

PERFORMANCE APPRAISALS and PERSONNEL FILES

I. POLICY

The Department's Performance Appraisal process has three main objectives. The first is to provide a basis for the fair and impartial measurement of both sworn and civilian performance throughout the Department.

The second objective is to afford supervisors an opportunity to direct and maintain efforts designed to improve individual performance, as well as, to identify needs and formulate training to benefit the Department as a whole.

The third objective is to help standardize the documentation of personnel evaluations that may relate to promotion, transfers, disciplinary action and retention of probationary personnel.

It is the policy of the Department that the performance of all personnel will be evaluated no less than semiannually.

II. DEFINITIONS

Performance Appraisal for Police Officer (PAPO): An objective and comprehensive evaluation of an employee's job-related performance over a specific period of time and based on criteria unique to the employee's position. The PAPO form is to be used for:

- Annual Performance Evaluations
- Mid-Term Performance Evaluations
- Progress Reports
- Performance Counseling Forms (PCF)

Probationary Period: For sworn personnel, the two-year continuous period commencing after MPTC certification. For civilian personnel, the two-year continuous period commencing upon start of employment.

III. CHECKLIST (N/A)

IV. FORMS

- Performance Appraisal-Police Officer (PAPO)
- PAPO Instruction Booklet

- General Orders Test

V. PROCEDURES

The Performance Appraisal for Police Officer (PAPO) is used to evaluate an employee's performance based on duties described in the employee's Position Description and the Town Code, Chapter 22-7.

The Annual Evaluation shall be prepared for July 1st of every year regardless of the hire date of the employee. The Mid-Term Evaluation shall be prepared at the six month interval between Annual Evaluations. Progress Reports are prepared as follow-up to the Annual Evaluation and in accordance with performance that is rated Unsatisfactory. Performance Counseling Forms (PCF) may be prepared as necessary.

1. Annual Evaluations

Town personnel policies & procedures dictate that an employee's performance shall be rated at least once per year. In addition, the employee can advance to the next step in the salary grade if the Chief of Police certifies that the employee's performance has been at least "Proficient." When evaluating an employee for annual increase eligibility, the supervisor shall complete the PAPO as follows:

- If the employee's overall work performance in each Category measure is at least "Proficient" and the employee is not already at the maximum step in grade, the employee shall receive a step increase upon approval of the PAPO by the Chief of Police. If the Chief of Police is the rating supervisor, then the step increase becomes eligible based upon the Town Administrator's approval.
- If the employee's overall work performance in any Category measure is "Unsatisfactory," then the employee is not eligible for a step grade increase and:
 - The employee shall be suspended from the Personal Car Program.
 - May be subject to demotion or termination if performance does not improve within a specified time.

Note: An employee who has been on approved leave during an appraisal period shall be evaluated for performance demonstrated while working. Employees shall not be penalized for being on approved leave.

When an employee has been rated "Unsatisfactory" the supervisor shall prepare the appropriate number of Progress Reports detailing the poor performance, an appropriate individual plan for the employee to improve performance, and the positive or negative action taken by the employee in accordance with this plan. The Final Progress Report shall either restore all ratings to at least "Proficient" or recommend demotion or termination, if appropriate.

If the rating(s) of "Proficient" is approved by the Chief of Police and the employee is eligible for a merit step pay increase, the employee must then take the General Orders Test. If the employee passes the General Orders Test, a step increase will become effective the first full pay period following the General Orders Test and not retroactive to the employee's Annual Evaluation date.

General Orders Test

The General Orders Test is a written, multiple-choice test requiring a score of seventy-five percent (75%) or higher to achieve a passing grade. The test must be administered to every employee who is eligible, after the Annual PAPO, for a merit step pay increase.

The General Orders Test will consist of:

- Questions of an operational nature that each employee should be familiar with during the course of everyday duties
- Questions that have a nexus or specific relation to officer safety
- Questions taken from General Orders Manual Chapters that were announced at least 30 days prior to testing

As noted above, employees who pass the General Orders Test will then be eligible to receive a merit step pay increase. If any employee fails to pass the General Orders Test with a grade of at least 75%, the employee will not be eligible for a merit step pay increase until the employee is retested and

receives a passing score. Employees may retest, at a minimum, every 30 days.

Annual PAPO Preparation

The supervisor shall ensure the criteria used to evaluate the employee are specific to the employee's current tasks/duties. There is a specific PAPO for:

- Patrol Officers
- Investigators
- Supervisors
- Sworn or Civilian Administrative Personnel

The immediate supervisor of each employee shall assign an overall appraisal rating for each Category measure which accurately reflects the employee's performance during the rating period. Factors that should be considered when rating each task/duty include:

- Time spent completing the task relative to the whole job
- Task criticality
- Expertise with which employee performs the task

When a supervising employee is being rated and their tasks include the appraisal of subordinates, the person rating the supervising employee shall evaluate the quality of such appraisals as part of the PAPO.

Annual PAPO Review

The immediate supervisor must complete and discuss the Annual PAPO with the appropriate reviewer before consulting with the employee. If any reviewing supervisor in the chain of command (other than the Chief of Police) disagrees with any part of the appraisal, they must identify and justify proposed changes in the Reviewer Section of the PAPO. There must be consultation, not necessarily agreement, between the writing supervisor and the reviewer. The supervisor, the reviewer in the case of a contested PAPO, and the employee shall then conduct a joint review of the proposed ratings. The review shall include:

- Clarification of duties and responsibilities
- Discussion of objectives and long-range goals.

- Recognition of high quality work performance.
- Resolution of problems and misunderstandings and suggestions for improvement.
- Review of the knowledge, skills and abilities required within the employee's position.
- Discussion of the employee's career development, with attention to knowledge, skills and abilities required for positions considered by the employee.
- Review of any training completed by the employee during the rating period, including verification that the employee completed all MPCTC-mandated training.
- Overview of government-conducted and other educational opportunities available to the employee.

At the end of this review, the employee must sign the PAPO acknowledging the receipt of a copy. The employee must then submit written comments to the supervisor within five (5) working days. These written comments must bear the signature of the employee and thus serve as the employee's acknowledgement of the entire PAPO pending approval by the Chief of Police. The supervisor will then forward the signed PAPO through the chain of command to the Chief of Police.

Appraisal Modification

The Chief of Police must review the entire PAPO for each employee noting the immediate supervisor's comments, a reviewer's comments, if applicable, and the employee's comments. After a thorough examination, the Chief of Police may raise or lower any Category measure within the employee acknowledged PAPO and make comments as appropriate. Once final, the PAPO can only be abridged in accordance with the Town Code.

Probationary Period Extension

Every supervisor shall be aware of each employee's probationary period and when such a period officially ends. At least 30 days prior to this ending date, if the supervisor believes the employee's performance would receive an "Unsatisfactory" in any Category measure, the supervisor may request an extension of the

employee's probationary period.

The Chief of Police may request approval from the Town Administrator to extend an employee's probationary period subject to all of the following:

- The request must be made at least 30 days before the employee's probationary period expires.
- The request must be written and state the specific facts and circumstances justifying the extension. These facts must support the belief by the Chief of Police that such an extension would benefit the employee and address correctable deficiencies or allow an employee who has been on approved leave a substantial period of time during the probationary period to demonstrate the appropriate skills called for on the PAPO form.
- The Chief of Police must recommend a specific period of extension, with a maximum period of six months.

If the Chief of Police believes that such an extension would not benefit the employee, or if at the end of the extension period the employee has not raised all Category measures to at least a rating of "proficient," consideration should then be given to termination.

Official actions resulting from the Annual Evaluation may be appealed in accordance with the Town Code.

Note: Supervisors should consult the PAPO Instruction Booklet for additional information.

2. Mid-Term Evaluations

Supervisors shall complete a Mid-Term Evaluation on the PAPO form and meet with each subordinate midway between each Annual Evaluation period. The purpose of the Mid-Term Evaluation is to apprise the employee of his or her current ratings in all Category measures far in advance of the next Annual Evaluation and the ramifications associated with unsatisfactory performance. Specifically, the Mid-term Evaluation should:

- Provide a rating without explanation for each Category measure of "Excellent" or above.
- Provide a rating with minimal explanation for

how each Category measure of “Proficient” can be raised to a higher rating level.

- Provide a lengthy explanation and plan of action for how each rating of “Unsatisfactory” can be raised to “Proficient” or above.

Note: Supervisors should consult the PAPO Instruction Booklet for additional information.

3. Progress Reports

Supervisors shall complete Progress Reports utilizing the PAPO form detailing both positive and negative action taken in follow-up to all Annual Evaluation Category ratings of “Unsatisfactory.” Progress Reports should generally be completed monthly, dependent on the length of the follow-up mandated by each Category, with a Final Progress Report detailing the entire follow-up period and the final rating. This Final Progress Report completes the Annual Evaluation.

Supervisors may utilize the Progress Report in association with any PAPO usage as identified in the Definitions segment of this Chapter to report positive or negative development.

Note: Supervisors should consult the PAPO Instruction Booklet for additional information.

4. Performance Counseling Form (PCF)

Supervisors should hold regular formal and informal counseling sessions with employees. Some of the reasons for these sessions include:

- Attempts to resolve problems or misunderstandings.
- To explain current and new objectives.
- For an explanation of rating criteria.
- For identification of performance standards along with expected performance levels.
- Review of position duties/tasks.

Supervisors may counsel subordinates at any time as necessary. Whenever a supervisor deems an employee's overall performance unsatisfactory due to a specific incident or general skill or ability, the supervisor shall advise the employee in writing via a Performance Counseling Form (PCF) on the PAPO form.

This notification shall list actions to be taken to bring performance to an acceptable level. PCFs may be cited in Annual and Mid-Term Evaluations.

Note: Supervisors should consult the PAPO Instruction Booklet for additional information.

5. Retention of PAPO Forms

All Annual Evaluations on the PAPO become a permanent record in each employee's personnel files, including Mid-Term Evaluations, Progress Reports, and PCFs incorporated into that Annual Evaluation.

All Mid-Term Evaluations on the PAPO not incorporated in the next Annual Evaluation shall be expunged upon the issuance of the Annual Evaluation.

All Progress Reports and PCFs not incorporated in the next Mid-Term or Annual Evaluation, whichever occurs first, shall be expunged upon the issuance of that Mid-Term or Annual Evaluation.

6. Maintenance of Personnel Files

Personnel files for each employee shall be maintained by the Chief of Police. Files shall be kept in a location having assured confidentiality and limited access.

Accessibility

Access to the personnel files is limited to the following:

- Administrative Hearing Board (AHB) members.
- Chief of Police.
- Any supervisor.
- Persons authorized by law or the Town Code.
- The employee or a signed release by employee.

Court orders for access to Department files shall be directed to the Town Counsel before such access is granted.

File Contents

Departmental personnel files shall contain:

- Emergency notification information.
- Employee Action Notifications.
- Letters of commendation and awards.
- PPAS and counseling forms.
- Finalized disciplinary actions or reports relating to finalized disciplinary actions.
- Reports of investigation.
- Disciplinary recommendations or actions.

Departmental personnel files may contain:

- Copies of workers' compensation forms.
- Certificates of training.
- I.D. photographs.

Verification of employment and salary shall be referred to the Town Clerk.

VI. GOVERNING LEGISLATION & REFERENCE

PERSONNEL INSPECTIONS**I. POLICY**

It is the policy of the Department to ensure that its employees conform to the uniform, grooming, and equipment standards established by the Chief of Police. It is the responsibility of police supervisors to ensure that all subordinates are properly equipped and fit for duty. To measure conformance, supervisors shall conduct regular personnel inspections.

II. CHECKLIST (N/A)**III. DEFINITIONS (N/A)****IV. FORMS**

- Report of Personnel Inspection
- Firearms Inspection Report
- Vehicle Inspection
- Performance Counseling Form

V. PROCEDURES**1. Supervisory Inspections**

To ensure compliance with directives, supervisors shall:

- Conduct personnel inspections as necessary.
- Conduct formal personnel inspections as required.

Supervisors shall conduct the following inspections at the following intervals:

Monthly

- Handguns
- ASP
- OC
- E.C.D.
- Uniforms and grooming
- Patrol rifles
- Patrol shotguns
- Assigned vehicles
- Mobile Data Terminal (MDT)
- Medical Trauma Kit

Semi-annually

- Body Armor
- General Orders Manuals
- Drivers' licenses

Supervisors may conduct inspections as frequently as needed, but are required to conduct them at the minimal intervals listed.

Submission & Retention of Inspection Forms

All inspections shall be documented on the appropriate form or memorandum, as required. Supervisors shall submit completed inspection forms and memorandum to the Chief of Police who shall maintain inspection documents for one year, after which they may be destroyed.

2. Weapons Inspections***Handguns***

Supervisors shall inspect subordinates' issued and/or authorized handguns monthly and document the results on a Firearms Inspection Report.

Supervisors shall inspect firearms in accordance with the techniques taught at the firearms instructor course. They shall visually inspect the firearm for:

- Cleanliness
- Accessible moving components
- Proper lubrication

Supervisors shall also inspect the magazines and ammunition to ensure that they are in good condition.

Patrol Rifles and Shotguns

Supervisors shall inspect subordinates' patrol rifles, shotguns, and any personal authorized weapons monthly, in accordance with the techniques taught at the firearms instructor course. Inspections of these weapons shall be documented on the Firearms Inspection Report

Expandable Tactical Batons (ASP)

Supervisors shall inspect their subordinates' issued and/or authorized ASP baton monthly. The results of the inspection shall be placed on the Report of

Personnel Inspection.

Inspections of the ASP baton shall include visual inspection for:

- Proper functioning of the baton and the presence of integral components
- Stress fractures along the baton's two telescoping shafts
- Unauthorized modifications or markings

Supervisors shall ensure that subordinates are not lubricating their ASP batons.

When a supervisor determines that an ASP baton is defective or otherwise does not operate properly, the officer shall not carry that device. Instead, the supervisor shall take custody of the device and arrange for the officer to obtain a replacement.

Oleoresin Capsicum Aerosol Devices (OC)

Supervisors shall inspect subordinates' issued OC devices monthly and document the results on the Report of Personnel Inspection.

An officer possessing a damaged or malfunctioning OC device shall notify their supervisor as soon as practical.

When an inspecting supervisor believes there is insufficient liquid in the OC container or the device is defective, the supervisor shall take custody of the device and arrange for the officer to obtain a replacement. The used or malfunctioning OC device shall not be reused or reissued, but destroyed.

3. Uniform Inspections

At least monthly, supervisors shall formally inspect all Departmental personnel and document those inspections on the Report of Personnel Inspection Form.

4. Vehicle Inspections

At least monthly, supervisors shall inspect each subordinate's assigned vehicle for the following:

- Cleanliness
- Engine fluid levels

- Required equipment
- Firearm storage.
- Compliance with directives dealing with Departmental vehicles.
- Prohibited equipment or items.
- Preventive Maintenance (PM) has been completed and the vehicle is current with its maintenance schedule.

When a supervisor finds a violation, he or she shall order the employee to immediately correct the violation or remove the item.

Supervisors shall complete a Vehicle Inspection Form for each vehicle inspected.

Mobile Data Terminals

At least monthly, supervisors shall inspect the mobile data terminal (MDT) in each subordinate's assigned vehicle to ensure that it is functioning properly

MDT inspections shall be documented on the Vehicle Inspection Report. Any deficiencies shall be reported to the Patrol Commander.

5. Body Armor

Supervisors shall routinely inspect subordinates to ensure that they are wearing body armor as required. When a violation is observed and disciplinary action is indicated, officers shall be charged with "*Failure to wear required body armor,*" a Category I uniform violation.

Supervisors shall conduct a thorough inspection of all subordinates' issued body armor each January and July and document same on a Report of Personnel Inspection.

Supervisors shall refer officers with improperly fitted or damaged issued armor to the Patrol Commander for replacement. Officers with poor-fitting or damaged privately purchased armor shall be ordered to wear issued armor instead.

6. General Orders Manual

Each January and July, supervisors shall inspect subordinates' General Order Manuals (GOM). Supervisors shall complete a memorandum

documenting the condition of each subordinate's manual.

7. Driver's License

Each January and July, supervisors shall conduct a computer check for driver's license validity for all employees who operate Departmental vehicles. The supervisor shall document the results of each license check on a memorandum.

8. Deficiencies Identified Through Inspection

Supervisors shall notify subordinates of deficiencies found during inspections and direct them to make appropriate corrections. Deficiencies may be noted informally or documented on a Performance Counseling Form.

Supervisors shall ensure compliance via a follow-up inspection. When prompt correction is not made, supervisors may take or recommend disciplinary action.

9. Access and Search Policies

The Town of Cheverly mandates that all department heads must have access to all town equipment, storage areas, desks, file cabinets, computer files, etc. Therefore, they must have access to all keys and knowledge of computer passwords used by employees.

The Chief of Police or designee may inspect town lockers and computer files at any time. The Chief or designee may monitor/track Town cell phones, view traffic cameras and access global positioning satellite equipment related to Town vehicles.

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

References:

PROTOCOL**I. POLICY**

Cheverly Police Department employees are required to display a fair, impartial and professional attitude toward the public and to perform work tasks in a businesslike manner.

Courtesy in all public contact encourages understanding and appreciation; discourtesy breeds contempt and resistance. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. A courteous demeanor is entirely consistent with the firmness and impartiality that characterizes a professional.

II. CHECKLIST (N/A)**III. DEFINITIONS (N/A)****IV. FORMS**

- Change of Address/Personal Information Form

V. PROCEDURES**1. Ethics**

A basic role of government is to provide an environment conducive to human growth and endeavor, free from arbitrary intrusion. To that end, laws are made and enforced for the common good of society. It is the role of the police to stand as the defender of that social contract between citizens and their government. To accomplish this goal, certain professional and personal traits are essential. Therefore, employees shall:

- Serve to protect and safeguard lives and property; protect the community from deception, oppression, intimidation, violence, and disorder; and protect the Constitutional rights of all citizens to liberty, equality, and justice.
- Maintain exemplary traits of courtesy, honesty, morality, self-restraint, courage, obedience to the law, and respect for the rights and liberties of all persons.
- Recognize the badge and oath of office as a personally binding commitment to public

office, public trust, and professional ethics, surmounting personal feelings or prejudices that may denigrate that oath.

- Professionally execute official duties regardless of the race, sex, religion, or financial status of persons requiring assistance.
- Display a commitment to law enforcement without fear or favor, malice or ill will, and without using unnecessary force or accepting gratuities.

In accordance with ethics, an employee will immediately notify the Chief of Police when they have:

- Declared bankruptcy;
- Suffered a garnishment of any wages;
- Are the subject of an Internal Revenue Service (IRS) or related financial investigation;
- or, are experiencing severe personal financial problems.

2. Loyalty

Employees will exercise reasonable discretion in the performance of their duties. They will recognize that decisions will frequently be made in emergencies and under extremely difficult circumstances.

3. Unbecoming Conduct

As the most visible representative of government, employees must display unblemished professional conduct. To that end, employees are duty bound to avoid excessive, unwarranted, or unjustified behavior that would reflect poorly on themselves, the Department or the Town government, regardless of duty status.

Employees will refrain from using harsh, violent, profane, demeaning, derogatory, or abusive language. The use of such language or other unbecoming conduct relating to race, color, national origin, gender, sexual orientation or religion of any person shall not be tolerated.

In addition, all employees are required to make immediate notification to a supervisor when they have been:

- Arrested.

- Charged with a crime on a statement of charges, criminal information, or indictment.
- Charged with any traffic violation mandating a court appearance.
- Served with a warrant, criminal summons, or protective order.
- Made aware they are the subject of a criminal investigation, civil investigation, or lawsuit.

4. Use of Language

Employees shall not use language that is discriminatory, abusive or inappropriate. This behavior diminishes public confidence, undermines the effectiveness and integrity of the Department, and will not be tolerated.

5. Integrity and Honesty

The dishonesty of a single employee may impair public confidence in the entire Department, and shall not be tolerated. Submission to even minor temptation may lead to the complete destruction of an employee's credibility and effectiveness and may contribute to the corruption of countless others. The personal and collective integrity of the Cheverly Police Department is one of the foremost responsibilities of all employees.

6. Employee Relations With Vendors & Contractors

Employees representing the Department in business transactions with outside business organizations or private vendors shall conduct themselves in a way reflecting favorably on them and the Department. Acceptance of gratuities or benefits is prohibited.

Departmental resources will not be committed to furthering the work of a prospective contractor or vendor before the formation of a contract.

7. Private Compensation or Reward

Employees shall not solicit or accept compensation, reward, or other consideration from private sources without permission from the Chief of Police. Upon receipt of any reward, compensation, or consideration, a report shall be forwarded to the Chief of Police.

8. Use of Intoxicants

Except as necessary to perform official duties and with supervisory approval, employees are prohibited from consuming intoxicants while on duty.

9. Chew or Smoking Tobacco Prohibited

Chewing, smoking or possessing any burning tobacco product or substance is prohibited in all Cheverly owned buildings and vehicles. Cheverly buildings & property shall be "Tobacco Free" at all times.

Members of the Department shall not chew or smoke while in uniform, in view of the public, or while engaged in any business with the public. They shall not appear in public places with unlighted pipes, cigars or cigarettes in their mouths.

10. Attention to Duty

Employees shall maintain a strong personal commitment to perform their duties properly. Failure to honor this commitment results in a reduction of professional standards, a potential decrease of public service, and a potential increase in jeopardy to others.

11. Refusal to Work

Any employee who plans or engages in any unlawful strike, work stoppage, or slowdown will be disciplined up to and including termination.

12. Dedication to Duty

Employees shall use all of their skills in the performance of their duties. This includes any unique knowledge, skills and abilities such as foreign language proficiency at whatever level the employee possesses. Requiring employees to use their language proficiency in the everyday performance of their duties is not intended to impose additional responsibilities but recognizes that each person possesses different skills that can be employed to accomplish the same tasks.

Employees shall not engage in any activity or personal business on duty that would cause them to neglect or be inattentive to that duty.

Employees shall not, without authorization, leave an assigned workplace during the tour of duty. Employees shall remain awake and alert while on duty.

Officers shall immediately act accordingly on occasion of a crime, disorder or other condition deserving police attention.

Employees shall maintain satisfactory performance with respect to the execution of any of the duties and tasks set forth in their position descriptions.

Failure to adhere to the foregoing is neglect of duty.

13. Community Relations

A citizen's encounter with the police can be a frightening or emotionally painful experience and, under these circumstances, the risk of misunderstanding is very great. Contacts between employees and citizens may occur in emotionally charged situations that can seriously affect the situation.

Employees should strive to develop a climate within the community that is supportive of collective police-community efforts toward common goals of peace, safety, and security.

14. Individual Dignity

As all citizens are subject to the law, they have the right to dignified treatment. All employees are responsible for protecting this right.

15. The Role of Employees

Employees are the link between the Department and the community; as such, they may strengthen or destroy police community relationships that may have taken considerable effort to develop. Employees shall attempt to make each contact between themselves and the public one that inspires confidence and demonstrates professionalism.

16. Equality of Service

The Town is composed of a diverse mixture of demographics and cultures. Although most neighborhoods have some unique and some similar

characteristics, all need fair and impartial police service. Employees shall maintain an impartial enforcement effort throughout the Town.

17. Openness of Operations

Departmental activities must not be shrouded in secrecy. It is essential that there be a full public disclosure of policies in matters of public interest. Consistent with obligations to protect individual rights, the confidentiality of records, and the protection of sensitive investigations, the Department will disseminate to the community accurate accounts of occurrences of legitimate public interest.

18. Community Participation by Employees

Employees are encouraged to participate in civic activities and programs within the Town. Active participation in divergent civic and social activities reduces police-related stress and provides a vehicle for employees to be seen as involved community members in other than a professional or controversial environment.

19. Chain of Command

The Department is organized in a hierarchy of authority. The following is the rank precedence of sworn personnel in descending order:

- Chief of Police
- Lieutenant, Patrol Commander
- First Sergeant
- Sergeant, Patrol or SRT Supervisors
- Master Corporal
- Senior Corporal
- Corporal
- Police Officer First Class
- Police Officer

Compliance with Order from Superior Authority

Employees shall comply with a lawful order issued by a superior employee when compliance is required to accomplish a law enforcement objective, maintain public order, or protect persons or property.

Employees shall comply with a lawful order:

- Regardless of whether the issuing officer is on or off duty at the time of the order.
- Regardless of whether the issuing officer is of an equal or lesser rank and simply relaying the order from a superior.

Employees shall comply positively with lawful orders in a manner reflecting a willingness to serve. Disciplinary action shall be taken for willful disregard of lawful orders or written directives.

Conflicting Orders

Upon receiving an order that conflicts with a previous order, the employee will advise the superior issuing the second order. Responsibility for countermanding the original order will lie with the superior issuing the second order. If directed to do so, the employee shall obey the second order. The superior countermanding the first order shall assume full responsibility for both orders.

Unlawful Orders

Employees shall not issue any order that would require a subordinate to commit an act that is contrary to Federal, State, or County law or in violation of Departmental rules and regulations. Employees will not obey any order that would require them to violate any of the above.

At the time the order is issued, the employee shall advise the superior issuing the order of the conflict. Should the superior issuing the order continue to demand compliance, the employee shall notify an employee of higher rank or status to the superior issuing the unlawful order. They shall then settle the matter.

Responsibility for refusal to obey orders rests with the employee. Each employee shall be required to justify their actions. Employees may follow the procedures in Vol. I, Ch. 3, COMPLAINTS to report such unlawful orders.

Communication through the Chain of Command

Unless exempted, all intra-Departmental (and official inter-Departmental) communications, both oral and written, shall follow the chain of command. For upward communications, employees shall transmit all communications through an

immediate supervisor.

Employees may only breach the chain of command under the following circumstances:

- To transmit confidential or sensitive information.
- Emergencies when the employee must transmit operational information to accomplish an immediate objective.
- Permission is granted by the employee's immediate supervisor to communicate directly with a higher level of authority.
- When so directed by a higher-ranking employee.
- To directly discuss an equal employment opportunity complaint with an employee designated to investigate such complaints

20. Salutes

Uniformed officers will salute commissioned officers who will return the salute. Indoors, only the Chief of Police or chairman of a formal board will be saluted.

The saluting method and posture used will be consistent with that taught in the training academy.

Specific Saluting Circumstances

When many officers are informally assembled, an officer will salute only if individually addressed. When assembled in ranks, officers will salute only when ordered to do so by the OIC.

When reporting to a formal board, the officer will face and salute the highest ranking board member, who shall return the salute. If the officer is wearing a hat, they will remove it before sitting.

When the national anthem is being played or sung, uniformed officers will face the flag and salute. If no flag is displayed, the officer will face the music. Officers not in uniform will stand at attention.

21. Requests for Police Service

Employees shall accept all reports of crimes and immediately notify Prince George's County Public Safety Communications for appropriate action. Employees will attempt to obtain sufficient

information to facilitate an appropriate response. A complainant's refusal to identify himself will not preclude police response to a call for service.

Non-Crime Requests for Service

Any employee receiving a request for service shall evaluate the request to determine whether it is the responsibility of the Department.

Uncertainty surrounding the Department's jurisdiction shall be resolved in favor of a permanent record of the request. When a request for service will result in a permanent record, the employee shall complete a report, memorandum, or cause a CAD entry to be made, along with a CODE disposition.

When the request for service lies outside the responsibility of the Department, the employee will refer the citizen to the appropriate agency, providing name, telephone, and address information if available.

22. Endorsements

Employees are prohibited from using their official capacity, title, or position to endorse any product, organization, program, or service without the expressed permission of the Chief of Police or the authorization of the Cheverly Town Code.

Employees are prohibited from representing themselves in an official capacity, either in or out of uniform, before any hearing or licensing board when their appearance is not an official act required of them as a member of the Department and authorized by the Chief of Police.

23. Solicitation of On-Duty Employees

Organizations shall not be permitted to solicit the support of on-duty employees. No solicitation or distribution of literature shall be permitted when Departmental operations would be impaired.

Individuals may be permitted to solicit support or distribute literature in public areas such as parking lots and public entrances to buildings. They shall not interfere with any on-duty employee.

24. Political Activity by Departmental

Personnel

Off-duty employees may participate in partisan political activities except when expressly prohibited by Federal or State statutes.

Employees shall not:

- Engage in any partisan political activity during their work hours.
- Use CPD equipment such as uniforms, vehicles, badges, or Town business cards for political campaigning, fundraising, or electioneering.
- Engage in campaigning, fund-raising, or electioneering on Town property during business hours.

Legislative Issues

Employees may wish to testify in hearings as a personal matter before the Town Council or other legislative bodies. These appearances may not be related to the employee's position as a law enforcement officer or Departmental employee.

An employee may testify as a citizen in any hearing on behalf of or in opposition to any Local, State, or Federal legislation. When doing so, an employee shall not:

- Wear or display the uniform, badge, or other items that would identify them as a member of the Department.
- Represent himself as a spokesperson for the Department.

Prior to an employee presenting testimony in an official capacity as a Department employee, they shall submit a written request for permission through their chain of command to the Office of the Chief. The Office of the Chief shall notify the Town Administrator of the request prior to granting the employee permission to testify.

25. Employee Personal Information

Employees must provide a personal contact phone number, and they must provide the address of the physical location where they reside, not simply where they receive mail. Employees shall not list post office boxes as their address, unless the post

office box is a designated USPS address for the employee's actual residence.

Telephone, address, and emergency notification information shall be maintained by the Chief of Police and the Town Clerk.

Employee telephone numbers and addresses shall not be released to a non-employee.

Only the following information may be orally released outside the Department:

- Employee's name, rank and ID number.
- Employee's work telephone number and duty assignment address.
- Whether the employee is working and, if not, the date and time they are expected to return to work.

Other requests and written demands for personal information shall be referred to the Chief of Police.

When a non-employee needs to contact an employee and it appears necessary that they be contacted immediately, the employee receiving the request shall attempt to contact them and forward the information.

Change in Personal Information

Employees shall notify the Department of changes to name, address, telephone number, and medical or emergency notification information within five working days of the change. The employee shall submit this information to their supervisor using a Change of Address/Personal Information Form. The supervisor shall then distribute the form appropriately.

26. Telephone Protocol

Departmental Telephones

Employees answering Departmental telephones shall do so promptly and courteously. They will identify their location or assignment and name, such as "Cheverly Police, Officer Brown."

Employees shall attempt to assist callers to the best of their ability. A caller's refusal to identify himself will not preclude an attempt to assist the individual or inhibit police response.

Witnesses, victims, and others may use Departmental telephones for local calls at the custody officer's discretion.

Long Distance Calls

Official long distance calls can be made and documented on the Long Distance Call Log.

Long distance telephone charges must be reversed if a Departmental telephone is used to reach an employee or their residence for other than official business. E-mail should be considered as an alternative.

Employees needing to place an official call from a non-Town telephone should contact the Department and have the call made from a Town telephone.

Personal Use of Departmental Telephones & Computers (also see Employee Handbook)

Town equipment should not ordinarily be used (tying up town lines) to make or receive personal calls, but if necessary should be limited and brief and, made during breaks unless it is an emergency.

Personal long distance calls are not permitted on departmental phones. When necessary to make a personal long distance call, departmental telephones may be used, provided that the call is charged against the employee's personal long distance account.

Under no circumstances should departmental telephones be used for conducting personal commercial business transactions.

As with telephones, Town equipment should not ordinarily be used for E-mail and Internet connections for personal reasons, but if necessary should be limited and brief. Employees should not access inappropriate sites through Town equipment.

Personal Cellular Telephone Use

Town Policy concerning personal cell phone use is covered in the Town's Employee Handbook

Cell phones should be left in an employee's

personal vehicle or in their locker and only used for personal calls during breaks.

Police officers may carry personal phones during on-duty hours for departmental business use. Personal calls should be made during break times.

Holding a cellular telephone or texting while driving are both prohibited by Maryland law. The phone shall never be utilized while their vehicle is in motion/operation or in a travel lane.

There is a law enforcement exception regarding talking on a cellular telephone while driving for sworn employees acting within the scope of their duty. With the exception of limited emergency circumstances, however, employees should pull off to the shoulder of a roadway or other safe area before engaging in conversation over the telephone.

The Department Heads will counsel employees violating this policy and place a written notation in their personnel file on each occasion. Repeated offenses will be considered insubordination and cause for suspension and/or termination.

Any employee involved in an accident while in violation of this policy may and, in all likelihood, will be liable for the TOTAL amount of cost for all damage incurred to Town equipment and vehicles. Furthermore, the Town's insurance may not provide coverage and termination is possible.

27. Protocol for Persons Observing, Photographing or Video Recording Police Activity

Upon discovery that a bystander is observing, photographing, or video recording the conduct of police activity, officers shall not:

- Impede or prevent the bystander's ability to continue doing so based solely on the discovery of his/her presence.
- Seize or otherwise demand to take possession of any camera or video recording device the bystander may possess based solely on your discovery of his/her presence.
- Demand to review, manipulate, or erase any images or video recording based solely on your discovery of his/her presence.

For investigative purposes, be mindful of the potential that the bystander may witness or capture images/video of events considered at a later time to be material evidence.

Before taking any action which would stop a bystander from observing, photographing, or video recording the conduct of police activity, Officer(s) must have observed the bystander committing some act deemed criminal (e.g., obstruction, disorderly conduct, or interfering with an officer's lawful duties).

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

- Maryland Transportation Article, Sections 21-1124, 21-1124.1, 21-1124.2, and 21-1124.3 regarding prohibitions against the use of wireless communications devices.
- Town Code, Section 21-14; Conduct of Employees

References:

- Cheverly Employee Handbook

RECORDS & REPORTS

I. POLICY

Although the police mission is to serve the community, many police-related communications and records in hard copy and non-hard copy formats are confidential. For those documents or communications deemed to be open for public distribution, written directives and applicable Local, State and Federal laws will govern their dissemination or release.

II. CHECKLIST (N/A)

III. DEFINITIONS

Field Observation: The recording of an officer-initiated investigation of a suspicious activity, person, or vehicle when circumstances would not otherwise require a written report

Police Department: The Cheverly Police Department

Principals: Reporting persons, victims, witnesses, or other persons who have any direct involvement with a crime

Reporting Person: A person who reports an incident to police

Suspect: A person believed to have committed an offense, or believed to be involved in a suspicious activity but has not been arrested or charged

T/A: The abbreviation for "Trading As," it refers to a public or private establishment involved in an incident

Witness: A person having knowledge of circumstances of an incident.

Victim: A person (including a police officer, an owner of a business or designee) who has suffered death, physical or mental anguish, or loss of property as the result of an actual or attempted offense committed by another person. A T/A shall not be recorded as a victim.

IV. FORMS

- Alcohol/Drug Influence Report
- Animal Bite Report (PGC Form #Z-6)
- Commander's Information Report
- Continuation Report
- Incident Report
- MD Domestic Violence Supplement Form
- Missing Persons Report (CCSC Form #SO-079)
- Motor Vehicle Accident Report (ACRS)
- Special Report
- Transmittal Sheet (PGC Form #3350)
- Warning/Field Observation/J2

*Note: Reports may be written or stored in electronic or hard copy forms.

V. PROCEDURES

1. Records - General

The Prince George's County Police Department maintains the official and permanent storage of records for this Department. In addition, this Department shall also maintain like records up to at least the past two years for the convenience of Departmental personnel and the Cheverly public.

Employees shall not engage in any secondary dissemination of police records except as specifically provided by written directives. Employees unsure of the dissemination policy shall contact any supervisor for guidance.

2. Police Records Dissemination

An employee or citizen requiring police records information not described in written directives shall contact the Records Director, Technical Services Division (TSD), Prince George's County Police.

Statistics

Requests for crime statistics and analysis shall be referred as follows:

- All citizen requests for neighborhood information (residential crime statistics) shall be handled by this Department.
- Commercial requests for crime information from builders, management companies, attorneys, and governmental and educational requests for crime information shall be

referred to the PGPD, Records Section.

Motor Vehicle Accident Reports

Once an accident report is filed only the following persons may access the report:

- The individuals involved in the motor vehicle accident.
- The legal representative of an individual involved in the motor vehicle accident.
- The insurance representative of an individual involved in the vehicle accident.
- A State's Attorney or other prosecutor
- A representative of a victim services program.
- An employee of local, state, or federal government.

Traffic Records

Traffic-related records are available to persons listed in the applicable traffic records or representatives authorized by record subjects. True test copies are only available from the courts or MVA.

Maryland Uniform Citation

Employees may obtain Maryland Uniform Traffic citation information from DeltaPlus E-tix. Employees shall direct non-Department requests to the District Court of Maryland.

Parking Violation Notices

Requests relating to parking violations shall be handled through the Police Department Photo Enforcement Unit.

Incident Records

Police incident-related records are available to:

- Aggrieved persons
- Business organizations
- Criminal justice agencies
- Parents or legal guardians
- Victims (excluding juveniles)
- Victims' authorized representatives

3. Criminal History Record Information (CHRI)

(Maryland Code, Section 10-219)

(Title 28, Code of Federal Regulations, Part 20)

Dissemination Criteria

CHRI is disseminated to criminal justice agencies for:

- Criminal justice investigations
- Criminal justice agency employment investigations

Law enforcement-related requests for CHRI may be honored if the requester is identified by name, agency and date of birth. The following may be disseminated to authorized recipients for law enforcement purposes only:

- Arrest Reports with or without disposition information.
- Court disposition information.
- Criminal photographs (mug shots).
- Fingerprints.
- Latent fingerprints.

Criminal Justice Agencies Authorized to Receive CHRI

The following agencies may receive CHRI for law enforcement activities:

- Criminal justice agencies for justice activities and employment.
- Federal criminal justice agencies for law enforcement activities.
- Local police departments for law enforcement activities.
- Other criminal justice agencies outside Maryland for law enforcement activities.
- State criminal justice agencies for law enforcement activities.

Non-Criminal Justice Agencies Authorized to Receive CHRI

The following may receive CHRI from the Maryland Department of Public Safety and Correctional Services:

- Landlords
- Criminal offenders and authorized attorneys
- Membership associations
- Non-governmental employers
- Other non-criminal justice agencies/persons

- Private employment agencies
- Public housing authorities

Expungements

Employees shall refer expungement inquiries to the Director, PGPD Records Section. The Director shall notify CHRI recipients of court-ordered expungement. Expunged records may be accessed by court order. Recipients shall maintain Expungement Notices with the files subject to expungement. Any member of this Department who receives an expungement request from an agency other than the PGPD shall forward a copy of the expungement order to the PGPD, Records Section.

4. Juvenile Records

Standards

Unless charged as an adult, juvenile criminal records shall be maintained in a separate location from adult criminal records. Juvenile-related records/information may be accessible to law enforcement and prosecution agencies for:

- Criminal investigations
- Criminal proceedings
- Juvenile cases

5. Records Dispositions

The PGPD, Records Section shall be responsible for all final dispositions of police records.

6. Penalties & Sanctions for Unauthorized Disclosure

Incident Records

Any employee intentionally withholding information subject to public disclosure shall be subject to:

- \$1,000 fine
- Attorney fees
- Contempt of court sanctions
- Disciplinary actions
- Litigation costs
- Punitive damages

Criminal Records

Any employee disseminating criminal history record information to unauthorized recipients is subject to:

- A maximum federal fine of \$10,000 for each infraction
- State-imposed additional sanctions

Expunged Records

Unauthorized disclosure of expunged records can result in the following:

- \$1,000 fine
- One-year imprisonment
- Termination of employment
- Civil suits

Public/Police Records

Unless public/police records destruction is authorized by State Archivist-Approved Records Retention Schedule, the agency and/or person is subject to criminal penalties:

- \$1,000 fine
- Three-year imprisonment

7. Reporting Procedures

Initial Report Forms

Incidents for which an initial report is prepared shall be documented on one of the following forms:

- Alcohol/Drug Influence
- Animal Bite Report
- Incident Report
- Motor Vehicle Accident Report (ACRS)
- Special Report
- Warning/Field Observation/J2

Supporting forms will be used when appropriate. An initial report may be used as a supporting form, such as the Alcohol/ Drug Influence Report, may be used to support a Motor Vehicle Accident Report.

Continuation Reports

A Continuation Report will be used to document additional information.

Preparation & Review of Reports

Officers shall complete detailed reports electronically or written on the prescribed forms for incidents, unless otherwise stipulated by a written directive. All reports shall be written in conformance with General Orders Manual. All reports and charging documents shall contain:

- A CCN; the original CCN is obtained from the PGC Public Safety Communications
- Date and time of the offense and initial reporting; 24 hour (military) time will be used on all reports and all intra-departmental communications
- Citizen and business names shall be spelled out; last names are listed first, followed by the first and middle names; all names and addresses shall be printed
- Nature of the incident
- Nature, date and time of any action taken by the officer
- A signature of the reporting officer attesting to the accuracy and completeness of said report.

Reports will be computer generated or completed in black ink or type. All applicable blocks on report forms, citations and court documents will be completed neatly and legibly.

All reports will be submitted prior to end of watch. A Continuation Report will follow incomplete reports as soon as necessary information becomes available to the officer.

Supervisors will review and approve (by electronic or written signature) all paperwork prepared by subordinates, including citations and other forms (except information submitted under a promise of confidentiality).

Supervisors may approve their own reports.

Only the original writer or supervisor may make additions or corrections to an official report.

Rejected Reports

It is the responsibility of each officer to check the department RMS and/or Delta Plus for rejected reports within the first two hours of each shift. Those reports must be resubmitted prior to the end of that shift.

Transmitting Reports to Records Section

Within 72 hours, all Departmental records will be submitted to the PGPD, Records Section via the use of an electronic or written Transmittal Sheet. Reports shall be organized and listed on the Transmittal Sheet in CCN order. The employee completing the Transmittal Sheet shall sign their name in the PREPARED BY block, and place their I.D. number and the date on the sheet.

- The pink copy shall be removed for filing within the Department
- The white and yellow copies will be attached to the reports and sent to the PGPD, Records Section.

Circumstances When No Report is Required

Dispatched complaints that are unfounded or are handled by another agency will not require a report.

Dispatched complaints canceled by the dispatcher, or those complaints not verified on the scene, unable to locate, or gone on arrival, will not require a report.

Assignments for which a police response is necessary, but for which a report would simply duplicate statistical data already on the dispatch log, may be cleared without a report.

- Examples include loud radios or televisions, civil matters, or routine disorderly conduct incidents

The investigating officer may change the classification if the officer believes that, as a result of the on-scene investigation, an Incident Report would be appropriate. An initial dispatch to miscellaneous incidents without known complainants that are subsequently identified will require a report if the circumstances would normally dictate such action.

Reporting of Multiple Incidents or Victims

Generally, if it can be established that multiple incidents occurred at the same time and location and were committed by the same person, the incident will be recorded on one report, using one CCN. Additional victims and their respective losses will be listed in the narrative section of the report. Examples of this include situations when numerous autos are vandalized at once in a parking lot. Exceptions to this rule are as follows:

- Apartment Buildings** - Leased, rented or owned apartments, occupied by different owners/tenants will require separate reports and CCN's
- Mini-Storage Area** - Mini- Storage areas leased or owned by individuals will require separate reports and CCN's
- Office Sites** - Commercial office sites occupied by different renters or owners require separate reports and CCN's

Multiple stolen, attempted stolen or recovered autos require only one CCN. However, to facilitate accurate reporting, each vehicle will be listed on a separate form, using the same CCN, with only the Top Section, vehicle section and reporting officer section completed.

Recording Multiple Victims/Suspects on Arrest Records

When persons have been arrested for multiple incidents, the following guidelines will be followed when completing an arrest report:

- Multiple Victims/One Offender:** Complete one Arrest Report with additional victims listed in the narrative
- Multiple Offenders/One Victim:** Complete a separate Arrest Report for each defendant, using the same CCN for each report. Separate arrest numbers and I.D. numbers are needed for each defendant.

Classifying Multiple Offenses

When a combination of offenses occurs in the same incident, the most serious will be listed first. More than one offense may be listed on the report,

such as, Homicide/Robbery, Breaking & Entering/Auto Theft.

The classification of Part I Offenses in descending order of severity will be as follows:

- Homicide
- Rape
- Robbery
- Assault
- Breaking and Entering
- Auto Theft
- Theft
- Arson

Classification of Theft Offenses

- Purse Snatching** - The theft of a billfold, purse or similar item from a person shall be classified as a Theft (PBS) if the victim offers no resistance. If a victim offers resistance and physical force is used or threatened, the incident is classified as a Robbery.
- Theft From Auto** - Personal articles stolen from a vehicle shall be classified as Theft (From Auto — Non-Accessory). A vehicle's parts taken from anywhere on or in the vehicle shall be classified as Theft (From Auto — Accessory).
- License Plate Thefts** - If one license plate is missing from a vehicle, the reporting officer shall examine the circumstances and classify the incident as either Lost Property or Theft (From Auto — Accessory). Two missing plates will be classified as Theft (From Auto — Accessory). The reporting officer will advise the reporting person that it is necessary for the owner to respond to the appropriate vehicle licensing authority and obtain replacement plates. This notification shall be noted in the narrative of the Incident Report.
- Storage Bin Theft** - When property is taken from a storage room where multiple persons have access and no force is used to gain entry, the incident shall be classified as a Theft. If force is used to gain entry into a common area or an individual storage bin within the common area, the incident shall be classified as a Breaking and Entering.

Crimes Occurring In Neighboring Jurisdictions

All misdemeanors and incidents will be referred to the appropriate jurisdiction.

If a felony occurs, the officer will request that the Prince George's County, Public Safety Communication (PSC) make notification to the appropriate jurisdiction. The officer shall complete and submit an Incident Report after notification has been made.

The PSC will relay whatever information is available to the appropriate jurisdiction.

Officers shall explain that the report is for information purposes only and does not relieve the complainant from reporting the crime to the proper jurisdiction.

8. Department Correspondence

Mechanics of Correspondence

Employees shall complete Department correspondence consistent with the provisions described herein.

Stationary Format

Letterhead

Cheverly Police Department stationary shall be used for:

- Letters to citizens, officials outside Town Government and the Mayor and Town Council members
- Formal letters from the Chief of Police or another supervisor to employees, such as, commendations, retirements
- Memoranda to Town offices

Forwarding

Employees shall transmit Department correspondence to recipients through the chain of command. The chain of command may be bypassed for the following:

Where circumstances dictate direct transmission of correspondence, the writer shall submit a copy of the correspondence through the chain of command to the writer's supervisor.

This section does not restrict employees from transmitting information or suggestions intra-Departmentally that are not subject to strict accountability.

Business Letters

- Date Line** - Align with the complimentary close, two to four spaces below the letterhead.
- Inside Address** - Place at left margin of the letter, not less than two spaces, nor more than twelve, below the date line. The exact position of the first line of the address depends on the length of the letter. The inside address shall correspond with the official company, name and address. Do not abbreviate names of cities, states, territories or possessions.
- Salutation** - Type two spaces below the inside address. If an Attention Line is used, type the salutation two spaces below the Attention Line. When a letter is not addressed to a particular person or firm, use "To Whom It May Concern."
- Complimentary Close** - Position slightly to the right of center of page, and align with the date. The close shall not extend beyond the right margin. In letters of more than one page, a minimum of four lines shall be on the page with the close.

Persons Holding Honorary or Official Positions or Titles

Use of formal or informal salutation and closure depends upon how well the writer knows the addressee and whether the subject matter is personal or official business.

When a person is acting as an official, the word 'Acting' precedes the title in the address but not in the salutation or spoken address.

A person who holds a position entitling them to be addressed as 'The Honorable' is addressed that way after retirement. The title itself, such as Senator or Governor, is not used in the address or salutation. Exception: a person with the title of "Judge" retains their title. Retired officers of the Armed Forces retain their titles, but their status is indicated with "Retired" behind the rank and name, such as, "Lieutenant General John D. Blank,

U.S.A., Retired."

Often the abbreviation of a scholastic degree follows the name in the address. If you do not know whether the addressee has the degree, do not use the initials.

A person shall not be addressed by a scholastic title unless the person possesses the degree the title indicates.

If a business title is short, place it on the first line. If it is long, place it on the second line.

Examples:

- The Honorable (Senator's Name)
United States Senate, Washington, D.C. 20510

Dear Senator: _____:

- The Honorable (Representative's Name)
House of Representatives, Washington, D.C.
20515

Dear Congressman/Congresswomen _____:

- The Honorable (Councilmember's Name)
Cheverly Town Council
6401 Forest Road
Cheverly, Maryland 20785

Dear Council Member (last name):

Miscellaneous addresses:

- Dr. John Smith or John Smith, M.D.

Mailing Instructions

Whenever sending correspondence outside the Department, the sender shall ensure that the correspondent's last name, I.D. number and assignment appear on the envelope in the upper left area or beneath the Department address on the envelope.

9. General Writing Rules

- When possible, letters and memoranda are to be one page
- Always use a title in the signature block

- Do not abbreviate the name of the signer or use only an initial in place of the first name.

Style Guidelines

- Hyphens should be omitted unless absolutely necessary
- Avoid contractions
- Do not use one-sentence paragraphs
- Do not start paragraphs with the pronoun "I"
- Do not start sentences with HOWEVER
- Capitalize the seasons of the year
- Do not use the following phrases:
I would like...
Let me take this opportunity...
Let me say...
Due to...

Copies

- List copies (cc) on the original. Reflect name, title and affiliation, such as: John Blank, General Manager, WSSC
- List blind copies (bcc) on the copy only
- Provide sufficient copies of all attachments indicated in the correspondence, including those to be cc'd and /or bcc'd, as well as one attachment for the master file copy
- Reference initials are to appear on the copy. The initials are to include the signer, drafter, and typist, such as, XXX : YYY : abc

Envelopes

Prepare envelopes for all correspondence to be mailed, including cc/bcc copies. Labels may be used. Follow the United States Postal Service procedures for preparing envelopes.

All addresses should be typed in capital letters and the state should be abbreviated.

10. Letter of Commendation Procedures

Commendations Initiated by Citizens

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

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

- The employee commended
- The Chief of Police

Intra-Departmental Commendations

Any employee wishing to commend another employee shall document the reasons for the commendation and refer the correspondence to the Chief of Police.

Commendation Directed to a Citizen

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

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

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

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

- Maryland Code, Criminal Procedure, Section 10-219

TRAINING AND EDUCATION

I. POLICY

It is the policy of the Cheverly Police Department to ensure that all employees are trained according to best practices. This training takes place initially during basic training and then continues annually at in-service training. Additional internal and external training programs are available to employees who wish to further enhance their skills and knowledge.

II. CHECKLIST (N/A)

III. DEFINITIONS

Field Training Officer (FTO): An experienced sworn officer who serves as a trainer, coach, and role model for a probationary officer

In-service training: Required annually to enhance employees' skills and knowledge

Maryland Police and Correctional Training Commission (MPCTC): The body that oversees/governs all training for law enforcement and correctional officers throughout the State

IV. FORMS

V. PROCEDURES

Officers will participate in all training with the Cheverly Police Department to include, but not be limited to: annual in-service, annual C.E.W. training, and firearms qualification.

All training to include, but not be limited to firearms qualification and annual C.E.W. training will be conducted by a Cheverly Police Supervisor with the assistance of an instructor designated by that supervisor.

All training certificates and/or documentation acquired must be submitted to the Training Coordinator during the first scheduled shift following the training.

Training, certifications and/or in-service credits acquired without the approval or direction of a supervisor will not be accepted as it pertains to the Cheverly Police Department regardless of what is

accepted by the Maryland Police Training Commission.

Any officer who has not successfully completed a MPCTC approved "Train the Trainer" program may not instruct; or assist with instruction in any way.

Types of Training

1. **Basic Officer Training**

(MPCTC Regulation .09/COMAR 12.04.01)

Prior to being authorized to carry a weapon or make arrests, all student officers shall complete an MPCTC-approved course of instruction at a facility approved by the Chief of Police.

2. **Field Training**

(MPCTC Regulation . 21 /COMAR 12.04.01)

Upon graduation from an approved basic training academy, probationary officers shall be required to successfully complete 50 working days in the Field Training Program. **See: VOL. I, CH 16. FIELD TRAINING PROGRAM.**

3. **Field Training Officer (FTO) Training**

(MPCTC Regulation . 21 /COMAR 12.04.01)

Officers wishing to serve as Field Training Officers must successfully complete a MPCTC approved training course and be approved as an FTO by the MPCTC. **See: VOL. I, CH 16. FIELD TRAINING PROGRAM.**

4. **In-Service Training**

(MPCTC Regulation .12/COMAR 12.04.01)

The Department requires that all sworn employees (Sergeant and below) attend in-service training. Sworn employees shall attend in-service training, inclusive of legal updates, annually.

The only exceptions to this requirement are when:

- An employee is in a leave status that prevents him or her from carrying out the normal duties of his or her job, or the Chief of Police grants an employee a deferral.

5. **Annual Use of Force Training**

(MPCTC Regulation .11/COMAR 12.04.02)

The Department will ensure that all recruits,

officers, and supervisors receive annual training on the Department's policy governing the use of force. Such training will address the following topics:

- The Department's Use of Force Continuum
- Proper use of force decision-making, using real-life examples and interactive exercises to illustrate and emphasize proper use of force decision-making
- The Department's use of force reporting requirements
- The Fourth Amendment and other constitutional requirements
- Proficiency in the use of OC from a certified OC instructor
- Proficiency in the use of the C.E.W. by a certified C.E.W. instructor
- Proficiency in the use of other less-lethal weapons and soft/hard empty hand control techniques, by appropriately certified instructors at least every other year
- De-escalation techniques (such as disengagement, area containment, surveillance, waiting out a subject, summoning reinforcements/calling in specialized units, or delaying arrest) that encourage officers to make arrests without using force, even when the use of force would be legally justified
- Safe and alternative techniques for extracting subjects from stationary vehicles and disabling such vehicles
- Threat assessment
- Factors to consider when initiating or continuing a vehicle or foot pursuit.
- Conflict management

As practical, the Department will conduct use of force at annual firearms qualification.

6. Complaint Training

The Department will provide training to all of its officers on the complaint process. In addition, it will develop a protocol for employees governing appropriate conduct and responses in handling citizens' complaints.

7. Supervisor School

(MPCTC Regulation .13 COMAR 12.04.01)

Upon promotion to the rank of Sergeant, officers will complete a MPCTC approved Supervisor Certification School. This course must be

completed within 90 days of promotion.

8. Administrator School

(MPCTC Regulation .13/COMAR 12.04.01)

Upon promotion to the rank of Lieutenant, officers will complete a MPCTC approved Administrator Certification School. This course must be completed within 90 days of promotion.

9. Firearms Training

The Department requires that all sworn employees participate in Firearms training. Sergeants and below must participate in training with the department handgun, shotgun and patrol rifle annually. Weapon requirements:

- Handgun training shall be conducted at a minimum, once during the first 6 months of the calendar year and once during the last 6 months of the calendar year.
- Shotgun training shall be conducted at a minimum, once during the first 6 months of the calendar year and once during the last 6 months of the calendar year.
- Patrol Rifle training shall be conducted at a minimum, once during the first 6 months of the calendar year and once during the last 6 months of the calendar year.

MPCTC qualifications are not training and should not be counted towards departmental training. For further information regarding weapons and/or qualification see: **VOL. II, CH 52. WEAPONS.**

10. Internal Training

Any Departmental employee may submit recommendations for training classes, in writing, to a supervisor.

11. External Training

An employee having information concerning available training programs of benefit to Departmental personnel shall forward the information to a supervisor.

Employees representing themselves as members of the Department, as a criteria to attend training programs not sponsored or funded by the Department, must notify and receive approval from

a supervisor before attending.

An employee, who wishes to attend training that requires the use of a Town vehicle or administrative leave, shall submit a written request through his or her chain of command to a supervisor.

An employee who wishes to attend training that requires any type of Town funding or grant funding shall complete a request packet. The request packet shall include a memorandum request with brochures, agenda, or itinerary regarding the training attached.

Evaluation

Immediately following participation in an external training program, the employee shall complete a written evaluation of the training to a supervisor.

12. Training Records

The Chief of Police or designee will ensure that the Department maintains records of lesson plans and training materials. He or she shall ensure that the most current training documents are maintained in a central file system and are clearly dated.

In addition, training records shall be maintained for each individual employee. These records shall contain information regarding courses that the employee has attended. These records shall be updated as soon as practicable each time an employee completes a course.

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

- General Regulations for the Maryland Police Training Commission, COMAR 12.04.01, 12.04.02

References:

UNIFORM & GROOMING REGULATIONS**I. POLICY**

Officers will wear, use, or display only uniform or equipment items authorized by regulations or approved for temporary use by their supervisor. This does not apply to authorized firearms.

II. CHECKLIST (N/A)**III. DEFINITIONS**

Authorized Equipment: All Department issued equipment, vehicles. This includes all property contained within buildings or vehicles. Other equipment/property specifically assigned to an employee by the Department or other agency, including property coming into Departmental custody through grants, loans, leases, or other temporary arrangements. Personally owned equipment items intended for use while performing official duties or with issued equipment may also be authorized equipment.

Capital outlay issue: Initial and replacement equipment items are issued at Departmental expense; includes vehicles, firearms, and radios.

Gigline: The vertical line defined by the shirt closure, edge of belt buckle, and trouser fly pleat.

Issued equipment: Any Department controlled item assigned to an employee or component for official use.

Purchase system: Replacement uniform/equipment items (following initial issue) purchased by an employee.

Quartermaster system: New and replacement uniform/equipment items issued to employees at Departmental expense.

IV. FORMS**V. PROCEDURES****1. Wear & Display of Uniforms**

Uniforms shall be worn in their entirety as intended. Uniforms shall be clean and serviceable

and shall not display excessive wear. Buttons, except as noted, shall be buttoned at all times. Brass items shall be polished, with lettering blackened; snaps and buttons shall be fastened where intended.

Uniform articles shall not be worn with civilian clothing articles except when approved by a supervisor.

The provisions of this section are binding upon all officers; both on-duty and off-duty, except that supervisors may permit deviations from uniform and grooming regulations based on operational necessity. Only the Chief of Police may approve permanent changes in the uniform regulations.

Employees are responsible for the care, security, and proper maintenance of all Departmental uniforms issued to them.

1. Uniform Issue, Purchase, & Disposition***Issued Items***

Departmental property issued to officers is listed on the List of Departmental Equipment which is maintained by the Patrol Commander.

Uniforms and equipment that have become unserviceable through normal wear, except capital outlay items, are replaced at the Department's expense.

Lost, Damaged, or Stolen Uniforms

When uniform items are lost, damaged, or stolen, the officer shall immediately submit a memorandum to a supervisor. The supervisor shall determine whether the loss, damage, or theft warrants a formal investigation; if so, the Patrol Commander or another officer so chosen shall conduct the investigation. Through investigation, the supervisor shall determine whether employee negligence caused the loss, damage, or theft and whether disciplinary action is warranted.

Formal investigations shall be conducted in accordance with the directives in VOL. I, Ch. 18. INTERNAL INVESTIGATIVE PROCEDURES.

2. Lost, Damaged, or Stolen Equipment.

Replacement of Lost, Stolen, or Damaged Uniforms

A supervisor shall submit an Inter-office Memorandum, with a copy of the Incident Report attached, if applicable, to the Chief of Police. Upon approval of the memorandum, the employee may obtain the replacement from an approved vendor. Uniform items may be replaced prior to the conclusion of a supervisor's investigation.

If it is determined that the employee was negligent for the loss, damage, or theft of a uniform item, the Patrol Commander shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief may order the employee to pay for the repair or depreciated replacement cost of the item, as appropriate. Restitution does not in and of itself constitute a disciplinary action.

If it is determined that the employee was not at fault for the loss, theft, or damage of the item, the replacement shall be at no cost to the employee.

4. Disposal of Unserviceable Uniform Items

Unserviceable items, which were issued under the quartermaster system, shall be returned to the Patrol Commander for disposal.

5. Types of Uniforms***Class A Uniform***

This dress uniform consists of the dark blue blouse, long-sleeved light gray shirt; tie with tie device, and dark blue pants with a black stripe. The Class A uniform shall display the following:

- Outermost cover:
 - American flag pin
 - Authorized Departmental patches
 - Awards and decorations
 - Breast badge in holder
 - Collar ornament with State seal
 - Marksmanship medal
 - Nameplate
 - Rank insignia
- Dress uniform shoes
- Authorized police equipment belt with the following:

- Authorized firearm and holster.
- Magazine holder and magazines.
- Authorized handcuff case with handcuffs.

Class B Uniform

This dress uniform consists of the long-sleeved light gray shirt; tie with tie device, and dark blue pants with a black stripe. The Class B uniform shall display the following:

- Outermost cover:
 - American flag pin
 - Authorized Departmental patches
 - Breast badge on pocket
 - Marksmanship medal
 - Nameplate
 - Rank insignia
- Dress uniform shoes
- Authorized police equipment belt with the following:
 - Authorized firearm and holster.
 - Authorized Magazine holder and magazines.
 - Authorized case containing OC Spray.
 - Authorized Asp in Holder
 - Authorized handcuff case with handcuffs.

Class C Uniform

This dress uniform consists of the short-sleeved light gray shirt and dark blue pants with a black stripe. The Class B uniform shall display the following:

- Outermost cover:
 - American flag pin
 - Authorized Departmental patches
 - Breast badge on pocket
 - Marksmanship medal
 - Nameplate
 - Rank insignia
- Dress uniform shoes
- Authorized police equipment belt with the following:
 - Authorized firearm and holster.
 - Authorized Magazine holder and magazines.
 - Authorized case containing OC Spray.
 - Authorized Asp in Holder
 - Authorized handcuff case with handcuffs.

Class D Uniform

The Class D uniform consists of a black utility shirt and black pants with black boots as approved by the Chief of Police. A department issued baseball-style hat is optional.

Rank insignias shall be affixed to the uniform.

Authorized police equipment belt should contain all issued equipment. (See: *Vol. I, Ch. 13, "Equipment Belt"*)

Uniforms & Extra Duty Employment

Uniforms are only authorized for wear for extra duty employment if such employment is within the Town limits of Cheverly.

Long Sleeved Shirts Mandatory

The long-sleeved uniform shirt of either uniform shall be worn from October 15 through March 14.

Long Sleeves Optional

From March 15 through April 14, if the high temperature predicted by the Verizon Telephone Weather Service (phone: 301-936-1212) for the scheduled watch is 70° Fahrenheit or higher, officers may wear the short-sleeved uniform shirt. When the predicted temperature for the scheduled watch is 69° Fahrenheit or below, the long-sleeved uniform shirt shall be worn.

Short Sleeves Mandatory

The short-sleeved uniform shirt shall be worn from April 15 through September 14.

Short Sleeves Optional

From September 15 through October 14, if the Verizon Telephone Weather Service predicts the low temperature for the scheduled watch to be 69° Fahrenheit or below, officers may wear the long-sleeved uniformed shirt.

6. Badges

Authorized badges are those approved by the Chief

of Police for issue or purchase.

Officers are issued one breast badge, one flat badge, and one hat badge, if applicable. Officers may purchase one additional hat and breast badge. Officers in investigative components may purchase one flat investigative badge.

Except for uniforms that display an embroidered Cheverly Police Department badge on the left chest, curved badges shall be worn on the left side of the uniform shirt and outer garments. Flat-badge use is limited to non-uniform identification purposes.

Upon separation from employment, officers shall turn in all issued badges to a supervisor.

Officers may retain any badges purchased for specific occasions, such as Inaugural badges. Badges shall not be sold, transferred, or presented to anyone without the approval of the Chief of Police.

7. Uniform Accoutrements

Marksmanship Medals

The marksmanship medal worn shall represent the current qualification rating of the wearer.

Nameplate

The authorized nameplate for the dress uniform is gold colored and bears the officer's last name centered on the plate in black, capitalized Roman letters. The name plate on the uniform of the day must be sewn into that uniform.

A nameplate shall be displayed on all outer garments except the raincoat.

Awards

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

Multiple ribbons should be affixed with a multiple-ribbon holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type are

denoted by a star placed upon the original ribbon for each additional award. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster.

A sixth award is denoted by the addition of one star to the oak leaf cluster and subsequent awards shall continue in similar fashion until two oak leaf clusters and no stars denote a tenth award.

A maximum of three ribbons shall be displayed on one row. If additional rows are required, only the top row shall have less than three.

Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. When multiple rows are needed, higher awards shall be displayed in the upper rows. See the order of precedence and display of ribbons in Vol. I. Ch. 7. Sections 4-5.

Insignia Pins

Officers may wear a maximum of two insignia pins on any uniform outer garment or uniform shirt, except rain gear. When two insignia pins are worn, they shall be side by side, ¼" above the nameplate.

The following are authorized insignia pins:

- FOP pin
- FTO pin (currently qualified FTOs only)
- Town of Cheverly pin

National Rifle Association Medal

Recipients may wear the NRA Distinguished Combat Shooter's Award. The award will only be worn on the dress uniform, in place of the issued marksmanship medal.

Tie & Tie Devices

The black clip-on tie is the authorized dress uniform tie. The collar of the shirt shall be buttoned with the knot fastened over top. Wearing the tie is mandatory with the winter dress uniform.

- Authorized tie devices shall be worn centered on the tie at a point centered on the horizontal

line formed by an extension of the tips of the shirt pocket flaps.

8. Non-Issued Uniform Accessories

Socks

Officers shall wear black, nontransparent socks.

Gloves

The only authorized gloves for uniformed officers are plain black gloves, the material of which covers the entire hand to the wrist. They may be worn during cold or inclement weather, or for officer safety while conducting pat-downs.

Gloves shall not contain lead, sand, or other weighted material.

Undershirts

Undershirts may be worn with any uniform. The authorized colors are White with a Class A, B or C uniform, and Black with a Class D uniform.

Turtlenecks

Turtlenecks are authorized for wear with the long-sleeved uniform shirt (except dress uniform). The turtleneck shall be black and can be embroidered with "CPD" on the neck.

9. Footwear

The following criteria apply to all articles described in this section:

- Visible materials and accouterments are black
- Labels or lettering shall not be visible

Shoes and boots shall be kept clean and shined. Athletic shoes are prohibited for wear with any uniform.

Shoes

Shoes shall be oxford style (low quarter) or chukka style (ankle high) with lace or zipper closure. Pull-on dress boots are authorized; they must be of a plain design. The body of the shoe may be leather or synthetic but must be of one material and

capable of retaining a high shine. Soles may be leather, rubber, or plastic material.

Boots

The body of the boot may be of leather, synthetic material, or a combination of both. The boot must be capable of retaining a shine from the front to at least the laces. Soles may be leather, rubber, or plastic material.

Boots are not authorized for wear with the dress uniform. When wearing boots, the pants shall not be bloused.

10. Outer Garments

The following are authorized outer garments:

- Ballistic Vest Outer-Garment Carrier
- Blouse
- Intermediate bomber-style jacket
- Gortex Raincoat

Gortex jackets may be worn over any uniform except the dress uniform. When worn with the zipper closed, all snaps except the topmost shall also be closed.

Rain Gear

Officers may wear the issued raincoat or an identical substitute during periods of precipitation.

11. Hats

Headgear shall be worn straight and level on the head and is not usually worn indoors.

Uniform Hat

Except as noted in this section, the eight-point hat is the only authorized headgear for the dress uniform. The uniform hat is required when specifically directed by a supervisor or as required elsewhere in written directives. The uniform hat is optional at other times.

Baseball Cap

Officers wearing the utility uniform may wear black baseball caps displaying the Town police

seal. Caps of officers below the rank of Lieutenant shall have a plain bill.

Knit Ski Caps

Black knit ski caps, both lined and unlined, embroidered with CPD or the Town police seal are the only knit ski caps that are authorized for wear.

12. Rank Insignia, Commissioned Officers

Commissioned officers wear metal rank insignia on the jacket or blouse, 1" from the outer edge of the epaulets. Small metal rank insignia are worn on the dress shirt collars as described below. Gold piping shall be displayed on the blouse sleeves.

Chief of Police

- Shirt insignia - Silver eagle, centered on the collar with wings parallel to top collar edge, wing tips $\frac{3}{4}$ " from inside collar edge.
- Blouse sleeve – Four $\frac{1}{2}$ " gold stripes, $\frac{3}{8}$ " apart, beginning 3" from the bottom of the blouse sleeve.

Lieutenant

- Shirt insignia - One gold bar, positioned same as captain.
- Blouse sleeve – One $\frac{1}{2}$ " gold stripe, 3" from bottom of blouse sleeve.

13. Rank Insignia, Non-Commissioned Officers

Officers of the ranks of Police Officer First Class through Sergeant shall wear chevrons. Large black wool chevrons are worn only on the blouse. Large chevrons (black with silver borders) are worn on long-sleeved shirts. Small chevrons (black with silver borders) are worn on short-sleeved shirts.

Sergeant uniforms have sleeve chevrons of three stripes, centered 6" below the shoulder seam.

Corporal uniforms have sleeve chevrons of two stripes, centered 6" below the shoulder seam.

Police Officer First Class uniforms have sleeve chevrons of one stripe, centered 6" below the shoulder seam.

Police Officer (Private) uniforms have no rank insignia.

14. Jewelry

Employees are prohibited from wearing body-piercing jewelry that would be visible to the public when on duty. This includes any jewelry that is worn as the result of piercing of the tongue, nose, eyebrow, face, or any other portion of the head or facial area.

Off-duty employees are prohibited from wearing any body-piercing jewelry that would be visible to the public when operating a Departmental vehicle.

Earrings

Male employees are prohibited from wearing earrings whenever in uniform or operating a Departmental vehicle.

Female employees may wear one earring per ear, centered on the earlobe, whenever in uniform or operating a Departmental vehicle. Earrings shall be a symmetrically matched set, shall not extend beyond the earlobe, and shall be of a conservative design.

Rings

Any ring worn by any employee shall be of the type that fits on only one finger.

In uniform, one ring per hand is authorized. For females, a wedding ring/engagement ring combination counts as one ring.

Necklaces & Bracelets

Necklaces or bracelets worn by uniformed employees shall not be visible, except medic-alert necklaces or bracelets.

15. Glasses

The following are prohibited when wearing eyeglasses or sunglasses in uniform:

- Straps, except plain black straps that secure the glasses to the face and have no slack.
- Eccentric or faddish styles or frames.

16. Grooming Regulations

The provisions of this section apply to:

- All uniformed employees, except as noted.
- Any employee operating a Departmental vehicle.

Off-duty employees in civilian attire may deviate from provisions of this section to drive a Departmental vehicle for a short trip, provided they maintain a neat appearance.

Hair

Officers shall conform to the following:

- Hair shall be clean and neatly groomed.
- Hairstyle shall not interfere with proper wear of Departmental headgear.
- Hair coloring must appear natural.
- Bizarre or extreme hairstyles, such as Mohawk cuts, cornrows, and dreadlocks, are prohibited.
- Ornamental hair accessories are prohibited

Hairstyles for males shall present a tapered appearance; hair shall not fall over the ears, eyebrows, or top edge of the shirt collar.

Hairstyles for females shall be arranged in a manner that prevents any hair from extending below the top edge of the shirt collar. When an officer makes a reasonable attempt to comply with this subsection but some hair still touches or extends slightly beyond the top edge of the collar, she may be in compliance. A supervisor shall make the final determination of compliance.

Sideburns

Sideburns shall be neatly trimmed. They shall not extend below the bottom of the earlobe; they shall be of even width (not flared) and end with a clean-shaven horizontal line.

Beards

Beards are prohibited except as noted. An employee being treated for a facial skin disorder exacerbated by shaving may request permission to wear a beard. The employee shall submit a medical

recommendation to the Chief of Police. Based on the medical recommendation, the Chief may grant permission to forego shaving.

The employee shall submit a medical certification every four (4) months verifying the continued existence of the skin disorder.

When a beard is authorized, a full profile beard shall be worn, with maximum hair length of $\frac{1}{4}$ ".

Mustaches

A neatly trimmed mustache is permissible. Mustache hair shall not extend more than $\frac{1}{4}$ " below or beyond the line of the wearer's upper lip. The length of mustache hair shall not exceed $\frac{1}{2}$ ".

Wigs

Wigs or hairpieces shall conform to hair regulations.

Fingernails

Designs, such as "sculptured nails", are prohibited. No objects shall be affixed to the fingernails.

Officers' fingernails shall not extend more than $\frac{1}{4}$ " beyond the fingertips. They shall be kept clean.

All uniformed officers (male and female) may wear clear fingernail polish. Non-uniformed female officers may wear colored nail polish in neutral tones.

Cosmetics

Cosmetics shall be applied in good taste so colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are prohibited.

VI. GOVERNING LEGISLATION & REFERENCE

CLASSIFICATION SYSTEM and PROMOTIONAL PROCESS

I. PURPOSE

The purpose of this General Order is to outline advancement procedures within the Police Personnel System. The classification system serves two purposes: to identify the promotional process to be used for sworn employee advancement; and, to establish a system by which the Chief of Police makes recommendations regarding employee positions to the Town for budgeting purposes. All advancements are made through Proficiency, Competition, or Appointment.

II. CHECKLIST (N/A)

III. DEFINITIONS

Appointed Advancement: Where the applicant is chosen directly by the Chief of Police.

Competitive Advancement: Where the list of qualified applicants are ranked and selected in accordance with the promotional process.

Position Classification: A salary grade within the Police Personnel System.

Proficiency Advancement: Where all officers who meet the advancement criteria are advanced to a higher classification.

Rank: Denotes traditional police hierarchy, signified by the nominal assignment of the insignia of advancement that corresponds to a salary grade for recognition of authority.

Similar Service: Refers to an applicant’s service and experience as a police officer in an agency other than the CPD.

IV. FORMS

V. PROCEDURES

1. Classification System

The classification system is divided into grades. These grades are used to:

- Determine the appropriate salary of a particular employee
- Serve as the foundation for the police rank structure.

The Police Personnel System includes the following classifications within the Police Officer series:

| | Grade |
|----------------------------|--------------|
| Police Officer Recruit | |
| Police Officer | P1 |
| Police Officer First Class | P2 |
| Police Corporal | P3 |
| Police Senior Corporal | P3 |
| Police Master Corporal | P4 |
| Police Sergeant | P5 |
| Police First Sergeant | P5 |
| Police Lieutenant | P6 |

2. Corresponding Rank Structure

The rank structure within the Department also serves two important purposes:

- It easily denotes supervisors by the use of chevrons, bars, and other rank insignia
- Serves as a tool that encourages employees to take pride in advancement.

The Police Personnel System includes the following ranks within the Police Officer series:

| | Rank |
|--------------------|----------------------------|
| Police Recruit | Recruit Officer |
| Police Officer I | Police Officer |
| Police Officer II | Police Officer First Class |
| Police Officer III | Corporal |
| Police Officer III | Senior Corporal |
| Police Officer IV | Master Corporal |
| Police Sergeant | Sergeant |
| Police Sergeant | First Sergeant |
| Police Lieutenant | Lieutenant |

3. Proficiency Advancement

Proficiency advancement applies to Police Officer Recruit through Police Officer III. The variance within these grades is intended to identify qualitative differences between the work performed by individual officers and the amount of supervision that must be exercised over these

individuals as they perform their work. Police Officer III is the highest grade class in the occupational series to which officers may be advanced on a non-competitive basis.

Proficiency advancement is obtained primarily by means of Performance Evaluations. To qualify for advancement, affected officers must receive a total evaluation of "Proficient" or better on their yearly Performance Evaluation, regardless of a particular duty assignment or current in-grade experience.

Similar service can be used as a hiring incentive in lieu of a Performance Evaluation for original placement.

To qualify for "similar service," the following conditions must be met:

- The officer must have been employed in the past with a Maryland law enforcement agency or an agency through which the officer has received certification by the Maryland Police Training Commission (MPTC).
- The service in the other law enforcement agency must have consisted of duties and responsibilities wholly and substantially the same as those performed by Cheverly police officers.
- Whether or not the officer receives full credit for each year of service with the other law enforcement agency shall be determined by the Chief of Police in his discretion after consideration of the nature, time, duties, training, record, evaluations, and rank of the officer in this similar service.

Minimum Qualifications

For Police Officer I:

- All officers who are to be advanced must have graduated from the mandated entrance level training program mandated by the MPTC or an MPTC-approved equivalent program.
- Possession of a high school diploma or its equivalent.

For Police Officer II:

- All police officers to be advanced must have served satisfactorily as a Police Officer I for two (2) years or the equivalent similar service as determined by the Chief of Police.
- Possession of a high school diploma or its equivalent.

For Police Officer III

- All police officers to be advanced must have served satisfactorily as a Police Officer II for two (2) years or the equivalent similar service as determined by the Chief of Police.
- Possession of a high school diploma or its equivalent.

4. Competitive Advancement

Competitive advancement is for the ranks of Police Officer IV and Sergeant. Candidates for these ranks must participate in the promotional process as outlined in this General Order.

Subject to Equal Opportunity Employment Guidelines, the Chief of Police is free to choose any officer from the highest rating category, based upon the officer's overall rating, character, knowledge, skills, abilities, and physical fitness for the job, as well as possible future advancement.

Minimum Qualifications

For Police Officer IV:

- Must currently be a Police Officer III or the have the equivalent similar service as determined by the Chief of Police.
- Must have satisfactorily completed 60 college credit hours in a police-related field at an accredited institution of higher learning.

For Police Sergeant:

- Must have five or more years of continuous service as a police officer as certified by MPTC.
- Must have satisfactorily completed 60 college credit hours in a police-related field at an accredited institution of higher learning.

- Must pass a field (first-line) supervisor training program approved by the MPTC.

5. Appointed Advancement

Appointed advancement is for the rank of Lieutenant. The position of Lieutenant, or the Patrol Commander, is appointed at the sole discretion of the Chief of Police.

Because this position is critical, this candidate is chosen based upon prominent criteria for this position: experience, leadership, character, professionalism, trustworthiness, and loyalty.

Minimum Qualifications

- Must have ten or more years of continuous service as a police officer as certified by MPTC.
- Must have satisfactorily completed a Bachelor Degree in a police-related field at an accredited institution of higher learning.
- Must pass a manager (second-line supervisor) training program approved by the MPTC.

6. The Promotional Process

While the promotional process directly affects only the ranks of Police Officer IV and Sergeant, the mechanics of it can be applied in the evaluation of all ranks. The Chief of Police, for example, may use the structure of the promotional process in the appointment of the Lieutenant rank.

Because the promotional process involves competition among officers for selected positions, its structure and use shall be well documented and prominently be made available to all interested parties. Modifications to the process may only be made by the Chief of Police.

7. Declaration of Position Availability

When an approved and budgeted position becomes available, the Chief of Police shall cause a memorandum to be distributed to all Departmental personnel declaring the open position(s) and the minimum qualifications for applicants.

This memorandum shall request that all interested personnel who have an intention to participate in the promotional process respond to the Chief of Police in writing by a specific date no less than ten days in advance of this declaration.

8. Eligibility Roster

At the end of the declaration date, the Chief of Police will prominently post an eligibility roster of all candidates and the competitive testing process.

In the event that there are no interested, qualified, or in the opinion of the Chief of Police, too few candidates to make testing competitive, additional candidates may be sought with similar service from outside the Department, if practical.

Pending the creation of a viable eligibility roster, or in the event of an inability to establish one in a reasonable period of time, the Chief of Police may suspend the promotional process until such time as sufficient candidates become available.

9. Testing Process

The testing process shall follow the below template unless a change is authorized in writing to all candidates by the Chief of Police. While continuity of operations is important, testing is best performed if the criteria is timely, relative, and oriented to this Department.

Each candidate in the testing process will be notified in writing of the date, time, and location of all segments of the testing process.

The Testing Process shall include the following procedures:

- Resume** – Each candidate shall submit, in writing, a two page, single-sided Resume to the Chief of Police. The Resume may contain any information that the candidate feels is pertinent, such as previous experience, education and training, and skills and abilities. Resumes will be provided to an Oral Board as outlined below:
- Oral Board** – An Oral Board consisting of at least three current police officers shall be established at the direction of the Chief of

Police. Each of these officers shall be at least one rank higher than the rank currently sought by the competing candidates.

- Oral Board members shall present to each candidate a pre-determined list of questions as approved by the Chief of Police that require an oral response by the candidate. The candidate is free to answer these questions within a required time period based upon his or her experience, knowledge of the General Orders and Department policy, and previous training. Notes of these responses will be made by the Oral Board members.

- Performance Evaluations** – The last two Performance Evaluations of each candidate will also be provided to the Oral Board. Previous evaluations in the case of similar service are acceptable.

The Oral Board will consider each applicant's Resume, answers to Oral Board questions, and the Performance Evaluations of each candidate and establish a ranking of the candidates.

10. Promotional Results

Once the Oral Board has established a ranking of the candidates and such ranking is approved by the Chief of Police, each candidate will be advised in writing of the results. Any questions as to the results shall be forwarded in writing to the Chief of Police for consideration.

11. Promotions

Promotions shall be made at the start of the next pay period upon approval of the Chief of Police. Appropriate ceremonies and presentations may be considered.

VI. GOVERNING LEGISLATION & REFERENCE

- Governing Legislation:
- Town Code, Chapter 21 and 22