygraph records will be maintained in a secure location. Polygraph reports relating to pre-employment will be maintained indefinitely or until such time as the issue of legal liability is greatly diminished; polygraph charts relating to pre-employment tests may be destroyed after three years. Polygraph reports of specific test/examinations (crimes) will be maintained for the same period of time as normal crime reports.

**C.** Polygraph waiver/release forms and the polygraph results reports will be maintained even after the polygraph charts themselves are disposed of. In the case of pre-employment tests, the Applicant Screening Booklet, waiver/release form and the polygraph report will be kept on file until such time as proper authority determines that no issues of liability may be raised.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: COMPLAINTS / INTERNAL AFFAIRS</b>	<b>NUMBER: 635</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>26.1.8, 52.1.1 - 52.1.12</b>	<b>TOTAL PAGES:</b> <b>2</b>

**01 Purpose:** To describe the complaint/internal affairs function and officers’ roles and responsibilities within the process.

**02 Policy:** The integrity of the Department depends on the personal integrity and discipline of each employee. To a large degree, the public image of the Department is determined by the quality of the internal affairs function in responding to allegations of misconduct. It is recognized that Department employees are subject to intense pressures in their work lives, and that there exist circumstances which generate tension, anger and other emotions. The goal of this General Order is to create and maintain a system which assures objectivity, fairness and justice by the prompt, impartial investigation and review of all allegations of officer or police Department misconduct.

It is the policy of the Riverdale Park Police Department that all written citizen complaints alleging misconduct will be investigated by the Maryland State Police.

**03 Processing Complaints:**

**A.** Complaints are normally referred to the appropriate Shift Sergeant. If the complainant is in the station, the Sergeant/supervisor will respond and meet with the complainant. The Sergeant/supervisor will discuss the Department’s policy, with the complainant, as related to their specific incident. In the event that the citizen still wishes to make a formal complaint, the seriousness or non-seriousness of the complaint aside, the complaint form will be issued to the complainant. If the complaint alleges brutality, the Sergeant/supervisor will advise the citizen of the need to have the form notarized. The complaint form will be forwarded to the Chief of Police.

**B.** If the complaint is against the Sergeant/supervisor on duty, the complainant will be referred to the Operations Commander.

**C.** The complaint form will be dispensed with when a complaint is made by one employee against another. In such cases, a memorandum to the Operations Commander will be used and will cover all information sought on the complaint form.

**D.** Any employee who interferes with, or discourages and/or delays a complainant, is subject to disciplinary action.

**E.** Complaint forms will be provided to any citizen who requests one. If necessary the Administrative Assistant will be instructed to mail a form to a citizen.

**F.** A supply of complaint forms will be maintained in a convenient location in the Communication/Records Center.

**G.** The Chief of Police will ensure that when a written complaint is received, the complainant receives verification that the complaint was received and is being processed.

**04 Records:** The Chief of Police will ensure that complaint records are maintained under strictest security, and will also ensure that copies of “SUSTAINED” complaints and investigative findings are placed in the officer’s personal file.

**A.** Complaints will be maintained in a secure place by the Chief of Police, separate from other materials, for three years. It is provided by Article 27, Section 728, of the Annotated Code of Maryland.

**B.** The Chief will ensure that no adverse material is inserted into an officer’s personnel file unless an officer has the opportunity to review, sign, receive a copy of, and comment in writing, as set out in Article 27, Section 728, of the Annotated Code of Maryland.

**05 Log of Complaints Received:** The Administrative Assistant will maintain a log of all complaints received for review by the Chief of Police

**06 False Complaints:** The Operations Commander, in conjunction with the State Police, will review any complaint believed to have been made falsely against a police employee. Where sufficient evidence of a false complaint exists, the Operations Commander will contact the appropriate State's Attorney's Office and request review for the possibility of prosecution

**07 Applicability to Non-Sworn Employees:** Any person, including another employee, may make a complaint about a non-sworn employee to the Chief. A memorandum will be used to initiate this process.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>INFECTIOUS DISEASE &amp; AIDS</b>	NUMBER: <b>636</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:
	TOTAL PAGES: <b>2</b>

**01 Purpose:** To advise Department personnel of precautionary measures to prevent the spread of infectious disease and AIDS (Acquired Immune Deficiency Syndrome).

**02 Policy:** When dealing with known high-risk groups, the Department will carry out arrest procedures professionally, using a sensible but cautious approach.

**03 Introduction:** The Maryland Department of Health reported the following incidence of AIDS in 1983: homosexual or bisexual men (71%), intravenous drug abusers (17%), Haitians (5%), and hemophiliacs (1%). The cause of AIDS is a virus which destroys the immune system.

**04 General Procedures:**

- A.** Extraordinary care must be taken to avoid accidental wounds from items contaminated with blood.
- B.** Contact with open skin lesions, wounds, body fluids, excretions, secretions and blood should be avoided.
- C.** When items soiled with blood, secretions and excretions need to be handled, disposable plastic gloves should be worn.
- D.** Hands and other parts of the body should be immediately and thoroughly washed with soap if they become contaminated with blood or the secretions or excretions of the patient or prisoner.
- E.** Articles, clothes, or uniforms visibly contaminated with blood, secretions, or excretions should be placed in a strong plastic bag, sealed, for proper disinfection or infectious waste disposal. Contact the Health Department for further instructions.
- F.** Contaminated handcuffs should be thoroughly decontaminated using a germicidal solution available

through the Department. Handcuffs must be soaked for at least 20 minutes to thoroughly disinfect them. Bleach should not be used on handcuffs because of the corrosive effect of bleach on metals. Replacement cuffs are available if needed.

**05 Processing Prisoners with AIDS or other potentially infectious disease:**

- A.** Follow the guidelines above.
- B.** Surgical masks, gloves, and paper gowns are available to be worn when processing infectious prisoners. Biohazard Protection Kits are carried in each police vehicle and are available in the prisoner processing area.
- C.** Prisoners known to be infectious will be isolated from other prisoners.
- D.** If custody of a prisoner is relinquished to another agency, the arresting officer should notify the receiving agency, prior to transfer, of the infectious status of the prisoner. However, this notification will only be given on a strict need-to-know basis, thus ensuring the privacy and confidentiality rights of the prisoner.

**06 Reportable Contacts with Infectious Persons:** The following types of contacts with infectious persons shall be documented on the appropriate crime report or by a memorandum to the Chief of Police.

- \* any incident involving the exchange of blood or other body fluids with an infectious person/prisoner
- \* any needle or sharp instrument injury or other injury which breaks the skin
- \* the dousing of any mucous membrane with the blood or other body fluids of an infectious person
- \* cardio-pulmonary resuscitation with blood/body fluid exposure

**07 HIV Testing of Criminal Offenders:**

A. CR 11-110, of the Annotated Code of Maryland gives crime victims the right to have offenders tested for HIV (AIDS) under certain circumstances. Under the law an officer must notify the victim of their rights following an offense where there could have been exposure to the HIV virus. When such contact has taken place between the victim and suspected offender, the following notification will be made to the victim:

“You may have the right to seek a court order to have the offender tested for the HIV virus. If you are interested in pursuing this, contact the State’s Attorney’s Office and they will explain the details.”

Officers will note in the incident report that the notification was made.

B. “Exposure” means, as between a victim and a person charged:

1. Percutaneous contact with blood or body fluids;
2. Mucocutaneous contact with blood or body fluids;
3. Open wound, including dermatitis, exudative lesions, or chapped skin, contact with blood or body fluids for a prolonged period; or
4. Intact skin contact with large amounts of blood or body fluids for a prolonged period.

C. Officers who have contact with offenders may also seek a court order for HIV testing through the State’s Attorney’s Office. To do so; however, the officer must be the victim of the crime charged.

**08 Cleaning and Disinfecting of Processing Area and Bathroom:** Health Care officials have made it clear that the use of Clorox or other bleach is totally effective in disinfecting. Therefore:

- A. Ample supplies of disinfecting bleach and/or biohazard clean-up supplies are available in the Prisoner Processing area.
- B. Public Works assigns an employee to clean the Prisoner Processing area, Monday through Friday. When a known infectious prisoner has been processed at the station, Public Works will be called immediately to disinfect the processing area.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>638</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
New	Amends	Rescinds
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>SHELTER CARE</b>		NUMBER: <b>639</b>
EFFECTIVE DATE: <b>June 1, 2000</b>		REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To provide guidelines for dealing with persons and/or families who need emergency shelter care in Prince George's County.

**02 Policy:** Officers will make every effort to assist vulnerable, stranded and homeless persons to gain access to housing/shelter as described in this General Order. A police officer is not civilly or criminally liable for transporting to an appropriate medical facility when a person needs acute medical care, nor is an officer liable civilly or criminally for transporting persons to a shelter for the homeless or other temporary living arrangement, as long as the officer acts in a reasonably prudent manner.

**A.** Severe weather conditions are defined by the National Weather Service as those conditions which cause health problems or aggravate chronic health conditions for persons subjected to prolonged exposure. Severe weather conditions include, but are not limited to:

- \* Heat/humidity indices from 105 to 130 degrees or above,
- \* Freezing temperatures,
- \* Severe or prolonged storm conditions, and
- \* Other related weather conditions as may present a health hazard.

**B.** A Homeless Vulnerable Adult is defined as an adult who lacks the physical or mental capacity to provide for his/her daily needs.

**03 Procedures:** The Riverdale Park Police personnel will provide temporarily stranded and homeless persons in Prince George's County, assistance in obtaining appropriate shelter care.

**A.** After an initial assessment, and after ruling out persons who require immediate medical attention or incarceration, officers will ensure that a homeless vulnerable adult is transported to a shelter or other temporary living arrangement when it appears that:

- \* There may be immediate serious injury or death from severe weather conditions,
- \* The person does not need acute medical care or is incapable of giving consent for such care, and
- \* The person agrees to be so transported.

**B.** If a person does agree to assistance and that decision places them in a life threatening situation, consideration should be given to an emergency commitment.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CRIMINAL INVESTIGATIONS DIVISION</b>	NUMBER: <b>640</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	New      Amends      Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>42.1.1 - 42.2.7</b>	TOTAL PAGES: <b>5</b>

**01 Purpose:** To establish guidelines, policy and procedures relating to operations of the Criminal Investigations Division. And to establish call-out and follow-up responsibilities so as to efficiently utilize personnel.

**02 Policy:** The department will ensure continuity in all investigations and will provide all necessary on-scene assistance to patrol officers. Shift Sergeants will ensure that a complete preliminary investigation of any crime scene is made when applicable. Such investigation shall include locating witnesses and obtaining their statements, fingerprinting, careful preservation and examination of the scene, and notification of CID where appropriate.

**03 Organization of CID:** The positions assigned to CID at the time of this writing are:

- \* Det/Sgt - CID Supervisor
- \* Det/Pfc - Investigator
- \* Det/Pvt - Investigator

CID personnel share the same titles, rank and salary structure of Patrol officers. When possible, investigators are assigned to cases based on their specialized knowledge and training. The Supervisor receives daily activity reports from investigators and is responsible and accountable for all functions and activities of the Division. These functions include, but are not limited to:

- A. Investigation of assigned crimes,
- B. Pre-employment investigations,
- C. Conducting internal and other special investigations.

**04 CID Administrative Procedure:**

- A. To assist in case management and control, a system

designating cases as either “Open”, “Suspended”, “Closed”, or “Exceptionally Closed” will be followed.

1. “Open” means the case is assigned to an officer and investigative efforts are active.
2. “Suspended” means all available leads have been exhausted, but the case is still active.
3. “Closed” means that the case has been concluded satisfactorily.
4. “Exceptionally Closed” means the suspect is known, but prosecution is not possible.

**B.** The assigned investigator will notify the victim whenever the status of a case changes, in accordance with the guidelines below:

1. Notification consisting of a brief explanation as to why the status has changed may be made either in person, by telephone or by mail, at the discretion of the investigator.
2. Notification will be made within five (5) working days from the date that the status changed.

**C.** CID employees will use a Case Assignment Record, which will be maintained within a case assignment log.

1. Once the case is assigned and logged, the investigator/supervisor will issue a CID file number to the case. Every information block will be completed to show the current development of the case. Supplemental reports will be completed each time additional information is received concerning a case under investigation.
2. A case will be suspended when the CID Supervisor determines that all known leads have been followed without progress. There may be exceptions, however, depending on special conditions.

## 640- Criminal Investigations Division - 2

**D.** Case files provide an immediate information resource to investigators, and the CID Supervisor will ensure that access to case files is restricted to CID employees. Copies of records maintained by CID include:

1. Copy of all Part I offenses reported to the Department in the current calendar year, with originals to Records.
2. Copy of other incidents of special interest.
3. Case files will be maintained by CID for one year. The files will then be stored for five years, pending final disposition. Case files will contain copies of offense reports, records of statements, results of examinations of evidence and case status reports.
4. Part I and Part II reports will be maintained for the current and previous year. All other reports will be purged annually.
5. When a case file is completed, the CID Supervisor or designee will review the file to ensure that all appropriate paperwork is completed.

**05 Conducting Preliminary and Follow-up Investigations:** Decisions on follow-up will be made at the supervisory level, based on the continued application of solvability and degree of seriousness factors, investigative workload and progress on assigned cases.

**06 Guidelines for Preliminary Investigation:** A preliminary investigation may be sufficient to bring a case to conclusion, thus negating the need for follow-up investigation. The officer conducting the preliminary investigation may be assigned to conduct the follow-up investigation. On the scene, after it is determined that no physical threat remains, and that the persons requiring medical attention have been cared for, the following guidelines will be followed by an officer conducting a preliminary investigation:

**A.** The officer will meticulously observe conditions and events and listen carefully to remarks made by all persons.

**B.** As appropriate, the officer will arrange notification of the Chief, and Operations Commander. The officer will maintain the crime scene and protect evidence by:

1. Erecting a physical barrier at all major crime scenes or any incident susceptible to "contamination". The cordoned off area will allow only one entrance/exit point.

2. Maintaining a crime scene sign in sheet at the entrance to the scene.

3. Arranging for the photographing, sketching and collecting of evidence.

**C.** The officer will locate and identify witnesses being careful to:

- \* Obtain thorough information,
- \* Determine exactly what each witness observed and accurately record that information, and
- \* Obtain signed and dated written statements.

**D.** Officers will know and abide by the guidelines regarding Miranda warnings enumerated in General Order **625 - Limits of Authority - Constitutional Safeguards.**

**07 Guidelines for Follow-up Investigation:** Each of the following steps may not be necessary in every case. However, officers are expected to be familiar with, and abide by, the guidelines as appropriate for the incident. The follow-up investigator will, at a minimum:

- \* Review and analyze any previous reports of the incident,
- \* Check a suspect's criminal history,
- \* Contact neighboring jurisdictions to obtain additional information or patterns,
- \* Conduct additional interviews and interrogations as appropriate,
- \* Seek additional information from patrol officers, informants and other valuable sources,
- \* Re-contact principals involved in case,
- \* Identify and apprehend suspects,
- \* Review laboratory results if necessary,
- \* Plan, organize and conduct searches,
- \* Collect physical evidence,
- \* Prepare the case for court, and
- \* Assist in prosecution.

## **08 The Investigative Checklist:**

**A.** In the course of investigating complicated cases, the assigned detective will use a checklist to ensure that no

## 640- Criminal Investigations Division - 3

critical area is overlooked. The checklists will be made a part of the investigator's case file.

**B.** Upon being assigned a case, the investigator will make contact with the principals of the case (victim, complainant, witness), either in person or by telephone, to learn if additional information has become available. After a lapse of several days, the investigator should make a second contact to see if the principal has additional information which might lead to closure of the case.

**09 The Case Assignment Record:** The Crime Star System will be used to record the assignment of cases to a CID investigator. Each case will have one primary investigator. Secondary investigators will be assigned as needed, on a case-by-case basis. For every case assigned, the following information will be recorded:

- \* Name of investigator and name of supervisor,
- \* CID file number assigned,
- \* NCIC classification,
- \* Date of assignment,
- \* Status of the case (open, closed, suspended),
- \* Mode of closure,
- \* Arrests (adult, juvenile),
- \* Method of charges, and
- \* Additional comments.

**10 On-Call Investigator Schedule:** The CID Supervisor will ensure that an investigator is available at all times. Investigators will alternate the on-call responsibility on a scheduled basis, an electronic paging device will be used to notify the investigator.

### 11 Patrol Division/CID Responsibility:

**A.** The Patrol Division is responsible for conducting and completing the initial investigation of all calls for police service, including non-criminal calls. Certain crimes, however, will require the immediate notification and response of CID. Patrol Supervisors are urged to gather all pertinent information regarding the case prior to contacting the CID Supervisor. In such cases, as enumerated below, Patrol personnel will be responsible for completing a brief Crime/Incident Report, as well as preliminary investigation as dictated by the CID Supervisor. CID personnel will conduct all subsequent investigation, to be assisted by Patrol as necessary and available. These crimes are:

1. Aggravated assaults with weapons involving serious injury,

2. All third and fourth degree sex offenses,
3. Robberies (Citizen, Residential and Commercial),
4. Kidnaping, Abduction and Missing persons where foul play is suspected,
5. Bombings,
6. RRE incidents (Hate Crime),
7. Incidents requiring investigation in widely separated areas outside the area of Riverdale Park.

**B.** The Prince George's County Police Department CID will be responsible for investigating the following offenses:

1. Homicides
2. All rapes and attempted rapes
3. All First and Second Degree Sex Offenses
4. Child Abuse (Physical and Sexual)
5. Suicides
6. Death Investigations

### Notifications will be made by the Squad Supervisor.

\*NOTE: On rare occasions, immediate CID response will not be required. Decisions as to CID response will be coordinated by the on-call investigator, in consultation with the CID Supervisor. After careful examination of the circumstances, a determination as to CID response will be made.

**C.** CID will be responsible for conducting follow-up investigation, subsequent to Patrol preliminary investigation, for the following crimes/incidents:

1. All cases enumerated in paragraph 11, above,
2. All Burglaries,
3. Aggravated assaults,
4. Assaults,

## 640- Criminal Investigations Division - 4

5. Blackmail, Extortion and Witness Intimidation,
6. Missing Persons,
7. Stolen Autos,
8. Forgeries,
9. Frauds, Embezzlement and Thefts.

\* NOTE: Patrol officers will conduct necessary follow-up investigation regarding all crimes/incidents not listed in paragraph 11.

**D.** Additionally, CID investigators will follow-up all aspects of the following:

1. Tracking of stolen auto. cases, where a pattern is apparent (Patrol will conduct recovery follow-up),
2. Tracking of identifiable stolen property,
3. Latent fingerprint analysis,
4. Crime laboratory liaison,
5. CDS intelligence and operations,
6. Organized crime, vice and other criminal intelligence,
7. Extradition procedures, and
8. Tracking runaways.

**E.** Patrol Supervisor on-scene responsibilities will include:

1. Ensuring that a complete and careful preliminary investigation has been made. This will include securing the crime scene, fingerprinting the scene, and locating victims and witnesses.
2. Coordinating with the CID representative to determine investigative, crime scene, and follow-up responsibilities.
3. Ensuring that proper personnel are notified, as enumerated in General Order 621, and assuring that staffing is sufficient for patrol and the crime scene.
4. Ensure that a report and a Commanders Information Report is completed as directed by procedure.

**12 Roll-Call Attendance by CID Members:** Periodic attendance by CID employees at Patrol Roll-Call meetings is required. During an investigator's week as primary investigator, he/she will periodically attend Patrol Roll-Call.

**13 Investigative Task Forces:** Whenever a task force is created, a written memorandum will be prepared by the Chief or designee. The memo will outline the purpose and activities of the task force, and will include at least:

- \* Purpose, including types of offenses to be targeted,
- \* A definition of authority and responsibility,
- \* A statement establishing accountability and supervisory responsibility,
- \* Identify resources available, and
- \* Plans to evaluate results and decide whether the task force will be continued.

The CID Supervisor will ensure that all proper notifications are made to any jurisdictions in which task force investigations are conducted. **(658 - Limited Extra jurisdictional Authority)**

### 14 Field Interviews / Interrogations:

**A.** Recorded contact with suspicious subjects is an important investigative tool. Determining who should be the target of a field interview depends on time, place and circumstances.

**B.** Pedestrians and motorists may be stopped, but may only be detained when there is sufficient probable cause for arrest. Whenever possible, the reason for the stop will be explained to the person(s) involved.

**C.** When determining whether a person was properly stopped by police, the courts have consistently found the following factors to be significant:

- \* Characterization of the area (high crime, drug activity),
- \* Time of day or night,
- \* Officer's personal knowledge of crime in the vicinity,
- \* Possession by the subject of certain tools,
- \* Knowledge of criminal history of the subject,
- \* Traffic violations committed, and
- \* Furtive, suspicious movements/actions of the subject.

**D.** Officers conducting field interviews (not stop &

## 640- Criminal Investigations Division - 5

frisk) will record the encounter on a field Observation Report.

**E. Stop & Frisk procedures are covered in General Order 620 - Firearms Search Report.**

**15 Constitutional Requirements:** Officers will be cognizant of, and comply with, current Constitutional requirements. Officers will ensure that no criminal case investigated by the Department is compromised in that regard. Officers are urged to consult with supervisors, State's Attorneys and law texts to guard against claims of:

- \* Coercion or involuntary confessions/admissions,
- \* A delay in arraignment,
- \* A failure to inform defendants of their rights,
- \* Depriving defendant of counsel, and
- \* Prejudicial pre-trial publicity.

For further guidance, refer to General Order 625 - **Limits of Authority.**

**16 Non-Criminal or Background Investigations:** Whenever an investigation is conducted for a purpose other than criminal investigation or employment selection, the narrative of the accompanying report shall include:

- \* The purpose of the investigation,
- \* Identification of potential sources of information, and
- \* A statement of how information in the report will be used.

**A.** Investigations of this nature should be conducted discreetly and with special precautions. Records related to such investigations will be released on a need-to-know basis, at the discretion of the Patrol Commander.

**B.** Purging of record of investigations in this category shall occur by the CID Supervisor every two years unless special circumstances require additional retention.

**17 Notification of FBI:** Notification will be made to the FBI regarding verified incidents, in the following manner:

**A.** The investigating officer will notify the FBI when the following occur:

- \* Robbery or burglary of a Federally insured financial institution,
- \* Crime against a diplomat and/or his/her family,
- \* Extortion by mail, telephone or involving interstate travel,
- \* Theft of Federal property,
- \* Kidnaping,
- \* Any crime/intelligence matter affecting the internal security of the U.S.,
- \* Civil rights violations, and
- \* Burglaries over \$100,000.00, when property is easily traceable because of its quantity or value.

**B.** The dispatcher will notify the FBI when the following occur:

- \* Bomb threats, bomb plants and/or bombings, and
- \* When NCIC inquiry indicates the subject is wanted by the FBI.

**C.** An investigator will notify the FBI when valuable work(s) of art are stolen or recovered. To report such items or identify recovered property, an investigator must:

- \* Complete FBI form-531 (available from FBI field offices),
- \* Attach a copy of the police report and photo if available, and
- \* Forward forms to the FBI Headquarters; attention to "Stolen Arts File, Documents Section, Laboratory Division".

**D.** FBI telephone numbers are:

- \* Prince Geo. Co. 301-577-0600

\* NOTE: In all cases, consult General Order 621. Dispatchers and officers will record the notification on either the Crime Star System or in the police report.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>EVIDENCE COLLECTION AND PRESERVATION</b>	NUMBER: <b>643</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>83.1.1 - 83.8.2</b>	TOTAL PAGES: <b>5</b>

**01 Purpose:** To establish officer/investigator responsibilities for processing evidence at a crime scene, and to establish guidelines for the proper documentation, collection, packaging and submission of evidence to a laboratory.

**02 Policy:** Most investigations begin at the scene of a crime. The events which transpired may be determined via physical evidence located at the scene. That evidence may prove to be the key ingredient, and may ultimately be presented in court. Therefore, it is imperative that officers exercise great care in the processing of a crime scene so as not to overlook, contaminate or destroy valuable evidence. The evidence must not be altered in form or value prior to analysis at the laboratory, and it is the responsibility of the collecting officer to maintain a strict chain of custody, within the guidelines of this procedure.

**03 Processing Crime Scenes; Investigator or Officer Responsibilities:**

**A.** Certain serious crimes require mandatory response by CID personnel. In those cases, the crime scene will be processed by the investigator with assistance by patrol personnel as needed.

**Note: Major Crime Scenes are processed by the Maryland State Police. Crimes Investigated by the Prince George's County Police Department, will be processed by that agency.**

**B.** Officers will ensure that their methods of evidence collection will preserve the condition, prevent contamination, and ensure a complete sample of evidence. Also, officers will:

- \* Respond to the scene promptly and safely,
- \* Protect the scene to ensure evidence is not destroyed or contaminated,
- \* Locate items of evidence,

- \* Locate witnesses,
- \* Photograph and/or sketch the scene,
- \* Collect physical evidence, impound evidence, preserve and package evidence, and
- \* Submit evidence to the laboratory for analysis.

**04 Crime Scene Equipment:**

**A.** Each Squad Supervisor will ensure that the evidence processing equipment assigned to vehicles that are assigned to officers on their squads, are equipped with needed supplies at all times.

**B.** The officer/investigator assigned to process a crime scene will determine the type of equipment necessary to conduct a thorough evidence collection process. If the officer/investigator does not have appropriate supplies, the on-duty supervisor will ensure that the proper equipment/supplies are made available to the processing officer. CID will maintain the following equipment:

1. For latent fingerprints: brushes, powder, lifting tape, blank cards and a magnifying glass
  2. Photography equipment: 35mm camera, ample supply of film, tripod, photo-duplication camera kit, Polaroid camera, fingerprint camera and batteries.
  3. Crime scene sketch: graph paper, clipboard, pencils, erasers, triangles, tape measure, ruler and a template.
  4. Miscellaneous equipment: pens, markers, evidence tape, paper bags of varying sizes, envelopes, plastic bags, cardboard boxes, scissors, and flashlights.
- 05 When a Crime Scene is not Processed:** Serious crime scenes must be processed. If for any reason a crime scene is not processed, the officer or investigator will document all circumstances in writing.

**06 Forensic Laboratory Resources:** The primary

## 643- Evidence Collection & Preservation - 2

resource for examination of evidence is the Crime Laboratory of the MSP. When submitting evidence to the MSP lab, a Transmittal Letter will accompany the evidence. The Transmittal Letter will include the type of crime, name and description of the victim and suspect (if known), a brief summary of the crime including date and time, a description of evidence being submitted, and the type of examination(s) requested. The following exceptions apply:

**A.** CDS evidence recovered will be processed at the Prince George's County Drug Laboratory.

**B.** Latent fingerprint evidence will routinely be submitted by CID to the Regional Area Fingerprint Identification System (RAFIS). On occasion, the FBI Laboratory Fingerprint Section may be used.

**C.** Maryland State Police Crime Laboratory:

**1.** The MSP Mobile Crime Lab may be called to the scene of certain serious crime at the direction of the CID Supervisor. The tasks associated with evidence collection, preservation and submission to the lab will be handled by the MSP personnel.

**2.** In certain situations, the Riverdale Park Police Investigators and the State Police personnel may agree to package and transfer the evidence to another forensic facility for examination.

**D.** Under special circumstances, other resources at the County, State and Federal level may be considered. The CID Supervisor will be responsible for determining the appropriate resource.

### 07 Forensic Laboratory Requirements:

**A.** The comparison of known substances with certain evidentiary materials is an essential key to lab identification. Studies of hair, fibers, paint, glass, fabric, tool marks and soil are examples of materials used for comparison. In cases where evidence has been fractured, comparison to a known source is critical. Accordingly, the investigator is responsible for the collection, packaging and submission to the lab of sufficient amounts of comparable materials whenever such items are available. The lab will not accept evidence without known source items with which to compare.

**B.** In certain instances the FBI lab will examine an item of evidence, remove and store material of value

(hair, fibers, blood, etc...) and then return the evidence. In such cases, the officer receiving the evidence back from the FBI will turn it over to CID.

**C.** In all cases, submission of evidence will be coordinated through CID.

**D.** Non-perishable evidence will be transmitted to the appropriate laboratory within five working days after receipt, with the following exceptions:

**1.** CDS evidence will be transmitted in accordance with General Order 622.

**2.** The chain of custody will be maintained on all items through receipts or letters of transmittal.

**08 Crime Scene Sketch:** The detailed sketch is a routine component of any major criminal case file. Such a sketch will include:

- \* Time and date of preparation,
- \* Location of offense,
- \* Location of evidence at the scene,
- \* Location and names of victims, witnesses and suspects,
- \* Relationship of the crime scene to other rooms, buildings or roads,
- \* Name/ID of person preparing the sketch,
- \* Direction of North indicated w/ arrow,
- \* Status of lighting (lights: were they on or off),
- \* Status of windows and/doors (open or closed), and
- \* Status of electronic appliances (on or off).

**09 Photographing the Crime Scene:** After the preliminary survey of the crime scene by the investigator, *and before any evidence is removed or altered*, photographs of the scene should be taken. The following guidelines are established:

**A.** Take over-all photos from several locations.

**B.** Take photos of the surrounding area.

**C.** Mid range photos will orient the viewer as to the exact location of the items of evidence in relation to the over-all scene. When possible, include two items of evidence in the field of view. If this is not possible, include a common item such as a desk, bed etc..

Always take mid-range photos with a normal lens to prevent distortion.

## 643- Evidence Collection & Preservation - 3

**D.** Two close-up photos of each item of evidence should be taken, prior to the evidence being collected. The first should be a full-field photo. The second photo should include a scale (a ruler to depict the item's size).

### 10 Submitting Latent Fingerprint Evidence:

**A.** The officer recovering latent fingerprints from a crime scene will be responsible for reporting, either in the original report or a supplement, the following details:

1. A brief description of the evidence recovered.
2. The exact location where the item was found.
3. The number of lifts recovered from each item, in conjunction with the total number of lifts from the scene (each lift should be numbered and initialed by the officer).
4. The name of the investigator receiving the evidence.

**B.** Latent fingerprint evidence will be turned over to CID without delay, not exceeding three (3) working days after recovery.

**C.** The officer submitting latent print evidence will complete a Latent Print Envelope Label. The label will be affixed to an envelope. The latents will be placed in the envelope and the envelope will be sealed.

**D.** When latent print evidence is received by CID personnel, he/she will:

1. Log the evidence in the RAFIS control log which is maintained in CID. The entry will include the date received, Case number and initials of the receiving officer.
2. Store the evidence temporarily until it is transported to RAFIS or submitted to other examiners.
3. When transporting the evidence to RAFIS or another facility, the investigator will complete the log indicating the date transmitted or returned, any results of the examination, and the initials of the transmitting/returning officer.

**11 Recovered Stolen Vehicles - Processing:** The investigating officer will ensure that the following notifications are promptly made:

- \* To the owner of the vehicle, and
- \* To the reporting agency, via MILES/NCIC locate message.

The recovered vehicle and its contents will be processed for items of evidentiary value when conditions allow. If the vehicle was used in the commission of another felony, the vehicle will be processed for latent prints. If inclement weather prevails, the vehicle will be moved to the Public Works garage.

### 12 Marking and Labeling Evidence:

**A.** Many times, marking and labeling of evidence can be accomplished in a single process. When the evidence is large, complete identifying data may be recorded directly on the evidence. This information should include the officer's name, the date, time, location of recovery, item number, case number and officer ID number.

**B.** When the item of evidence is too small to write on, the officer will write the information on an attached tag or on the container holding the evidence.

**C.** When possible, officers should mark like pieces of evidence in the same location on each piece (e.g., the right side of the handle of guns).

**D.** Officers will ensure that a permanent writing implement is used to mark evidence.

**E.** The officer collecting the item of evidence will be responsible for marking/labeling the item. This mark should be distinct to the officer, and should be the only identifying mark used by the officer.

**F.** Extreme care should be utilized when marking evidence. Officers should be cognizant of any secondary evidence (blood, fingerprints, etc...) which might be on a primary piece of evidence, and take care not to destroy this evidence when marking an item.

**13 Inventory Log:** An inventory of items recovered during an examination is essential for an investigator and for the lab examiner. The officer or investigator who collects any item of physical evidence will be responsible for completing an itemized inventory log which will be attached to the original report. The officer will log the following information:

- \* A description of the item, including any identifying

## 643- Evidence Collection & Preservation - 4

numbers,

- \* The location from where the item was obtained,
- \* Name of the person collecting the item, and
- \* Date and time the item was collected.

### 14 Crime Scene Report:

**A.** An accurate record of events that transpire at a crime scene is required. An officer who processes a crime scene will submit a report which details at least:

- \* Date and time of arrival at the scene,
- \* Location of the crime scene(s),
- \* Name of the victim(s), if known,
- \* Name of any suspect(s), if known,
- \* Actions taken at the scene with regard to processing,
- \* Name of investigating officer, initial officer on the scene, and all persons who enter the scene,
- \* Disposition of evidence recovered, photos taken, and
- \* Crime scene measurements.

**B.** Under certain circumstances, the originating officer will also be processing the crime scene. When this occurs, the information listed in the preceding paragraph will be included in the officer's original report. In all other cases, a supplement will be completed and submitted by the processing officer. If the State Police process the scene, their report will become part of the case file.

**C.** When evidentiary photos are taken of a crime scene, the photographer will document in his/her report the following information:

- \* Type of camera and film used,
- \* Description of the lenses used and their settings,
- \* Lighting,
- \* Direction of the camera at the time of exposure,
- \* Date and time of each photo,
- \* A brief description of each photo, and
- \* Photographic cover sheet.

### 15 Chain of Custody:

**A.** It is essential that accurate records are maintained regarding the custody of evidence. A record will be made each time transfer of custody takes place. The log at the bottom of the property impound form will serve as the chain of custody. Further guidance in maintaining the custody log is found in General Order 627.

**B.** When physical evidence is packaged and carried to

the laboratory for examination, the custody log will accompany the evidence. Before the evidence is submitted to lab personnel, the officer will ensure that the last entry on the log corresponds to the last officer to have custody of the evidence. Upon receipt, lab personnel receiving the evidence will sign, and note the date and time on the log.

**C.** A letter accompanying evidence to the lab will show the name of the officer in charge of the investigation and name of the person to whom the lab report should be sent. The lab will be requested to forward a written report of laboratory findings on completion of its examination.

### 16 Specialized Training:

**A.** Within six months after being assigned to CID, an investigator will receive certain specialized training in crime scene processing and evidence collection. This will be accomplished through on the job training and formal instruction in a basic investigator training course. This training will be coordinated and assured by the CID Supervisor.

**B.** Officers responsible for processing crime scenes will receive periodic additional training through mandated in-service training, supervisory instruction and special schools. Such training will introduce advanced methods as well as reinforce basic skills in crime scene process.

**17 Liaison With Judges and Prosecutors:** To maintain coordination between the Riverdale Park Police Department and the judicial process, the CID Supervisor or designee will endeavor to meet with the prosecutors and judges, at least every six months. The CID Supervisor or designee will attempt to determine the investigative or procedural concerns of prosecutors and courts, and seek opinions as related to enhancing our efforts.

**18 Lines of Authority - Relationships:** Since a police investigation is often successfully concluded as a result of good teamwork, all involved should be cognizant of the team approach. Authority at a crime scene is as follows:

**A.** When a patrol officer discovers a major crime scene, he/she will notify the Patrol Supervisor. The supervisor will then take charge of the crime scene, overseeing the following:

1. Assessment and the nature and extent of the crime

scene,

2. Establishment of a physical perimeter at the scene,
  3. Notification of the on-call investigator, and other personnel as directed by procedure, and
  4. Locating and preliminarily interviewing witnesses.
- B.** The CID Supervisor will determine the lead investigator, who will take charge of the crime scene.

**19 Requesting Laboratory Assistance:**

- A.** The FBI Laboratory is our primary resource. Their number is: (202) 324-3000.
- B.** The Maryland State Police Crime Lab, when summoned, will work in conjunction with CID and patrol officers.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>FUGITIVES FROM JUSTICE</b>	NUMBER: <b>645</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>74.3.1</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines for the correct handling and disposition of fugitive from justice incidents.

**02 Policy:** It shall be the policy of this Department to handle fugitives from justice in accord with the provisions of this General Order.

**03 Definition:** A fugitive from justice is a person who is:

- \* Listed in the NCIC as wanted in Maryland and located in another state's jurisdiction, or the District of Columbia, or
- \* Listed in the NCIC as wanted in another state's jurisdiction, or the District of Columbia, and located in Maryland.

**A. If Located in Prince George's County:**

1. Upon confirmation of wanted status and extradition authorization, the fugitive will be taken into custody and processed at the station. The processing does not include the "Charge Against Fugitive" or "Arrest Warrant for Fugitive" form. The P.G. County Sheriff's office will then be notified in order to pick up the fugitive.

2. The fugitive will be turned over to the Sheriff's office, and they will handle all subsequent procedures.

**04 Fugitive Wanted by Other Maryland Jurisdiction:**

A. Confirm the existence of the arrest warrant. Initial confirmation may be made via telephone; obtain the name and ID number of the person confirming the warrant. Immediate confirmation via teletype will be requested. Arrangements will be made for the agency to respond and assume custody of the fugitive.

**B.** The fugitive will be transported to the station and processed in accordance with General Order 624. The fugitive will be detained at the station until received by an officer from the other agency.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>HATE, VIOLENCE &amp; RRE INCIDENTS</b>	NUMBER: <b>646</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>3</b>

**01 Purpose:** To set out guidelines for police action required when incidents are directed toward racial, religious or ethnic (RRE) groups/individuals, as well as groups and/or individuals with sexual orientation or handicaps.

**02 Policy:** Police officers will take an active role in promoting peace and harmony among diverse groups of people who live and work within the Town of Riverdale Park. The Department will respond quickly, with all enforcement and investigative capabilities, following every reported RRE incident.

**03 Mandatory Requirements:**

**A.** Prince George’s County: After verifying that an RRE incident occurred, call the Human Relations Commission within 24 hours @301- 925-5070. Within 72 hours, a copy of the police report will be sent to: HRC 9021 Basil Ct. Landover, MD 20785. HRC will correspondingly report the incident to the Maryland State Police. As possible, a 60-day watch of the victim’s neighborhood will be conducted by patrol units.

**04 Criminal Acts - RRE Criteria:** The key criterion for determining whether an incident will be classified as an RRE is the motivation behind the act. Although a precise description of RRE incidents is not possible, and a common sense approach must prevail. The following examples of criminal acts against groups or individuals based on racial, religious, ethnic, handicap, or sexual orientation will be used as criteria:

- A.** Cross burning or destruction of a religious symbol, any violation of Article 27, Sec. 10A,
- B.** Explosives: Any violation of CR 4-503,
- C.** Bomb threats: Any violation of cr 6-107,

**D.** Destroying, Injuring property of another: Any violation of CR 6-301,

**E.** Assault and/or Battery as described in CR 3-203,

**F.** Disorderly conduct: Any violation of CR 3-801,

**G.** Interrupting or disturbing religious meetings: Any violation of CR 10-302,

**H.** Possession of a firearm in proximity to a public demonstration: Any violation of CR 4-208,

**I.** Unlawful use of the telephone: Any violation of CR 3-804, and

**J.** All offenses as they pertain to acts of intimidation, harassment, hatred, etc..

**05 Non-Criminal Acts - RRE Criteria:** Any non-criminal act directed at any individual or group, as described in **01** of this General Order, done with apparent or deliberate intent to:

\* Harass, Intimidate, Threaten, Retaliate, and/or Create conflict.

**06 Verifying RRE Incidents:**

**A.** The on duty supervisor will initially verify that an incident fits the criteria of RRE. Criteria may be applied singularly or in combination. Since the criteria are not all-inclusive, the supervisor, when necessary, will confer with CID. CID will then make a final determination upon arrival. The criteria are:

- \* Apparent motive, or lack of a motive other than obviously RRE intended,
- \* Display of offensive symbols, words or acts,
- \* A common sense review of all circumstances surrounding the incident,
- \* Effect and/or impression upon the victim,

- \* Statement(s) of suspects,
- \* Prior consistent incidents of similar nature, and
- \* Violation of any of the statutes enumerated previously.

**07 Verification - Victim Interview:** In applying the preceding criteria, it may be helpful to ask the questions listed below. These questions are a guide and are not all-inclusive.

- A. Are the victim and the suspect members of conflicting groups?
- B. Did the incident occur solely because of an RRE related difference between perpetrator and victim?
- C. Is the victim a minority in the neighborhood?
- D. When multiple incidents occur at the same time, are all victims related as to group affiliation?
- E. Has the victim had past attacks of a similar motivation?
- F. Did the act coincide with religious observances?

If, after applying the aforementioned criteria, and asking appropriate questions, the incident cannot be categorized as any other type of problem, it will be classified as an RRE incident.

**08 Patrol Responsibilities:**

- A. Any officer handling a suspected RRE incident will respond in a sensitive way to the feelings and needs of the RRE victim.
- B. The crime scene and available evidence will be carefully preserved, and all possible enforcement and investigative action will be taken immediately.
- C. CID will be notified immediately.
- D. A detailed written report will be prepared documenting all facts and circumstances surrounding the incident.
- E. The shift supervisor will:
  1. Respond immediately to the scene.
  2. Ensure that the scene is adequately protected and that CID has been notified.

- 3. Cause the notification of the appropriate agencies (e.g., FBI, Fire Marshal, etc...) depending on the crime.
- 4. Cause the notification of the Chief of Police and Operations Commander.
- 5. Assure the victim that the preliminary investigation, as well as any subsequent follow-up, will be actively pursued.
- 6. If the incident occurred on public property, ensure that all physical remains of the incident are removed after processing has been completed. If the remains are on private property, the supervisor shall coordinate their expedited removal.
- 7. Ensure that the original officer's report contains full data, including a detailed description of the materials used, the messages, plus the method of removal and disposition of the remains.
- 8. Ensure that all photos are forwarded to CID.
- 9. Arrange for increased patrol as needed.

**09 CID Responsibilities:** CID will respond to the scene and, if necessary, will:

- \* Collect all appropriate evidence,
- \* Photograph the scene, and
- \* Begin immediate investigation.

**Operations Commander Responsibilities:**

- A. Ensure that an investigator responds to every reported, verified incident. Ensure that the investigation is actively pursued to a successful conclusion, or until all leads have been exhausted.
- B. Make sure that the case receives top priority, and that the victim is contacted immediately and regularly.
- C. Make a follow-up visit to the victim within 72 hours as assurance that the Department is vigorously pursuing the case, and to assuage the victim's fears and concerns.
- D. Ensure that the proper notifications to the HRC are made.
- E. Coordinate with the Shift Supervisors to ensure that increased patrol of the affected area is continuing.

**F.** Ensure that statistics relating to RRE incidents are available and up-to-date.

**G.** Ensure that the victim and other concerned persons are notified of a case clearance.

**H.** The assigned beat officer or Community Policing Officer will conduct a neighborhood canvass to inform residents of the incident and gather appropriate information.

**I.** He/she will attempt to mobilize community sentiments against the act(s) of the perpetrator(s) in a positive manner, with an affect to rally the community and prevent retaliatory actions.

**J.** He/she will enlist the aid of religious groups, community groups, business groups, educational groups and leaders of all areas of society in an effort to obtain public condemnation of the incident.

**K.** Report any investigative leads or information to CID.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>UNUSUAL OCCURRENCES</b>	NUMBER: <b>647</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.7, 46.1.8, 46.1.9, 81.2.14</b>
TOTAL PAGES: <b>9</b>	

**01 Purpose:** To establish guidelines to be used in the event of an unusual occurrence affecting the Town of Riverdale Park which is beyond the capabilities of the Department's normal daily operations.

**02 Policy:** It is the policy of the Riverdale Park Police Department to respond promptly to all occurrences of an unusual or emergency nature and to provide for the orderly and efficient assembly of manpower, supplies and equipment necessary to handle, control, and safely terminate any such occurrence. It is also the policy of the Department to review annually and update the plans herein, as appropriate.

**03 Definitions:**

**A. Unusual Occurrence:** Any event, generally of an emergency nature, which involves actual or potential personal injury or property damage arising from a natural disaster, man-made disaster, or civil disturbance.

**B. Natural Disaster:** An incident in which the forces of nature threaten the lives, safety, or property of numerous persons (floods, hurricanes, earthquakes, explosions, tornadoes, landslides, drought, infestation, or significant snowfall/blizzard).

**C. Man-Made Disaster:** An incident in which the forces of man threaten the lives, safety, or property of numerous persons (nuclear/radioactive accidents, chemical spills, major railroad accidents, or aircraft crashes).

**D. Civil Disturbance:** An action by any group that poses a substantial threat to peace, life, or property or any tumultuous or violent activity that creates a grave risk of causing public alarm, including emergency situations at correctional or other institutions.

**E. Inner Perimeter:** The immediate area of containment around the incident site.

**F. Outer Perimeter:** The peripheral control area surrounding the inner perimeter providing a safe zone for access to and from the inner perimeter as well as defining the limit of access by unauthorized persons.

**G. Field Command Post:** The on-scene location for command staff who will be responsible for determining the exact status of the emergency resources needed and incident strategy.

**04 Administration:**

**A.** The Chief of Police or designee is responsible for planning the Department's response to unusual occurrences, including coordinating the plan's content with all affected agencies: local, state, and federal.

**B.** All plans for unusual occurrences will be reviewed annually by the Operations Commander and updated, if necessary. Emergency telephone numbers shall also be verified on a quarterly basis and updated.

**05 Duties and Responsibilities of Responding Personnel:**

**A. Initial Responding Officer:**

**1.** When an officer becomes aware of an unusual occurrence or emergency that may cause injury to the general public or substantial property damage, he/she shall advise the dispatcher and request a supervisor immediately respond to the area.

**2.** The officer shall evaluate the situation, request all necessary assistance and take whatever action is possible to aid the injured, restore order, and/or control the situation until additional help arrives.

3. The officer is responsible for providing an assessment of the situation to the patrol supervisor.

**B. Additional Responding Officers:**

1. Personnel assigned to assist at the scene shall be responsible for administering immediate first aid (within their level of training) to the injured.

2. Rescue work, and/or traffic and crowd control may be required in an attempt to prevent additional injuries, property damage, or related police hazards.

3. Note that the duties of personnel additionally assigned to the scene of an unusual occurrence can change rapidly upon the arrival of a supervisor or when the Fire Department assumes responsibility for rescue operations.

**C. Patrol Supervisor:**

1. The patrol supervisor shall respond to the scene immediately and evaluate the situation. The supervisor will determine if the situation is beyond the scope of the Department's resources, and is responsible for notifying appropriate command staff.

2. The patrol supervisor will assume command of the disaster scene and remain in command until relieved by a higher ranking officer.

3. The patrol supervisor will isolate and secure that area, and:

a. If possible to accomplish safely, initiate any necessary evacuation of bystanders and/or victims within the inner perimeter;

b. If necessary, establish a field command post, and

c. Ensure that vehicular and pedestrian traffic has been adequately diverted.

4. The patrol supervisor will coordinate efforts with the senior Fire Department official present at the scene.

**D. Transfer of Responsibility:** Upon the arrival of a higher ranking officer at the disaster scene, the previous supervisor shall brief him/her of the situation and its present status. The higher ranking officer should not assume command until he/she has gained sufficient knowledge of the incident.

**06 Communications:**

**A.** Upon receiving confirmation of an unusual occurrence the police dispatcher shall clear the police frequency of all unnecessary traffic.

**B.** Police channel 1 will be the primary frequency for the coordination of emergency procedures.

**C.** Once a Command Post has been established, incident communications on the appropriate radio channel will be determined at the discretion of the Incident Commander.

**D.** In the event of power failure in the communications office, emergency radio procedures will be followed in accordance with the provisions of the Communications Manual.

**E.** If supplemental or emergency field communications are needed, a communications vehicle may be requested from the Bladensburg Volunteer Fire Department (ECU 9) or the Prince George's County Police. Request for the communications vehicle should be made if:

1. There is insufficient communications to support an emergency operation;

2. Existing communications have been overloaded and supplemental equipment is needed, or

3. There is a requirement for multiple agency coordination and/or inter-agency communications.

**07 Emergency Mobilization of Manpower and Equipment:**

**A.** The patrol supervisor or highest ranking officer at the scene will notify the dispatcher of the need for additional personnel. The Chief of Police will grant authorization to mobilize additional personnel. The nature of the unusual occurrence shall dictate the number of personnel recalled and the manner in which they are recalled. Recall is the responsibility of the dispatcher, using the Department roster. As possible, additional personnel will be assigned to the communications office to assist.

**B.** In the event of emergency mobilization the dispatcher will notify the following:

\* Chief of Police and Operations Commander

\* Town Administrator

## 647-Unusual Occurrences-3

\* Public Works Director

\* Fire Chief

**C.** Depending on the nature and scope of the unusual occurrence, affected Department heads comprise a special task force to help determine the plan of action.

**D.** Mobilization of personnel may be accomplished in the following alert stages: the next shift scheduled to report for work will be called first, followed by the shift that previously left duty, followed by all off-duty personnel.

**E.** In the event that the emergency extends beyond 24 hours, the Department will change to a two-shift emergency schedule consisting of 12 hours on and 12 hours off, arranged as follows:

### 1. Shift 1:

Operations Commander  
Adam Squad  
Baker Squad  
CID Investigator

### 2. Shift 2:

Support Services Commander  
Charlie Squad  
David Squad  
CID Investigator

**3.** Civilian personnel will report as directed by the Chief of Police or his/her designee.

**F.** Police headquarters will be the primary assembly area. If an alternative assembly area is needed, it shall be chosen by the Incident Commander at the scene and relayed to the dispatcher for dissemination to recalled personnel. Adequate personnel and vehicles will be assigned to shuttle personnel from the assembly area to the scene of the occurrence.

**G.** In the event the unusual occurrence extends beyond the scope of the resources of the Department and the Town, mutual aid and/or Civil Defense assistance will be requested.

**08 Field Command Posts:** Field operations will be conducted from the field command post as described below. However, if the scope of the incident is beyond our resources and support is requested from other

agencies, command post protocol will be governed by the "Greater Metropolitan Washington Area Police and Fire/Rescue Services Mutual Aid Operational Plan".

**A.** The police station is the primary command post for any unusual occurrence situation, but an alternate field command post will be established by the first responding supervisor at the scene.

**B.** The field command post should be located between the inner and outer perimeter.

**C.** The supervisor in charge will ensure that a chronological log is started to record major events of the incident, including the time the command post was established, changes in command, locations of deployed arrivals and deployment of support personnel, and all significant developments or changes in the situation.

**D.** The supervisor in charge of the command post will notify the dispatcher of the location of the command post and any available telephone numbers.

**E.** The command post will be equipped with:

**1.** Two telephones, one for incoming calls, and one for outgoing calls. It may be necessary to support existing telephone communications with portable cellular telephones.

**2.** Radio communications capability including channels RPPD 1, 2, 3, and PMARS.

**3.** An adequate supply of emergency response maps to permit ease in plotting logistical instructions, high priority protective areas, etc.

**4.** Adequate note-taking/documentation materials.

### 09 Traffic Control:

**A.** Traffic patterns shall be established and controlled around the site of all unusual occurrences through the use of street barricades and/or personnel manually directing traffic.

**1.** Wooden barricades are located at Public Works. If the number of barricades needed exceeds the supply, arrangements for additional barricades will be made through the Director of Public Works or his/her designee.

2. Police personnel assigned to a traffic post shall adhere to the provisions of General Order 713 on Traffic Direction and Control.

B. In addition to regulating vehicular traffic, each entrance and exit from the affected area shall serve as a security checkpoint in which all persons requesting entry into the affected area will be denied access except those persons on official business.

C. Crowd control perimeters will be established through the use of natural or artificial barriers around the site to prevent onlookers from entering the area for their own safety and for the effectiveness of rescue operations.

**10 Public Facility Security:**

A. Fixed security posts shall be established at public facilities in situations where there is a danger that damage, looting, or crowd take-over may occur at such facility.

B. In the event of a civil disturbance those public facilities located closest to the disturbance shall be given priority in the assignment of fixed security posts with special attention being given to those facilities which may be the focal point of the disturbance.

**11 Public Information:**

A. The Chief of Police or designee, shall conduct media briefings pursuant to General Order 621.

B. Early in the incident arrangements must be made to establish a central location for all media representatives to gather and receive information updates.

C. Media briefings will be conducted as the need arises and should include:

1. Casualty information, including the number of known dead. Names, addresses, or other identifying data shall not be released until next-of-kin have been notified.

2. Other up-to-date factual information to prevent the spread of hysteria and rumor.

3. The extent of property damage as well as imminent or present dangers to the public.

4. Warnings against looting or other criminal acts.

D. Factual information must be provided to media representatives, particularly with regard to rumors. All personnel will ensure that the incident commander is advised of rumors, so that only factual information is disseminated.

E. Relations with news media personnel in field situations will be governed by General Order 621.

**12 Request for Mutual Aid:**

A. When executing any provision of this plan the Department may request the assistance of other public safety agencies. The Department will comply with all provisions of the Greater Metropolitan Washington Area Police and Fire/Rescue Mutual Aid Operational Plan.

B. The following political subdivisions are parties to the Mutual Aid Operational Plan and as such are duty-bound to provide assistance to the requesting agency when a state of emergency exists and the requesting agency does not have sufficient manpower.

- \* Alexandria
- \* Arlington
- \* City of Fairfax
- \* District of Columbia
- \* Fairfax County
- \* Falls Church
- \* Gaithersburg
- \* Greenbelt
- \* Loudon County
- \* Manassas
- \* Manassas Park
- \* Montgomery County
- \* Prince George's County
- \* Prince William County
- \* Rockville

\* At present Riverdale Park is not a member of the Mutual Aid Operational Plan.

C. As outlined in the Mutual Aid Operational Plan:

1. Initial contacts regarding police mutual aid will be made between and among Chiefs of Police or their representatives.

2. The Mayor must contact the appropriate official authorized to approve the request for mutual aid assistance.

3. NLETS will be used to give a general broadcast alert to all jurisdictions party to the Mutual Aid Operational Plan, and NLETS will be used to withdraw assistance.

D. Except as otherwise specified, the Chief of Police or designee will exercise command and control over all civil law enforcement resources committed to the

occurrence. As soon as practical after the onset of the incident, the appropriate chief public safety officials of affected jurisdictions will confer and determine the Incident Commander and the Incident Management Team. If issues related to command and control authority cannot be reconciled among chief public safety officials, then the principal elected/appointed officials of affected jurisdictions will be responsible for their resolution.

**13 Military Support:**

**A.** If an incident exceeds the capabilities of the Department and mutual aid agencies, other assistance may then be requested from the Maryland Military Department.

**B.** Requests for assistance from the Maryland Military Department will be made by the Mayor and directed to the Director of the Office of Emergency Planning for Prince George’s County. The request will then be forwarded to the Director, Maryland Emergency Management Agency as established in Article 16A, of the Annotated Code of Maryland.

**C.** Should law enforcement personnel still be insufficient to handle the emergency, the Mayor, through the County Executive, may request that the Governor of the State declare a portion of, or all of the City a disaster area and send assistance pursuant to Article 41, Section 15(b) of the Annotated Code of Maryland.

**14 Martial Law:** “The Governor shall have the power in times of public crisis, disaster, rioting, catastrophe, insurrection, invasion, tumult, breach of the peace or upon reasonable apprehension of the imminence thereof, or to enforce the laws of this State, or to carry on any of the functions of the militia of this State, or any part thereof, or whenever, by the law of the land, martial law may be declared, to order in to the active service of the State all or any part of the militia as he may deem proper or necessary.” Article 65, Section 8, Annotated Code of Maryland.

**15 Declaration of a State of Emergency (Local):**

**A.** “A local state of emergency may be declared only by the principal executive officer of a political subdivision. It may not be continued or renewed for a period in excess of seven days except by or with the consent of the governing body of the political subdivision. Any order of proclamation declaring,

continuing, or terminating a local state of emergency shall be given prompt and general publicity and shall be filed promptly with the chief local records-keeping agency” (Article 16A, Section 6D, Annotated Code of Maryland). Whenever a state of emergency exists, the Mayor, or the County Executive, may issue a Proclamation and order any or all of the following:

1. A general curfew limited to any geographical area or any hours;
2. The closing of all retail liquor stores or taverns;
3. The closing of all private clubs or portions wherein the consumption of intoxicating beverages takes place;
4. Suspension of the sale of beer and/or liquor;
5. Discontinuance of the sale or distribution of gasoline or other flammable or combustible liquids or products in any container other than a gasoline tank affixed to a motor vehicle;
6. Suspension of the sale, distribution, dispensing or giving away of any firearms or ammunition;
7. That no person will carry, possess or use any club, brick, or gasoline filled bottle or container with a fuse type wick inserted in the neck, or petroleum-based fire-bomb or other incendiary missile or weapon;
8. The closing of any and all businesses, commercial and industrial establishments;
9. The designation of any public street, thoroughfare or vehicle parking lot closed to motor vehicle and pedestrian traffic, and
10. Such orders as are imminently necessary for the protection of life and property.

**B.** Such proclamations become effective upon filing with the Clerk of the Circuit Court and remain in effect until a termination decree is filed.

**16 Civil Disturbances:** Civil disturbances may take various forms and vary in size and amount of danger to the general public. Of primary importance in any civil disturbance is defusing of the situation and restoring of general public order. The police must be able to respond to any civil disturbance, isolate it from the remainder of the community, protect life and property,

## 647-Unusual Occurrences-6

and maintain control. Officers responding to any civil disturbance will follow the general guidelines established in Section 5 of this general order, and in addition, first responding officers will:

- \* Observe the situation from a safe distance and determine if the crowd is peaceful or potentially violent;

- \* Notify the dispatcher as to the seriousness of the situation and request the patrol supervisor and additional back-up personnel;

- \* Attempt to identify, by observation, the leader of the group.

**A.** The responding patrol supervisor will take command of the incident until otherwise relieved, following the general guidelines of Section 5 of this general order, and will also:

1. Assess the situation for seriousness and potential danger. If the situation is minor in nature, the supervisor may elect to handle it with existing resources;

2. Maintain communications with the dispatcher and, at a minimum, provide information on:

- \* estimated size of the crowd and area involved
- \* assessment of the mood of the crowd
- \* weapons involved, if any
- \* property destroyed or involved

3. Establish a command post from his/her vehicle, begin assessing the number of personnel needed, and ensure that proper notifications are made to command staff.

**B.** Once appropriate equipment and adequate personnel have been deployed, the incident commander or designee will:

1. Approach the crowd and inform the leader or leaders that the assembly is unlawful and that they have to disperse. If the crowd is violent, instructions and orders should be accomplished by utilizing a portable speaker or cruiser PA system. A time limit for dispersal should be established and no extension allowed.

2. If the crowd fails to disperse and continues its activity, the incident commander may, after consultation with the Chief of Police or designee,

authorize the use of force to move and/or disperse the crowd.

### 17 Processing Mass Arrests:

**A.** Alternatives to mass arrests should be actively sought whenever possible.

**B.** The State's Attorney's office will be contacted whenever mass arrests are contemplated. The incident commander will request that an Assistant State's Attorney be assigned to the incident command post to serve as an advisor for legal issues and considerations. If possible, mass arrests will not be made until the appropriate State's Attorney's office has been notified, apprised of the situation and consulted.

**C.** In the event that mass arrests must be made, the following guidelines apply:

1. The primary processing site will be at police headquarters.

2. Processing is the responsibility of the arresting officer. If the situation dictates, that responsibility may be reassigned by the incident commander.

3. Processing of prisoners will be done in accordance with General Order 624 and General Order 616.

4. Prisoners will be handcuffed and searched for weapons and contraband prior to being transported. If there is an insufficient supply of handcuffs at the scene, flex-cuffs will be provided and used. All handcuffing, searching and transporting will be done in accordance with provisions of General Order 616.

5. If possible, prior to transporting the prisoner, a Polaroid photograph should be taken of the prisoner and arresting officer together. This photo is in addition to any other photos necessary for processing.

6. Prisoners will be transported by police cruiser in accordance with General Order 616. Should the number of persons exceed the transport capability of this Department, arrangements will be made with other agencies for assistance.

7. Detention of prisoners can be accomplished by placing them in the secured rooms in the processing area. If additional space is needed, prisoners may be transported to the Prince George's County Police Department District I Station.

8. Arrested juveniles shall not be held in any area occupied by adult detainees.

9. If the scope of the incident is beyond the capability of Riverdale Park resources, the mass processing of prisoners, transportation and operation of temporary detention facilities will be carried out jointly by this Department and assisting agencies under the direction of the overall incident commander, in accord with the "Greater Metropolitan Washington Area Police and Fire/Rescue Services Mutual Aid Operational Plan".

10. Evidence collection and preservation is the responsibility of the incident commander and will be done in accordance with General Order 643.

11. Court and prosecutorial liaison is the responsibility of the Patrol Commander.

12. Whenever the number of prisoners exceeds the normal limits of the holding facility, arrangements must be made for adequate food, water and sanitation. Arrangements may include bringing in food and drinking water from commercial/public sources, and arranging for portable toilet facilities at the detention area.

13. Efforts must be made to provide each person detained an opportunity to have conversation with legal counsel.

14. Prisoners injured or who become ill while detained will be given immediate medical attention. Procedures for handling sick or injured prisoners are found in General Order 616.

### 18 De-escalation Procedures:

A. Evacuation of an area may be necessary to prevent loss of life, protect property or to contain an incident. Should a decision be made to evacuate, arrangements must be made to provide temporary shelter for displaced persons. The following guidelines will be used when an evacuation is ordered.

1. The Council Chambers in the Municipal Building will be the primary relocation area for displaced families or persons.

2. Authorization to open the Municipal Building shall be obtained from the Mayor and/or Administrator.

3. The county chapter of the American Red Cross

shall be contacted and requested to provide necessary emergency services which may include food, cots, blankets, medical supplies, etc.

4. The incident commander or designee shall ensure that all persons sheltered due to evacuation are kept informed as to the status of the incident.

B. Traffic control must be maintained. Traffic patterns should be established around the site of any unusual occurrence through the use of street barricades and/or personnel manually directing traffic. Whenever traffic patterns are altered or rerouted, the incident commander will ensure that notification is made to:

- \* public transportation carriers
- \* fire/rescue communications
- \* local radio/television news stations

C. Crowd control around the site of an unusual occurrence may be maintained by establishing artificial barriers, and/or using natural barriers around the area. This action is necessary to prevent on-lookers from entering the area and to enhance rescue operations.

D. Patrols must be established in the area to prevent looting and other criminal acts.

### 19 Snow & Severe Weather Emergencies:

A. In the event of a snow or other severe weather emergency which causes the Town government to close, the following personnel are designated as essential:

1. All Sworn Police Personnel,

2. Communications personnel.

3. On-Call Detective - If a situation arises which requires the response of the on-call detective, that detective will be considered an essential employee for the duration of the situation requiring his/her response.

B. Whenever environmental conditions become so adverse as to make routine patrol unduly hazardous, the on-duty patrol supervisor may suspend routine patrol activities. Notification of the suspension will be made to the Operations Commander.

1. Once the decision to suspend routine patrol activities has been made, the patrol supervisor will notify the on-duty dispatcher who will computer log and broadcast

the suspension.

2. During the suspension officers will continue to respond to emergencies and all calls for service which require personal police assistance.

3. The patrol supervisor will direct patrol officers to specific locations throughout the Town when they are otherwise not involved in a call for service. Because of the potential for looting during a weather emergency, the patrol supervisor should consider positioning officers near business districts. Officers will not spend long periods of time in the police facility.

4. During the emergency parking enforcement efforts will be directed to clear snow emergency routes.

5. When conditions justifying the suspension of routine patrol activities cease to exist the patrol supervisor will cancel the suspension. Notification of the cancellation will be made to the Operations Commander. The on-duty dispatcher will be directed to computer log and broadcast the cancellation.

C. Employees who wish to use their personally owned four-wheel drive vehicles to conduct police business during emergency weather conditions may do so under the following provisions:

1. Authorization from the Chief of Police is required.

2. Weather conditions are such that four-wheel drive vehicles are required.

3. Public Works will be notified in writing of the individuals who are authorized to use their personal vehicles with "to" and "from" dates. Those listed individuals will be authorized to obtain gasoline at Public Works.

4. The insurance carried by the vehicle owner is the primary insurance and all claims have to be placed through them. The Town's insurance is secondary coverage and will come into effect only if the primary policy is insufficient to cover the claim. Deductibles will be reimbursed by the Town upon receipt of appropriate documentation.

5. Worker's Compensation covers the officer while he/she is operating their personal vehicle while conducting Town police business.

#### 20 Post Occurrence Duties:

A. All personnel assigned to the incident will follow the de-escalation procedures outlined in Section 18.

B. Any incident which occurred during mobilization will be documented as soon as possible in accordance with Department reporting procedures.

C. Any member involved in an incident may provide his/her supervisor with an assessment and/or suggestions which may be considered during the incident critique.

D. All equipment issued at the onset of the incident is to be promptly returned to either the staging area or the location where the equipment was issued. Equipment damage will be documented in accordance with Department procedures.

**21 After Action Reports:** In an attempt to plan for future unusual occurrences, an "After-action Report" will be prepared by the incident commander and submitted as soon as possible to the Chief of Police. The incident commander may assign subordinate staff members to assist with the preparation of the report. After-action reports will contain, at the minimum:

A. Date and time the occurrence was initially reported.

B. Date and time the field command post was established.

C. Description of the field command post, to include: location, personnel assigned, communications capabilities utilized, and notifications made.

D. Significant adverse events encountered and corrective or reactive actions employed, to include: location that personnel and equipment were deployed, life-saving efforts, evacuation and/or relocation efforts, restoration of utilities, total casualty figures, property damage by location, and estimate of total cost of the police operation.

E. Lessons learned and recommendations for future situations.

**22 Equipment:** The following equipment shall be required in support of unusual occurrence operations:

\* Sufficient quantity of riot helmets for use in connection with civil disturbance operations.

\* Sufficient quantity of gas masks for use in

connection with civil disturbance operations.

- \* Portable loudspeaker/public address system.
- \* Sufficient quantity of flex-cuffs to be used as temporary restraining devices.
- \* Situation/Emergency Response maps.
- \* Cellular telephones.
- \* Police Line crime scene tape.

**A.** Officers assigned to any unusual occurrence operation shall report with the following equipment in addition to the prescribed uniform;

- \* Issued traffic vest
- \* Issued protective armor;
- \* ASP baton or approved equivalent, and
- \* Flashlight.

**B.** The distribution of equipment required in support of unusual occurrence operations is the responsibility of the Operations Commander or designee.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>SPECIAL EVENTS</b>	NUMBER: <b>648</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>46.1.11</b>
TOTAL PAGES: <b>2</b>	

**01 Purpose:** To establish guidelines for planning, staffing and controlling special events in the Town.

**02 Policy:** To provide sufficient police presence for any planned special event, and to assist event organizers on all matters of public safety.

**03 Definition:** A special event is any activity such as a parade, athletic event or public demonstration, that results in the need for control of traffic, crowds or crime.

**04 Administration:**

**A.** The Operations Commander or designee is responsible for planning the Department's response to a special event. This will include coordinating with event organizers and other affected agencies or Town departments.

**B.** To the extent possible, the Chief of Police will anticipate and plan for annual special events during the budget process in order to ensure adequate funding for overtime appropriations.

**C.** When the department is notified of a planned special event, the Operations Commander or designee will contact organizers of the event to determine:

1. The person responsible for organizing the event,
2. The nature of the event,
3. The date, time and expected duration of the event,
4. The location, including any specific routes of travel,
5. The probable number of participants, and
6. Anticipated problems.

**D.** Based on information in paragraph 4C the

Operations Commander will:

1. Determine the number of personnel needed to handle the event.
2. Assess traffic control needs, including the use of barricades to block streets, sidewalks and/or parking lots.
3. Determine alternate routes for pedestrian and vehicular traffic.
4. Ascertain any need for specialized equipment and/or additional radio channels.
5. Notify other affected/assisting agencies.
6. Determine the need for intelligence information from available sources on groups planning activities which may cause conflict or disturbance.

**05 The Plan:**

**A.** The Operations Commander or designee will prepare a written plan for the event, to include:

- \* Designation of the officer in charge,
- \* Statement of personnel needs and corresponding scheduling and assignments,
- \* Crowd control requirements,
- \* Traffic detouring and control means,
- \* Fixed or roaming patrol posts, and
- \* Other information as appropriate.

**B.** A copy of the plan will be forwarded to the Chief of Police, Operations Commander and Shift Supervisors.

**C.** The officer in charge of the event will be responsible for ensuring coordination with other Town departments and outside agencies.

**06 Permits and Public Information:**

**A.** The Operations Commander or designee will advise the event coordinator to apply for the appropriate Town permit.

**B.** If the event includes the closing or using of any State road, event coordinators must make application to the State for the necessary permit. (This application should be made at least two months prior to the event)

**C.** The organizer of a special event that may adversely impact on non-participants shall be urged to make notifications via public announcements, mailings or other means, to lessen inconvenience to others.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>DEATH INVESTIGATIONS</b>	NUMBER: <b>649</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:
TOTAL PAGES: <b>1</b>	

**01 Purpose:** To provide guidelines for officers to follow when responding to a death.

**02 Policy:** To investigate thoroughly and report all deaths to the Medical Examiner's office.

**03 Procedure:**

**A.** When a death is reported, the first officer(s) on the scene will request medical personnel for life preserving measures, or confirm the death.

**B.** Department personnel will make every effort to have the deceased pronounced at the scene. The officer will record the name and position of the person pronouncing, and time pronouncement was made. The Medical Examiner will issue the Death Certificate.

**C.** To contact a medical examiner, call the main number: 410-333-3250. Be prepared to impart the following information:

- \* Decedent's name and address,
- \* Decedent's race, sex and date-of-birth,
- \* Name of the individual who pronounced the death and the time of the pronouncement,
- \* When the decedent was last seen alive, and by whom,
- \* When the decedent was found, and by whom.

**D.** Police personnel present at such scenes will conduct themselves in such a way as to assist and comfort family members. Officers should not give opinions as to the cause of death.

**E.** The decedent's family may make their own arrangements for the remains, after release by the Medical Examiner. Officers may assist with telephone calls.

**F.** If next of kin cannot be located, the Medical Examiner will provide for removal and custody of the

body. The reporting officer will make every effort to locate and advise next of kin.

**G.** If the death occurred under normal circumstances, the supervisor may decide whether to leave an officer at the scene until the decedent is removed.

**H.** Officers will safeguard the property of a deceased person in accordance with General Order 627.

**I.** Deaths of a suspicious nature are to be investigated by the Prince Georges County Police Department. Shift Supervisors will make the proper notification. The Commanders Information Report will be completed and forwarded to the Patrol Commander.

**J.** Consult the Department's Report Writing Manual for a comprehensive list of information to be included in the official report.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>K-9 PROCEDURES</b>	NUMBER: <b>650</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To establish guidelines for requesting the assistance of the Canine (K-9) Units of other agencies, with regard to apprehending criminals and detecting drugs and contraband.

**02 Policy:** It will be the policy of the Riverdale Park Police Department to request assistance from neighboring jurisdictions when there is a need to deploy a Canine Unit.

The Following jurisdictions have Canine Units available:

- PG County
- Greenbelt
- Hyattsville
- Laurel
- Maryland State Police

No preference should be given when contacting any given jurisdiction for assistance, and all resources should be exhausted when there is a need for the assistance of a Canine Unit.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>COMMUNITY ORIENTED POLICING</b>	NUMBER: <b>651</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>45.1.1 - 45.2.3</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To outline the philosophies associated with community oriented policing, and to provide guidance for department personnel regarding community policing methods, problem identification, and problem solving.

**02 Policy:** To incorporate community policing philosophies and methods into the Department's general policing ideology, and to impart ideals that empower police personnel and citizens to mutually achieve the goal of improving the quality of life.

**03 Problem Identification:** A problem generally involves a sequence or continuation of incidents that are of concern to the community and/or the Department. Potential problems can also be identified by analyzing the changing social, economic, structural and/or demographic aspects of an area.

**A.** Members of the community often provide officers with valuable information regarding existing or potential problems. Other possible sources of information for identifying problems are:

1. Crime analysis: Trends and patterns can be tracked based on time/day, similar incidents, similar suspect descriptions and/or similar target victims/locations.
2. Crime prevention: Physical conditions of an area (e.g., lighting, overgrown foliage, abandoned buildings and vehicles) may contribute to criminal activity and victimization. Officers should be cognizant of these potential problem areas and coordinate with property owners and Town departments in an effort to eliminate potential and existing hazards.
3. Crimestar computer dispatch records are helpful in determining data associated with particular calls and their relation to factors of time, day, location, etc..
4. Other law enforcement agencies often are victimized in the same fashion, and by the same

individuals as this Agency. Exchange of information at this level is vital.

**5.** Local government agencies have plans which influence or impact areas within the Town. Complaints received by Town departments often lead to the discovery of criminal activity.

**6.** Schools often convey concerns regarding juveniles, as related to vandalism, CDS activity, weapon possession and truancy.

**7.** Neighborhood watch and citizen patrols are a good source of observation relating to neighborhood activities that may be suspicious.

**8.** Social service organizations can provide information regarding specific family problems that may identify community concerns.

**04 Analyzing a Problem:** Officers should gather all available information regarding a problem. The goal should be to implement a long term solution, rather than a short term response.

**A.** The Criminal Investigations/Community Policing Unit is charged with overseeing the community policing effort. Community Policing issues will be directed to the Administrative Sergeant.

**B.** Patrol, CID and CPU officers will work in conjunction with one another in analyzing and responding to problems.

**05 Responding to a Problem:** Officers will arrive at a solution, utilizing all of the aforementioned resources, and implement their program or action for solving the problem. Solutions may be designed to:

- \* Totally eliminate a problem,
- \* Substantially reduce a problem,
- \* Reduce the harm created by the problem,
- \* Deal with the problem better, or

## 651 - Community Oriented Policing - 2

\* Remove the problem from police consideration.

**06 Assessing the Response:** Officers and their supervisors will assess the effectiveness of the implemented response to a problem. This will enable officers to modify or change their response, improve their analysis of the problem, or redefine the nature of the problem. Coordinating with CPU personnel and their supervisors, officers will evaluate whether the goals associated with the problem were met. If the goals were not realized, the officer will:

- A. Attempt to determine why the goals were not met,
- B. Determine what, if anything, can be done to meet the goals in the future, and
- C. Ascertain if the goals need to be re-evaluated or changed.

**07 Officer Responsibilities:** Officers, especially those in the CPU are encouraged to use alternative methods (other than patrolling in a car), such as foot and bicycle patrols, to interact with the community.

**08 Patrol Supervisor Responsibilities:** Patrol supervisors will allow a reasonable amount of time, when applicable, for their officers to conduct community related projects.

- A. They will review all COP project paperwork and provide guidance where needed.
- B. They will measure the effectiveness of officers' responses to problems, and will evaluate officers' ability to identify, analyze, respond to and evaluate problems.
- C. Supervisors will ensure that their officers work effectively with other officers assigned to their beat in addressing problems.

**09 CPU Supervisor Responsibilities:** The CPU Supervisor will review projects developed by his/her officers, and will ensure that projects are not duplicated by other officers, that efforts are conducted according to procedures, and that adequate resources exist or are available.

- A. Conduct crime analysis to identify possible problems for referral to appropriate beat officers,
- B. Provide feedback on a case-by-case basis to project officers and supervisors, based on crime analysis and

other factors as appropriate,

C. Schedule officers' attendance at community meetings, and assist in identifying crime patterns and other topics including the Department's response to crime issues,

D. Review, log and track all project related forms and approve projects prior to a response being initiated by the officer, and

E. Ensure that any needed support is available and utilized as necessary.

**10 CID Responsibilities:** CID personnel will provide the CPU Supervisor and unit members with any appropriate intelligence information that would indicate a problem which could best be handled by a beat officer, or as a joint project.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>DOMESTIC VIOLENCE</b>	NUMBER: <b>652</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>55.1.3</b>	TOTAL PAGES: <b>4</b>

**01 Purpose:** To provide guidance so as to ensure appropriate pro-arrest response to domestic violence cases.

**02 Policy:** The Department will ensure that officers receive appropriate training on intervention and criminal law in the area of domestic violence. This will lead to an enlightened and proactive response, including educating victims as to available support services.

**03 Dispatcher Responsibilities:**

**A.** Complaints of domestic violence or domestic abuse will be taken seriously, even when clear evidence of abuse/assault is lacking. The Dispatcher will record all available information including, but not limited to, information in the Department's Communications Manual.

**B.** If the assailant is on the premises, the Dispatcher should comply with the victim's wishes to meet with officers at another location.

**C.** Dispatchers will record all available information in the Crimestar system, and the type of call should be entered as a "Domestic".

**D.** At least two officers will be dispatched to all domestics.

**04 Pro-Arrest and Warrantless Arrest:** The Department's response to domestic violence is pro-arrest. Studies have shown that such a response in many cases has resulted in a lessening of repeat calls, because assailants have little doubt about the criminality and consequences of their actions. The pro-arrest response is in accord with Article 27, Section 594B of the Annotated Code of Maryland. This section provides the authority to arrest if probable cause exists to believe that:

**A.** The person battered the person's spouse or other individual with whom the person resides, and

**B.** There is evidence of physical injury, and

**C.** Unless the person is immediately arrested:

**1.** The person may not be apprehended,

**2.** The person may cause injury to the person or damage to the property of one or more persons, or

**3.** The person may tamper with, dispose of, or destroy evidence, and

**D.** A report has been made within 48 hours of the alleged incident.

**E.** In cases where the above criteria exist, a warrantless arrest will be made. The only exception to this policy is where, in the professional judgement of the officer, an arrest would be counterproductive.

**F.** Officers must give the domestic violence victim written notice of services available in the community, including shelter, counseling and their legal options in Maryland's Civil and Criminal Courts.

**05 Ex Parte Orders and Civil Orders of Protection:**

Officers are required to arrest any person found in violation of certain provisions of an Ex Parte 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 by an (\*) below. Violations which are not enforceable by arrest are enforceable as contempt of court. The appropriate police response is to refer the victim back to court to inform the judge of the violation of the order by the abuser.

**A.** It is mandatory that a police officer arrest a person

whom he/she has probable cause to believe committed a violation of an arrestable provision of either a Temporary Ex Parte Order or a Protective Order and charge that person under the Family Law Article, Maryland Annotated Code, Section 4-509.

**B.** A Petition for Protection may be filed by the victim and is normally done without the help of a police officer, in either the District or Circuit Court in the county in which the victim resides. 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.

**1.** If the Judge finds reasonable grounds to believe that there has been abuse, he/she will issue a Temporary Ex Parte Order, which can:

**a.** Order the abuser to refrain from further abuse or threats of abuse. (\*)

**b.** Order the abuser to refrain from contacting or attempting to contact or harass the victim. (\*)

**c.** Order the abuser to refrain from entering the residence of the victim. (\*)

**d.** Grant the victim temporary possession of the residence, if the victim and the abuser are living together and are: (\*)

\* married, or;

\* unmarried, and the victim's name is on the lease or deed, or;

\* unmarried, but have lived together in a sexual relationship for at least 90 days within the past year.

**e.** Order the abuser to stay away from the victim's place of employment, school or temporary residence. (\*)

**f.** Grant the victim temporary custody of his/her minor children.

**2.** Once issued by a Judge, the Temporary Ex Parte Order becomes effective upon service by a law enforcement officer. The order is good for a period of seven days, but may be extended for a period of no more than thirty days. The Temporary Ex Parte Order will also notify the abuser of the date and time for the Protective Order hearing.

**C.** At the Protective Order hearing the abuser is normally present. Although it is an informal hearing,

either party may be represented by an attorney. A Protective Order may be issued even if the abuser fails to appear for the hearing. The Judge will issue a Protective Order if the abuser consents to the Order, or if the Judge finds by clear and convincing evidence that abuse has occurred.

**1.** In addition to all the relief that was available under the Temporary Ex Parte Order, the Judge may grant the following:

**a.** Temporary visitation and conditions of visitation with the minor children.

**b.** Financial support if the victim is married to or has children with the abuser.

**c.** Use and possession of a jointly owned family car if needed for work and/or care of the children.

**d.** Counseling.

**2.** Relief granted under a Protective Order may not exceed 200 days.

**D.** Ex Parte Orders are entered into MILES so that judges and police officers can verify their existence.

**1.** While on the scene of domestic violence incidents, officers will initiate a check via MILES to determine if warrants and/or Ex Parte orders are on file. When MILES confirms that an Ex Parte order exists the officer should confirm its existence, expiration date, service and conditions with the originating police department before affecting the arrest of an individual in violation of the same.

**2.** If confirmed, and the subject is in violation, the officer will make an arrest.

**3.** If an order is on file and not served, the officer will so advise the subject.

**4.** Failure to check via MILES for an Ex Parte Order may subject the responding officers to civil charges for failure to protect.

**E.** Persons eligible for Protection & Other Relief:

**1.** A current or former spouse.

**2.** An individual who has a child in common with the abuser (even if not married and living separately).

3. A cohabitant - someone who has lived with the abuser as a sexual partner in the same home for at least 90 days within the past year.

4. A person related to the abuser by blood or marriage.

5. A parent, step-parent, child or step-child who has lived with the victim or abuser for at least 90 days within the past year.

6. A vulnerable adult - someone who lacks the physical or mental capacity to provide for his/her own daily needs.

**F.** Note that the category of persons eligible for relief under Temporary Ex Parte/Protective Orders is **not** the same as the category of persons who may be arrested without a warrant. While the category of persons eligible for relief by court order is very broad, the warrantless arrest category covers (except for cases where there is intent to do great bodily harm) persons who have abused their spouses, and/or other persons with whom that person resides.

**06 Assessing the Scene:** If possible, officers should await back-up when responding to domestic violence incidents.

**A.** Officers should make every effort to interview the alleged victim of an assault to ascertain if he/she is injured. Officers will use reasoned judgment to determine whether forcible entry should be made.

**B.** Forcible entry may be made if exigent circumstances exist, and, to terminate a violent altercation or remove children believed to be in immediate danger. Forcible entry is also permitted if a third party reports the sound of screams and/or an assault.

**07 Effective Intervention:** There are five stages in effective intervention:

**A.** Safety: After establishing a safe environment and regaining control of the situation, (including separation of the parties by sight and sound) an officer should determine if there are injuries, and if medical care is required. Officers can then diffuse the situation.

**B.** Diffusion: This occurs when the participants have calmed and are no longer engaging in verbal or physical combat.

**C.** Verbal and Non-Verbal Communication: These skills may be used by an officer to elicit information and determine causes of the problem. Officers should maintain a neutral, non-judgmental attitude.

**D.** Victim Assistance and Resolution: An officer will provide the victim protection against further injury, including but not limited to, the arrest of the assailant or seizure of firearms or other weapons when there are indications they might be used. An officer may transport a victim away from the scene, to a destination within a reasonable distance, when no other means of travel is available. An officer will assist in removing children from the home in which a spouse opposes such removal; only where it is believed the children are in imminent danger.

**E.** Information and Referral: The officer will provide the victim or injured person with the Department's Victim Assistance brochure.

**08 Foreign (Out of State) Orders:** Maryland law allows enforcement of Ex Parte and Protective Orders issued by Maryland courts only. There is currently no Maryland statutory authority for enforcing these types of orders when they have been issued by a foreign court. The recommended practice at this time would be to advise the victim to seek a similar order in a Maryland court.

**09 Supervisor's Responsibilities:** In domestic stand-by situations, a supervisor will determine the level of police response. If available, the supervisor will respond to assist the officer, and will ensure that assistance is limited to removing essential items including a change of clothing, personal effects or medical items needed for the victim or his/her children.

### 10 Reporting Procedures:

**A.** When domestic assault is alleged, and the victim exhibits an injury, a crime report will be taken. "Domestic Assault" will be written in the "Type of Incident" block of the Incident Report, and a copy of the report will be forwarded to the CID Supervisor.

**B.** Officers will also complete a Maryland Domestic Violence Supplemental Report, in all cases where a domestic assault is alleged. The original will be turned in with the incident report.

**C.** In every case officers will advise the dispatcher of the following information, which will be entered into

the Crimestar system:

1. Whether weapons were in the house, and what type, and,
2. Whether drugs or alcohol were a factor.

**11 CID Supervisor's Responsibilities:** The CID Supervisor is responsible for the Victim /Witness Assistance Program. He/She will review and assign cases of multiple incidents for appropriate investigative follow-up, and, ensure that the assigned investigating officer:

- A. Contacts the victim in person, by phone or form letter to advise of available assistance and to make referrals as appropriate.
- B. Notifies the appropriate Department of Social Services and/or other agencies, as necessary.
- C. Reviews unusual domestic assault cases in order to make plans to neutralize potentially violent situations.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>VEHICLE FIELD DEPLOYMENT PROGRAM</b>	NUMBER: <b>653</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	September 3, 2003
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish criteria for general regulations pertaining to field deployed vehicles.

**02 Policy:** It is the policy of the Department to provide field deployed vehicles to sworn personnel pursuant to the provisions set forth below. This will be a voluntary program and no officer will be required to participate.

**03 Eligibility:**

**A. Probationary Officers**

Normally entry level probationary officers are not eligible. Officers must complete the police academy, field training, and probation to qualify for the program. *However, exceptions may be made based on the operational needs of the Police Department as determined by the Chief of Police.*

**B. Residency**

1. Residency within thirty (30) air miles from the Town limits is required.
2. Command Staff officers are exempt from requirements.

**04 Implementation**

- A.** The first priority for field deployed vehicles will be supervisors.
- B.** Residents of the Town will receive priority after supervisors.
- C.** Eligible officers will be allowed to participate in the program, as equipment becomes available, and subject to the operational needs of the Police Department.

**05 General Requirements**

**A.** Officers will abide by all Motor Vehicle Laws while taking part in this program.

Officers will be permitted to use their assigned vehicles while off-duty in the following situations.

- \*Traveling to and from their assigned shifts.
- \*Traveling to and from court appearances.
- \*Traveling to and from any approved training.
- \*Traveling to and from police related secondary employment in Town.
- \*Traveling to and from Town for an official reason.

**B.** In addition, officers shall adhere to the following guidelines.

1. When the officer is off duty and in the vehicle, the officer must be armed with a duty weapon or an approved off-duty weapon.
2. Officers shall have in their possession at least one pair of handcuffs, a flashlight and their official Department issued police credentials.
3. Participating officers will be attired in a manner that promotes a positive image of the Department.
4. When operating the vehicle off-duty, the police radio must be kept on. When in Town, officers will advise the dispatcher over the air. While in the jurisdiction, officers are expected to aid disabled motorists and to provide back up to on-duty personnel in need of assistance. When out of the jurisdiction, officers will notify communications to have the appropriate agency respond to handle any problem observed.

## 653 - Vehicle Field Deployment - 2

5. Officers are prohibited from purchasing alcoholic beverages at drive-thru windows while operating a departmental vehicle.

6. Officers are prohibited from operating departmental vehicles after consuming alcoholic beverages.

7. Officers will maintain a log of all off-duty police actions taken and turn the log in to their supervisors at the end of the month.

8. Officers who are on sick leave, annual leave,, administrative leave, or on light duty (no longer able to perform fully in their present assignment) for more than 5 (five) days will turn their vehicle at the direction of the Support Services Commander.

9. Officers whose police powers have been suspended must deliver his/her vehicle to the Support services Commander.

10. Officers will be charged twelve (12) dollars per pay period, to be deducted from their paycheck. This will reimburse the Town for preventive maintenance and off-duty fuel costs.

11. Officers who make an arrest off duty will not be compensated for the first two hours; the remaining time will be compensated in straight compensatory time.

12. Vehicles are to be cleaned on a regular basis and will be inspected monthly. The inspection sheet will be turned in to the Operations Commander at the end of each month. Officers must maintain a demonstrated ability to care for and maintain the vehicle in order to remain in the program.

13. Officers who participate in the Vehicle Field Deployment Program will be issued a departmental pager, for department notifications. Officers will be required to have their issued pagers with them or about their person at all times and will be responsible for contacting the department to receive further instructions when paged.

### 06 Maintenance and Equipment

A. Officers are responsible for ensuring that their vehicles receive scheduled quarterly maintenance. All maintenance and repairs will be performed off duty when practical. On-duty repairs may be performed with the approval of the squad supervisor.

B. Non-original equipment may only be installed in a vehicle with approval from the Chief of Police, after submitting a letter to the Support Services Commander.

C. Portable radios, uniforms and any weapons must be removed from the vehicle and taken into the officer's residence when the vehicle is unattended.

D. The following equipment must be carried at all times and maintained in proper working condition.

- \* Fire Extinguisher
- \* First Aid Kit
- \* Fingerprint Kit
- \* Storage Box
- \* Camera
- \* Film
- \* 100 Foot Tape
- \* Traffic Vest
- \* Spray Paint
- \* CPR Mask & Case
- \* Biohazard Protection Kit
- \* Latex Gloves
- \* Emergency Blanket
- \* Flares

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>VICTIM/WITNESS ASSISTANCE</b>	NUMBER: <b>654</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>55.1.1 - 55.2.7</b>	TOTAL PAGES: <b>3</b>

**01 Purpose:** To provide guidance regarding proper victim/witness assistance to ensure that victims and witnesses are treated with fairness, compassion and dignity.

**02 Policy:** To develop, implement, evaluate and continue all appropriate victim/witness assistance programs, and coordinate activities with other government and private organizations designed to provide assistance.

**03 Victim/Witness Coordinator Responsibilities:**

**A.** The CID Supervisor will function as the Department victim/witness coordinator. The Coordinator is responsible for administering and organizing the Department's role in victim/witness assistance, and will ensure that the information provided to officers is current. The Riverdale Park Police Victim Assistance pamphlet, which lists social service resources, is updated at least every two years. Also, every two years, the Coordinator will complete an analysis of victim/witness needs and available resources, to include at least:

- \* The extent and types of victimization,
- \* An inventory of information and services,
- \* Community services and other victim assistance in or near Riverdale Park, and
- \* Identification of any victim needs that were not met by the Riverdale Park program, and selecting those which it is feasible for the Department to meet.

**B.** Based on this analysis, policies and procedures will be evaluated and will govern how victim/witness services are implemented and delivered. The Department's efforts will include those which only first responders can provide effectively; those which the Department is in a position to provide between first response and acceptance of the case for prosecution; and those pertaining to the maintenance of liaison with other criminal justice agencies and organizations which

are concerned with victim and witness needs and rights.

**C.** The Coordinator will ensure the confidentiality of records and files of victims/witnesses and their role in case development, to the extent consistent with applicable law.

**D.** In coordination with the Chief of Police, the Coordinator will make periodic efforts to inform the public and the media about the Department's victim/witness services.

**E.** Victim/witness assistance training will be provided during recruit and field training of new officers, and via in-service training for other officers. Training and re-training will take place when available.

**04 Meeting Victim/Witness Needs:**

**A.** The need for support during an officer's initial investigation may include, but is not limited to, providing protection, medical attention and reassurance. An officer should organize his/her support help into three phases:

**1. Safety and Security:** It is sometimes difficult to imagine how frightened a victim feels. Fear brought on by crime may last a long time, and may interfere with a victim's memory. To demonstrate concern and to encourage the victim to talk, the officer needs to say the obvious: "Are you all right?", "How do you feel?", "You are safe now". When the initial contact is terminated, the officer might suggest that the victim have a friend or relative respond to the scene for a continued sense of security.

**2. Ventilation and Validation:** Almost all victims will be upset, but will show it in different ways. Officers should attempt to calm the victim with simple statements, expressed in a way that is natural: "I'm glad you're all right", or "It's only normal to feel that way". Dealing with angry victims is sometimes a test of

patience. Outrage about the criminal, the criminal justice system, or the Department, may be directed at the officer as he or she arrives on the scene. The officer should not take the anger personally, but realize it is a necessary release. Officers should allow the victim to “blow off steam”. Officers should be ready to guide the victim through a short period of ventilation. People in a high state of stress caused by crime are often less able to recall vivid, specific details. Therefore, it is important to calm the victim so the victim can provide a good description.

**3. Regaining Control:** A distressing result of being a victim of crime is the sense of having lost control. However, although some victims may need to be told what to do, it is best for officers to allow the victim to take responsibility for his/her actions as soon as possible. Officers can encourage victims to make small decisions for themselves. These small decisions help the victim to regain a sense of control. Victims want to find logical explanations for having been victimized. Victims may ask why they were singled out, or may blame themselves for becoming victimized. It is important that officers not add to these negative feelings by blaming the victim.

**B. Information:** Officers should never leave a victim uninformed or misinformed. Victims want the truth. Officers should advise the victim of follow-up and investigative procedures, including advising the victim of the reality that the suspect may not be apprehended. Officers will advise the victim to notify the Police Department, immediately, if the suspect or the suspect’s companions threaten or intimidate him/her. Officers will provide the victim with the agency’s case number for the incident. Before departing from a victim, officers will provide a victim assistance pamphlet to the victim.

**C. Communication - Resource Mobilization and Information:**

**1.** Victim/witness assistance information provided by the department is available 24-hours a day from the Police Communications office. Personnel will familiarize themselves with the Riverdale Park Police Victim Assistance pamphlet, and the updated information provided by the Victim/witness Coordinator.

**2.** The first Department contact with a victim is most often made by Communications personnel. Dispatchers will be cognizant of the fact that expressions of

concern and reassurance can have a direct impact on the victim’s emotional state and level of satisfaction.

**3.** The officer conducting the initial investigation must take an assessment of the degree of both physical and psychological victimization, as indicated by the emotional state of the victim.

**4.** Officers will immediately notify the Victim/witness Coordinator when victims exhibit emotional and/or physical trauma. The Coordinator will follow-up with the victim within 24 hours.

**5.** The victim should be encouraged to contact victim advocacy programs, and the Coordinator may provide information, arrange meetings and arrange reasonable transportation for the victim.

**6.** Victims of hate/violence (RRE) crimes or incidents will be handled in accord with General Order 646; which includes follow-up victim assistance guidance.

**D. Follow-up:** Whether or not a follow-up investigation occurs, the follow-up response to victim/witness needs will include, but is not limited to:

**1.** Re-contacting the victim or witness periodically to determine whether needs are being met,

**2.** Coordinating with the appropriate State’s Attorney’s Victim/Witness assistance Unit to provide the victim or witness with information on procedures involved in the case and the victim’s or witness’s role in the proceedings,

**3.** If feasible, scheduling line-ups, interviews or other appearances at the convenience of the victim or witness, and providing transportation for the victim or witness to and from such appearances,

**4.** If feasible, promptly returning victim property taken as evidence,

**5.** If feasible, arranging for a victim advocate through the Victim/Witness Coordinators.

**6.** The victim or witness will be notified as soon as possible whenever a suspect is arrested, and in relation to any post-arrest proceedings.

**05 Threats Against Victims or Witnesses:**

**A.** Whenever a victim or witness reports receiving threats, a report will be taken. This report will be separate from the original report, but will be cross-referenced to the original case number. If the officer receiving the complaint judges that the victim has expressed specific, credible reasons for fearing further victimization or intimidation, the officer will immediately notify the shift supervisor.

**B.** The shift supervisor will notify the CID Supervisor, advising the him/her of specific information on the suspects and the threats.

**C.** The CID Supervisor will coordinate an appropriate response with command staff and the State's Attorney's office. This response may include, but is not limited to:

1. Providing extra patrol near and around the victim's home, if in Riverdale Park,
2. Notifying the appropriate police agency and requesting reasonable precautions, if outside Riverdale Park,
3. Offering the victim/witness words of encouragement, depending on specific threats,
4. Arresting the suspects, after coordination with the State's Attorney's office,
5. Depending on manpower limitations, providing protective custody for the victim or witness, and/or
6. Arranging for protective custody through coordination between the State's Attorney's office and Sheriff's office.

**D.** When an officer receives threats relayed from a credible source who is other than the victim/witness, the officer will follow the procedures above. The CID Supervisor will ensure that the victim or witness is made aware of the threats so that precautions can be taken.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>DISCRIMINATION/HARASSMENT</b>	NUMBER: <b>655</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To provide guidelines for police personnel as to what comprises discriminatory or harassing behavior. And, to eliminate this behavior in the work place and in dealings with the community.

**02 Policy:** To provide an environment for employees that is free of harassment and discrimination, ensuring equal treatment is given to all persons, regardless of race, color, religion, age, national origin, ethnic group, gender, or sexual orientation. Discrimination, sexual harassment, or any form of harassment by a specific act or omission by or against any employee of the Department will not be tolerated or permitted.

**03 Definitions:**

**A. Arbitrary Discrimination:** Any action or activity that unlawfully or unjustly results in unequal treatment of persons or groups based on age, color, national origin, race, ethnic group, religion, gender, or sexual orientation, for which distinctions are not supported by legal rational considerations. Arbitrary discrimination can exist in these forms:

**1. Disparaging Terms:** These are terms that are used to degrade or infer negative statements pertaining to the categories listed in paragraphs **02** and **03**. They may include slurs, insults, printed materials, signs, symbols, posters or insignia. The mere usage of disparaging terms constitutes arbitrary discrimination.

**2. Personal Discrimination:** This is any action taken by a person to deprive another person or group of a right because of the aforementioned criteria. Such discrimination can occur overtly, covertly, intentionally, or unintentionally, by an act or by an omission.

**3. Sexual Harassment:** It may involve the utilization of sexually explicit language or gestures, the presence of sexually suggestive or explicit pictures, drawings, or unsolicited, unwanted or unusual touching or closeness

by or from another employee, or related conduct, activities, actions, mannerisms or suggestions with sexual innuendo or overtones. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute when:

**a.** The conduct is unwelcome in the sense that the employee did not solicit or incite it, and in the sense that the employee regards the conduct as undesirable or offensive, to include: verbal conduct; non-verbal conduct; and physical conduct, or

**b.** Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or

**c.** Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting the person.

**B. Prejudice:** Any set of rigid and/or unfavorable attitudes toward a particular group or groups which is formed in disregard of facts; an unsupported judgement usually accompanied by disapproval.

**C. Stereotyping:** A preconceived or oversimplified generalization involving negative beliefs about a particular group or class of people. Negative stereotypes are often the basis for prejudicial attitudes and beliefs, since stereotyping allows for the disregard of people as individuals, but categorizes them as a member of a group which all thinks, acts, and behaves in the same manner and fashion.

**D. Anti-Semitism:** This is a prejudicial, discriminatory attitude toward Jews based on negative perceptions about their religious beliefs, and is a form of stereotyping. Anti-Semitism can also be a form of racism.

**E. Racism:** Racism deals with the incorrect assumption that race determines specific cultural and psychological

traits, and with the belief that one race is superior to another, or all others.

**04 General Responsibilities:** Department administrators, managers and supervisors will take the appropriate administrative or disciplinary action to ensure an environment free of arbitrary discrimination and/or sexual harassment. This procedure covers a wide spectrum of behavior, some of which includes casual remarks or activities which Department employees may not realize are offensive. Employees who find casual remarks or other behavior offensive are strongly encouraged to put the offending employee on notice that such activity is offensive. If the offended employee feels uncomfortable confronting the offending employee, he/she should contact their immediate supervisor. Condoning offensive behavior may result in confusion and misunderstanding among employees when the behavior is ultimately reported.

**05 Reporting Process:** Should any employee or resident feel that he/she has been discriminated against or harassed, the employee or resident may undertake one or more of the following steps:

**A.** Tell the person that his/her actions are unwelcome and offensive and document all incidents in order to provide the fullest basis for investigation.

**B.** Report the incident(s) to his/her supervisor in writing as soon as possible. The Operations Commander and the Chief of Police will be notified by the supervisor.

**C.** The supervisor receiving the complaint will meet with the employee immediately and ensure that the alleged incident(s) are documented carefully.

**06 Investigation of Complaints:** The Chief is responsible for assigning investigations for any complaint alleging harassment or discrimination.

**A.** If any complaint alleges criminal activity, the investigating officer will immediately notify the State's Attorney's office.

**B.** The investigator will determine whether other employees or residents of Riverdale Park are being harassed or discriminated against by the person, and whether other Department employees participated in, or encouraged the harassment or discrimination.

**C.** A file of such complaints will be maintained in a

secure location by the Chief of Police.

**07 Outcome:** The Chief will inform the involved parties of the outcome of any investigation under this General Order. Complainants may file a grievance/appeal in accordance with the Town Code and Department procedures if they disagree with the investigation or disposition of a harassment or discrimination claim.

**08 Retaliation Prohibited:** There will be no retaliation against any employee or Town resident for filing a harassment or discrimination complaint, nor will there be retaliation against any person connected with the investigation of such a complaint.

**09 Investigation:** Any investigation of a sworn police officer will be done in strict accordance with Maryland LEOBR.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CRIMINAL CITATIONS</b>	NUMBER: <b>656</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>1.2.4</b>	TOTAL PAGES: <b>3</b>

**01 Purpose:** To establish a standard procedure for the issuance of a Maryland Uniform Criminal/Civil Citation. This will simplify the arrest procedures for some misdemeanors committed in an officer's presence.

**02 Policy:** Officers will exercise reasoned judgment in using the citation, and will issue only when in accord with the criteria set forth in this procedure.

**03 Procedure:**

**A.** A citation will be utilized when a defendant is to be charged and released without physical arrest. It is not to be used for those instances where a defendant has been arrested, processed and brought before a Commissioner. If circumstances exist (e.g., personnel shortages or arrest to quell civil disturbance) which preclude physical arrest, a citation may be issued with the approval of the shift supervisor.

**B.** The issuance of a citation is subject to all relevant laws of arrest, probable cause, and any other controlling factors which would have an impact on a custodial arrest.

**C.** The citation will only be issued to Maryland residents, except when an out-of-state resident has proof of employment in Maryland.

**D.** Only adults will be charged on the Criminal Citation. Refer to General Order 801 for circumstances wherein the citation (civil) can be written for juveniles.

**E.** Citation use is prohibited in the following instances:

- \* Criminal violations which carry a punishment in excess of three months in jail or a \$500.00 fine (except misdemeanor thefts),
- \* "Peeping Tom" violations (CR 3-901),
- \* Violations of the Transportation Article,
- \* Parking violations,
- \* When the officer is not satisfied that the defendant

will appear in court,

- \* When the defendant refuses to sign the citation, and
- \* When the suspect cannot satisfactorily identify him/herself.

**04 Definitions:**

**A.** Criminal Citation: Authorized under the Annotated Code of Maryland and Maryland District Court Rule 710(b), for petty offenses with a maximum penalty of **\$500.00 fine or 3 months** in jail, with the exception of misdemeanor theft.

**B.** Adult Civil Citation or Juvenile Civil Violation:

- \* Adults (age 18 to 20) may be written for: Alcoholic beverage related offenses (CR 10-113-118) and the Education Article, Sec. 26-103.
- \* Juvenile citations apply to violations of alcoholic beverage offenses in CR 10-113-118.

**05 Completion of the Citation:**

**A.** Complete all appropriate sections making sure that the Riverdale Park case number is indicated in the "Local number" block.

**B.** Officers will check the block "When notified by the Court" to indicate that the defendant will be notified as to his/her court date. On the line marked "Penalty", write the penalty which the court may impose (fine and jail time associated with charge).

**C.** There can be only one charge per citation. Officers should cross-reference citations when more than two are written for the same defendant or incident. Officers will not arrest and complete a statement of charges for one offense and issue a citation for a related offense. The citations will contain the wording for the charge (e.g., For a theft: the defendant did steal meat from Safeway Foods Inc. having a value of less than \$300.00) including all of the elements (value & victim)

normally included in a statement of charges.

**D.** The County will be included in the “Location” line.

**E.** Officers will sign all citations and will complete the blocks for Agency and ID number. If there are witnesses to the incident, they must be summoned on a witness summons which should accompany the citation when forwarded to Records.

**F.** If a citation needs to be voided, the officer will complete a summons void request, and forward to the Chief via the chain of command.

**G.** A crime report will be completed when a subject is charged via citation. The report will detail the facts and circumstances surrounding issuance of the citation. The citation, minus the officer and defendant copies, will be forwarded to Records. Officers will complete the synopsis section on the reverse of the “State’s Attorney Copy”.

**06 Citation Distribution:**

* Goldenrod	=	Officer copy
* Canary	=	Defendant copy
* White	=	District Court
* Green	=	State’s Attorney
* Pink	=	Admin. copy

**07 Records Section Responsibilities:** The Records Section will ensure that all court and State’s Attorney’s copies of citations and witness summons requests are forwarded to the court.

## LIST OF PETTY OFFENSES:

<u>Violation</u>	<u>Section</u>	<u>Penalty</u>
Abandoning Domestic Animals	ST Art 27-60	\$100 - No jail
Abandoning Ice Boxes	ST Art 27-334	\$100 - or not more than 30 days
Alarms, Intentional Activation	ST Art 27-156B	\$500 - or not more than 90 days
Alarms, Continued Malfunction	ST Art 27-156	\$500 - or not more than 90 days
Alcohol & Disturb an Athletic Event	ST Edu. Art 26-103,a,2	\$500 - no jail
Alcohol on School Property	ST Edu. Art 26-103,a,1	\$500 - no jail
Alcohol, Drink in Public		
on Public Property	ST Art 2B-211,a,1	\$100 - no jail
on Shop. Cntr. Parking Lot	ST Art 2B-211,a,2	\$100 - no jail
on Retail Est. Parking Lot	ST Art 2B-211,a,3	\$100 - no jail
in Parked Veh. at any of above	ST Art 2B-211,a,4	\$100 - no jail
Alcohol, Misrepresent Age to Obtain	ST Art 2B-400	\$500 - no jail
Alcohol, Misrepresent Age/Induce Sale	ST Art 2B-402	\$500 - no jail
Alcohol, Misrepresent Age, Innkeeper	ST Art 2B-403	\$500 - no jail
Alcohol, Obtaining for Minor	ST Art 2B-401	\$500 - no jail
Alcohol, Open Container/Possession		
on Parking Lot/Shopping Cntr.	ST Art 2B-214,1	\$100 - no jail
on Parking Lot/Retail Est.	ST Art 2B-214,2	\$100 - no jail
in Parked Vehicle at Above	ST Art 2B-214,3	\$100 - no jail
Alcohol, Permitting Consumption or Poss. by Minors on Premises	ST Art 2B-118d	\$50 - no jail
Child Unattended in Motor Vehicle/Bldg	ST Fam Law 5-801	\$1000 - and/or 1 year
Contributions, Threats/Coercing to Make	ST Art 27-562,A,a	\$100 - or not more than 60 days
Cutting Roadside Trees	ST NRA 4-506,b	\$255 - no jail for first offense
Disorderly Conduct, Land of Another	ST Art 27-124	\$500 - no jail
Disorderly Conduct-Public Street, Apt. House, Condo, etc...	ST Art 27-123,a	\$500 - and/or not more than 60 days
Disorderly Intox.: in Public Place	ST Art 27-207,a,1	\$100 - or not more than 90 days
Causing a Disturbance,		
Endanger Safety of Another	ST Art 27-207,a,2	\$100 - or not more than 90 days
Disturbing the Peace in Public Place, Station, or Public Conveyance	ST Art 27-122	\$500 - and/or not more than 30 days
Dogs, Given Poison or Ground Glass to	ST Art 27-69	\$100 - no jail
Domestic Violence, Spouse Refusing to Vacate Pursuant to Court Order	ST Fam.Law 4-510	\$500 - and/or not more than 90 days
Fireworks, Possession	ST Art 38A-16	\$250 - no jail
Fraud, Misrep. Police Fund Raising	ST Art 27-233A	\$100 - no jail
Grocery Carts, Removal/Destruction	ST Art 27-120A	\$25 - no jail
Harassment	ST Art 27-121A	\$500 - not more than 30 days
Manufacture of Slugs	St Art 27-58	\$500 - and/or not more than 90 days
Obstructing Free Passage/Obscene Language	ST Art 27-121	\$500 - and/or not more than 90 days
Off-Road Veh. on Private Property	ST Art 27-578,b,1	\$250 - no jail
Off-Road Veh. on Public Property	ST Art 27-578,b,2	\$250 - no jail
Strike/Sit Down	ST Art 27-552	\$50 - no jail
Theft, Misdemeanor	ST Art 27-342,f,2	\$500 - and/or not more than 18 months
Tobacco, Sale to, or Purchase for Minor	ST Art 27-404	\$100 - no jail
Trespass - Wanton	ST Art 27-577,a,1	\$500 - and/or not more than 90 days
Trespass on Posted Property (owner must summoned to court)	ST Art 27-576	\$500 - and/or not more than 90 days
DOP - Malicious- Less than \$300.00	ST Art 27-111	\$500 - and/or not more than 60 days

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>PEPPER SPRAY</b>	NUMBER: <b>657</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>1.3.4 - 1.3.7</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish the Department’s policy on the use of pepper spray, and to guide employees in the use of this non-lethal aerosol in the performance of their duties.

**02 Policy:** To use the minimum force necessary to bring an incident under control, which may include the use of pepper spray.

**03 Definition:** Pepper spray is an inflammatory substance naturally occurring in Cayenne peppers (genus capsicum). It is the active ingredient in defensive pepper spray aerosol dispensers.

**A.** Results of pepper spray exposure: The reaction to pepper 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 of 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 pepper spray used, how it is used, 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.

**04 Use of Force Continuum:** The use of pepper spray will be in compliance with General Order 617 - Weapons. Force should be used progressively in response to opposing force. Pepper 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 shall use only the amount of pepper spray needed to prevent suspects from gaining an advantage in a physical altercation. Pepper 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 the officer’s physical control and pose a physical threat to themselves, officers and/or others.
- C.** To effect and maintain a lawful arrest.
- D.** Pepper spray will not be used in the following circumstances:
  - 1.** To remove people locked or barricaded in vehicles or buildings; unless approved by a supervisor or higher authority.
  - 2.** In the Hospital Emergency Room.
  - 3.** Against mere passive resistance.
  - 4.** To punish a prisoner who presents a threat.
- E.** If pepper 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 pepper spray and who exhibits extreme symptoms, or demands medical attention, will be taken to the Emergency Room.
- G.** Officers who decide to utilize pepper spray will

announce "O.C.", to alert other officers of his/her 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 his/her 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 his/her supply has been diminished.

**05 Decontamination:** Officers using pepper spray will make every effort to relieve the suspect's discomfort after exposure. Personal and area contamination are relatively simple. This may include placing the suspect in fresh air and providing soap and water. Officers should, if possible, allow the suspect a short decontamination period prior to transporting. Allowing the clothing to dry in fresh air will usually render the subject transportable. Area decontamination can be achieved by opening doors and windows. The area will show no traces of pepper spray within 30 minutes of exposure.

**06 Reporting Procedure:** Any time pepper spray is used by an officer, the circumstances surrounding the use will be documented in the police report. Officers will also complete a Commanders Information Report and forward it to the Operations Commander.

**07 Training:** All sworn personnel will receive a four hour block of instruction, as approved by the training coordinator, relating to the chemical make-up of pepper spray and the physiological effects of such chemicals. Officers will be exposed to a contaminated area to test their reactions. Rendering first aid, decontamination procedures, and use of force issues will also be discussed.

**08 Issuance and Maintenance:**

**A.** Pepper spray aerosol dispensers will be issued by the Department to sworn personnel who have completed the Basic Aerosol Defense Course. Officers will carry only the Department authorized spray.

**B.** Sworn personnel utilizing pepper spray aerosol dispensers must periodically check them to ensure that a sufficient amount is contained in the dispenser, and that it operates properly.

**C.** Upon receiving a new pepper spray dispenser, the officer will:

**1.** Shake briskly initially, and periodically thereafter.

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

**D.** Officers will carry their issued pepper spray containers on their gun belts in the issued holsters.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>LIMITED EXTRA JURISDICTIONAL AUTHORITY</b>	NUMBER: <b>658</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>1.2.1</b>	TOTAL PAGES: <b>4</b>

**01 Purpose:** To define the legally mandated authority of police officers to make arrests within the State of Maryland, as of October 1, 1993.

**02 Policy:** Pursuant to CR 2-102b, which grants limited Statewide jurisdiction to state, local and federal law enforcement officers, the following procedure is adopted, allowing Riverdale Park officers to exercise the authority granted by the statute.

**03 Grant of Authority:** Generally, police officers of this Department are granted the authority to make warrantless arrests and conduct investigations, without regard to jurisdictional boundaries, under the following circumstances and subject to the limitations set forth below:

**A.** A person commits or attempts to commit any felony or misdemeanor in the presence of, or within the view of such officer,

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

**C.** An officer may arrest a person without a warrant if the officer has probable cause to believe that a felony has been committed or attempted, and that such person has committed or attempted to commit a felony whether or not in the officer's presence or view,

**D.** Certain offenses have been committed, and unless the person is immediately arrested:

1. The person may not be apprehended,
2. The suspect may cause injury to the person or damage to the property of one or more persons, or

3. The person may tamper with, dispose of or destroy evidence.

**E.** A police officer of this Department may make a warrantless arrest under the following provisions stated above, when:

1. Participating in a joint investigation with officials from other state, local or federal law enforcement officers,
2. Rendering assistance to a police officer,
3. Acting at the request of a local or state police officer,
4. An emergency exists, and
5. The officer is acting in accordance with these procedures.

**F.** An emergency is defined as a sudden or unexpected happening or an unforeseen combination of circumstances that calls for immediate action to protect health, safety, welfare or property of an individual from actual or threatened harm, or from an unlawful act. This General Order limits this authority to the following:

1. Felony in progress,
2. Violent misdemeanor in progress,
3. Destruction of property which could result in injury or death,
4. Probable cause to believe that a felony has been committed or attempted, or
5. Destruction of evidence.

## 658 - Limited Extra Jurisdictional Auth - 2

**04 Notification Required:** When acting under the authority granted by this law, notification must be given to the head of the law enforcement agency with primary jurisdiction where the action takes place. Specifically, the statute designates the following notifications:

- A. In an incorporated municipality, to the Chief of Police, or the Chief's designee,
- B. In a county that has a county police department, to the Chief of Police or his/her designee,
- C. When in a county without a police department, to the Sheriff or his/her designee,
- D. In Baltimore City, to the Police Commissioner or his/her designee,
- E. When on any property owned, leased, operated by or under the control of the Department of Natural Resources, to the Secretary of Natural Resources, or his/her designee, or
- F. When the property is owned, leased, operated by or under the control of the Maryland Department of Transportation or the Maryland Port of Authority or the Maryland Port Administration, to the respective Chief of Police or his/her designee, and
- G. To the Maryland State Police Barrack Commander or designee, unless there is an agreement otherwise with the Maryland State Police.

### 05 Prohibitions:

- A. Officers acting pursuant to this grant may not enforce the provisions of the Maryland Motor Vehicle Law beyond the boundaries of Riverdale Park.
- B. Officers will not serve arrest warrants outside Riverdale Park unless in conjunction with the lawful exercise of jurisdiction under this authority.
- 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.

### 06 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 reflect discredit upon themselves or the Department.

C. Officers must abide by the rules and regulations of this Department.

### 07 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. Must act in accordance with this Department's rules and regulations,

3. 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,

4. May not serve arrest warrants unless in conjunction with the lawful exercise of jurisdiction under this procedure,

5. Must be properly equipped. Officers will carry their badge, identification card and authorized weapon whenever exercising authority granted by this General Order,

6. May not use their personal vehicle or unauthorized equipment.

7. 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, and

8. 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 local police officers in order to have them take necessary enforcement action,

## 658 - Limited Extra Jurisdiction Auth - 3

2. Officers must assess the situation and determine possible consequences of their actions, to include:

- \* injury to yourself,
- \* injury to the suspect(s),
- \* injury to a third party, and
- \* sufficient probable cause exists to arrest.

3. If practical, identify yourself to the suspect as a police officer by displaying your badge and/or ID card. Announce your intent to arrest. Identify yourself 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, do not attempt to transport the arrestee. Wait for assistance from the local jurisdiction, if possible. Transport without assistance only as far as necessary to obtain assistance,

8. Be guided by 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.

C. Notification requirements: All notifications required by law, as enumerated in paragraph 04 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 (paragraph 04) 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. Notice should then be made at the first reasonable opportunity, as determined by the Chief.

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 shall 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 shall notify their immediate supervisor when the investigation is terminated. Officers will submit a final report.

6. Should an officer be called to testify regarding a joint investigation, he/she shall follow the procedures of this Department.

### 08 Responsibilities of Responding Officers:

A. Generally, an officer who takes action outside his/her sworn jurisdiction, pursuant to the statute described in prior sections, 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 of Riverdale Park, the responding officer shall follow usual arrest procedures, including:

## 658 - Limited Extra Jurisdictional Auth - 4

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. Arrange for transport, medical attention and processing of the prisoner(s),
7. Direct the arresting officer to accompany you to the booking area,
8. Obtain all information necessary for completing reports. Submit reports in the usual course,
9. 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 and
- \* MNCPPC Park Police officers (on Park property)

### **B. Booking procedures:**

1. Accept custody of the prisoner,
2. Process the prisoner according to established procedure and make arrangements for transport to a court commissioner.

### **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.

### **09 Miscellaneous:**

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

**B.** A police officer who takes action pursuant to this procedure and statute shall be compensated by this Department in accordance with established procedures, as though he/she acted in the Town.

**C.** Damage to, or loss of equipment, shall be handled in accordance with existing procedures.

### **10 Reporting:**

**A.** A Riverdale Park Police Officer who acts under this procedure in another jurisdiction, will submit a Commanders Information Report to the Operations Commander with all related reports attached.

# Riverdale Park Police Department - General Orders



TITLE: <b>Jurisdiction &amp; Mutual Aid</b>		NUMBER: <b>658-A</b>
EFFECTIVE DATE: <b>February 22, 2002</b>		REVIEW DATE:
<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS		

AUTHORITY <b>Chief David C. Morris</b>	ACCREDITATIONS STANDARDS <b>2. 1. 1 - 4</b>	TOTAL PAGES <b>2</b>
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**01 Policy:** The Town of Riverdale Park’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 citizens of the respective jurisdictions that have agreed to participate in mutual aid agreements.

**02 Purpose:** The purpose of this directive is to identify this agency’s geographical boundaries and it’s jurisdictional responsibilities as it pertains to existing mutual aid agreements.

**03 Jurisdictional Responsibilities:** 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 of Riverdale Park.

**A.** All calls for service to the Department are generally received by the Communications Center’s emergency and non-emergency telephone numbers. Calls may also be received via the Prince George’s County Police Department’s Emergency 911 System, which are redirected to our department for response. These calls are dispatched and handled by personnel of this agency, in that the Riverdale Park Police Department is the primary law enforcement agency within the corporate limits of the Town of Riverdale Park.

**04 Existing Mutual Aid and Conditions:**

**A. Prince George’s County Police Department:** Whereas the jurisdictional boundaries of the Town of Riverdale Park are within Prince George’s County and 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, members of this department have full police authority on all land, water and air within the territorial limits of the county. No agreement of mutual aid is necessary for granting authority. Requests for routine short and medium duration assistance is mutually shared.

**B. Maryland State Police:** As defined in Article 88b, Section 4 of the Annotated Code of Maryland, permits the Chief Executive Officer/Chief of Police of any incorporated municipality to request the assistance of the Maryland State Police, when police mutual aid arises.

**C. State of Maryland, Article 27, Section 594B - Extra Jurisdictional Arrest Powers:** On April 26, 1993 the State of Maryland adopted amendments to the law which granted all law enforcement personnel “limited statewide arrest powers to local law enforcement officer”. General Order 658 -Limited Extra Jurisdictional Authority, provides stringent guidelines for the use of these powers. Specifically in General Order 658 - Section 03, Paragraph E 1 - 5, grants the authority of arrest to a police officer while rendering assistance to a police officer who has requested assistance.

**05 Mutual Aid Agreements:** The Town of Riverdale Park currently has signed mutual aid agreements with certain agencies which are listed within the Mutual Aid Agreement with the following jurisdictions:

- The Town of Bladensburg, Maryland
- The City of Greenbelt, Maryland
- The City of Hyattsville, Maryland
- The City of Mt. Rainier, Maryland

**A.** The specificities of the Mutual Aid Agreement will be a part of this General Order. Every employee

## 658-A- Jurisdiction & Mutual Aid-2

will become familiar with the terms and procedures of the agreements.

**B.** Mutual aid may be requested from, or provided to the neighboring jurisdictions by the Riverdale Park Police Department at the direction of the on-duty supervisor, who shall notify a Command Staff Officer as soon as practical. All requests for mutual aid assistance outside the Town of Riverdale Park will be governed in accordance with state laws and existing agreements between agencies.

### 06 Supervisor and Command Staff

**responsibilities:** Supervisory personnel will be responsible for maintaining minimum manpower requirements within the jurisdiction of the Town of Riverdale Park.

**A.** Pursuant to this 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 a Command Staff Officer as soon as practical.

**07 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 Command Staff 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 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 would require Command Staff approval. Requests of this nature should be made in advance if possible. Supervisory and Command Staff personnel 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 by a member of the Command Staff who will be responsible for planning and coordinating the assistance requested. This type of mutual aid is normally requested in writing through the respective Offices of the Chief of Police.

**08 Field Command:** The agency having primary

jurisdiction shall have field command of officers who have responded to the request of mutual aid.

**A.** In the event that an officer has responded before an officer from the primary jurisdiction has arrived, they shall assume authority and control until a 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.

**C.** Every employee will be charged with the responsibility of reading the Mutual Aid Agreement and have a working knowledge of the procedures contained within the agreement.

**09 Intra - Agency Communications:** Where the technology exist, officers will communicate directly with the requesting agency having primary jurisdiction.

**A.** In all other instances, communications will be through the respective Communication Centers of participating agencies.

**10 Response Plan:** The current Mutual Aid Agreement will act as the general response plan for participating agencies.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>BICYCLE PATROL</b>		NUMBER: <b>659</b>
EFFECTIVE DATE: <b>June 1, 2000</b>		REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>3</b>

**01 Purpose:** To establish policy and procedures for the operation of bicycle patrols.

**02 Policy:** To utilize bicycle patrols as a supplement to patrol resources and capabilities. Bicycles will be deployed in either residential or commercial areas, or where they can address a specific need. The use and operation of police bicycles is restricted to members of the Department who have been properly trained.

**03 Definitions:**

**A. Secured Bicycle:** A bicycle locked to a rack or other immovable object.

**B. Standard Uniform:** The uniform issued and worn by all police officers of the Department.

**C. Bicycle Uniform:** The uniform issued to officers assigned to bicycle patrol duties consisting of the following:

**1. Summer Uniform:**

- \* Department approved navy blue bicycle shorts
- \* Department approved bicycle shirt
- \* duty equipment belt
- \* black tennis shoes
- \* black or navy socks
- \* approved bicycle jacket and pants, at the officer's discretion.

**2. Winter Uniform:**

- \* Department approved turtleneck shirt
- \* approved bicycle jacket and pants
- \* duty equipment belt
- \* black tennis shoes
- \* black/navy socks
- \* navy BDU pants/bloused inside of black boots, at the officer's discretion.

**D. Inclement Weather:** Heavy rain, thunderstorms, lightening, snow, fog, ice, temperature extremes or high winds (20+ mph.).

**04 Procedures and Responsibilities:**

**A. 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,
- \* Air canisters, and
- \* First aid kit.

**2.** The following items are mandatory safety equipment items, which will be worn by bicycle patrol officers (BPO) when operating a Department police bicycle:

- \* ANSI or Snell certified bicycle helmet,
- \* Shatter proof eye protection,
- \* Biking gloves, and
- \* Body armor.

**B. Operation of Department bicycles:**

**1.** BPOs will work under the supervision of their regular patrol shift supervisor. When involved in a special detail, bicycle patrol officers will work under the supervision of the event coordinator.

**2.** Each BPO is required to maintain and properly use all safety equipment described in this General Order. An officer not in possession of the listed safety equipment will not operate Department bicycles.

**3.** BPOs will adhere to the rule 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 an unsafe manner, nor will they be operated in a knowingly unsafe condition.

4. BPOs will not carry passengers or allow Department bicycles to be used by unauthorized persons.

5. Unattended bicycles will be secured at all times. When not in use, they will be stored indoors.

6. BPOs will exercise caution when operating portable radios when the bicycle is in motion. If possible, the bicycle should be stopped prior to using the radio.

7. BPOs may generally patrol alone when the purpose of the patrol is high visibility, crime prevention and/or the improvement of community relations. When patrolling high crime/drug areas for special enforcement purposes, officers will ride in pairs.

8. BPOs will not discharge their firearms while operating a bicycle.

9. When Department bicycles are transported to their assigned area via patrol vehicle, they will be attached to the bicycle rack. Once at the desired location, the rack will be locked in the patrol vehicle.

10. 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 officer will use the car if use of the bike is not practical.

**C. Maintenance and Responsibility:**

1. BPOs are responsible for the appearance and condition of their bicycles, equipment and uniforms. Other than minor adjustments and repairs, maintenance will be approved in advance by the Operations Commander.

2. Prior and subsequent to completing their daily assignment, BPOs will conduct a bicycle inspection.

3. The BPO will document the condition of the bicycle. He/she will notify their supervisor if the bicycle is unsafe to operate, damaged, and/or otherwise tampered with.

4. Add-on accessories or equipment will not be permitted unless approved by the Operations Commander.

5. Major repairs and periodic service of the bicycles

will be the responsibility of the Operations Commander or his/her designee. Maintenance records will be maintained by the Operations Commander or designee.

**05 Supervisor's Responsibilities:**

A. The Operations Commander or designee will have overall administrative control of bicycle operations.

B. The Operations Commander or designee will ensure that, prior to being assigned to bicycle patrol, officers receive departmental approved bicycle training from a certified instructor, and that training will be maintained through re-training as required.

C. In the event an officer is injured and requires medical attention, the immediate supervisor will ensure that the officer's bicycle and equipment are secured.

D. Bicycles will not be operated during periods of inclement weather.

E. The Operations Commander or designee will review all community related requests for bicycle patrol.

F. If a bicycle is damaged as a result of an accident or other incident, an investigation will be conducted by the on duty supervisor, and a report submitted to the Operations Commander. This investigation is limited to determining the facts surrounding the incident. Photos documenting the damage will be taken. An administrative investigation will be conducted to affix responsibility as appropriate.

**06 Uniformed Bicycle Patrol Responsibility:**

A. BPOs will not generally attempt traffic enforcement while on bicycle patrol. They will, however, answer calls for service within their designated geographical area of assignment, as appropriate, and will:

1. Perform general patrol duties when not engaged in a call for service. General patrol duties include, but are not limited to:

- \* Enforcement of criminal statutes,
- \* Enforcement of parking regulations,
- \* Enforcement of bicycle infractions,
- \* Crime prevention activities, and
- \* Special details.

2. Officers who initiate an arrest while on bicycle patrol, will request assistance from an officer in a patrol vehicle in order to transport the prisoner to the station.

It will be the responsibility of the bicycle patrol officer to complete processing of the prisoner, including appearance before a commissioner and transportation to a detention facility.

**3.** BPOs will wear the standard uniform to court, unless otherwise directed.

**4.** Unless otherwise directed, BPOs will report for duty in the standard uniform. They shall have a complete bicycle uniform available at the station.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CRIMINAL HISTORY USE POLICY</b>	NUMBER: <b>660</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>82.1.1</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To define criminal history, examine its ramifications including safeguards and questions of access, and to set out policy and procedures which govern its use by the Riverdale Park Police Department.

**02 Policy:** In every instance except those involving criminal investigations or routine field inquiries, the Department will obtain advance written consent from the subject of a criminal history check.

**03 Definitions:**

**A.** The 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.

**B.** Criminal History Record Information includes the individual identifiers preceding, and describes a person's arrests (for both felonies and misdemeanors) and subsequent dispositions. 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 adults in criminal courts. CHRI data are backed by fingerprints of the subjects to provide positive identification. In Maryland, it is Maryland State Police who are the repository for criminal history records.

**C.** National Crime Information Center (NCIC) is an automated database of criminal justice and justice-related records maintained by the FBI. The database includes the "hot files" of wanted and missing persons, stolen vehicles and identifiable stolen property, including firearms. Officers routinely learn of wanted persons in this fashion.

**04 Procedures:** The acquisition of criminal history information, both a simple computer "name check" and a full background investigation including interviews with friends and neighbors plus a credit check, is within the authority of police under Criminal Code of the Annotated Code of Maryland.

**A.** A written release will be obtained and a partial/full criminal check as appropriate will be performed with respect to:

- 1.** Any applicant for police department employment, paid or volunteer, civilian or sworn (full background investigation), and
- 2.** So as to help ensure officer safety, any applicant wishing to participate in the Ride-along program (record check only). The application to ride along is approved or disapproved at the discretion of the Patrol Commander, who normally will disapprove only the application of a person whose record shows a history of violent behavior, or a pattern of dangerous criminal conduct.

**B.** A written release will not be obtained in connection with any criminal investigation, and/or routine field inquiry, in both of which cases the police department may legally acquire criminal history information.

**05 Examples of Uses in Criminal Investigations:**

- A.** In compiling suspect lists based on prior criminal patterns, or in eliminating suspects who can be determined to have been in jail at the time of the crime;
- B.** In obtaining a search warrant or establishing criminal knowledge or motive;
- C.** In determining a suspect's status as an escapee or his/her failure to comply with conditions of probation, parole or bail.

**06 Obtaining and Disseminating Criminal History**

**by Police:** Police dissemination of criminal history is strictly controlled. Such dissemination to an unauthorized recipient subjects a police employee to a Federal fine of \$10,000 for each infraction plus possible additional State sanctions. Title 12 Regulations state:

“A criminal justice agency may request this (criminal history) information from the (repository) or another criminal justice agency only if it has a need for the information:

- (1) In the performance of its function as a criminal justice agency, or
- (2) For the purpose of hiring or retaining its own employees and agents.”

**07 Access to Criminal History Within the Police Department:**

**A.** Police dispatchers and a few other employees have access to the computer terminal for criminal history. They receive initial certification training from the State of Maryland and after training, must be recertified every two years in order to retain their passwords. If criminal history information is requested by a password holder on behalf of another employee, that information is noted in the computer.

**B.** Training of employees who have log-on (password) access consists of two consecutive eight-hour training sessions conducted by Maryland State Police. A four hour retraining session is required at the time of certification (every two years).

**C.** The Director of Informational Services for the Department, works with Maryland State Police auditors to ensure the proper training for and use of criminal history. The Department must be prepared to justify its use of criminal history in every instance, and Quality Control staff from Maryland State Police periodically audit records which have been requested through computer terminals.

**08 Retention of Records:** Paper records resulting from the criminal history checks described in paragraphs 04 and 05 preceding will be retained according to law, in locked files under the supervision of the Criminal Investigations Division and the Chief of Police.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>OPERATION OF POLICE VEHICLES</b>	NUMBER: <b>701</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>41.3.3, 41.3.4, 61.3.3</b>
TOTAL PAGES: <b>3</b>	

**01 Purpose:** To establish policy, procedures, and guidelines for the operation of Police Department vehicles.

**02 Policy:** It shall be the policy of the Riverdale Park Police Department to require employees operating police vehicles to do so with utmost caution. Employees shall operate police vehicles in a manner that provides an example of safe driving and which conforms with Department Rules and Procedures and all the laws of the State of Maryland.

**03 Authorization to Operate Departmental Vehicles:**

A. Department vehicles shall only be operated by the following persons:

1. Employees of the Department;
2. Town employees on official business; or
3. Authorized mechanics for the purpose of road testing.

B. Employees shall possess a valid Maryland operators permit for the class of vehicle being operated.

**04 Civilian Operation of Department Vehicles:** Department vehicles will not normally be operated by civilian employees.

A. Civilian employees may be required to drive a non-emergency/administrative vehicle in the course of their duties.

B. Civilians operating Department vehicles are subject to all other provisions of Department Rules concerning the use of such vehicles.

**05 Procedures for Use of Department Vehicles:**

A. Department vehicles shall only be used for official

Department business.

B. Employees shall not take Department vehicles outside the Town limits except for an investigation, lawful pursuit of a violator, or the transportation of prisoners, without prior approval from the immediate supervisor.

C. Employees, while on duty, shall not allow any person to be seated or transported in a Department vehicle unless that person is involved in official police business. However, supervisors may grant permission for non-employees to be in police vehicles if, in the supervisor's judgment, permission is advisable.

D. The pickup location, reason, destination, and times shall be recorded by communications for any transport involving non-employees. Beginning and ending mileage will also be recorded.

**06 Compliance with Regulations and Traffic Law:** Employees operating Department vehicles shall drive in a reasonable and prudent manner, obey all regulations and traffic laws, and display courtesy to other motorists.

**07 Parking Police Vehicles:**

A. Employees operating Department vehicles shall observe all parking regulations except in emergencies.

B. During emergencies, Department vehicles parked in restricted areas shall 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 shall be placed on flash.

D. Employees shall ensure that the vehicle and contents are secured whenever the vehicle is left unattended.

**08 Emergency Response:**

**A.** Employees operating Department vehicles as emergency vehicles shall adhere to the requirements of this general order, the Maryland Vehicle Law and General Order 702 - Vehicle Pursuits.

**B.** Employees authorized to operate emergency vehicles are not relieved from their duty to drive with high regard for the safety of all persons. Use of emergency equipment does not necessarily require driving at a higher-than-normal speed.

**C.** In addition to the requirements of Section 21-106 of the Maryland Vehicle Law, employees shall:

1. Operate emergency vehicles with headlights activated in conjunction with emergency lights and audible warning devices.
2. Proceed through a traffic control device, such as a stop sign, traffic control signal, railroad crossing signal, etc., only after bringing the vehicle to a stop and assuring that it is possible to proceed safely.
3. Slow to such a speed as is necessary for safety, when approaching an uncontrolled intersection.
4. Drive no more than 10 mph over the posted speed limit, in non-pursuit situations. This prohibition does not apply in circumstances where death or serious injury is a strong possibility.
5. Not enter blind intersections before assuring that it is possible to proceed safely.

**D.** Calls which normally require an emergency response include, but are not limited to:

- \* Abduction (in progress)
- \* Alarms (Hold Up, Panic and Distress Alarms)
- \* Animal Bites (Very Severe Wounds or Animal Still Attacking)
- \* Armed Subjects (Threats in Progress or Person is injured by subject)
- \* Assaults (In Progress)
- \* Assist Motorist/Vehicle Lockout (Vehicle Running and Child Locked Inside)-One Unit Only
- \* Assist Other P.D.(priority Assistance Must be Requested by Other Agency)
- \* Assist Fire Department(Must be Life Threatening to F.D. Personnel)

- \* Barricade/Hostage Situation
- \* Bomb Threats
- \* Breaking & Entering (In Progress)
- \* Domestic (Violent or Weapons Involved)
- \* Fights (Weapons are Involved or Very Large Fight)
- \* Hazardous Materials Incident
- \* Industrial Accidents (Explosions, Machinery Collapse, Cave In, etc.)
- \* Injured Persons (Life Threatening Injuries Only)
- \* Motor Vehicle Accident (Personal Injury or Fatal)
- \* Overdoses
- \* Pocketbook Snatchings (Just Occurred/Victim Injured/Suspect in Area)
- \* Pedestrian Struck
- \* Rape
- \* Robberies (In Progress or Just Occurred)
- \* Shootings
- \* Shots Fired (Witnessed or Multiple Calls)
- \* Signal 13's (Officer in Trouble)
- \* Suicides (In Progress)
- \* Unknown Trouble (Available Information Indicates Life Threatening Situation)
- \* 911-Open Line (911 Call with Open Line and No Verbal Exchange)

**E.** Calls which normally require a non-priority or routine response include, but are not limited to:

- \* alcohol complaints
- \* animal complaint
- \* assault
- \* assist motorist
- \* bank run
- \* breaking & entering
- \* CDS violations
- \* disorderly
- \* domestic(non-violent)
- \* embezzlement
- \* emergency notification
- \* escort
- \* extortion
- \* fire alarm
- \* fireworks
- \* forgery
- \* fraud
- \* harassment
- \* indecent exposure
- \* loud music
- \* missing person
- \* malicious destruction of property
- \* motor vehicle accident - property damage only
- \* motor vehicle theft
- \* rape/sexual assault(late report)

### 701-Police Vehicles-3

- \* suspicious situations/people
- \* telephone misuse
- \* theft
- \* trespass

NOTE: Routine calls may need to be upgraded to emergency response calls depending on how recently they occurred or if they are in progress, and based on the potential for the situation to worsen.

**09 Emergency Escorts:** Employees will not use Department vehicles for the purpose of emergency escorts except to prevent loss of life and/or serious injury. Whenever possible, the on-duty supervisor shall be notified and permission obtained, before initiating the escort.

**10 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 shall adhere to all requirements of Section 21-207 of the Maryland Vehicle Law.

**11 Vehicle Pursuit Procedures:** Refer to General Order 702 - Vehicle Pursuit Policy.

**12 Roadblocks:** Refer to General Order 702 - Vehicle Pursuit Policy.

**13 Seat belts:** Seat belts shall be worn by the driver and all passengers of any Department vehicle at all times.

**14 Take Home Vehicle Use:** Refer to General Order 653-Vehicle Field Deployment Program.

**15 General Considerations:** Officers using police department vehicles are responsible for general maintenance, cleanliness and care of assigned vehicles. Smoking in police department vehicles is prohibited. At no time will an officer make any alterations to police vehicle equipment, or install unauthorized equipment. All personnel using police vehicles shall perform the following inspections prior to the first use on any tour of duty:

**A.** Exterior inspection for body damage and tire conditions. Damage will be immediately reported to a supervisor.

**B.** Interior inspection for articles left by others. Identifiable personal property will be returned over to the immediate supervisor for disposition. Interior inspections will also be for property/evidence items.

Property/Evidence items will be documented as required by department procedure.

**C.** Inspection for full fluid and fuel levels.

**D.** Inspection for issued vehicle equipment as documented on the vehicle Inspection Form.

**E.** All inspections will be documented by the Shift Supervisors. Supervisors will ensure that inspections are completed, and that any problems noted on the Inspection Form. Mechanical problems will be brought to the attention of The Operations Commander. Prior to returning the vehicle after any tour of duty the officer will remove all personal equipment, inspect their vehicle for property left by others, and ensure that the vehicle is fully fueled.

**F.** Vehicles are subject to inspections at any time by the Shift Supervisors or the Operations Commander.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>UNATTENDED, JUNKED MOTOR VEHICLES</b>	NUMBER: <b>703</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.4.3</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To provide guidelines for the enforcement of violations of Chapter 64, Section 15 of the Town Code (Unattended Vehicles) and Chapter 64, Section 16 of the Town Code (Junked Motor Vehicles).

**02 Policy:** It is the policy of the Department to vigorously enforce the Town Code and ensure that all violations are handled effectively and promptly.

**03 Definitions:**

**A. Unattended Vehicles:** Any vehicle left unattended upon any road, highway, alley or parking lot for an unreasonable length of time so as to impede the movement of traffic or constitute a threat to public safety.

**B. Junked Motor Vehicles:** Any vehicle which is wrecked, dismantled or partly dismantled, disabled or inoperative, abandoned or in disrepair, or unregistered, and is visible from the street, sidewalk, or other public right-of-way or from any other person's private property, whether or not the property on which the vehicle(s) is located is owned, leased or used, with or without the consent of the owner or tenant.

**C. Motor Vehicle:** Any vehicle defined in Section 11-136 of the Transportation Article of the Annotated Code of Maryland, including but not limited to, any automobile, truck, van, recreational vehicle (RV), motorcycle, tractor or other motorized farm implement, and any other device in, on, or by which any individual property is or might be transported or towed on a highway, including but not limited to, flatbed trailers, semi-trailers and boat trailers.

**04 Enforcement Procedures:** Enforcement shall be performed in accordance with Chapter 64, Sections 15, 16, and 17 of the Town Code, and Sections TR-25-201 through TR-25-210 of the Maryland Vehicle Law.

**05 General Responsibility:**

**A.** Officers will be vigilant for unattended vehicles which may impede the movement of traffic or constitute a threat to public safety.

**B.** The Code Enforcement Officer will have the responsibility for the day to day enforcement of junked vehicles on private property.

**C.** The Record Section will have the responsibility of processing all Vehicle Impound and Release Reports and maintaining records of all vehicles removed, stored, or towed at the direction of a police officer or code enforcement officer.

In addition, the Records Section will prepare and maintain all notifications required by the Maryland Motor Vehicle Law TR 25-201 through TR 25-210.

**06 Violation and Impound Procedures:** When an officer has reason to believe that a vehicle on a public roadway is in violation of Chapter 64 Sections 15 and 16 of the Town Code, they will take the following actions:

**PUBLIC PROPERTY**

**A.** Place a Riverdale Park Police Department parking violation warning on the windshield of the vehicle.

**B.** After 48 Hours return to determine compliance.

**C.** If the vehicle has not been removed, follow the impound procedure set forth in **General Order 705**.

**D.** Nothing in this section shall prevent an officer from immediately impounding a vehicle that impedes traffic or is a threat to public safety.

**PRIVATE PROPERTY**

- A. Complaints concerning junked vehicles on private property will be forwarded to Code Enforcement for investigation.
- B. Officers will assist the Code Enforcement officer as requested.
- C. In the event that the Code Enforcement officer is unavailable, a police officer may investigate a complaint of a junked vehicle on private property as stated in Chapter 64 Section 16 of the Town Code.
- D. The same procedures as outlined in **Section 06-Public Property- Paragraphs A-C** will be followed. However, junked vehicles will only be impounded after a period of seven (7) days.
- E. The impounds procedures set forth in **General Order 705** will be followed.

**07 Employee Responsibility:**

- A. It is the responsibility of each patrol officer to aggressively enforce the Junked Vehicle laws of the Town and State, taking independent action by giving 48 hour warnings and following through with the issuance of a parking violation, to ensure that each violation is abated.
- B. It is the responsibility of any Department employee having knowledge of, or receiving a complaint of an junk/unattended vehicle, other than through the Communications Center, to record all the necessary information, including at least the location, description of the vehicle and the name and address of the complainant. If the employee is off duty, this information will be given to the on-duty Squad Supervisor for investigation.

**08 Town Code:** A copy of the relevant Town Code and any further amendments are hereby made a part of this General Order.

First Reading: 09/23/85  
Second Reading: 10/28/85

ORDINANCE NO. 1985-66

Whereas: It is the purpose of this ordinance to foster the Town's efforts to maintain clean neighborhoods and to preserve the residential character of the Town; and

Whereas: The current provisions of the Riverdale Park Code concerning wrecked, dismantled and inoperative motor vehicles have been found to inhibit the Town's efforts in meeting these goals:

It is hereby ordained by the Mayor and Council of the Town of Riverdale Park that the following shall be added to the Riverdale Park Code as Section 6-39.

Section 1. Section 6-39 Storage of Vehicles.

“(a) It shall be unlawful in any residential area or ~~any~~ property zoned residential for any person to store, park, leave, or cause or permit the storage, parking or leaving of:

(1) any vehicle which is wrecked, dismantled or partly dismantled, disabled or inoperative, abandoned or in disrepair; and is visible from the street, sidewalk, or other public right of way or from any other person's private property for more than 48 hours, whether or not the property on which the vehicle(s) is located is owned, leased or used with or without the consent of the owner or tenant; or

(2) more than one unregistered and/or uninspected motor vehicle; or

(3) more vehicles, regardless of their condition, registration or inspection status, than there are parking spaces allowed for under applicable zoning laws; or

(4) any vehicle anywhere on the property except the ~~garage~~ carport, driveway, driveway apron or other paved surface; PROVIDED HOWEVER, that nothing contained herein shall be interpreted as allowing or authorizing blocking or impeding the sidewalk or the elimination of green space in excess of that permitted by applicable zoning laws and regulations;

(5) except in sheds, garages or other structures, any automotive or truck parts, components, or tires.

(b) As used in this section vehicle shall mean any motor vehicle as defined in Section 11-135 of the Transportation Article of the Annotated Code of Maryland, including, but not limited to any automobile, truck, van, recreational vehicle (RV), motorcycle, tractor or other motorized farm implement, and any other device in, on, or by which any individual or property is or might be transported or towed on a highway, including, but not limited to flat bed trailers, semi trailers, boat trailers and campers.

(c) Any violation of this section shall be a municipal infraction the penalty for which shall not be less than Fifty Dollars (\$50.00), nor more than One Hundred Dollars (\$100.00) for any first violation, nor more than \$200.00 for any subsequent violation. Each vehicle left, stored or parked in violation of this section shall constitute a separate violation. Each day a vehicle is left, stored or parked shall constitute a separate violation. A subsequent violation shall not be deemed to have occurred until and unless the time provided in subsection (d) below shall have expired.

(d) No person shall be issued a municipal infraction citation for a violation of this section without being first given a warning notice and not less than 72 hours to cure the violation and come into compliance with this section. If within 72 hours of receiving a warning notice a person cures the violation and comes into compliance no municipal infraction citation shall be issued. If person does not do so within said 72 hours, even if he or she shall later cure the violation and come into compliance, a violation shall be deemed to have occurred and a municipal infraction citation shall be issued.

(e) Without limitation upon or election against any other available remedy, the Town or any other aggrieved party, including but not limited to any adjoining property owner, may apply to a court of competent jurisdiction for an injunction enjoining any violation of this section. An injunction shall be issued prohibiting any continued violation of this section upon a showing that after notice from the Town to remove vehicles from the subject property such vehicles were not removed. The court shall award attorney's fees and costs to any party who succeeds in obtaining an injunction hereunder.

Section 2. This ordinance shall become effective upon enactment.

ADOPTED BY THE MAYOR AND COUNCIL OF RIVERDALE PARK, MARYLAND  
OCTOBER 28, 1985.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>RADAR</b>	NUMBER: <b>704</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.1.5, 61.1.9</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish policy, procedure and certification requirements for operating an authorized speed-measuring device.

**02 Policy:** It will be the policy of the Riverdale Park Police Department to use speed-measuring devices to enforce State speed laws, reduce the number of speed-related accidents, acting quickly and decisively in areas where speed violations cause hazardous conditions, and helping promote public relations through police presence.

**03 Radar Use:** Members of the Department may use Department approved radar units under the following circumstances:

- A. The officer is certified in the particular speed-measuring device utilized;
- B. The officer is being trained in the use of the unit and is under direct supervision of a certified operator, and/or
- C. An officer on probationary status has the approval of the Shift Supervisor on duty.
- D. Note that if a stop team is utilized, members of the stop team need not be certified operators.

**04 Equipment Certification Procedure:**

- A. Original copies of the radar certifications will be maintained by the Administrative Assistant. Annual calibration, inspection, and repair will be performed on radar equipment by the equipment manufacturer or a certified facility.
- B. Each operator will receive photocopies of the radar certification, tuning fork certification and FCC permit.
- C. Proper care and upkeep on individual radar units is

the responsibility of the individual operator. Operators will report radar unit malfunction or damage to the Shift Supervisor, and a memorandum reporting the malfunction/damage will be forwarded to the Operations Commander, who will arrange for repair of the unit. Inspections of the equipment should be performed by the Shift Supervisor, who is responsible for equipment assigned to their squad.

**D.** The operator will test the unit for use prior to, during, and at the conclusion of each use, with no more than one (1) hour between tests. Internal and external tests will be done.

**E.** If an incorrect reading is obtained either during the tests or while the unit is in use, the operator will immediately place it out of service, with a memorandum as described in section C above.

**F.** Radar equipment specifications and operational instructions are provided to all officers during certification training. Each certified officer will maintain a copy of this material and certificates in their personal files.

**05 Locations For Use:** The following criteria shall be used to establish locations for radar enforcement:

- A. Areas so designated by the Chief of Police, Operations Commander or Shift Supervisor on duty;
- B. High accident areas where speed is a major cause; and,
- C. Areas selected at the discretion of officers where speed enforcement would contribute to public safety.

**06 Training and Certification of Operators:**

- A. Operators must have a minimum of six (6) months patrol experience, not including time spent in training.

Probationary officers must have the written approval of their supervisor and FTO prior to the start of training.

**B.** Training will be done by certified instructors, and each officer will be certified on the type of equipment used.

**C.** Training will be consistent with that recommended by the National Highway Transportation Safety Administration or, at minimum, a three day school. Officers will be required to pass the written examination with a minimum score of 85%. This training will also meet the approval of the Maryland Police Training Commission.

**D.** At the completion of the school, the officer will be issued a radar certification card on the recommendation of the instructor.

**07 Radar Unit Storage and Availability:** Radar units will be maintained by the shift supervisor and will be assigned to officers during their shift. Radar units are to be returned and inspected at the end of the officers shift.

**08 Radar Stop Logs:**

**A.** Officers will maintain their own Radar Enforcement Records in their files. One log should be used for each separate day (shift) the unit is used.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>DRIVING WHILE INTOXICATED - ENFORCEMENT</b>	NUMBER: <b>706</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.1.5, 61.1.11</b>	TOTAL PAGES: <b>4</b>

**01 Purpose:** To establish uniformity, ensure compliance with applicable laws, and to explain evidence gathering and submission to support the prosecution of DWI defendants.

**02 Policy:** The Department's enforcement emphasis is to detect, apprehend, and successfully prosecute the alcohol impaired driver. The Department's goal is to reduce accidents and violations involving the impaired or intoxicated motorist.

**03 Procedure:**

**A. Initial Contact:**

1. Apprehend the person at the earliest possible time.
2. Advise the defendant of his/her rights according to the DR-15 (chemical test).
3. If the defendant elects to take a chemical test, he/she shall be taken to the closest breathalyzer. The defendant shall not be allowed to eat, drink, or smoke prior to the test. The defendant will sign the DR-15 indicating his/her consent to have the test administered.
4. If a situation arises where a test of blood is necessary, the defendant will be transported to the hospital. The officer is responsible for making sure that the expiration date on the blood test kit has not passed, and that the kit seal has not been broken prior to the taking of blood by hospital staff. After the blood is taken, the officer shall seal the kit and fill out and sign required forms to provide chain-of-custody. The sealed kit will be turned over to Records for forwarding to the Chemical Tests for Alcohol Unit, Maryland State Police Headquarters, Pikesville, Maryland 21208, via certified mail.
5. In cases of an unconscious or injured defendant, the officer shall have the defendant transported to the

nearest hospital by public ambulance. The arresting officer will follow the ambulance to the hospital or have another officer stay with the defendant until arrival of the arresting officer.

**6.** The only tests used by this Department are the "Breath Test" and the "Blood Test"; the blood test to be used only in unusual circumstances. To comply with the provisions of law, the following procedure shall be followed. The officer must have reasonable grounds to believe the person has been driving in an intoxicated condition. The arresting officer shall make a preliminary investigation at the scene, after stopping the subject for the reason which brought the situation to his/her attention, to ascertain if reasonable grounds for the subsequent arrest for driving while intoxicated or driving under the influence exist. Following an unsuccessful psychomotor test (field sobriety test) performed by the operator, the defendant will be placed under arrest.

**B. Defendant's Vehicle:**

1. If the defendant is the sole occupant of the vehicle, the vehicle may be impounded. However; vehicle impoundments will only be done in accordance with General Order 705.
2. If the vehicle has sober, licensed passengers, the defendant can give permission for a licensed passenger to remove the vehicle. If the defendant is injured, ill, or otherwise removed from the location of the vehicle, and cannot give permission to move the vehicle, the vehicle will be impounded, unless it is legally and safely parked where it sits. However, if one of the passengers with the vehicle is an owner of the vehicle and is not intoxicated, he/she may take charge of the vehicle.
3. If there are any questions relative to whether a vehicle should be impounded, parked, or turned over to another party, the officer shall contact the shift

supervisor, who will make the final decision. The facts and circumstances of a tow will be included in the officer's DWI Offense Report and impound.

**04 Documentation:**

**A.** The officer will complete a Alcohol Influence Report with the assigned case number. If the officer needs additional space for a narrative, he/she will use a supplement report. A Vehicle Impound and Release Report and Property Report, when used, will have the same case number as the original Alcohol Influence Report.

**B.** If the defendant is taken before a District Court Commissioner, the officer will complete a "Statement of Probable Cause", which will be attached to the Maryland Uniform Complaint and Citation.

**C.** Both the citation number and incident number will appear on the "Statement of Probable Cause".

**D. Administrative Per Se in Maryland:** Administrative Per Se laws generally provide for a police officer to confiscate a person's drivers license at the time of arrest for intoxication or related violations. Officers must follow the guidelines and procedures contained in the DR-15A regarding license suspension and issuance of a temporary license, etc. depending on the individual circumstances of the incident. Officers must ensure that all paperwork and forms are completed properly, and that the necessary paperwork is received by the Motor Vehicle Administration.

**E. Procedure:** If an officer stops or detains any person who the police officer has reasonable grounds to believe is or has been driving while intoxicated, or in violation of related sections, and is not unconscious or otherwise incapable of refusing to take a test for alcohol, the officer shall:

1. Detain the person.
2. Request the person to submit to a test of the person's blood or breath to determine the alcohol concentration.
3. Advise the person, by reading the DR-15, of the administrative sanctions that should be imposed for refusal to take the test and for test results indicating an alcohol concentration of 0.10 or more at the time of testing.

**F.** For operators licensed in the State of Maryland: If

the person refuses to take the test or takes a test for alcohol which results in an alcohol concentration of 0.10 or more at the time of testing, the officer shall:

1. Confiscate the license issued by the State of Maryland for return to MVA.
2. Personally serve the DR-15A on the person which issues a temporary 45 day license and notice of upcoming suspension.
3. Inform the person that he/she has 30 days to request a hearing to show cause why the license should not be suspended.
4. Inform the person of the sanctions that should be imposed if they do not request a hearing.
5. Send to MVA: the DR-15, DR-15A, confiscated license, Alcohol Influence Report, and any related paperwork. Additionally, copies of all related paperwork shall be forwarded to the State's Attorney's Office.

**G. DR-15 Form:**

1. Read the entire form to the driver.
2. Indicate on the form whether the driver agrees to take a test, and what type of test is to be performed.
3. Have the driver sign the form.
4. Sign and fill in the information at the bottom of the form.
5. Give the appropriate copy to the driver.

**H. DR-15A Form:**

1. This form is used to indicate:
  - \* Surrender of Maryland Driver's License
  - \* Order of Suspension
  - \* Issuance of a Temporary License
  - \* Driver's request for a hearing
  - \* Officer Statement of Reasonable Grounds
  - \* Evidence of refusal
  - \* Results of test for alcohol concentration
2. Officers will complete the entire DR-15A. A temporary license will not be issued to persons with out of state licenses, suspended/revoked/canceled licenses,

or unlicensed drivers.

**05 Authority To Arrest:**

**A.** An officer’s authority to arrest a subject for violations of the Maryland Transportation Article are found in the following: Section 26-201 (a), Authority of police officer to charge, describing the issuance and contents of a Maryland Uniform Complaint and Citation; Section 26-202, Powers of Arrest, allows officers to arrest violators of certain motor vehicle laws, in particular driving while intoxicated or impaired by alcohol and/or drugs (attempts included); Section 26-401 Venue, relative to where a defendant is to be taken for initial appearance; and Section 26-402. Section 26-402 allows for the release of an arrested person on issuance of a written citation if a Commissioner is not available, a judge, clerk, or other public officer, authorized to accept bail for the court is not available, or the person charged gives written promise to appear in court.

**B.** Defendants released upon signing the Maryland Uniform Complaint and Citation shall be released to a responsible person if possible. The responsible person will be advised of the location and procedure for the release of the vehicle.

**06 Out of State Motorists:** Operators from outside Maryland must be processed on an individual basis. If reciprocity is involved, the officer may elect to issue a uniform citation. If reciprocity is not involved, the driver will be arrested and taken before the District Court Commissioner.

**07 Psychomotor Testing for DWI Arrests (Field Sobriety Tests):**

**A.** Psychomotor tests are designed to test an individual for motor responses and muscle control. These tests may take on a formal structure such as specific tasks for a person to perform. An important part of these tests is determining the individual’s ability to follow instructions. Directions for the tests to be performed should be specific, clear, easy to follow and reasonable.

**1.** The officer should explain each test more than once and demonstrate its proper execution at least once.

**2.** An officer should never ask a person to perform a test that he/she cannot perform because he/she may find it necessary to demonstrate the test during legal proceedings.

**3.** The officer shall keep safety foremost in his/her mind during the course of testing and especially when demonstrating the tests.

**4.** Conduct the tests in a location that is safe for all parties involved.

**5.** The officer should never put himself/herself in an unsafe position with regard to the person being tested. This includes the position of firearms, flashlight, etc., and the proximity to the flow of traffic.

**B.** An officer’s observations of an individual during this period of testing may contribute to his/her probable cause for an arrest, based upon the person’s ability to properly follow directions such as balance and walk, their ability to remember simple data, etc. The following are examples of psychomotor testing that can be incorporated during DWI arrests:

**1. Balance:**

Method: Person’s hand on a specified leg while raising the other leg with both knees straight.

Purpose: To determine ability to balance.

Indication of Intoxication: Inability to balance and standing on wrong leg.

**2. Finger to Nose Test:**

Method: Having a person touch their nose in the prescribed manner with their eyes shut. Do this a certain number of times with each hand.

Purpose: To determine muscle and motor coordination.

Indication of Intoxication: Inability to consistently touch the nose and using wrong hand or wrong number of times.

**3. Rombert-Balance Test:**

Method: The individual closes his/her eyes and leans his/her head back.

Purpose: To determine the person’s ability to balance.

Indication of Intoxication: Inability to stand up and weaving motion while standing. Care should be taken to ensure that the person does not fall and become injured.

**C. Other Psychomotor Tests:**

**1. Pupil reaction to light:** by repeatedly shining light in a person’s eyes indirectly, while they are counting enables the officer to determine the person’s ability to

count and also check the dilation of the pupils. Indications of intoxication shall be determined by the individuals inability to count and the slow reaction of dilated pupils.

**2. Walking:** Walk from the car to a safe area to conduct further tests and observe the person's ability to walk normally without support. All walking and standing tests should be performed on flat, level, solid surfaces. Have the person walk a certain number of steps in one direction, then turn in a certain direction and walk a certain number of steps back. Indications of intoxication shall be determined by the person's inability to walk the number of steps requested in either direction, their inability to walk a straight line normally, turning the wrong way or stumbling backwards after turning.

**3. Balance Swing:** Have the person stand stiff legged and swing a specified leg with knee straight. This is to test the person's ability to balance. The inability to balance or swinging the wrong leg shall be an indication of intoxication.

**4.** These tests do not include all available tests of this type, but do represent a comprehensive cross section of examples.

**D. Legality:** Based on the case of *Schmerber v. California*, 384 U.S. 757, 16L ED, ad 908 at 914: A person has no constitutional right not to perform psychomotor type tests.

**08 Unconscious Persons:** When the defendant is unconscious or otherwise unable to refuse a chemical test for alcohol and probable cause exists to make an arrest, the arresting officer shall have the defendant transported to the hospital for treatment. Under Maryland law, the driver who is unconscious has given implied consent to a chemical test. The officer shall direct the proper medical personnel to draw blood, using the proper blood test kit. If the defendant should regain consciousness while awaiting the technician or during the blood drawing, the officer will then proceed as if the defendant had been conscious the whole time, advising the person of his/her rights to have the chemical test performed via the DR-15.

**09 Fatal Accidents:** Maryland Motor Vehicle Law requires that the driver of a vehicle involved in a fatal accident submit to a chemical test for alcohol so long as the officer has reasonable grounds to believe that the driver is in violation of the law and is driving while

under the influence of alcohol and/or drugs.

**A.** The Shift Supervisor will respond to the scene, determine the facts and contact the Prince George's County Police Department Accident Reconstruction Unit. Refer to General Order 708 on Accident Investigation.

**B.** In all cases of a fatal accident involving a person who is suspected of being under the influence of alcohol/drugs, the State's Attorney's Office will be notified as soon as possible.

**10 Deceased Defendants:** When a suspected offender dies as a result of an injury in a motor vehicle accident, the Medical Examiner will take charge of the body. The determination of blood alcohol/drug content will be determined by the Medical Examiner's Office, and will become part of the accident investigation report.

**11 Test Results:** Officers are to make sure that test results appear on the defendant's copy of the DR-15A.

**12 Witnesses:** The arresting officer will summons the following witnesses, depending on the case:

- \* witnesses to the accident
- \* all officers on the scene of the arrest
- \* the breathalyzer
- \* lab technician who removed the blood
- \* chief chemist who tested the blood
- \* any other witnesses who can testify that the defendant operated the vehicle

**13 Form 171:** Where a blood test is used, the arresting officer will send Records a completed copy of MSP Form 171, when the court case is completed. Records will forward a copy to the State.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>707</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY:	ACCREDITATION STANDARDS:	TOTAL PAGES 1

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>TRAFFIC ACCIDENT INVESTIGATION</b>	NUMBER: <b>708</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.2.1 - 61.2.6, 61.3.2</b>	TOTAL PAGES: <b>5</b>

**01 Purpose:** To establish guidelines for the Department's traffic accident reporting and investigation practices.

**02 Policy:** The majority of traffic accidents require the exchange of basic driver/vehicle information between involved parties. Accidents involving potential litigation, criminal charges, serious traffic violations, injuries or fatalities require detailed reporting and investigation. It is the policy of the Department to respond to all reported traffic accidents. Those which involve extensive property damage, injury or fatalities, or serious traffic violations will be recorded and investigated as the situation dictates. At the discretion of the responding officer, minor accidents where all vehicles are operational will not be investigated, but will be cleared upon exchange of required information among the parties involved.

**03 Responsibility:** Accident reporting and investigation are primarily the responsibility of the Patrol component. On notification of any traffic accident, the dispatcher will dispatch police officers to the scene. The Fire Department will be dispatched if the dispatcher is uncertain if there are injuries. On arrival at the scene, the first responder will ascertain whether injuries exist, and will advise the dispatcher. The dispatcher will forward the information to the Fire Department.

**04 On Scene Investigation:**

**A.** Officers will conduct on-scene investigations of all traffic accidents involving:

- \* injury
- \* hit and run
- \* impairment of an operator due to alcohol and/or drugs
- \* hazardous materials
- \* damage to Town/government vehicles or property, regardless of the level of government

- \* a privately-owned school bus actually transporting children or students in connection with a school activity
- \* pedestrians or bicyclists
- \* accidents involving serious violations of the Transportation Article
- \* disturbances between principals
- \* major traffic congestion as a result of the accident
- \* damage to vehicles requiring towing

**\* All Fatal Accidents will be investigated by the Prince George's County Police Department Accident Reconstruction Unit.**

**\* All accidents involving State of Maryland Government vehicles will be investigated by the Maryland State Police.**

**\* All accidents involving Prince George's County Government vehicles will be investigated by the Prince George's County Police Department.**

**\* All accidents occurring in the Town of Riverdale Park involving a State of Maryland Government Vehicle or a Prince George's County Government Vehicle with a Town of Riverdale Park Government Vehicle will be investigated by the Riverdale Park Police Department.**

**B.** Where investigation and reporting of an accident are not required, officers will:

1. Check permit status and registration of the operators/vehicles involved. If a discrepancy exists the officer will investigate the accident.
2. Distribute the Exchange of Information letter to the operators involved in the accident.
3. When not investigating/completing a report, make no judgment concerning liability, nor is sue a traffic citation.

## 708 - Traffic Accident Investigation - 2

C. The first officer arriving at the scene will maintain control unless otherwise directed by a supervisor. His/Her responsibilities will include, but are not limited to:

1. Safeguarding the scene using flares and/or police vehicle emergency lights and equipment.
2. Administering emergency first aid within his/her level of training and requesting other emergency services, if needed.
3. Establishing a safe traffic pattern around the accident scene and expediting the removal of vehicles, bystanders, or debris.
4. Locating witnesses, recording data, collecting and preserving evidence.

### 05 General Procedures At An Accident Scene:

A. A police vehicle should not be parked at the scene in a manner which will endanger other pedestrians, motorists or citizens. The officer should consider using the police vehicle as a shield to protect the scene, as well as himself/herself.

B. During periods of reduced visibility or darkness, the officer should put on a reflecting safety vest prior to leaving the vehicle. Flares are available in each vehicle for use in creating an illuminated warning pattern, to alert other motorists. Caution should be used to determine if there are gasoline leaks at the scene of the accident before igniting any flares. Traffic cones may be used as well, and are available at Public Works. The objective is to protect the scene and participants and temporarily detour traffic safely around the scene. If there is traffic re-routing for a considerable amount of time, Communications will notify Metro Traffic Control, so motorists can be urged to avoid the area.

C. In case of danger from leaking ruptured gas tanks or where there is major entanglement of two or more vehicles, or any sign of hazardous materials having been transported, the Fire Department will be immediately notified.

D. Any property belonging to accident victims will be protected from theft or pilferage, and if victims are not present, should be brought to the station, and turned into the property section.

E. The driver's license of a person killed in an automobile accident shall immediately be checked to determine if the victim is an organ donor. If the victim is determined to be an organ donor, the appropriate medical personnel shall be notified. No significant delay can be tolerated.

**06 Accident Data Collection:** The accident reporting officer and/or investigator will collect accident data that includes, but is not limited to:

A. Interviewing drivers and witnesses: Investigating officers will interview all drivers and record the information required to complete the appropriate accident form. If necessary, written statements shall be obtained, especially if death or possible death exists.

B. Examining and recording vehicle damage: Investigating officers will examine all involved vehicles to determine the extent and location of damage and will record information on the appropriate form.

C. Examining and recording effects of the accident on the roadway: Investigating officers will examine the roadway and public/private property for damage. If detected, damage will be recorded and reported to the appropriate agency.

D. Photographs: Investigating officers will take photographs when directed by a supervisor, and note the report accordingly. Photographs will be turned over to Records after the investigation.

E. Evidence: Investigating officers will check the accident scene for any items or markings which may assist in determining cause. Debris, vehicle parts or paint are among items to be examined.

F. Exchange of Information: Investigating officers will inform each driver of their responsibility to exchange pertinent information, and procedures to be followed to obtain a copy of the accident report. Officers should not advise the parties involved that the accident report will be available the next day. A reasonable amount of time for report processing/review is necessary.

G. Measurements: Investigating officers will take measurements when directed by a supervisor.

### 07 Follow-up Investigation:

A. The nature of some accidents may require follow-up to obtain information that was not obtained at the scene,

## 708 - Traffic Accident Investigation - 3

including:

1. Collecting scene data.
  2. Obtaining/recording statements from witnesses.
  3. Reconstructing the accident.
  4. Submitting evidence for laboratory examination.
  5. Preparing accident and/or offense reports to support criminal charges.
- B.** When possible, investigating officers will obtain written witness statements at the scene. If this is not possible, follow-up responsibilities may be assigned by the Shift Supervisor.
- C.** In particularly serious accidents involving severe injuries, fatalities, multiple vehicles, etc., it may be necessary to summon expert or technical assistance from photographers, surveyors, mechanics, physicians, accident crash team specialists or other specialists, from County or State police agencies. Such expert assistance should be requested through the shift supervisor and/or the Patrol Commander.

\* Prince George's County Police 301-333-4000

\* Maryland State Police 410-653-4200

(The Maryland State Police will only be used if Prince George's County is unavailable)

**D.** Enforcement action should be taken whenever it is believed to be appropriate, when the investigating officer has detected a violation of a traffic law or when evidence exists to satisfy all elements of the violation. The officer may take immediate enforcement action and issue a Maryland Uniform Citation. If the officer concludes a DWI violation has occurred and the defendant is still on the scene, the arrest should be immediately made.

**08 Hazardous Materials:** All police vehicles are equipped with a copy of the current Emergency Response Guidebook, which permits rapid identification of DOT vehicles, contains placards for hazardous substances and gives information concerning the nature of the hazard, emergency procedures, evacuation disasters, etc.. In addition, a copy is maintained in Communications. A police officer arriving at the scene of such an accident and seeing hazardous materials placards should immediately request the Fire Department. The Fire Chief will

assume control of a scene involving hazardous materials, and all police officers will provide supports required. Any investigation will occur only after approval of the Fire Chief.

### 09 Fatal Accident Investigation:

**The following are normally functions of the accident reconstructionist.**

**A.** Fatal injury is an injury sustained which results in death within 90 days of a motor vehicle accident. When a victim expires within 90 days of the accident which previously had been reported to be non-fatal, officers will add the information in a supplemental Motor Vehicle Accident Report, or MSP supplemental report form.

**B.** When a fatal traffic accident or one involving life-threatening or serious injury occurs, the investigating officer must notify the State's Attorney's Office as follows:

1. Contact will be accomplished within forty-eight hours when the operator is a Maryland resident, and when practical if the operator is not a Maryland resident.

2. The results of the State's Attorney contact, including the attorney's name, will be included in the report.

**C.** These cases often depend on reconstructing intricate facts in conjunction with witness testimony, if available. Therefore, be reminded that in order to preserve the evidence and/or the scene, where practical, the following measures should be accomplished:

1. Photograph the scene with vehicle(s) in position.

2. Have vehicle(s) towed to a secure area for further inspection and further photographs, if necessary.

3. Interview, when practical, all civilian witnesses on the scene. At the very least, all names, addresses and phone numbers of witnesses should be documented and subsequent interviews conducted as soon as possible.

4. Compile a list of all officers involved, including emergency medical personnel.

5. If a suspect is in custody, he/she should be regularly monitored. All statements, blurbs-outs, admissions of

## 708 - Traffic Accident Investigation - 4

guilt, and/or evidence of intoxication/impairment shall be documented.

**D.** A Blood Kit **must** be done on the driver if a fatality is involved and a reasonable belief exists that alcohol is a factor. MSP Form 34 - Chemical Test For Alcohol Unit, and associated attachment form titled Procedure for Proper Use and Submission of the Becton-Dickinson/Lynn Peavey Blood Specimen Collection Kits, **must** be submitted with the blood kit. Form 34 **must** be signed by the individual who draws the blood. Both forms should be folded and placed inside the kit prior to sealing.

**E.** The investigating officer will attach a separate sheet to the report containing a diagram of the accident location, paths and positions of the vehicles, including the streets names, measurements, and any other identifiers.

**F.** The investigating officer will send a teletype in compliance with the MILES system format.

**G.** The Chief and the Operations Commander will be notified of any fatal accident. The following minimum information will be given promptly to the Operations Commander via a Commanders Information Report, in any fatal or potentially fatal accident. The Riverdale Park Officer will be responsible for this function.

- \* date, time, location of accident
- \* number of vehicles involved
- \* detailed description of the accident
- \* primary vehicle: driver's name, address, age and medical condition
- \* other vehicles: driver's name, address, age and medical condition
- \* name of hospital(s)
- \* passengers in any vehicle: name, address, age and medical condition
- \* time next-of-kin notified
- \* name of any other jurisdiction or officer involved
- \* number of witnesses
- \* charges placed, if any

**H.** Officers investigating fatal accidents will submit all forms typed and will prepare a file folder of all paperwork to include: on-scene notes, witness statements, list of officers on the scene, photographs and Medical Examiner's report.

**I.** The Medical Examiner or his/her designee will be notified by the investigating officer in all fatal motor

vehicle accidents. When possible, the officer will include the Medical Examiner's finding in the report.

**10 Traffic Accidents on Private Property:** The State of Maryland recognizes two types of private property: private property used by the public in general, and private community-owned roadways with limited access restricted exclusively to residents, servants and guests. Accidents which occur on either type of property will be investigated if there is any injury, significant damage to any property, or where the striking vehicle is disabled. In finding fault and issuing citations for private property accidents, officers are reminded that:

**A.** Title 21, Rules of the Road, Section 101.1(b), Applicability to Private Property, states: "A person may not drive a motor vehicle in violation of any provision of this title on any private property used by the public in general."

**B.** It is the opinion of the Maryland Attorney General that "State laws governing the registration of vehicles and the licensing of drivers have no application to private community-owned roadways with limited access restricted exclusively to community members, their guests, servants and invites, and hence those laws are not enforceable thereon. For the most part, the rules of the road for vehicular traffic prescribed by the state have no application to such private roadways, and likewise they are not generally enforceable thereon. However, on private roadways, should a vehicle be operated recklessly or negligently, then specific provisions of State laws do apply and may be enforceable."

**11 Accident Reports and Records:** No single accident report form can collect all the data required on various types of accidents to support criminal prosecution or accident research programs. However, the forms used by this department are:

**A.** State of Maryland Motor Vehicle Accident Report. The instructions are contained in the report preparation manual. All reportable accidents will be recorded on this form.

**B.** All written statements will be on RPPD Statement Forms.

**C.** A Riverdale Park Police Exchange of Information letter will be provided to all operators when an accident investigation/report is not initiated by the officer.

**12 Accidents Involving Town Owned Vehicles:** If a Town of Riverdale Park vehicle is involved in a traffic accident, the following steps will be taken:

**A.** A supervisor from the department involved will be notified and advised to respond to the scene. The police shift supervisor will also respond.

**B.** An accident investigation will be conducted by the officer on the scene, with the exception of accidents involving police vehicles.

**C.** Accidents involving police vehicles will be investigated by the shift supervisor, unless his/her vehicle is involved. In such case, the assistant supervisor will conduct the investigation, and complete the appropriate reports. The investigation and reports will be in accordance with General Order 303 - Departmental accidents. Photographs will be taken of all Departmental accidents.

**13 Shift Supervisor Responsibility:** The Shift Supervisor will ensure that the following equipment is in all uniform patrol vehicles on their squad, and is kept in good repair:

- \* flares
- \* basic emergency medical kit
- \* camera
- \* measuring tape
- \* fire extinguisher
- \* blankets
- \* emergency response guidebook

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>ASSISTANCE TO MOTORISTS</b>	NUMBER: <b>709</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.3.3, 61.4.1, 61.4.2</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** To provide guidelines for assisting motorists in both emergency and non-emergency situations.

**02 Policy:** To ensure that requests for assistance from motorists are handled in the safest, most efficient and courteous manner possible.

**03 General Procedures:**

**A.** Upon being dispatched to, or locating a stranded or disabled motorist, the officer shall place his/her vehicle so as to prevent traffic from striking the disabled vehicle or motorist. The patrol vehicle shall have emergency equipment and flashers activated.

**B.** Upon determining that a motorist needs mechanical or towing service, the officer shall ask if the motorist would like the towing service of his other choice to be called. If the motorist has no preference, the dispatcher shall notify the crane service which the Department normally uses or the nearest available crane service.

**C.** Once a towing service has been contacted, the officer may leave the scene; however, the following factors will be considered in deciding whether to clear the scene or not:

1. Danger factors concerning exact location of the vehicle on a roadway, such as the crest of a hill or in a blind turn.
2. Weather such as snow, fog or heavy rain.
3. Time of day.
4. Availability of officers for other calls for service.

**D.** Prior to leaving, the officer shall place a minimum of two flares in a manner so as to divert traffic away from the disabled vehicle.

**04 Supervisor's Responsibility:** The following factors will be considered in deciding whether to clear an officer from the scene:

- A.** Danger factors concerning exact location of the vehicle on a roadway, such as the crest of a hill or in a blind turn;
- B.** Weather: snow, fog or heavy rain;
- C.** Time of day (late night hours may present special hazards for females);
- D.** Availability of officers for other calls for service.

**05 Miscellaneous Motorists' Requests:**

**A.** Officers will courteously deny citizen requests to make minor repairs or change tires, citing this Department directive, except where conditions are such that a tire change or minor repair can be made safely and immediately. In such cases, prior approval shall be obtained from the on-duty Shift Supervisor.

**B. Vehicle Lockouts:** Prior to attempting entry into a vehicle, the officer shall clearly advise a motorist that the use of a Slim Jim (lock-out tool) may cause damage to the vehicle. When the officer is not able to gain entry or the citizen does not wish entry to be attempted, the officer will suggest a locksmith or towing service. Officers may force entry into a vehicle if necessary due to a situation that threatens the life of a child or an animal. Fire Department assistance may be requested if necessary.

**C.** Workload permitting, a citizen may be transported to a service station within Town limits, with prior approval of the working Shift Supervisor.

**D. Jump Starts:** Citizen requests for jump starts with cables are usually prohibited, but may be done with supervisory approval.

**06 Emergency Assistance to Highway Users:**

**A.** If an officer routinely or is dispatched to a personal injury accident, he/she shall secure the scene, provide first aid, and obtain medical and fire service assistance in accordance with General Order 708 relating to Accident Investigation.

**B.** If an officer routinely or is dispatched to a call for emergency assistance, he/she will:

1. Provide first aid as required and arrange for transport by ambulance to a medical facility.
2. Use fire suppression equipment in the police vehicle as needed, and obtain fire service assistance.
3. Provide emergency escort, if necessary, in accordance with General Order 701 relating to the operation of police vehicles.

**07 Hazardous Highway Conditions:** When an officer locates any hazardous highway conditions, he/she shall cause the conditions to be corrected either by himself/herself or by making notifications as follows:

**A.** State Roads is to be notified by telephone in cases of the following on state roads or highways:

- \* traffic light malfunctions
- \* large potholes
- \* road signs down
- \* ice and/or snow conditions

**B.** Public Works shall be notified by a condition notice form and/or telephone for hazardous conditions on Town streets.

**C.** The local power company shall be notified by telephone for any wires/telephone poles down or street lights out.

**D.** The local water company shall be notified of any water main breaks.

**E.** The Fire Department is to be notified for any hazardous materials on any roadway, trees down, live wires, accidents with injuries and/or flood conditions where roads and/or bridges may be washed out.

**F.** Animal Control or State Roads is to be notified of any injured/dead animals found on the roadway.

**08 Notifications:** In general, prompt notification, with details, will be made to the Chief of Police or the Operations Commander whenever any hazardous highway conditions might be newsworthy and/or where Metro Traffic Control should be contacted, to divert traffic from an area. The Support Services Commander or his/her designee will make media notifications by press release or telephone.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>TRAFFIC LAW ENFORCEMENT</b>	NUMBER: <b>710</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.1.1 - 61.1.8, 61.1.10, 61.1.12, 61.1.13, 61.4.4</b>	TOTAL PAGES: <b>7</b>

**01 Purpose:** To establish guidelines for traffic enforcement. Included are guidelines for providing motorists with information relative to charges, for special requirements, such as those involving juveniles, for interaction between officer and violator, and processing of serious offenders.

**02 Policy:** It is the policy of this Department to provide for the safe and orderly flow of traffic through its jurisdiction by public compliance with traffic law. To this end officers will enforce all vehicle and traffic laws, State and local, in a uniform manner but will use officer discretion, both qualitative and quantitative emphases being part of the Department's traffic enforcement program. Although enforcing traffic laws is one of the more routine functions that officers perform, all too frequently officers are injured or killed in the process. Therefore, detailed guidelines are needed to help minimize conflict and the danger that could develop between officer and traffic violator. The ultimate aim of traffic law enforcement is to achieve voluntary compliance with traffic laws and regulations.

**03 General Responsibility:**

**A.** All uniformed personnel have traffic responsibilities. Each uniformed officer shall be issued a State of Maryland Uniform Complaint and Citation book, Town of Riverdale Park parking tickets, a Maryland Transportation Article, a Maryland SERO book, and a Town of Riverdale Park written warning book for moving violations.

**B.** Officers may issue Uniform Citations for any violation of the Transportation Article. Using discretion, verbal warnings may be given for traffic violations. However, enforcement action is mandatory and verbal or written warnings shall not be given for the following violations of the Transportation Article:

1. Section 21-902: Driving while intoxicated by

alcohol or drugs.

2. Section 21-706: Overtaking and passing a school vehicle.

3. Section 21-901.1: Reckless and negligent driving.

**C.** Officers may issue Town of Riverdale Park Parking Citations for any violations of the Town Code, Chapter 64. Written warnings may be used for parking violations using discretion.

**D.** Officers may effect the arrest of any person in violation of the Maryland Transportation Article. If not mandated by law, officers may issue a Maryland State Criminal Citation rather than make a physical arrest.

**E.** The Department utilizes radar in routine patrol, and in accident locations where speed is a factor or where speeding violations are prevalent. Refer to General Order 704 related to Radar.

**04 Emergency Equipment:**

**A.** The proper use of emergency equipment is essential to the safety of the police officer and other motorists. Officers will utilize emergency equipment when situations warrant and shall exercise extreme caution while engaged in emergency operations.

**B.** Authorized emergency equipment contained in or on vehicles used for patrol include emergency red and blue lights, emergency flashers, take-down lights, spotlight, siren, and public address system.

1. Emergency red and blue lights and flashers will be used to protect the patrol vehicle at hazardous locations, to signal traffic violators to go to the extreme right of the roadway and stop, and while engaged in emergency operations.

2. Spotlights and take-down lights will be used to protect the officer from hazardous conditions, such as illuminating the interior of a vehicle during a traffic stop, or in conjunction with emergency lights and flashers when making a traffic stop.
3. Sirens will be used to signal violators to stop, when other means of attracting them have failed, and to expedite the officer's arrival at a destination.
4. Sirens and emergency lights in combination will be used during pursuit situations, and in response to an emergency or crime in progress, as appropriate.
5. Public address systems may be used to give general information to the public, and to give instructions to violators from a distance, for officer safety.
6. Vehicles will be operated in strict accordance with General Order 701.

#### 05 Special Traffic Law Violators:

- A. Nonresidents: Officers should consider the use of a warning for out-of-state violators who commit a minor, nonhazardous violation; however, a citation should be issued to drivers who flagrantly violate the traffic law of Maryland.
- B. Juveniles: Officers should consider the use of a warning for juvenile drivers who commit a minor, nonhazardous violation; however, officers should remember that a juvenile's first driving years are the most dangerous, and that juveniles are very impressionable. Therefore, a healthy respect for traffic laws and the safety of others who use the highways is most important and may be accomplished by way of a citation. All jailable traffic violations and traffic violations accompanying a criminal arrest shall go on the arrest record.
- C. State and Local Legislators: Members of the State or local legislature, regardless of their position or jurisdiction, are not exempt or immune from traffic citations or physical arrest resulting from traffic violations, whether the legislature is in session or not.
- D. Federal Legislators: According to Article I of the United States Constitution: "United States Senators and Representatives shall in all cases, except treason, felony, and breach of the peace, be privileged from arrest during their attendance at the session of their respective houses, and in going to and returning from

the same...." However, there is general agreement that Senators and Members of Congress may be detained or arrested if their actions or intended actions cause or threaten to cause serious bodily harm or death. Officers who come in contact with a Senator or Member of Congress under these circumstances will request the assistance of the Shift Supervisor. The Shift Supervisor in turn may request the assistance of those federal agencies that deal with Members of Congress.

E. Foreign Diplomats: Reference General Order 610 related to diplomatic immunity.

F. Military Personnel: 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, responsible for knowing and obeying traffic laws.

G. Other Law Enforcement Personnel: Officers may extend professional courtesy to other law enforcement personnel, except when violations indicate a flagrant disregard for traffic laws. Flagrant violators may be issued a citation or the officer may provide information to the Chief of Police, who may take appropriate administrative action.

#### 06 Information to be Given to a Traffic Violator:

The Maryland Uniform and Complaint Citation will be completed and issued whenever a traffic violator is charged with a motor vehicle violation. The contents of the citation will be in accordance with the transportation article, Title 26, Section 201, Authority to Charge; Issuance and Contents of Traffic Citations, PG -C Contents of Citation. When an officer issues a citation he/she will inform the violator of:

- A. The court appearance schedule.
- B. Whether the court appearance is mandatory.
- C. Whether the violator may prepay the fine and enter a guilty plea.
- D. Any other information necessary prior to release of the violator.

#### 07 Uniform Enforcement Policies for Traffic Law Violations:

The following guidelines for uniform traffic law enforcement actions in routine situations are provided to assist officers in making decisions as to whether or not a traffic summons is warranted. These

guidelines cannot and should not supplant officer judgment, for it is impossible to foresee every conceivable situation involving traffic violations. The officer must decide what enforcement action is proper, based on a combination of training, experience, and common sense.

**A. Hazardous Violations:** Officers should consider the degree of hazard, the place, the previous accident history of the location, and the current directed patrol emphasis, when determining if a citation is warranted.

**B. Equipment Violations:** Maryland does not have an annual inspection of vehicles and officers should consider issuing a safety equipment repair order for any essential equipment defects.

**C. Public Carrier/Commercial Vehicle Violations:** Officers should consider the congestion, lack of parking, and carrier needs for delivery access when determining if a citation is warranted.

**D. Other Nonhazardous Violations:** Officers should consider a warning unless the violation is repetitive or flagrant.

**E. Multiple Violations:** Officers may cite all violations or pick the most serious one, and issue warnings for the others.

**F. Newly Enacted Laws and/or Regulations:** Normally, a grace period for newly enacted traffic laws will be established during which only warnings will be given. Thereafter, officers should use discretion. The Department maintains written material for citizens on traffic law and traffic safety issues.

### **08 Traffic Law Enforcement Practices:**

**A. Normal traffic enforcement** involves visible traffic patrol by officers who observe and handle traffic violations during the performance of their normal duties. Kinds of patrol are:

1. Area patrol, which involves traffic enforcement within an officer's assigned area of responsibility (beat).
2. Line patrol, which involves traffic enforcement along and concentrating on a particular section of roadway.
3. Directed patrol, which involves enforcement efforts

in a specific area, on a line patrol, or at a specific location.

**B. Stationary observation,** either covert or overt, may be used as a technique to make observations about the flow of traffic at a particular location. Officers are encouraged, when completing reports or doing other paper work, to park their vehicles in a conspicuous location. The presence of the vehicle will serve to remind the other drivers of the need for compliance with traffic laws. Enforcement which requires the use of a covert location is less well accepted by the motoring public but may, at times, be necessary.

### **09 Preparation, Processing, and Distribution of Traffic Citations and Arrest Reports:**

**A. The law enforcement manual** issued to each officer and to Records by the Motor Vehicle Administration provides guidelines for the preparation, processing and distribution of traffic citations.

**B. Officers shall turn in all traffic citations** at the end of each shift. Records shall forward the appropriate copies of the traffic citations to the Motor Vehicle Administration and keep Department copies for five years.

**C. Arrest reports and supplemental reports** stemming from traffic violations will be turned in at the end of each shift. Shift Supervisors will approve the reports and forward them to Records for filing.

**D. Accountability for Traffic Citations:**

1. The law enforcement manual issued to each officer and to Records provides guidelines on accountability for traffic citations.
2. In the event a citation or citation book is lost or stolen, the officer shall notify his/her supervisor via memorandum. The supervisor will forward the memorandum through the chain of command to the Administrative Assistant, who will notify the Motor Vehicle Administration.
3. In the event a citation must be voided, the officer shall fill out a summons void request and turn it in to his/her supervisor with all copies of the citation attached. The citation must contain the void date in the violation date area and all officer information entered and signed. VOID should be written across the citation.

4. Officers will obtain ticket books from the supply cabinet, and be accountable for them. The Uniform complaint and citation book Receipt, must be turned in to the Administrative Assistant.

**10 Objectives of Traffic Stops and Officer/Violator Interaction:** There are two major objectives of a traffic stop. The attainment of these two objectives depends upon the officer's ability to evaluate the violator's mental outlook, physical condition, and facts concerning the violation. Enforcement procedures should minimize conflict which may develop between the officer and violator in achieving the two major objectives.

A. The two major objectives of enforcement are:

1. The immediate objective is to take proper and appropriate enforcement action.
2. The ultimate objective is to favorably alter the violator's future driving behavior.

B. Warnings: A Town of Riverdale Park Warning may be issued to a violator whenever there is a minor traffic infraction committed in those areas where traffic accident experiences are at a minimum, or when the act may be due to ignorance of a local ordinance which may be a unique violation, or a violation of which the driver may not be aware. An effective warning, properly given by an officer, can be more effective than any other type of enforcement action and builds positive rapport with drivers.

C. Officer/Violator Interaction: Once the officer has stopped the violator and communications can begin, the following guidelines apply:

1. Officers will use good officer survival techniques and be alert at all times for the unexpected, without appearing apprehensive.
2. Officers should present a professional image in dress, grooming, language, bearing, and emotional stability.
3. Officers will be absolutely certain the observations of the traffic violation were accurate, without reservation.
4. Officers will be prepared for the contact by having the necessary equipment and forms available.

5. Officers should decide on the appropriate enforcement action based on the violator's driving behavior, not the driver's attitude. Normally, the form of enforcement action will be decided prior to the initial contact with the violator.

6. Officers will ask for the violator's driver's license and vehicle registration card and accept only those forms. Any attempt by the violator to offer money to the officer will be quickly refused; any persistence in offering should be treated as an attempted bribery. If the violator has no driver's license, other documentation should be requested for identification.

7. Normally, the officer will allow the violator to discuss the violation. The officer will not argue, berate, belittle, or otherwise verbally abuse the violator, nor tolerate such abuse from the violator.

8. The officer will complete the forms required for the enforcement action taken or give a verbal warning as appropriate.

9. The officer should explain the citation to the violator and any alternatives the violator has, but should not predict the action of the court. The officer should be alert to any emotional stress exhibited by the violator, and may have to repeat instructions or calm the violator down.

10. The officer should return the violator's driver's license, registration card, copy of the citation, and then assist the violator in safely re-entering the traffic flow.

**11 Stopping the Non-Felony Traffic Violator:** The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator, and the other users of the roadway. Varying conditions regarding the engineering of a particular traffic artery, the urgency of the stop and the existing volume of traffic may require adjusting or altering these guidelines. Officers will follow the guidelines whenever possible. The guidelines are presented from the perspective that ideal conditions exist.

A. When an officer initiates a traffic stop, he shall notify communications of the stop, the location, the license number and state, and the make and color of the vehicle, as well as the number of occupants.

B. The officer should be thoroughly familiar with the area and anticipate the appropriate location to stop the

violation. Consideration should be given to a location with ample space and appropriate lighting. Officers should avoid stops on hills, curves, intersections, private drives, and business locations which have limited parking.

**C.** Officers will signal the violator to stop by using the emergency lights and siren. Consideration should be given to using headlights and four-way flashers as additional signals. These signals also alert other drivers of the intent of the officer and will usually facilitate securing the right-of-way for the stopping maneuver.

**D.** The violator will be signaled and directed to the right side of the roadway, close to the curb or onto the shoulder if the roadway design permits.

**E.** On multi-lane roadways, the officer will ensure the safety of the violator during lane changes by gradually changing from lane to lane with the violator until the right side of the roadway is reached.

**F.** If the violator stops abruptly in the wrong lane or in another undesirable location, he/she should be promptly directed to move to a safer location.

**G.** Once the violator has stopped in an appropriate location, the officer should position the police vehicle behind the violator's vehicle far enough to read the tag, yet close enough to observe the driver and any passengers. This amounts to approximately one car length. The police vehicle should be positioned two to three feet outside and to the left of the violator's vehicle so that it will offer some protection from passing traffic.

**H.** The officer will exit the police vehicle and be continuously alert for any suspicious movement or actions of the violator or other occupants.

**I.** The officer should normally approach from the left rear of the violator's vehicle, checking the trunk, looking into the rear seat area, and stopping at the rear of the trailing edge of the front door. From this position the officer can communicate with the violator, keep him or her in a slightly awkward position, and at the same time keep all other occupants of the vehicle in view. An officer has the option of approaching the violator from the right side of the vehicle.

**J.** In cases where the violator's vehicle has occupants in both the front and rear seats, the officer should approach to a point no further than the rear door. The officer should attempt to get the driver to approach

him/her at the curbside, to the rear of the vehicle, away from the passengers. By passing the rear seat passengers, the officer is exposing his/her back to danger.

**K.** In traffic stops made by two-officer patrol vehicles, the passenger officer should be responsible for all radio communications, and acting as an observer and cover for his/her fellow officer.

**L.** At night the procedure is basically the same. A higher degree of caution should be used in selecting the appropriate place for the traffic stop, positioning the police vehicle to take maximum advantage of the headlights, and on the approach to and observation of the vehicle and violator.

**12 Stopping a Felon or Suspected Felon :** The following steps in making a felony stop are intended to provide maximum safety and advantage for the officer and to apprehend the criminal. These steps are guidelines only. Obviously it is impossible to foresee every conceivable situation involving a felony stop. Training, officer survival skills, and good judgment should not be compromised in the name of policy.

**A.** When an officer sees a vehicle driven by a known or suspected felon, or by someone who just committed a crime, or by someone known or suspected to be armed and dangerous, or by anyone who is involved in circumstances that warrant extreme caution, the officer will notify the dispatcher immediately, giving the vehicle and occupant description, location, and direction of travel. Unless a fast chase ensues, the officer will not activate any emergency equipment, but only follow the vehicle and continue to advise the dispatcher and other units so they can get in place for the felony stop. If the suspect vehicle enters another jurisdiction, the officer and one additional officer shall continue to follow the suspect vehicle. The dispatcher shall immediately notify the affected jurisdiction and advise them of circumstances.

**B.** The officer will plan the felony stop in a location that presents maximum safety to him/her and his/her back-up officers and puts the suspect vehicle and occupants at maximum disadvantage.

**C.** When conditions are appropriate and back-up units in position, the officer will move into a position to the rear of the suspect vehicle. Back-up units will turn off any lights that illuminate the stopping unit for the violator.

**D.** The officer will signal the suspect vehicle to stop at the extreme right side of the road, utilizing all emergency equipment to warn any other traffic.

**E.** The officer will stop the suspect vehicle in the same manner as a routine traffic stop except for allowing much more distance between the two vehicles.

**F.** The officer will remain in the vehicle, using it as cover and concealment. The first back-up officer will park next to the officer's vehicle on the left side, far enough away that he/she can open the passenger door and the stopping officer can open the driver's door, allowing communication. The second back-up officer will park behind the officer making the stop and will move to the right rear of the stopping officer's vehicle to cover the right side of the suspect vehicle. At no time will any officer approach the suspect vehicle.

**G.** The officer making the stop is in command and will direct each occupant of the suspect vehicle out, one at a time, and order them back to the police vehicles to a position where they can be safely searched and handcuffed.

**H.** Communication between officers is absolutely essential and vital to a safe and successful outcome. Extreme caution will be exercised by every officer involved.

**13 Violators Whose Driver's License is Cancelled, Suspended, Refused, or Revoked:**

**A.** Officers who stop a violator whose driver's license is cancelled, suspended, refused, or revoked under Maryland Transportation Article Title 16, Section 303, Driving While Privilege is Cancelled, Suspended, Refused, or Revoked, shall issue a Maryland Uniform and Complaint Citation.

**B.** If the driver's license is cancelled, suspended, refused, or revoked for failure to appear (FTA), the officer will consider running a wanted check on the violator to see if a bench warrant has been issued.

**C.** If no bench warrant has been issued the officer may still arrest the violator as outlined in Maryland Transportation Article Title 26, Section 202, Power of Arrest, or he/she may issue a citation and release the violator. The officer may use a wide range of discretion in this area.

**D.** Traffic Violator's vehicles will be handled in

accordance with General Order 705 relating to vehicle impounds.

**14 Alcohol Enforcement Countermeasures:** The arrest of a person for driving while intoxicated differs significantly from other traffic violations. Any person who operates a vehicle while under the influence of alcohol or other self-administered intoxicants or drugs poses an unpredictable hazard to law-abiding motorists. Accordingly, the Department has established a proactive alcohol enforcement program that has as its goals the removal of intoxicated drivers from the highway and the reduction of accidents involving alcohol. The program components are:

**A.** At least semi-annually, the Support Services Commander will prepare a bulletin reviewing accident data to determine areas with the highest concentration of alcohol-related accidents by days of the week and times of day, and will make recommendations for enforcement countermeasures to include;

**1.** Assignment of regular patrols to cover the high accident locations, with emphasis on violations that have caused the accident.

**2.** Assignment of Officers to radar details to seek out intoxicated drivers.

**3.** Making available to schools and other community groups, qualified speakers on the subject of drinking and driving.

**4.** Also see General Order 706 relating to Driving While Intoxicated.

**15 Re-examination of Drivers:** Occasionally officers, through routine enforcement, accident reporting, and/or investigative activities, will discover drivers who have suspected incompetency, physical or mental disability, disease, or other conditions that might prevent them from exercising reasonable and ordinary care over a motor vehicle. When an officer comes in contact with such a driver, he will fill out a Request for Re-examination of Driver form keeping a copy for his files and turning in the other three copies to Records, who will forward them to the Motor Vehicle Administration.

**16 Pedestrian and Bicycle Safety:** The Support Services Commander will review the traffic accident reports at least semi-annually to determine what enforcement actions are needed to provide a proactive pedestrian/bicycle safety enforcement program. The

## 710 - Traffic Law Enforcement - 7

proactive countermeasures recommended by the Support Services Commander to Shift Supervisors should include ways to:

- A. Reduce or eliminate human environmental factors leading to accidents.
- B. Reduce or eliminate behavioral actions, decisions and events that lead to the accidents.
- C. Reduce or eliminate the type of accident by counteracting precipitating factors.
- D. Following, the Operations Commander will direct appropriate patrol activity based on an analysis of the traffic accident data.

### 17 Off-Road Vehicles:

- A. Any officer observing an unlicensed off-road vehicle that cannot be legally operated on the public highways, being operated on the highway, will order the vehicle to be removed and take appropriate enforcement action.
- B. Officers should take appropriate enforcement action to ensure compliance with vehicle registration laws as they pertain to off-road vehicles.
- C. Officers should take appropriate enforcement action concerning the operation of off-road vehicles in public parks, on public property, and at traffic-way crossings.

**18 Parking Enforcement Activities:** It is the responsibility of all officers to be familiar with parking violations and restrictions in the Town Code and take proper enforcement action in cases of violations. Special attention should be given to the following:

- A. During peak traffic hours, officers will be especially alert for illegal parking that disrupts the normal flow of traffic.
- B. Officers will tow illegally parked vehicles in accordance with General Order 705 relating to vehicle impounds.
- C. Enforce permit parking violations to discourage Metro or MARC riders from parking on and congesting Town streets.
- D. Enforce parking meter violations to allow for fair access to businesses.

E. Enforce handicapped parking violations to allow for ample spaces to accommodate the special needs of handicapped drivers.

F. Enforce fire lane violations in the interest of public safety.

G. Discretion will be exercised, keeping in mind the best interests of the citizens of Riverdale Park. Also refer to General Order 711 relating to Parking Enforcement.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>PARKING ENFORCEMENT</b>	NUMBER: <b>711</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.1.13</b>	TOTAL PAGES: <b>3</b>

**01 Purpose:** To provide guidelines and priorities for enforcing parking violations pursuant to the Riverdale Park Town Code.

**02 Policy:** Discretion is a factor in all poli cing, and particularly in the m atter of issuance of p arking citations. While Police Officers and Code Enforcement Officers are expected to aggressively enforc e parking prohibitions, they are also expected to be aware of certain conditions which affect citize ns who reside in areas of the Town which places parking at a premium.

**03 Priority Violations:**

**A. Police Officer Responsibilities:** Priority violations for police officers involve those violations that impact on the safety of the public, or are determ ined to be a priority by their impact upon the quality of life in the community. The following list of violations will be priority violations that require continuous aggressive enforcement by police officers:

- \* 64-10 (M)      Unauthorized Parking in a Handicapped area.
- \* 64-11(C)      Overtime Meter Parking
- \* 64-13           Residential Permit Parking
- \* 64-10(G)      Parking within 10' of a Fire Hydrant
- \* 64-9             Double Parked
- \* 64-6(C)        Parked on a Sidewalk
- \* 64-10(C)      Official Signs (Firelane)
- \* 64-10(L)      Yellow Curb(Firelane)
- \* 64-10(F)      Parked within 25' of an intersection
- \* 64-10(E)      Parked within 25' of a Stop Sign

**B.** The Town Code lists numerous violations that are not classified by th is procedure as priority in nature. This does not prec lude personnel from taking action when these violations are encountered, howe ver, emphasis should be placed on those violation s enumerated in this section. For this reason, personnel should familiarize themselves with the Riverdale Park

Town Code dealing with parking violations.

**04 Handicapped Parking Enforcement:**

**A.** Enforcement of laws that protect the rights of handicapped citizens to full access tpublic and private property is essential. The Transportatio n Article and Town Code have laws that provide for handicapped parking and the issuance of handicapped plates, placards or stickers. The re are similar laws in every state and the District of Columbia. There will be a zero tolerance policy for violations of this section, and officers will issue parking citations only; no warnings. Before issuing a citation to a vehicle that appears to be in violation, Officers will:

1. Determine if the vehicle has proper registration plates.
2. Very carefully inspect front and rear windows and front and rear dashboards to determine if handicapped permits are in those locations.

3. Some states have small handicapped stickers that are affixed to a regular registration plate. Officers observing out of sta te tags should inspect the registration plates for such stickers.

**B.** The Transportation Article 21-1003(d) m akes it a violation for vehicle to park, stand, or stop in front of a curb ramp designed for use by individuals with disabilities.

**C.** Any vehicle with handicapped tags may park at a parking meter without placing coins in the meter.

**05 Town Parking Permit Enforcement:** Any Town resident purchasing a Town parking permit is given the guidelines dealing with sticker placement and use of visitor permits. These guidelines are maintained at the Town Offices.

## 711 - Parking Enforcement - 2

**A.** Stickers are normally placed on the rear view mirror of the vehicle. Regardless, Officers will first check all windows, rear deck, and the dash board before writing a citation.

**B.** When there is any doubt as to whether exemptions apply, an Officer will issue a warning ticket only.

**C.** Before writing a citation on any other type vehicle (motorcycle, van, etc.) an Officer will check the vehicle carefully to make sure no parking permit is attached.

**D.** Exemptions:

**1.** Emergency, commercial and/or service vehicles are exempt when performing necessary work within the area.

**2.** Public utility and all governmental vehicles are exempt when performing necessary work within the area.

**3.** Non-motorized vehicles (trailers, boats, etc.) will not require nor be issued permits. However, they are required to display current registration plates.

**06 Commercial Vehicle Parking Enforcement:** When enforcing Town Ordinance 64-12 on Commercial Vehicles, Officers will use the following definition:

\* Commercial Vehicle: A Commercial Vehicle and CMV means a motor vehicle or combination of motor vehicles used to transport passengers or property, if the motor vehicle:

\* has a gross combination weight of 26,001 or more pounds inclusive of a towed unit;

\* has a gross vehicle weight of 26,001 or more pounds;

\* is designed to transport 16 or more passengers, including the driver, or

\* is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under hazardous materials regulations (49CFR Part 172, Subpart F).

**A.** Ordinance 64-12 forbids the parking of the above defined vehicles in residential areas.

**07 Parking at Town Sponsored Events:** During the course of Town sponsored events, such as Riverdale Park Day or other events, Officers may observe or

receive complaints relative to obstructions in roadways or vehicles blocking private driveways. Upon responding to these complaints, Officers will attempt to contact the vehicle owner and/or event coordinator and ask that the vehicle be removed immediately. Only after such notification will tickets be written. Vehicles will not be impounded except where obstruction to a roadway exists or creates a serious hazard or blocks a driveway so that access is impossible. Before impounding, the event coordinator and Shift Supervisor will be notified.

**08 48 Hour Violations:** When a complaint is received that a vehicle is parked in excess of 48 hours, the Officer, or Code Enforcement Officer will:

**A.** Mark the vehicle and issue a Town of Riverdale Park Warning, as a warning.

**B.** If the vehicle is still in violation 48 hours after the warning is issued, a Town parking citation will be issued. Under no circumstances will the vehicle be impounded.

**C.** If after 7 days the vehicle is still in violation and additional complaints are received, the vehicle may be impounded.

**D.** It will be the policy of this Department not to impound a vehicle with valid registration that is parked in front of the owners residence, if the vehicle is only in violation of the 48 hour regulation.

**09 Abandoned, Wrecked, Inoperative Vehicles:** Refer to General Order 703.

**10 Impounding Illegally Parked Vehicles:** Vehicles shall not be routinely impounded for parking violations. When possible, the Officer will give the owner/operator a reasonable opportunity to remove the vehicle. Impoundment is authorized in the following circumstances:

**A.** If a vehicle is parked or standing in a fashion that impedes the movement of traffic or blocks a driveway or entrance, or is left unattended on any road, highway, alley or parking lot, in a manner which constitutes a threat to public safety.

**B.** If a vehicle is parked in a fire lane and interferes with access to a fire hydrant, or interferes with the passage of an emergency vehicle.

## 711 - Parking Enforcement - 3

C. If a vehicle is parked on a snow emergency route and interferes with snow removal efforts and impedes traffic during a snow emergency.

D. If a vehicle is parked in an area marked "No Parking - Parade Route".

E. For 48 hour violations: refer to Section 08 of this General Order.

F. Exigent circumstances exist that endanger public safety, such as leaking gasoline.

G. When assisting Public Works with enforcement and/or impoundment of vehicles in violation of official no parking signs during street construction or leaf collection, only after consulting with their Shift Supervisor and obtaining authorization.

H. No vehicle will be impounded for a parking violation unless it meets the above requirements, or has at least two outstanding parking citations.

I. Authorization: All personnel will obtain authorization from the on-duty supervisor before impounding any vehicle for a parking violation. The supervisor will ensure that the vehicle impoundment meets the requirements of this General Order.

### 11 Contested Citations:

A. Maryland State Law dictate guidelines for the processing of contested citations. Sworn Officers, Code Enforcement Officers, or Administrative Clerks may suggest to the citizen that they obtain a court date or pay the citation pursuant to Town Ordinance /Town Code, Chapter 64.

B. The State Transportation Article TR 26-407, Disposition and Records of Traffic Citations, paragraph (g), states that any non conforming disposal of citations is prohibited, and is considered official misconduct. No municipality, Police Officer, or other public employee may improperly dispose of a traffic citation. The decision to prosecute, or not to prosecute, for violations of local parking ordinances is vested exclusively in the State's Attorney .

C. Any citizen wishing to contest a citation will be provided a court date. If the citizen indicates that the citation was issued in error, or identifies a mitigating circumstance or unusual situation, they will be advised of the following:

1. State Law prohibits the voiding of any issued citation.

**12 Citations:** Police personnel will use citations issued by the Town of Riverdale Park for enforcement of parking ordinances. Citations will be legible and written in black ink.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>712</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.1.1, 61.3.1, 61.3.7, 61.4.2</b>	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	<b>TITLE: TRAFFIC DIRECTION AND CONTROL</b>	<b>NUMBER: 713</b>
	<b>EFFECTIVE DATE: June 1, 2000</b>	<b>REVIEW DATE:</b>
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>61.3.1 - 61.3.3, 61.3.5 - 61.3.7, 61.4.2</b>	<b>TOTAL PAGES:</b> <b>4</b>

**01 Purpose:** To provide Department personnel with operational guidelines that will assist in the efficient, effective direction of vehicular and pedestrian traffic, regulation of parking, and maintenance of safe school crossings.

**02 Policy:** It shall be the policy of the Department to ensure the safe and efficient movement of vehicles and pedestrians, where necessary, by performing traffic direction and control consistently and courteously, so as to create a positive public attitude and community acceptance.

**03 Definitions:**

**A.** High visibility clothing is clothing or a uniform accessory which is intended to enhance officer safety and driver recognition and response. The Department will issue a reflective vest to all officers, it should be carried while on duty.

**B.** Point traffic control is control of vehicular and pedestrian movement at a particular place on a roadway, such as an intersection.

**04 Traffic Direction and Control:**

**A.** In furthering the public safety function of the Department, all officers will identify locations and times requiring traffic direction and control and provide the resources necessary to provide such services.

**B.** Many requirements for traffic direction and control are predictable. Conditions and circumstances at many locations may be such that types of service, time of day and controls needed can be identified with a high degree of accuracy.

**C.** Routinely, situations develop that require police officers to manually regulate the flow and direction of traffic. These situations include but are not limited to:

scenes of traffic accidents, fires, malfunctioning traffic control devices, and other emergencies and/or roadway hazards.

**D.** Officers assigned to carry out traffic control will maintain a safe, orderly flow of pedestrian and vehicular traffic.

**E.** Malfunctioning traffic lights may be placed on flash in accordance with General Order 715 relating to traffic lights. Supervisors may authorize that traffic lights be placed on flash to facilitate the movement of traffic under certain circumstances which include, but are not limited to: traffic accident scenes, other emergencies, traffic direction in the area of special events and/or providing a thoroughfare for motorcades.

**F.** To enhance driver and pedestrian recognition of, and response to police directions, all personnel authorized to direct traffic will use the same signals and will wear the issued reflective vest while directing traffic. Flares and police emergency lights will be used when conditions warrant, to maintain safety and high visibility while engaged in traffic direction.

**05 Manual Traffic Direction:** When an officer is directing traffic, it is necessary that persons using the highway are aware of the officer's presence, and that the officer knows and uses standardized, appropriate gestures and audible signals to stop, start and turn traffic. Accordingly, an officer directing traffic will:

**A.** Position himself/herself to be seen clearly by all, usually in the center of the intersection or street.

**B.** Stand straight, with weight equally distributed on both feet, allowing hands and arms to hang easily at his/her sides except when gesturing.

**C.** Stand facing or with his/her back to stopped traffic, and with sides turned to traffic he/she has directed to move.

## 713-Traffic Direction & Control-2

**D. Stopping Oncoming Traffic:** The officer should first extend the arm and index finger toward, and look directly at, the person to be stopped, until the person is aware, or it can be reasonably assumed that he/she is aware, of the officer's presence. The pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person stops. To stop traffic from both directions on a two-way street, the motions are repeated to address traffic coming from the other direction while the raised arm and palm are held toward traffic previously stopped.

**E. Starting Traffic:** First stand with shoulder and side toward the traffic to be started, extending the arm and index finger toward and looking directly at the person to be started until that person is aware, or it can be reasonably assumed that they are aware, of the officer's presence. With the palm up, the pointing arm is swung from the elbow only, through a vertical semi-circle until the hand is adjacent to the chin. When necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way road, the motion is then repeated for traffic coming from the other direction.

**F. Right Turn Movements:** When directing a right turn is necessary, the officer should proceed as follows:

1. If the driver is approaching from the officer's right side, the extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.

2. If the driver is approaching from the officer's left side, either the same procedure may be followed utilizing the left arm extended or the left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extended thumb points to the driver's intended turn.

**G. Left Turn Movements:**

1. Left turning drivers should not be directed to move while the officer is directing oncoming traffic to proceed. The officer should either direct opposing traffic to start, while avoiding left turn gestures directed at turning drivers, or stop or hold oncoming drivers, after which a left turning driver can be directed into his/her turn. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm

should be toward the left-turning driver. After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt position. Then the extended left arm and index finger and officer's gaze are directed towards the direction of the driver intending to make the left turn. When that attention is gained, the extended left arm and index finger are swung to point in the direction the driver intends to turn.

2. Street width permitting, in order to clear the lane occupied by a driver who intends to make a left turn but cannot due to oncoming traffic, an officer should direct the driver into the intersection and stop him/her adjacent to the officer's position until the turn can be safely made. Point toward the driver with the extended arm and index finger, then swing to point at the position where the officer wants the vehicle to stop and wait. After the driver is positioned within the intersection, the officer may either halt oncoming traffic and direct completion of the turn, or permit the driver to effect the turn during a natural break in oncoming traffic.

**06 Signaling Aids:** The whistle is used to get the attention of drivers and pedestrians, and is used as follows:

- \* one long blast with a STOP signal
- \* two short blasts with a GO signal
- \* several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal

**A.** The whistle should be used judiciously, and will not be used to indicate frustration. Volume should be just sufficient to be heard by those whose attention is required, and whistle blasts at pedestrians should be moderate in volume. The whistle should be used only to indicate STOP and GO, or to gain attention, and when these purposes have been achieved, the officer should cease. If the whistle is used continuously, it has no meaning for drivers or pedestrians.

**B.** The voice is seldom used in directing traffic; arm gestures and whistle usually being sufficient. Verbal orders are not easy to give or understand and may be dangerously misinterpreted. An order which is shouted can antagonize a motorist. When the driver or pedestrian does not understand the officer's directions, the officer should move reasonably close and politely and briefly explain the directions. No officer will lose composure by shouting, or otherwise indicate antagonism toward those who do not understand or do not wish to obey the officer's directions.

### 713-Traffic Direction & Control-3

C. Flashlight with Illuminated Cone or Baton: A flashlight with illuminated cone or baton may be used by the officer. The use of the flashlight is essentially the same as described above, except that the light is used as an extension of the hand and index fingers.

#### 07 Traffic Direction and Control During Unusual Occurrences:

A. Special Events are those at which a large volume of vehicular and/or pedestrian traffic is anticipated, but where hostile crowds are not anticipated. Special events may include but are not limited to: fireworks display/parade, street festivals, roadway maintenance activities and picketing.

B. The Department will provide the degree of traffic direction and control service necessary to support special events.

C. The primary task of officers conducting traffic direction and control, in support of a special event, is to assist motorists and/or pedestrians in the vicinity.

D. The Patrol Commander and or Shift Supervisors are responsible for preparing a contingency plan using the following factors:

- \* ingress and egress of vehicle and pedestrian traffic
- \* adequate parking areas
- \* spectator control
- \* public transportation
- \* relief officers on point traffic control
- \* emergency vehicle access
- \* alternative routes of through traffic
- \* use of temporary controls
- \* news media access

E. Fire Scenes: The fundamental task of traffic direction and control at fire scenes is to maintain access to and egress from the scene by fire and other emergency vehicles.

1. Officers controlling and directing traffic will ensure that all private vehicles, including those belonging to volunteer firefighters, do not obstruct emergency operations. No vehicles will be allowed to drive over fire department water hoses.

2. At fires, additional officers can be assigned to provide crowd control and security for emergency equipment and apparatus in the general area.

**08 Adverse Road and Weather Conditions:** Such conditions may include but are not limited to:

- \* accidental hazards, where debris has fallen onto the roadway, and downed power lines;
- \* acts of nature, such as fog, or ice on the road, and
- \* engineering hazards, such as an exposed guardrail end or other object that might cause damage or injury should a vehicle, impact with the object.

A. On discovering an adverse road or weather condition, Department personnel will cause appropriate agencies and persons to be notified for the purpose of correcting the condition, in accordance with General Order 714 related to traffic engineering.

B. Officers will provide traffic direction and control and scene protection services in the vicinity of adverse road and weather conditions, as appropriate.

C. The shift supervisor may, at his/her discretion, impound any vehicle that is broken or abandoned, or causes any other undue hazard during adverse road or weather conditions.

#### 09 Temporary Traffic Control Devices:

A. Temporary traffic control devices include cones, movable barriers and other apparatus intended for temporary deployment to assist the safe and efficient movement and control of vehicular and pedestrian traffic. The Department has the authority to place and maintain the temporary traffic control devices when necessary for warning, regulation, or guidance of traffic within the Town. Traffic cones and barricades are available at Public Works. For special events arrangements should be made with the Public Works Director for deployment.

B. Temporary traffic control devices may be used at special events, parades or large gatherings where additional traffic control is required. Responsibility for these devices rests with the supervisor in charge of the event.

C. As soon as practical following the termination of the need for the temporary traffic control device, the supervisor authorizing deployment of the devices will ensure their removal or deactivation.

**10 Law Enforcement Escort Service:** The department may provide for routine, non-emergency escort when, in the supervisor's judgment circumstances surrounding

## 713-Traffic Direction & Control-4

the escort warrant if a sufficient manpower is available. Any routine planned escort, such as oversized vehicles, visiting dignitaries and funerals, will be coordinated through the Patrol Commander or his/her designee. Unplanned escorts may be coordinated by the on-duty supervisor.

- A. Requests for escorts of hazardous cargo will be coordinated with the Fire Department.
- B. Medical Emergency escorts will be provided in accordance with General Order 701.
- C. A bank escort will be provided to any business in the Town requesting one. Escort officers will not allow company representatives to ride in the police vehicle, but will follow the representative to the bank. Officers will not load or unload money from the vehicle or the bank, and normally will not conduct the escort outside the Town for more than one-half mile.
- D. The patrol supervisor is responsible for the management of escorts, including the responsibility to terminate, if deemed necessary.

**11 Traffic Control and Engineering Surveys:** In conjunction with the Town of Riverdale Park Traffic Committee, the police department will assist in gathering the necessary data for traffic control and engineering surveys under the following circumstances:

A. For locations where point traffic control is normally assigned and/or locations that may require manual direction of traffic based on an analysis of the following factors:

- \* traffic volume and speed
- \* number of pedestrians present
- \* duration of congestion period
- \* presence or absence of traffic control devices

- B. A location where parking control may be required.
- C. High accident locations to determine causative factors.
- D. Traffic surveys will be conducted in conjunction with the Town of Riverdale Park Traffic Committee on an as needed basis, by the Community Policing Officer.

**12 Roadblocks:** Refer to General Order 701.

**13 School Safety Program:** The Community Policing Office will assist Town schools in planning, organizing, and directing a program of safety if requested..

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE:		NUMBER: <b>714</b>
EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.2.6, 61.3.1, 61.3.7, 61.4.2</b>	TOTAL PAGES: <b>1</b>

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# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>TRAFFIC LIGHTS</b>	NUMBER: <b>715</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.3.1, 61.3.2, 61.4.2</b>	TOTAL PAGES: <b>1</b>

**01 Purpose:** The purpose of this General Order is to establish operational guidelines for reporting traffic light malfunctions.

**02 Policy:** It is the policy of this Department to report immediately all malfunctioning traffic signals to the Maryland Department of Transportation, including the placing of a malfunctioning traffic light on a flashing cycle. The State has jurisdiction over all traffic lights. Officers will not attempt to make repairs to light units, and the placing of the light on the flashing cycle is the only authorized action that an officer can take.

**03 Procedure:**

**A.** Malfunctioning traffic lights will be immediately reported to the dispatcher by the observing officer. The on-duty supervisor will be notified. State Roads will be notified immediately.

**B.** The on-duty supervisor will attempt to place the malfunctioning lights on flash cycle. If this is not possible, the supervisor may assign an officer to the intersection for traffic control.

**C.** For general power failure of the light units, the local power company should be notified immediately.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>SOBRIETY CHECKPOINTS</b>	NUMBER: <b>716</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS: <b>61.1.5, 61.1.6, 61.1.8, 61.1.10, 61.1.11, 61.3.4</b>	TOTAL PAGES: <b>2</b>

**01 Purpose:** The purpose of this General Order is to establish uniform guidelines for sobriety checkpoint operations.

**02 Background:** Under normal circumstances, an operator of a motor vehicle cannot be stopped by the police in Maryland unless, at the very least, some traffic infraction has occurred. Traffic stops may not be used as a pretext for conducting some non-related investigation. Thus, an officer on patrol who seeks to enforce the DWI laws can only respond to what he/she observes in the way of weaving and/or similar type dangerous driving maneuvers. The Supreme Court of the United States, however, has indicated that the police may utilize roadblocks for the purpose of traffic checks in order to determine driver licensing and car registration status, to check individuals in the immediate area of a crime scene or criminal incident, and to ascertain the conditions of a vehicle or its driver.

The key is that officers are not acting in an arbitrary manner or with unbridled discretion. Checkpoints must be rigidly controlled so as not to violate the mandates of the Constitution, as interpreted by the Court.

**03 Policy:** Sobriety checkpoints may be undertaken periodically by the Department as a part of the effort to deter drunk driving. Sobriety checkpoint procedures will always be carried out with the utmost regard for the safety of motorists and officers involved. All Constitutional requirements and guarantees will be adhered to, as delineated by this General Order. Only the Chief of Police may authorize a sobriety road check, or the participation of Department personnel in similar operations being conducted by another police department.

**04 Procedures:**

**A. Location of Checkpoints and Procedures:** Sobriety checkpoints will be conducted on selected roadways

based on standard, selective-enforcement criteria considering the time of day, day of week, location, and accident frequency. The exact site of the roadblock will be selected considering its relative safety for motorists and department personnel.

**B. On-Site Procedures:**

**1.** At least one ranking officer, Sergeant or above, will be assigned to each sobriety checkpoint detail to directly supervise the operation.

**2.** Each site will be manned by a sufficient number of officers to maintain a safe and effective operation. Officers assigned will wear Department reflecting vests. Flares and/or reflectors will be used to illuminate the site, and warning signs will be erected to give advance notice of the impending stop ahead and its nature. Barricades will not be used to block oncoming traffic.

**3.** All traffic approaching the checkpoint will be stopped. Traffic backups will be continuously monitored for safety. If the traffic backup reaches the maximum safe distance, pre-designated by the checkpoint supervisor, cars in line will be waved through the checkpoint to neutralize the dangerous condition.

**4.** All motorists must be treated in a uniform, courteous, and non-discriminating manner. The officer will approach each motorist and state:

“Good evening. I am Officer \_\_\_\_\_, of the Riverdale Park Police Department. This sobriety checkpoint has been set up to identify and remove drunk drivers. We want to thank you for your cooperation.”

If there is no immediate evidence of intoxication, or other apparent violation, the motorist will be given the

## 716-Sobriety Checkpoints-2

necessary assistance to safely proceed.

5. During the brief stop, the officer will look for factors such as an odor of an alcoholic beverage, slurred speech, general appearance, and/or other behavior normally associated with the DWI violator. A combination of these factors may give sufficient reasonable grounds to believe the person is driving while intoxicated, with impaired ability, or under the influence of drugs.

6. If reasonable suspicion exists that a motorist is operating under the influence, the observing officer will:

- \* cause the vehicle to be moved out of line to a safe area for secondary screening
- \* ask for and take the operator's license and registration
- \* conduct a field sobriety test to determine sobriety. If sufficient evidence of intoxication is discovered, the driver will be arrested and processed in accordance with General Order 706.

7. A sobriety checkpoint will be maintained for a designated period unless dangerous traffic congestion occurs at that location, or circumstances arise that would warrant cancellation of the remainder of the detail, as determined by the officer in charge.

8. The location of the scheduled checkpoints will be kept confidential. The date of the activity may be widely publicized, under the authorization of the Chief of Police, so as to deter potential drunk drivers.

9. No action will be taken toward a motorist solely on the basis of a refusal to answer a question, or if the motorist legally turns around or turns off the roadway before the checkpoint. Officers should, however, carefully observe such vehicles to determine if they are being operated competently.

10. The supervisor in charge of each checkpoint will submit a report indicating:

- \* traffic volume through the checkpoint
- \* vehicles stopped for secondary screening
- \* number of persons charged with DWI
- \* number of persons charged with other offenses
- \* number of potential DWI offenders sent home with sober licensed drivers

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>JUVENILE CIVIL CITATION - ALCOHOLIC BEVERAGE</b>	NUMBER: <b>801</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>1</b>

**01 Purpose:** To set forth guidelines and procedures for issuing citations for violation of the alcoholic beverage laws (pursuant to Section 3-835, Courts and Judicial Proceedings Article, July 1, 1982).

**02 Policy:** Officers will actively enforce provisions of CR 10-113-118 and the Education Article . The law provides for issuance of a citation to a juvenile for alcoholic beverage violations, and the appearance of a juvenile before Juvenile Intake.

**03 Procedures:**

**A.** When completing the Alcoholic Beverage 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, if applicable.

**C.** Disposition of Citations:

1. The top three copies are turned in to the shift supervisor. Supervisors will ensure that appropriate copies are turned in to Records.

2. The pink copy will be given to the juvenile defendant.

3. The officer will retain the gold copy until disposition is received from the Department of Juvenile Justice. The officer will note the disposition on the bottom of his copy and turn copy in to Records.

4. If a disposition is not received in Records within sixty days from the date of the violation, a notice will be sent to the officer, who will ascertain the disposition and forward it to Records.

5. Records will ensure that the white, green and canary copies are properly distributed.

6. It should be noted that officers do not have to attend an intake hearing, and that officers do not have the right to appeal DJJ decisions. Also, the DJJ no longer sends records to MVA.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>CHILD ABUSE / NEGLECT</b>	NUMBER: <b>802</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To establish procedures pertaining to child abuse, sexual abuse, and child neglect.

**02 Policy:** To investigate promptly any reports or known instances of alleged child abuse or neglect, and to coordinate the investigations with the Prince George's County Police Department or Prince George's County Protective Services.

**03 Protective Services:** Protective Services is an agency within the Department of Social Services in Prince George's County. It provides assistance to families through consultation and referral to special services which treat the causes leading to conditions of neglect or abuse.

**04 Procedures - Child Physical/Sexual Abuse:**

**A.** A police officer may immediately take into custody any child whose surroundings are deemed a danger to his/her health, morals and/or safety.

**B.** In all child abuse cases, the officer making initial contact will notify an Investigator. If there is any reason to suspect that a child is, or may be, in need of medical attention, the child will be taken to a medical facility for examination by a physician. When possible, the Division of Protective Services should be contacted to determine which medical facility should be utilized. Certain facilities have staff especially trained to deal with children.

**C.** If it appears that immediate protection is necessary to ensure physical safety of the child, the officer will take custody of the child and contact the County Department of Social Services, Division of Protective Services. An investigator will also be notified.

**D.** The initial investigating officer will file a written report in all cases where child abuse is suspected.

**E.** The written report will be forwarded to Protective Services and to the State's Attorney's office. Protective Services will decide a course to be followed for protection, treatment or services appropriate to the best interests of the child, including petitioning the Juvenile Court for Certification of the child as an abused or neglected child (when indicated), and the added protection which either Protective Services or court commitment would provide.

**F.** Serious cases of child abuse and all cases of sexual child abuse will be handled by the Prince George's County Police Department CID.

**05 Procedures - Child Neglect:**

**A.** When the initial contact indicates a case of child neglect, the officer will notify an investigator. The investigator will immediately notify Protective Services.

**B.** In many cases, child neglect could also be deemed child abuse. Officers should investigate and report all instances where child abuse is suspected.

**C.** Officers will cooperate with personnel from Protective Services and/or other agencies involved in the investigation and subsequent proceedings.

**D.** A written report is required in all cases of suspected child neglect. The report must be received by Protective Services within 48 hours.

**06 Reports:**

**A.** When preparing a report of child abuse or neglect, the following information shall be included:

1. All circumstances that led the officer to believe that

neglect and/or abuse exists, including:

- \* How the child has been harmed, and
- \* The existing conditions which constitute or contribute to neglect.

2. State the sources of information, such as: personal observation, statements made by the child, the parents and/or others with relevant information.

**B.** Copies of subsequent investigative reports will be forwarded to the State's Attorney's office and Protective Services for prosecution in child abuse cases, and for preparation of a petition in the Juvenile Court in cases of child neglect.

**C.** The forwarding of initial and supplemental reports will, under routine circumstances, be the responsibility of Records.

**MEMORANDUM OF UNDERSTANDING  
FOR THE INVESTIGATION AND PROSECUTION OF CHILD ABUSE CASES  
AGREED UPON BY:  
THE Prince George's COUNTY POLICE  
THE Riverdale Park POLICE  
THE MARYLAND STATE POLICE, ROCKVILLE BARRACKS  
THE Prince George's COUNTY STATE'S ATTORNEY'S OFFICE  
THE Prince George's COUNTY DEPARTMENT OF HEALTH  
&  
THE OFFICE OF CHILD CARE LICENSING AND REGULATION**

Because the Prince George's County Department of Social Services, the Prince George's County Police, The Riverdale Park Police, the Maryland State Police, Rockville Barracks, the State's Attorney's Office, the Prince George's County Department of Health and the Office of Child Care Licensing and Regulation have a common interest in prompt investigation, professional collaboration and coordination, and expeditious prosecution of child abuse cases, the following guidelines are agreed upon to protect the welfare of children in Prince George's County.

**A. Receipt of Reports of Suspected Child Abuse:**

When either the Child Welfare Division Protective Services Teams of the Prince George's County Department of Social Services, or the respective Police Departments receive a report of suspected child abuse, notification to the other Department will be done immediately.

**B. Screening:**

Each report of suspected child abuse will be screened by Protective Services and the Police for validity and seriousness. If the social worker and police officer do not agree on how to proceed, supervisors at each agency will review the report and decide on a proper response. This should not in any way deter the law enforcement officer's ability or authority to take enforcement action where the Police Department feels it is necessary and appropriate.

**C. Case Assignments:**

Once a suspected child abuse report is determined to be valid, it will be assigned to a social worker for immediate investigation. The Police will also be involved if the report meets the criteria described in Section D.

Reports of suspected child abuse will be given priority attention by the respective investigative agencies. In accordance with Family Law Article 5-706, within 24 hours, the investigators will see the child victim, attempt to have an on-site interview with the child's caretaker, and assess the safety of the child victim and other children in the home.

**D. Investigations:**

Protective Services and the Police will conduct joint investigations when *any one* of the following exists:

1. the reported injury to a child requires hospitalization, medical examination and/or treatment,
2. the reported injury indicates that the child's health or welfare is harmed or at substantial risk or harm,
3. suspected sexual abuse is reported,
4. suspected abuse of multiple victims is reported,

5. after an initial on sit assessment has been completed on a suspected abuse victim, and either Department requests the assistance of the other,
6. suspected abuse in a licensed child care center or home

In joint investigations the police investigator will make the final decisions in all aspects of the criminal investigation. The social worker will determine the level of risk to all children involved directly or indirectly in the investigation. Further, the social worker will make the final decisions in all aspects pertinent to the child's custody and protection and the protection of other children involved in the case to include the timeliness of interviewing children who may be at risk of abuse or neglect. Differences between the police investigator and the social worker will be referred to the appropriate supervisors for review. Investigations will be completed within 60 days of acceptance or the report as valid.

**E. Confidentiality:**

All Departmental staff abiding by this agreement must follow the confidentiality requirements on redisclosure of child abuse and neglect records as found in Article 88A, Section 6 of the Annotated Code of Maryland.

**F. Investigative Procedures for Reports of Suspected Child Abuse in Child Care Facilities: (To include both licensed centers and homes).**

1. When suspected child abuse is reported to have occurred in a child care center licensed by Child Care, the Regional Manager of the Child Care Administration (CAA) will be notified by Protective Services within 24 hours that a report has been received and will be investigated. Any relevant information which may facilitate the investigation will be shared with the police, Social Services Department, the Child Care Administration, and the State's Attorney's representative.
2. The Police and Protective Services investigators will begin a thorough investigation within twenty-four hours of the receipt of the report. If there are multiple victims, an investigation procedure may be implemented, involving multiple, simultaneous interviews with suspected child victims, family members, child care staff members and other relevant persons.
3. Protective Services will notify the licensee that an investigation is underway.
4. When appropriate, the Police and Protective Services will notify parents of other children who attend, or have attended, the child care facility, that an investigation is underway. CAA will provide the names of the children and their parents to the Police and Protective Services when requested. The decision to notify the parents of other children currently in the child care facility is based on the following criteria:
  - a. the alleged victimized children name other children who either observed the abusive incident or were abused themselves. These children must be interviewed.
  - b. if the investigation substantiates the allegations, steps shall be taken by the Police and Protective Services to arrange interviews with the other children with whom the alleged abuser has had access.

**No specific case information may be shared with other parents when parent notification takes place following the confidentiality provisions described in Article 88A, Section 6.**

5. If the initial investigation or subsequent interviews reveal that children are in imminent danger, the investigators will take action to protect the children. If necessary, they will remove the children from the child care facility. The Regional Manager, as the representative of the licensing agency, will be notified immediately of the danger, and of protective actions taken.
6. If it deemed necessary to consider the closure of the child care facility, the Police and Protective Services investigators will confer with the State's Attorney's representative and the CAA representative to determine the

appropriate action to be taken. This action may include suspension or revocation of the child care center's license, or petitioning the court for an injunction to close the child care center. CAA will notify the parents of enrolled children and child care referral services of the injunction.

7. The results of the Police/Protective Services investigation will be shared with the CAA staff.

8. Immediately after the Police and Protective Services have indicated that the investigation will not be impeded, CAA staff shall make a supervisory visit to the child care facility to interview staff, review appropriate documents, and prepare a report addressing the following:

- a. actions and violations of policy which may have contributed to the alleged abuse,
- b. violations of licensing regulations,
- c. plans to correct any irregularities, and/or
- d. possible administrative actions.

**G. Coordination:** There will be a concerted effort by the staffs of Protective Services, the Police, the State's Attorney's Office, the Social Services Department and the CAA to productively collaborate and coordinate efforts on child abuse cases.

1. Protective Services and the Police will confer with the Social Services Department as needed regarding medical care for the child, and potential placement needs of the child if the home situation is unsafe. Protective Services will coordinate the medical care and placement, if needed.

2. The Protective Services worker and the Police investigator will submit written reports of their investigative findings to the State's Attorney's office within the time frames described by statute.

3. If necessary, the Police and Assistant State's Attorney will confer to discuss legal requirements, prior to the charging and arresting process.

4. In abuse investigations in child care centers, a multi disciplinary team involving the essential departments will be called, as necessary, to clarify the following:

- a. findings and results of the investigation,
- b. follow-up action to be taken by each of the five agencies,
- c. corrective action to be taken by the licensee,
- d. monitoring responsibility for the corrective action plan, and
- e. preliminary plan of action.

**H. Pre-arrest and Arrest:**

1. All parties of this Memorandum of Understanding agree that an Assistant State's Attorney will be consulted on all legal issues in child abuse cases.

2. If, as a result of consultation, Assistant State's Attorney may be requested to respond to the location of the interview.

3. The Police will make arrests in child abuse cases where they find evidence and investigative information to support criminal charges.

4. The ASA who attends bond hearings will request special bond conditions, such as no contact with the child victim, or other conditions necessary to protect the child.

**H. Pre-Indictment:**

## 802 - Child Abuse- Neglect - 6

1. The SA's office, will assign child abuse cases within 14 days of the receipt of the police report.
2. The SA's office agrees to assign child abuse cases to determine if the victim is able to testify in the criminal case. This decision will take into consideration factors such as ~~the~~ age, developmental stage, emotional or intellectual limiting factors of the child.
3. The Police and/or the Protective Services worker will be available to accompany and assist the ASA to interview the child victim.
4. The SA's office agrees to determine whether or not to proceed with an indictment in child abuse cases, **only after** consultation with **both** the Police and Protective Services.

### **J. Post Indictment and Trial Coordination:**

1. The SA's office, the Protective Services staff and the Police will coordinate the assignment of a Victim/Witness Coordinator in child abuse cases to do the following:
  - a. coordinate meetings among the ASA, the child victim, and the investigators who will assist in the interview process
  - b. inform witnesses of court dates or changes in scheduling
  - c. assist the child victim who appears for a court hearing
2. The SA's office will orchestrate the ~~smoth~~ progression of child abuse prosecutions through the criminal court system in an expeditious manner.

Any of the Departments involved with this Memorandum of Understanding can withdraw from these procedures by giving written notification thirty (30) days before the withdrawal date. This agreement is entered into July, 1995 by the parties indicated below. The terms and conditions of the agreement shall be amended only in writing executed by all parties.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



	TITLE: <b>MISSING CHILDREN</b>	NUMBER: <b>803</b>
	EFFECTIVE DATE: <b>June 1, 2000</b>	REVIEW DATE:
	<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
AUTHORITY: <b>Chief David C. Morris</b>	ACCREDITATION STANDARDS:	TOTAL PAGES: <b>2</b>

**01 Purpose:** To set forth guidelines to ensure prompt, thorough police action in response to any report of a missing child, in accordance with Title IX, Family Law, in the Annotated Code of Maryland.

**02 Policy:** The law creates a clearinghouse 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.

**03 Definition:** A missing child is a child under the age of eighteen who has been reported missing or runaway by a parent, legal guardian or person who has temporary legal custody.

**04 Procedures:**

**A. Initial Investigation:** Upon receiving a missing child report, an officer will immediately open a missing person investigation, and if any one of the factors listed below is present, the child will be designated Critically Missing. The factors are:

1. The child has not been the subject of a prior missing person report. Department records, as well as records of other local law enforcement agencies and Juvenile Services, will be reviewed when making this determination.
2. The child suffers from a mental and/or physical disability or illness.
3. Disappearance of the child is of a suspicious or dangerous nature.
4. The person filing the report has reason to believe that the child was abducted.
5. The missing child has never previously been the subject of a child abuse report filed with the State or

local law enforcement agency. A check will be made with the Department of Social Services as well as of local law enforcement records.

**6.** The missing child is under 14 years of age.

**B.** When a child is determined to be “Critically Missing” officers will:

1. Complete a missing person report, unless a crime is suspected. If a crime is suspected, complete an incident as well.
2. Ensure that all available information pertaining to the case is immediately entered into NCIC.
3. Cause a MILES message to be sent to all jurisdictions and Maryland State Police Headquarters, and a NLETS message to out of state jurisdictions as applicable.
4. Institute appropriate intensive search procedures as established by Department policy.
5. Notify the Maryland Center for Missing Children (MC-MC) via MILES message.
6. 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. Non-Critically Missing Children:**

**1.** Officers will immediately seek to determine circumstances surrounding the child’s disappearance, including but not limited to:

- \* Locating the scene where the child was last observed, and
- \* Interviewing family members, friends, teachers or

## 803 - Missing Children - 2

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 the oncoming shift supervisor for follow-up.

3. CID will provide for follow-up contact with the complainant no later than 12 hours after the initial report was 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.

### 05 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 from other law enforcement agencies, the Maryland State Police will assist with missing children investigations. Such assistance may be requested or at the direction of either the Operations Commander or CID Commander.

### 06 Extended Missing Children Investigations:

A. If a child has been missing for over 30 days, the Commander of CID will ensure that an NCIC Missing Person packet is completed and forwarded to MC-MC, no later than 10 days after the 30-day time limit is reached.

B. CID will also ensure that all additional information is entered into MILES/NCIC, with the exception of dental records.

C. The Center will enter dental records into MILES/NCIC.

D. CID will ensure the complainant is contacted weekly during the initial stages of the investigation and periodically thereafter.

### 07 Recovery of Child and Follow-up: Whenever a

missing child has been located, it is the responsibility of the shift supervisor receiving such information to:

A. Confirm recovery and the circumstances of return, including condition of the child and nature of the case closure.

B. Immediately have the missing person removed from MILES/NCIC.

C. Whenever possible, arrange an interview with the missing child and the CID Investigator, to determine circumstances surrounding the disappearance.

# RIVERDALE PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b>	<b>JUVENILES</b>	<b>NUMBER:</b> <b>804</b>
<b>EFFECTIVE DATE:</b> <b>June 1, 2000</b>	<b>REVIEW DATE:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds		
<b>AUTHORITY:</b> <b>Chief David C. Morris</b>	<b>ACCREDITATION STANDARDS:</b> <b>44.1.1 - 44.2.5</b>	<b>TOTAL PAGES:</b> <b>5</b>

**01 Purpose:** To provide officers the knowledge and process to be utilized in incidents involving juveniles; to ensure that proper procedures are followed; and to serve as a guide for the officer in determining how best to dispose of a particular situation involving a juvenile.

**02 Policy:** When handling a juvenile situation the officer must know the proper procedures and alternatives, keeping in mind that the least coercive among reasonable alternatives is preferred, consistent with preserving public safety, order, and individual liberty.

**03 Organization:**

**A.** The Criminal Investigations Division is the Departmental component mandated to provide specialized law enforcement services as related to juvenile offenders and services for the protection of juveniles.

**B.** All officers are responsible for, and will be familiar with, juvenile operations and procedures. Officers will cooperate with, and support, County and State level juvenile agencies. All officers are responsible for follow-up investigations, coordinating and preparing court cases, and diverting cases out of the juvenile system.

**C.** CID is responsible for:

1. Reviewing all cases in which a juvenile is charged with committing a felony offense,
2. Maintaining liaison with the State's Attorney's offices and other juvenile agencies with respect to determining legal sufficiency and coordinating court cases,
3. Coordinating with patrol officers with respect to obtaining charges when a juvenile case has been moved to Circuit/District court, and

4. Investigating all cases of suspected child abuse.

**D.** The CID/Community Policing Unit, is responsible for the development and perpetuation of delinquency prevention and educational programs designed to prevent and control juvenile delinquency. Program s will be designed to lower the juvenile offense rate, assist disadvantaged youth, and improve police-youth relationships.

**04 Diversion Guidelines:**

**A.** Officers are reminded that in keeping with the doctrine of *parens patriae*, the state plays the role of parent, rather than adversary, to the child, and that officers should seek the least forceful alternative when disposing of juvenile cases.

**B.** When making decisions regarding diversion from the juvenile justice system, officers should consider:

1. The appropriateness of legal proceedings for the particular juvenile and offense,
2. The use of other resources, such as youth social service agencies as an alternative,
3. The nature of the offense(s),
4. The age and circumstances of the alleged offender,
5. The alleged offender's record, if any,
6. The availability of community based rehabilitation programs, and
7. Whether the recommendation for the diversion came from the complainant and/or victim.

**C.** If the decision to divert the juvenile from the juvenile justice system is made, where intake is not recommended or required, the officer will handle the

incident informally.

**D.** When intake into the juvenile justice system is required or recommended, the officer will handle the incident formally.

**05 Informal Processing:**

**A.** To be utilized when an incident involving a juvenile can be handled at the Departmental level (e.g., status offenses). In all cases of informal handling, the officer should make use of related youth services in the area.

**B.** The officer may verbally advise the juvenile on the scene of an incident, and submit a Field Observation Report. Whenever possible, the parents/guardian should be notified.

**C.** The officer may take the juvenile into custody and submit an Arrest Report, clearly marked "juvenile". The officer will ensure that the appropriate box(es) at the bottom of the Arrest Report (i.e., diversion, informal hearing, etc...) are checked to indicate disposition of the case. When taken into custody, all juveniles will be transported and processed in accordance with General Order **616 - Prisoners**.

**06 Formal Processing:** Referring alleged juvenile offenders for formal legal proceedings should be restricted to cases involving serious conduct or repeated criminal violations. In general, delinquent acts requiring referral include:

**A.** Delinquent acts which if committed by an adult would be felonies,

**B.** Delinquent acts involving weapons,

**C.** Serious gang related delinquent acts,

**D.** Delinquent acts involving aggravated assault and battery,

**E.** Delinquent acts committed by juveniles on probation or parole, or by those with a case pending, and

**F.** Repeated delinquent acts within the previous 12 months.

**G.** Cases which may require referral to the juvenile justice system include:

**1.** Juveniles who have been selected for diversion but refuse to cooperate or participate, and

**2.** Cases in which it has been determined that parental supervision is not effective.

**H.** Whenever a juvenile is taken into custody, all department procedures will be followed in referring to the juvenile justice system. If a recommended formal hearing is denied by Juvenile Intake, the officer must immediately notify the appropriate State's Attorney's office and request an appeal. The appeal must take place within 30 days of the Juvenile Intake decision.

**07 Custody Requirements:**

**A.** Officers will notify parents/guardians whenever a juvenile is taken into custody. Officers will inform them of the circumstances and arrange for them to resume custody of the juvenile.

**B.** Immediately advise the juvenile taken into custody of his/her constitutional rights, via Miranda. The rights should be fully explained, not simply read aloud.

**C.** Process a juvenile without delay and transport to a juvenile intake facility (refer to section 9) or release to parent/guardian, without delay.

**D.** Take the juvenile into custody with the least possible embarrassment to the juvenile and his or her family.

**E.** Follow guidelines in General Order **802 - Child Abuse** in cases where a juvenile may be taken into custody because of suspected harm or danger of harm.

**F.** If juveniles are required to be held at the same time as adult offenders, their holding areas will be separated by sight and sound. Juveniles shall not be processed in the presence of adult offenders.

**08 Interviewing:**

**A.** There is no legal requirement that a parent or guardian be present when officers question a juvenile. However, it is a good practice to attempt to have the parents/guardians present so that they can offer their child guidance during the interview process.

**B.** The law is clear that there are factors that must be considered in each case in determining whether the juvenile (when questioned alone) understood his/her

rights well enough to intelligently waive them. The effectiveness of the waiver is determined only by examining the “totality of circumstances” surrounding the giving of the statement.

C. The following is a list of circumstances to be considered in weighing whether a waiver may be valid:

- \* Age of the accused,
- \* Education,
- \* Knowledge as to the substance of the charge(if any), and the nature of his/her rights to consult with an attorney and remain silent,
- \* Whether the juvenile is permitted to consult with friends, relatives or his attorney, etc.,
- \* If charges are filed, whether the juvenile is to be interrogated before or after formal charges have been filed (in those cases where the juvenile is charged as an adult),
- \* Methods of interrogation used,
- \* Length of interrogation,
- \* Whether the accused refused to voluntarily give statements on prior occasions, and
- \* Whether the juvenile had ever disavowed an out of court statement at a later date.

D. Interrogations may be conducted without a parent/guardian, regardless of the circumstances, if the parent/guardian refuses to be present, is disruptive, or is not available within a reasonable period of time. The officer will advise the juvenile of his/her rights and record it on an advice of rights form. It should also be documented on the incident report.

E. Under no circumstances should a child, any more than an adult, be compelled to answer any questions either by physical force or psychological pressure or deception. The interview should be conducted by one officer so as not to intimidate the juvenile. The interview time should not be any longer than is absolutely necessary to complete the investigation. Interrogations will be in full accordance with General Order **603 - Statements and Confessions**. Because a juvenile may not understand what is happening during the interview process, an officer should explain what can be expected, and how the court system works.

**09 Intake Requirements in Prince George’s County:**  
In PG County, for a juvenile to be held for detention, one of the following criteria must be met:

A. The juvenile is already on probation for the same offense,

B. The juvenile is a non-Maryland resident 12 years or older charged with any offense,

C. The juvenile is a non-Maryland resident under 12 years of age charged with a felony,

D. The parent/guardian refuses custody or cannot be located or contacted, and

E. There is reasonable belief that the juvenile will leave the Court’s jurisdiction.

F. 0800 - 1700 hours: The arresting officer may deliver the juvenile directly to the Department of Juvenile Justice at the Courthouse (Upper Marlboro) after calling 301-952-4079. All attendant paperwork and reports must be delivered with the juvenile. The following statement, endorsed with the officer’s signature, will be written on the reverse of the DJJ copy of the arrest report:

“I do affirm under the penalties of perjury and upon personal knowledge that the contents of the attached complaint are true”

This will eliminate the necessity of having to affirm the probable cause statement before a Commissioner.

G. 1700 - 0800: The officer will telephone the Department of Juvenile Justice night intake worker at Boy’s Village, Cheltenham at 301-372-6325. Approval for detention will be obtained prior to transporting. The PG County Sheriff’s Department can be contacted and transportation requested.

**10 Request for Juvenile Criminal Charges:** An officer will request the filing of charges against an arrested juvenile by completing an Arrest Report and checking the box indicating “Petition Requested”. The Arrest and Crime Reports must contain enough probable cause information for all offenses for which charges are requested.

**11 Restitution:** Restitution is handled by the Department of Juvenile Justice or the Courts. If restitution is requested by the victim, it should be indicated on the report. Inquiries by the victim should be referred to the Department of Juvenile Justice or the Juvenile Division of the State’s Attorney’s Office.

**12 Citations:** For alcohol related offenses, citations may be used in lieu of taking the juvenile into custody. An officer will utilize the Maryland Uniform Civil

Citation for such offenses. Refer to General Order **801** for guidelines.

**13 Juveniles Charged as Adults:** Juveniles arrested and charged as an adult will be processed the same as an adult arrestee. All charges stemming from the incident will be adjudicated in the adult court. The following circumstances will dictate charging as an adult:

**A.** A juvenile who is 14 years of age or older and charged with any offense for which the prescribed maximum penalty is either death or life imprisonment, to include:

- \* First Degree Murder,
- \* First Degree Rape,
- \* First Degree Sexual Offense, and
- \* Attempts of any of these crimes.

**B.** A juvenile who is 16 years of age or older and charged with:

- \* Abduction,
- \* Kidnaping
- \* Second Degree Murder,
- \* Manslaughter, except involuntary,
- \* Second Degree Rape,
- \* Robbery with a Dangerous or Deadly Weapon,
- \* Second Degree Sexual Offense,
- \* Third Degree Sexual Offense ,
- \* A Crime in violation of CR 4-101, 4-203, 4-404, 4-404(b-d) ,
- \* Using, wearing, carrying or transporting of firearm during and in relation to a drug trafficking crime in violation of CR 5-301,
- \* Use of a firearm in violation of CR 5-622,
- \* Carjacking or Armed Carjacking ,
- \* Assault with Intent to Murder, Rape, Rob or Commit a Sexual Offense in the First or Second Degree, and/or
- \* A *non-jailable* motor vehicle offense or *non-jailable* offense relating to the operation of a boat.

**C.** When a juvenile is charged as an adult, the “adult” block of the arrest report will be checked, and sections pertaining to juveniles will be left blank.

**14 Juveniles Taken into Custody Without Formal Charges:** Juveniles will be taken into custody without formal charges for any violations of the law applying specifically to children. Examples of such status offenses and non-offenses should include:

- A.** Child in need of supervision (CINS),
- B.** Child in need of assistance (CINA),
- C.** Runaway,
- D.** Truancy,
- E.** Violations of anti-loitering ordinances.
- F.** Status and non-offense juveniles may be photographed or fingerprinted at the discretion of the officer. At no time will status offenders or non-offense juveniles be placed secured and housed in the processing area.
- G.** There will be times when an officer does not request formal charges (petition). In those cases, the officer may release the juvenile to a parent, guardian or responsible adult relative. The person assuming custody of the juvenile will sign the Arrest Report’s “Released To” block.

**15 Student Safety Support Act:** This 1995 legislation establishes reporting responsibilities for all Maryland law enforcement agencies.

**A.** The Act requires that law enforcement agencies contact the public school superintendent or designee within 24 hours, whenever a student under the age of eighteen (18) is arrested and charged with certain offenses. This required action will inform public school systems about students that commit particular crimes that could impact their status as a public school student.

**B.** The reporting process will require officers to include particular information in their reports and to initiate the notification process. The following offenses will require notification:

- \* Abduction,
- \* Arson in the first degree,
- \* Kidnaping,
- \* First and second degree murder,
- \* Manslaughter (voluntary only),
- \* First and second degree rape,
- \* Robbery or robbery with a dangerous/deadly weapon,
- \* First, second & third degree sex offenses,
- \* Crimes in violation of CR 4-101, 4-203, 4-404, 4-404(b-d),
- \* Drug related firearms violations contained in CR 5-301,

- \* Use of a firearm in violation of CR 5-622,
- \* Carjacking ,
- \* Assault w/ intent to murder,
- \* Assault w/ intent to rape,
- \* Assault w/ intent to rob,
- \* Assault w/ intent to com mit a sexual offense in the first or second degree, and
- \* All attempts of aforementioned offenses.

C. When an officer charges an individual with one or more of these crimes, the following will occur:

1. Obtain from the individual the name of the school that he/she attends, and the appropriate school district (i.e., county/Town), and verify school information with parent or guardian whenever possible.

2. Place this information on the Incident report,

3. Note on the Incident Report an d Arrest Report: "School notification case",

4. The arresting officer will notify, or cause to be notified, the superintendent's office in the appropriate jurisdiction. Notification may be made via phone or FAX.

5. Juveniles that attend private school or are not attending school will not require such notification. Ensure that this circumstance is noted on the Incident Report.

D. In Prince George's County notify at:301-952-6008.

**16 Juvenile Records:**

A. Records is responsible for collection and retention of fingerprints, photog raphs and other forms of identification associated with juvenile arrests, and is responsible for ensuring the total separation of adult and juvenile arrest records.

B. Dissemination of juvenile information will be handled on a need to know basis.

C. Records is responsible for any court ordered expungement of juvenile records, and will use the Expungement of Records Form.